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## MEMORANDUM

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**TO:** The Honorable Mayor Patrick Collins and City of Cheyenne Council Members  
**FROM:** Robin Lockman, City Treasurer  
**DATE:** January 7, 2025  
**SUBJECT:** Reappropriation to be considered for approval

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On January 13, 2025, the Governing Body will be referring a resolution to the Finance Committee to reappropriate funds for the Fiscal Year (FY) 2025 City of Cheyenne Budget per W.S. § 16-4-112 and 16-4-113. Below is more detailed information regarding this reappropriation request.

### **GENERAL FUND – ADDITIONAL REVENUE AND RESERVES**

The Governing Body approved Resolution 6442 on December 9, 2024, authorizing one-time payments to permanent employees from FY 2024 budget savings. Full-time employees received \$2,000, while part-time staff received \$1,000. The resolution covers both employer and employee portions of FICA taxes but does not include federal withholding taxes. This reappropriation will increase budget line items by \$1,130,143 from General Fund reserves and \$491,650 from other fund reserves and grant revenues, totaling \$1,621,793 in one-time payments.

In addition, there are several other General Fund requests included for your consideration:

1. The Governing Body has approved various special projects to begin or continue during FY 2025. A total of \$3,363,807 will be transferred from General Fund reserves to pay for these project expenses, including:
  - a. Design services for the restoration of the pumphouse (\$439,539)
  - b. Construction of the new gymnastics' facility (\$2,073,049)
  - c. Railcar asbestos and lead paint abatement for the 15<sup>th</sup> Street project (\$255,462)
  - d. Concrete repairs and replacement of the public sidewalk on Vandehei Avenue between Yellowstone Road and Stockman Street (\$180,652)
  - e. Drainage enhancements for Childs Draw/Thomas Heights (\$115,105)
  - f. Design and installation of a new boiler for the Johnson Pool facility (\$300,000)
2. In October 2024 the Cheyenne Police Department (CPD) launched the Critical Traffic Control Area (CTCA) program, enabling community members to request reviews of traffic-related concerns for potential temporary remedial action. The program aims to

identify areas with unsafe or unlawful traffic behaviors and implement temporary measures to address these issues. A new budget line item was created specifically for overtime expenses pertaining to this program, and \$100,000 will be transferred from General Fund reserves.

3. The CPD has also contracted with the Horse Palace off-track betting facility to provide security services. Overtime expenses for these services will be paid from the special event overtime line item, and \$50,000 will also be transferred from the police overtime reimbursements revenue line item to cover expenses.
4. The Cheyenne/Laramie County Emergency Management Agency (EMA) recently learned that their 2025 Emergency Management Planning Grant Program (EMPG) funding was reduced by the Wyoming Office of Homeland Security. As a result, EMA is requesting General Fund reserves to support the shortage in their program administration expenses. Laramie County and the City of Cheyenne have a cost-sharing agreement for EMA operations. After considering available grant funds, the remaining operational costs are split equally between the county and city.

#### **OTHER FUNDS – ADDITIONAL REVENUE AND RESERVES**

The City of Cheyenne has received the following new grants and donations, or is reappropriating unspent existing grants, as follows:

##### ***Local and State Grant Fund (011) – new grants received:***

- \$7,500 – Plains First Responder Drone Equipment and Training Grant for Cheyenne Fire Rescue

##### ***Law Enforcement Grant Fund (024) – new grants received:***

- \$10,000 – Bulletproof Vest Program Grant (*partial reappropriation*)
- \$30,000 – Highway Safety Occupant Protection Overtime Grant (*partial reappropriation*)
- \$35,000 – Highway Safety Impaired Driving Overtime Grant (*partial reappropriation*)
- \$40,000 – Highway Safety DUI Mobile Command Grant (*partial reappropriation*)

