



Cheyenne Downtown Development Authority

109 W 17th St, Cheyenne, WY 82001

(Phone) 307-637-6282 (Fax) 307-637-6366

MEMO

To: DDD Board

From: Thom Gabrukiewicz / DDA Administrator, Cheyenne Planning and Development Office

Subject: Cheyenne DDA Anticipated Budget for FY24

Date: April 14, 2023

Enclosed please find the Cheyenne DDA anticipated budget for FY24. This budget reflects anticipated revenue from the mill levy collection, Laramie County Government, Cheyenne-Laramie Co. Economic Development Joint Powers Board, monies carried forward, and miscellaneous funding.

As you can see, we have been able to decrease overhead in the areas of office rent and utilities; maintenance and repairs; office supplies (and will continue to monitor this expenditure); and various insurance costs.

Also, we have reduced Contract Services, and will have assistance from the City's Community Recreation & Events staff in the areas of planter maintenance and watering (we will need to hire a seasonal worker for this, but at a cost savings), and snow removal.

We've also zeroed-out the Logo Design Pilot Program, which appear to have been utilized by two businesses in 2022, both of which are now closed. This program is redundant, as the Wyoming Small Business Development Center Network offers logo design assistance.

Should you have any questions, please do not hesitate to contact me, or Charles Bloom, Cheyenne Planning and Development Director.

CHEYENNE DDA FY24 PROPOSED BUDGET

Revenue	FY23	FY24 - ANTICIPATED	COMMENTS
Total Revenue	\$ 1,392,000.00	\$ 1,182,000.00	
Total Expenses	\$ 1,417,000.00	\$ 1,182,000.00	
Difference	\$ (25,000.00)	\$ -	

Revenue	FY23	FY24 - ANTICIPATED	COMMENTS
Mill Levy Collection	\$ 387,000.00	\$ 387,000.00	
City of Cheyenne	\$ 250,000.00		Previous City Allocation
Laramie County Government	\$ 5,000.00	\$ 5,000.00	
LCEDJPB	\$ -	\$ 20,000.00	Application to be submitted May of 2023
Other - Carry Forward	\$ 750,000.00	\$ 750,000.00	To be verified
Misc. (Reimbursements, Event Profits, etc.)	\$ -	\$ 20,000.00	
TOTAL	\$ 1,392,000.00	\$ 1,182,000.00	

EXPENDITURES	FY23 Budgeted	FY24	COMMENTS
Administration & Personnel			
Office Rent & Utilities	\$ 33,000.00	\$ 16,500.00	
Maintenance & Repairs	\$ 2,000.00	\$ -	
Office Supplies & Equipment	\$ 10,000.00	\$ 4,000.00	
Audit, Accounting & Legal	\$ 15,000.00	\$ 15,000.00	
Education & Training	\$ 1,000.00	\$ 10,000.00	
Website Renewal & Maintenance	\$ 2,500.00	\$ 2,500.00	
Insurance	\$ 3,000.00	\$ -	
Personnel & Indirect Payroll Costs	\$ 220,000.00	\$ -	
Administrator	\$ -		
Support Staff	\$ -		
Health Insurance	\$ -		
Vision	\$ -		
Dental	\$ -		
Life Insurance	\$ -		
Social Security	\$ -		
State Pension	\$ -		
Workers Compensation	\$ -		
Longevity	\$ -	\$ -	
	\$ 286,500.00	\$ 48,000.00	
Operations			
Contract Services	\$ 100,000.00	\$ 60,000.00	ers, Snow Removal, Planting. City would need to hire a seasonal.
Visit Cheyenne Event Management		\$ 50,000.00	
CIG Program	\$ 150,000.00	\$ 150,000.00	
FIP Program	\$ 250,000.00	\$ 250,000.00	
Logo Design Pilot Program	\$ 20,000.00	\$ -	
Downtown Mural/Arts District Program	\$ 10,000.00	\$ 15,000.00	
DCBO Association	\$ 15,000.00	\$ 15,000.00	
Market Research	-	\$ 10,000.00	
Large Projects	\$ 500,000.00	\$ 500,000.00	
	\$ 1,045,000.00	\$ 1,050,000.00	
Marketing & Events			
Advertising - Marketing	\$ 8,000.00	\$ 8,000.00	
Communications & Outreach	\$ 5,000.00	\$ 5,000.00	
Printing - Misc.	\$ 7,500.00	\$ 6,000.00	
Downtown Sponsorships	\$ 30,000.00	\$ 30,000.00	Fridays, and festivals. To CRE.
Community Events	\$ 35,000.00	\$ 35,000.00	
	\$ 85,500.00	\$ 84,000.00	
TOTAL	\$ 1,417,000.00	\$ 1,182,000.00	