

Proposed Budget

Cheyenne Downtown Development Authority	
Budget Hearing Information	
2101 O'Neil Avenue, Room 205	Location: City Municipal Building
Cheyenne, WY 82001	Date: 6/15/2023
307-433-9730	Time: 10 a.m.
Laramie County	Budget Prepared by: Thom Gabrukiewicz

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 April 20, 2023. The proposed budget was presented to the Governing Body at a work session on May 10, 2023. Final approval of the proposed budget by the City was on June 12, 2023. The DDA Board voted to adopt the proposed budget on June 15, 2023. Mill levy funding from the Laramie County Government is anticipated to increase slightly from FY23 budget. Approved funding of \$20,000 from the LCEDJPB and \$5,000 from Laramie County Government is included in the FY24 budget. An agreement was signed in March of 2023 between the DDA and the City of Cheyenne that in lieu of the annual allocation of \$250,000, the City instead 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 taken over all responsibilities previously executed by the DDA staff.

S-B RESERVE DESCRIPTION

The DDA currently has \$1,332,524 in designated reserves.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Wendy Volk	6/30/25	<input checked="" type="checkbox"/> Yes
Stephanie Reece	6/30/25	<p>If Yes, enter</p> <p>Address of office: 2101 O'Neil Avenue, Cheyenne, WY 82001, Room 205</p> <p>City, State, Zip: Cheyenne, WY 82001</p> <p>Phone Number: 307-433-9730</p> <p>Hours Open: 8-5 p.m.</p>
Danica Mrozinsky	6/30/27	
Amber Nuse	6/30/26	
Jamie Winters	6/30/26	
David Teubner	6/30/24	
Janelle Rose	6/30/27	
Landyn Medina	6/30/24	
Pete Laybourn/Council Liaison	NA	

Where are the minutes of your board meeting available for public review?
www.cheyennecity.org/dda

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?
 City of Cheyenne Municipal Building (Council Chambers) & Zoom

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$650,682	\$830,981	\$1,202,000	\$1,202,000
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	\$869,036	\$1,080,804	\$2,670,400	\$2,670,400
S-5	Amount requested from County Commissioners	\$385,251	\$391,321	\$392,000	\$392,000
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$1,468,400	\$1,468,400

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$32,266	\$1,621	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$385,251	\$391,321	\$387,000	\$387,000
S-9	Government Support	\$255,000	\$312,500	\$20,000	\$20,000
S-10	Grants	\$0	\$12,792	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$5,000	\$5,000
S-12	Miscellaneous	\$40,314	\$37,689	\$20,000	\$20,000
S-13	Other Forecasted Revenue	\$0	\$0	\$770,000	\$770,000

S-14	Total Revenue	\$712,831	\$755,923	\$1,202,000	\$1,202,000
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FY 7/1/23-6/30/24 Cheyenne Downtown Development Authority

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$141,518	\$48,659	\$48,000	\$48,000
S-18	Operations	\$479,721	\$765,255	\$1,154,000	\$1,154,000
S-19	Indirect Costs	\$29,443	\$17,067	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$650,682	\$830,981	\$1,202,000	\$1,202,000

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$156,205	\$324,881	\$1,468,400	\$1,468,400

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	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
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	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524

End of Summary

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

Date adopted by Special District 6/15/2023

DISTRICT ADDRESS: 2101 O'Neil Avenue, Room 205
Cheyenne, WY 82001

PREPARED BY: Thom Gabrukiewicz

DISTRICT PHONE: 307-433-9730

Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2024

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$385,251	\$391,321	\$387,000	\$387,000
R-1.2 Other County Support (see note on the right)	4005			\$5,000	\$5,000

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$250,000	\$290,000		
R-2.4 Other (Specify)	4237	\$5,000	\$22,500	\$20,000	\$20,000
R-2.5 Total Government Support		\$255,000	\$312,500	\$20,000	\$20,000
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300		\$1,621		
R-3.3 Other Assessments	4503	\$32,266			
R-3.4 Total Operating Revenues		\$32,266	\$1,621	\$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		\$12,792		
R-4.4 Total Grants		\$0	\$12,792	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$2,745	\$31,033	\$0	
R-5.2 Other: Specify <u>Fundraising & Restitution</u>	4500	\$37,569	\$6,656	\$20,000	\$20,000
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$40,314	\$37,689	\$20,000	\$20,000
R-5.5 Total Forecasted Revenue		\$327,580	\$364,602	\$40,000	\$40,000
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 Revenue from Reserves	4500			\$770,000	\$770,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$770,000	\$770,000