##### ***Federal Grants Fund (025) – new grants received:***

- \$11,858 – Wyoming Department of Health Community Emergency Medical Services (CEMS) Grant for Cheyenne Fire Rescue (*partial reappropriation*)
- \$25,000 – Wyoming Energy Authority Energy Audit and Retrofit Grant for Cheyenne Fire Rescue Headquarters

- \$30,000 – Wyoming State Homeland Security Program Technical Rescue Grant for Cheyenne Fire Rescue (*partial reappropriation*)
- \$36,360 – Wyoming State Homeland Security Program Air Purify Respirators Grant for Cheyenne Police Department
- \$59,670 – Wyoming State Homeland Security Program Special Weapons and Tactical (SWAT) Team Camera Grant
- \$70,000 – Wyoming State Homeland Security Program Regional Emergency Response Team 7 (RERT 7) Sustainment Grant (*partial reappropriation*)

Other non-General Fund items being requested:

1. **Development Impact Fees (013)** – An amount of \$838,786 is being requested to pay for the purchase of land on Powderhouse Road for the construction of future Fire Station #6. An additional amount of \$1,025 is requested to pay for Federated Hermes Investment Advisory Services provided to the City Treasurer.
2. **Community Development Block Program (CDBG) Fund (018)** – A transfer from reserves in the amount of \$2,098 is being requested to recoup program administrative costs during FY24. Additionally, several subgrant adjustments are being made to previously approved projects, as well as a couple of new projects, as follows:
  - Habitat for Humanity is reverting \$297,409 of approved funding back to the city for home maintenance and repair projects that will not be utilized.
  - \$83,294 was awarded to the Habitat for Humanity 10<sup>th</sup> Street home rehabilitation project.
  - \$197,250 was awarded to the COMEA shelter for their expansion of the women’s dorm facility.
  - \$190,000 is being allocated to Community Recreation & Events (CRE) for the American Disabilities Act (ADA) sidewalk and ramp upgrade project at Lincoln Park.
  - \$291,000 is being allocated to CRE for a new playground at Optimist Park.
3. **Real Property Revolving Fund (019)** – A funding request from reserves in the amount of \$565,258 is being requested for construction of the new gymnastics’ facility.
4. **One Percent Sales Tax Funds (020/021/022)** – There were several accounts that had FY 24 carryover from reserves that were not included in the previous FY 25 reappropriation approved in October. The total carryover from reserves amount requested for these accounts is \$11,365,840. There are two additional requests to be paid by reserves: \$350,000 for the purchase of new Cheyenne Fire Rescue vehicles and equipment, and \$75,000 for the purchase of ten (10) new radios for Cheyenne Police Department vehicles.

5. **Special Purpose Option Tax Fund (030/032)** – There were accounts not included in the previous FY 25 reappropriation approved in October. The total FY 24 carryover reserves amount requested for these accounts is \$251,949. There is an additional reserves request in the amount of \$170,900 for a land swap with Black Hills Energy paid for by the Reed Avenue Corridor Project on the 2017 ballot.
  
6. **Ice and Events Center Fund (114)** – A request in the amount of \$339,438 from reserves is being requested for completion of the new gymnastics’ facility building. These funds have been held in the Ice and Events Center Fund since the sale of Lot 2, West Lincolnway in 2019.

As always, if you have any questions, please give me a call at 637-6336 or email at [rlockman@cheyennecity.org](mailto:rlockman@cheyennecity.org).



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**MEMORANDUM**

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**TO:** The Honorable Mayor Patrick Collins and City of Cheyenne Council Members  
**FROM:** Jason Sanchez, Community Recreation and Events Director  
**DATE:** December 2, 2024  
**SUBJECT:** Civic Center and Ice & Events Center Requests from General Fund Reserves

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At the close of last fiscal year, our team managed over 100 large-scale events within the Community Recreation & Events department. Nearly half of these events, including Fridays on the Plaza, Superday, Brew Fest, CFD Pancake Breakfast, Cheyenne Day, and more, were hosted outside of the Cheyenne Civic Center and were directly managed or facilitated by Civic Center staff.

