Cheyenne Downtown Development Authority
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MEMO

To: Downtown Development Authority Board of Directors

From: Sophia Maes, DDA Executive Director

Date: July 9, 2026

Subject: FY2026 Budget Amendment Number Four – FINAL

Recommended Motion:

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

Background:

Staff performs amendments throughout the fiscal year to ensure availability of funds per line item. This amendment is the fourth and final budget amendment for FY2026. The proposed changes are summarized as follows:

Expenses

- $1,983.00 increase to (711) Downtown Banner Initiative for additional banner hardware costs
    - $1,983.00 decrease from (750) Market Research

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 Four as presented.

Attachments:

1. Downtown Development Authority Proposed Budget Amendment #4 (7/9/2026) - Fiscal Year 2026

Downtown Development Authority Proposed Budget Amendment #4 (7/9/2026) - 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	$ 7,374	$ 9,357	$ 1,983	Move $1983 from 750-Market Research to 711-Downtown Banner Initiative for additional hardware costs
712 - Graffiti Removal	$ -	$ -	$ -	
720 - Sponsorship	$ 74,775	$ 74,775	$ -	
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	$ 30,000	$ -	
745 - Community Events	$ 5,000	$ 5,000	$ -	
750 - Market Research	$ 3,000	$ 1,017	$ (1,983)	Move $1983 from 750-Market Research to 711-Downtown Banner Initiative for additional hardware costs
775 - COVID Rental Assistance Program	$ 25,000	$ 25,000	$ -	
Operations Expenses Subtotal	**$ 775,774**	**$ 775,774**	**$ -**	
Grand Total Expenses	**$ 826,274**	**$ 826,274**	**$ -**	
Difference	**$ -**	**$ -**	**$ -**	