Proposed Budget

Cheyenne Downtown Development Authority

FYE 6/30/2024

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$83,991			
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$0			
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	\$10,075	\$5,236		
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	\$5,381	\$7,252	\$15,000	\$15,000
E-4.3 Other (Specify)					
E-4.4 Website	7023	\$1,978	\$2,195	\$2,500	\$2,500
E-4.5 Contract Labor	7023	\$3,226			
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031		\$1,336	\$4,000	\$4,000
E-5.2 Office equipment, rent & repair	7032		\$1,219		
E-5.3 Education	7033	\$10,832	\$1,335	\$10,000	\$10,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Rent & Utilities	7035	\$24,782	\$22,694	\$16,500	\$16,500
E-5.7 Postage/Credit Card Fees	7035	\$304	\$679		
E-5.8 see additional details		\$949	\$6,713		
E-6 TOTAL ADMINISTRATION		\$141,518	\$48,659	\$48,000	\$48,000

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$135,264			
E-7.2	Service Contracts		7203 \$231,933		
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	Convention Supplies		7220 \$1,738		
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Grants to Businesses	7230 \$143,391	\$373,359	\$900,000	\$900,000
E-10.2	Sponsorships	7230 \$27,680	\$65,612	\$30,000	\$30,000
E-10.3	Downtown Mural/Arts District Program	7230	\$10,399	\$15,000	\$15,000
E-10.4	Community Events & Event Management	7230 \$19,367	\$25,009	\$85,000	\$85,000
E-10.5	see additional details	\$1,925	\$595		
E-11	Contractual Arrangements (List)				
E-11.1	Downtown Planter Program		7400 \$17,620	\$40,000	\$40,000
E-11.2	Downtown Banner Initiative		7400 \$4,467	\$10,000	\$10,000
E-11.3	Market Research			7400 \$10,000	\$10,000
E-11.4	Logo Design Pilot Program			7400 \$20,000	\$20,000
E-11.5	see additional details		\$11,000		
E-12	Other operations (Specify)				
E-12.1	Professional Services	7450 \$135,638	\$6,970	\$10,000	\$10,000
E-12.2	Advertising and Marketing	7450 \$4,021	\$12,280	\$13,000	\$13,000
E-12.3	Memberships and Subscriptions	7450	\$1,723	\$15,000	\$15,000
E-12.4	Printing	7450 \$7,511	\$2,550	\$6,000	\$6,000
E-12.5	see additional details		\$4,924		
E-13	TOTAL OPERATIONS	\$479,721	\$765,255	\$1,154,000	\$1,154,000

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$7,999	\$502		
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	\$13,255	\$1,745		
E-15.2 Workers Compensation	7512	\$1,802			
E-15.3 Unemployment Taxes	7513	\$690	\$351		
E-15.4 Retirement	7514	\$814	\$14,469		
E-15.5 Health Insurance	7515	\$4,884			
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$29,443	\$17,067	\$0	\$0

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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

Cheyenne Downtown Development Authority
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010 \$57,462	\$57,462	\$132,234	\$132,234
C-1.2	Savings and Investments	1040 \$294,345	\$294,345	\$1,459,503	\$1,459,503
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
C-1.6	Total Estimated Cash and Investments on Hand	\$1,684,330	\$1,684,330	\$2,924,260	\$2,924,260
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010 \$195,601	\$26,925	\$123,337	\$123,337
C-2.2	b. Reserves	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
C-2.3	Total Deductions (a+b)	\$1,528,125	\$1,359,449	\$1,455,860	\$1,455,860
C-2.4	Estimated Non-Restricted Funds Available	\$156,205	\$324,881	\$1,468,400	\$1,468,400

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$0	\$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

	DOA Chart of Accounts
RESERVES	1090

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
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	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524
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	\$1,332,524	\$1,332,524	\$1,332,524	\$1,332,524

	DOA Chart of Accounts
BOND FUNDS	1060

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-5	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