The Civic Center staff consists of five full-time staff members who are critical to the operations and success of these outside events due to their specialized skill sets in technical production, event management, booking, marketing and advertising, ticketing, and safety. With this team, we have seen our most successful Fridays on the Plaza to date, built stronger partnerships with third-party promoters and agents, cultivated deeper relationships with sponsors, and served as a critical resource for local groups and community organizations in the surrounding area.

With our continued growth in the caliber of events we are bringing to the downtown community, we have garnered stronger support from businesses as it drives tourism, economic growth, and overall vitality for the City of Cheyenne.

The Cheyenne Civic Center holds a special place in the hearts of our citizens, serving as a home for a wide range of events, from performances by local artists to nationally renowned acts, community events, conferences, training sessions, and so much more. Its diverse offerings contribute significantly to the City's cultural fiber, vibrancy, and economic growth.

However, like any facility, the Civic Center requires ongoing investments to maintain its infrastructure, attract top-tier talent, and provide the best experience for both performers and audiences. It is my belief that redirecting funds toward the Civic Center is a strategic move that will yield substantial returns in terms of community engagement, economic activity and overall quality of life for our residents.

I am respectfully requesting your support to reappropriate \$323,322 from the Community Recreation & Events \$581,072 FY24 reversion to support the Civic Center. I would also ask for \$27,855 to be reappropriated to support the Ice & Events Center expenses and \$40,000 toward Fridays on the Plaza expenses.

I understand the allocation of funds is a complex process that requires careful consideration of various priorities. However, I firmly believe that supporting the Cheyenne Civic Center and Ice & Events Center aligns with our City's commitment to quality of life and fostering a rich cultural landscape, supporting local business and community groups, as well as providing our residents with enriching experiences.

RESOLUTION NO. \_\_\_\_\_

ENTITLED: "A RESOLUTION RE-APPROPRIATING THE FISCAL YEAR 2025 BUDGET OF THE CITY OF CHEYENNE ACCORDING TO THE PROVISIONS OF W.S. §§ 16-4-112 & 16-4-113."

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CHEYENNE, WYOMING:  
That the Municipal Budget of the City of Cheyenne for Fiscal Year 2025 be re-appropriated as follows:

