



Cheyenne Downtown Development Authority

(307) 433-9730 • www.downtowncheyyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

MEMO

To: Downtown Development Authority Board of Directors
From: Sophia Maes, *Interim Executive Director, CRE Deputy Director*
Date: September 17, 2026
Subject: FY2026 Budget Amendment Number Five – FINAL

Recommended Motion:

Move to approve the FY2026 Budget Amendment Number Five as presented.

Background:

Staff performs amendments throughout the fiscal year to ensure availability of funds per line item. This amendment is the fifth and final budget amendment for FY2026, following year-end journal entries required for accrual-method accounting. The proposed changes are summarized as follows:

Expenses

- \$5,000.00 increase to (739) DDA Board Strategic Projects for the 15th Street Railcar Installation video (\$1,500 reimbursed by City of Cheyenne and \$2,500 by Visit Cheyenne as a cost-share)
 - \$5,000.00 decrease from (720) Sponsorship

Funds are only transferred between expense line items; no additional funds are added to the operating budget.

Staff Recommendation:

Staff recommends the DDA Board approve the FY2026 Budget Amendment Number Five as presented.

Attachments:

1. Downtown Development Authority Proposed Budget Amendment #5 (9/17/2026) - Fiscal Year 2026

Downtown Development Authority Proposed Budget Amendment #5 (9/17/2026) - Fiscal Year 2026

Revenue	Adopted	Amended	Difference	Comment
405 - Laramie County	\$ 10,000	\$ 10,000	\$ -	
410 - LCEDJPB	\$ 30,000	\$ 30,000	\$ -	
415 - City of Cheyenne	\$ 25,000	\$ 25,000	\$ -	
425 - Mill Levy	\$ 487,000	\$ 487,000	\$ -	
430 - Wyoming Business Council	\$ -	\$ -	\$ -	
440 - Fundraising	\$ -	\$ -	\$ -	
445 - Other Income	\$ -	\$ -	\$ -	
450 - Revenue from Reserves	\$ 224,274	\$ 224,274	\$ -	
920 - Interest Earned	\$ 50,000	\$ 50,000	\$ -	
Grand Total Revenue	\$ 826,274	\$ 826,274	\$ -	
Administration Expenses	Adopted	Amended		
500 - Computer Hardware & Software	\$ 3,000	\$ 3,000	\$ -	
505 - Telephone and Internet			\$ -	
506 - Website	\$ 1,800	\$ 1,800	\$ -	
510 - Accounting & Audit	\$ 25,000	\$ 25,000	\$ -	
525 - Rent	\$ -	\$ -	\$ -	
530 - Cleaning	\$ -	\$ -	\$ -	
550 - Office Supplies	\$ 500	\$ 500	\$ -	
555 - Credit Card & Bank Fees	\$ 200	\$ 200	\$ -	
575 - Insurance - Board & Officers	\$ 2,500	\$ 2,500	\$ -	
580 - Education & Training	\$ 15,000	\$ 15,000	\$ -	
591 - Utilities	\$ -	\$ -	\$ -	
598 - Postage	\$ 2,500	\$ 2,500	\$ -	
Administration Expenses Subtotal	\$ 50,500	\$ 50,500	\$ -	
Operations Expenses	Adopted	Amended		
702 - Printing	\$ 1,000	\$ 1,000	\$ -	
703 - Membership & Subscriptions	\$ 3,000	\$ 3,000	\$ -	
704 - Communications Plan	\$ 130,000	\$ 130,000	\$ -	
705 - Advertising and Marketing	\$ 2,500	\$ 2,500	\$ -	
706 - Professional Services	\$ -	\$ -	\$ -	
707 - Logo Design Pilot Program	\$ -	\$ -	\$ -	
708 - Event Management	\$ 30,000	\$ 30,000	\$ -	
709 - Downtown Mural/Arts District Program	\$ -	\$ -	\$ -	
710 - Downtown Planter Program	\$ 82,250	\$ 82,250	\$ -	
711 - Downtown Banner Initiative	\$ 9,357	\$ 9,357	\$ -	
712 - Graffiti Removal	\$ -	\$ -	\$ -	
720 - Sponsorship	\$ 74,775	\$ 69,775	\$ (5,000)	Move \$5,000 from 720-Sponsorship to 739-DDA Board Strategic Projects for 15th st car installation video
735 - Façade Improvement Program Grants (FIP)	\$ 95,375	\$ 95,375	\$ -	
736 - Capital Improvement Grant (CIG)	\$ 201,500	\$ 201,500	\$ -	
737 - Large Projects	\$ -	\$ -	\$ -	
738 - Sidewalk Match Program	\$ 85,000	\$ 85,000	\$ -	
739 - DDA Board Strategic Projects	\$ 30,000	\$ 35,000	\$ 5,000	Move \$5,000 to 739-DDA Board Strategic Projects from 720-Sponsorship for 15th st car installation video
745 - Community Events	\$ 5,000	\$ 5,000	\$ -	
750 - Market Research	\$ 1,017	\$ 1,017	\$ -	
775 - COVID Rental Assistance Program	\$ 25,000	\$ 25,000	\$ -	
Operations Expenses Subtotal	\$ 775,774	\$ 775,774	\$ -	
Grand Total Expenses	\$ 826,274	\$ 826,274	\$ -	
Difference	\$ -	\$ -	\$ -	