



Cheyenne Downtown Development Authority

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

MEMO

To: Downtown Development Authority Board of Directors
From: Sophia Maes, DDA Interim Executive Director
Date: October 15, 2026
Subject: FY2027 Budget Amendment Number 1

Recommended Motion:

Move to approve the FY2027 Budget Amendment Number 1 as presented.

Background:

Staff performs amendments throughout the fiscal year to ensure availability of funds per each line item. This amendment is the first budget amendment for FY2027. The proposed changes are summarized as follows:

- \$1,750.00 increase to (580) Education & Training for 2026 IDA Conference expenses and potential future FY2027 training expenses
- \$1,750.00 reduced from (525) Rent to cover expenses to (580) Education & Training

At this time, 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 FY2027 Budget Amendment Number 1 as presented.

Attachments:

1. Proposed FY2027 Budget Amendment Number 1

Downtown Development Authority Budget Amendment 1 - Fiscal Year 2027

Revenue	Approved	Amended	Difference	Comment
405 - Laramie County	\$ 10,000	\$ 10,000	\$ -	
410 - LCEDJPB	\$ 30,000	\$ 30,000	\$ -	
415 - City of Cheyenne			\$ -	
425 - Mill Levy	\$ 501,610	\$ 501,610	\$ -	
430 - Wyoming Business Council	\$ -	\$ -	\$ -	
440 - Fundraising	\$ -	\$ -	\$ -	
445 - Other Income	\$ -	\$ -	\$ -	
450 - Revenue from Reserves	\$ 434,190	\$ 434,190	\$ -	
900 - Investment Income	\$ 45,000	\$ 45,000		
920 - Interest Earned	\$ 2,000	\$ 2,000	\$ -	
Grand Total Revenue	\$ 1,022,800	\$ 1,022,800	\$ -	
Administration Expenses	Approved	Amended		
500 - Computer Hardware & Software	\$ 3,000	\$ 3,000	\$ -	
505 - Telephone and Internet	\$ 3,600	\$ 3,600	\$ -	
506 - Website	\$ 1,800	\$ 1,800	\$ -	
510 - Accounting & Audit	\$ 27,500	\$ 27,500	\$ -	
525 - Rent	\$ 24,000	\$ 22,250	\$ (1,750)	To cover IDA Conference expenses and additional FY2027 training
530 - Cleaning	\$ 10,000	\$ 10,000	\$ -	
550 - Office Supplies	\$ 20,000	\$ 20,000	\$ -	
555 - Credit Card & Bank Fees	\$ 200	\$ 200	\$ -	
560 - Renter's insurance	\$ 1,500	\$ 1,500		
575 - Insurance - Board & Officers	\$ 2,500	\$ 2,500	\$ -	
580 - Education & Training	\$ 15,000	\$ 16,750	\$ 1,750	To cover IDA Conference expenses and additional FY2027 training
591 - Utilities	\$ 6,000	\$ 6,000	\$ -	
598 - Postage	\$ 2,500	\$ 2,500	\$ -	
Administration Expenses Subtotal	\$ 117,600	\$ 117,600	\$ -	
Operations Expenses	Approved	Amended		
702 - Printing	\$ 1,000	\$ 1,000	\$ -	
703 - Membership & Subscriptions	\$ 7,200	\$ 7,200	\$ -	
704 - Communications Plan			\$ -	
705 - Advertising and Marketing	\$ 60,000	\$ 60,000	\$ -	
706 - Professional Services	\$ -	\$ -	\$ -	
707 - Logo Design Pilot Program	\$ -	\$ -	\$ -	
709 - Downtown Mural/Arts District Program	\$ -	\$ -	\$ -	
710 - Downtown Planter Program	\$ 87,000	\$ 87,000	\$ -	
711 - Downtown Banner Initiative	\$ 7,000	\$ 7,000	\$ -	
712 - Graffiti Removal	\$ -	\$ -	\$ -	
713 - Downtown Gift Card Program	\$ 10,000	\$ 10,000		
720 - Sponsorship	\$ 75,000	\$ 75,000	\$ -	
735 - Façade Improvement Program Grants (FIP)	\$ 200,000	\$ 200,000	\$ -	
736 - Capital Improvement Grant (CIG)	\$ 200,000	\$ 200,000	\$ -	
737 - Large Projects	\$ -	\$ -	\$ -	
738 - Sidewalk Match Program	\$ 100,000	\$ 100,000	\$ -	
739 - DDA Board Strategic Projects	\$ 30,000	\$ 30,000	\$ -	
745 - Community Events	\$ 125,000	\$ 125,000	\$ -	
750 - Market Research	\$ 3,000	\$ 3,000	\$ -	
			\$ -	
Operations Expenses Subtotal	\$ 905,200	\$ 905,200	\$ -	
Grand Total Expenses	\$ 1,022,800	\$ 1,022,800	\$ -	
Difference	\$ -	\$ -	\$ -	

*Cost of personnel and benefits are not included in this budget