	BUDGET	INCREASE/DECREASE	REVISED
City Council	\$ 535,417	\$ -	\$ 535,417
Mayor	3,956,078	-	3,956,078
Compliance	4,870,257	-	4,870,257
City Clerk	862,846	-	862,846
Public Works	4,939,752	-	4,939,752
Police	19,053,201	150,000	19,203,201
Fire	14,638,744	-	14,638,744
Community Recreation and Events	10,715,177	-	10,715,177
City Engineer	2,461,458	-	2,461,458
City Treasurer	1,075,792	-	1,075,792
Planning and Development	1,280,406	-	1,280,406
Miscellaneous	9,508,842	4,895,070	14,403,912
<b>TOTAL GENERAL FUND</b>	<b>\$ 73,897,970</b>	<b>\$ 5,045,070</b>	<b>\$ 78,943,039</b>
Weed and Pest	\$ 816,348	\$ 5,086	\$ 821,434
Local and State Grants	292,643	7,500	300,143
Youth Alternatives Grants	925,593	-	925,593
Recreation Programs	2,656,607	212,473	2,869,080
Belvoir Recreation Fund	202,643	3,200	205,843
Community Development Block Grant	523,354	466,988	990,342
Real Property Revolving	-	565,258	565,258
Law Enforcement Grants	659,392	115,000	774,392
Federal Grants	7,481,623	257,155	7,738,778
Transportation Planning	1,217,217	5,086	1,222,303
Transit	6,543,489	66,116	6,609,605
Juvenile Justice	280,625	-	280,625
Special Friends	74,429	-	74,429
Annexation Improvements	-	-	-
Housing Loans	30,000	-	30,000
Miscellaneous Agency Funds	501,724	-	501,724
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 22,205,687</b>	<b>\$ 1,703,862</b>	<b>\$ 23,909,549</b>
Development Impact Fees	\$ 1,308,323	\$ 839,811	\$ 2,148,134
One Percent Sales Tax	37,774,217	11,818,812	49,593,029
Specific Purpose Option Tax	18,205,194	435,563	18,640,757
Youth Activities/Ropes	19,261	-	19,261
Golf Facilities	528,500	-	528,500
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>\$ 57,835,496</b>	<b>\$ 13,094,186</b>	<b>\$ 70,929,681</b>
Solid Waste Management	\$ 23,264,560	\$ 185,634	\$ 23,450,194
Fleet Maintenance	7,541,297	36,872	7,578,169
Civic Center	2,460,851	30,515	2,491,366
Ice & Events Center	972,635	362,325	1,334,960
Surface Water Management	6,088,277	-	6,088,277
<b>TOTAL PROPRIETARY FUNDS</b>	<b>\$ 40,327,619</b>	<b>\$ 615,347</b>	<b>\$ 40,942,966</b>
Perpetual Care	\$ 45,000	\$ -	\$ 45,000
<b>TOTAL PERMANENT FUND</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>
General Fiduciary Fund	\$ -	\$ 12,931	\$ 12,931
Urban Renewal Authority Fund	-	16,798	16,798
Self Insurance Fiduciary Fund	10,145,158	1,271	10,146,429
<b>TOTAL FIDUCIARY FUND</b>	<b>\$ 10,145,158</b>	<b>\$ 31,000</b>	<b>\$ 10,176,157</b>
<b>TOTAL CITY</b>	<b>\$ 204,456,929</b>	<b>\$ 20,489,464</b>	<b>\$ 224,946,393</b>
Water Enterprise	\$ 60,844,315	\$ -	\$ 60,844,315
Sewer Enterprise	28,004,645	-	28,004,645
<b>TOTAL BOARD OF PUBLIC UTILITIES</b>	<b>\$ 88,848,960</b>	<b>\$ -</b>	<b>\$ 88,848,960</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 293,305,889</b>	<b>\$ 20,489,464</b>	<b>\$ 313,795,353</b>

REVENUE SOURCE	REVISED	INCREASE/DECREASE	REVISED
Taxes and Special Assessments	\$ 17,104,900	\$ -	\$ 17,104,900
Intergovernmental	43,584,178	150,000	43,734,178
Fines and Forfeits	658,350	-	658,350
Licenses and Permits	2,873,800	-	2,873,800
Charges for Services	2,014,000	-	2,014,000
Miscellaneous	1,540,511	-	1,540,511
Interest	849,659	-	849,659
Transfers	985,971	-	985,971
Grants	650,000	-	650,000
Revenue from Reserves	3,636,600	4,895,070	8,531,669
<b>TOTAL GENERAL FUND</b>	<b>\$ 73,897,970</b>	<b>\$ 5,045,070</b>	<b>\$ 78,943,039</b>
Weed and Pest	\$ 816,348	\$ 5,086	\$ 821,434
Local and State Grants	292,643	7,500	300,143
Youth Alternatives Grants	925,593	-	925,593
Recreation Programs	2,656,607	212,473	2,869,080
Belvoir Recreation Fund	202,643	3,200	205,843
Community Development Block Grant	523,354	466,988	990,342
Real Property Revolving	-	565,258	565,258
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Annexation Improvements	-	-	-
Housing Loans	30,000	-	30,000
Miscellaneous Agency Funds	501,724	-	501,724
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<b>TOTAL CITY</b>	<b>\$ 204,456,929</b>	<b>\$ 20,489,464</b>	<b>\$ 224,946,393</b>
Water Enterprise	\$ 60,844,315	\$ -	\$ 60,844,315
Sewer Enterprise	28,004,645	-	28,004,645
<b>TOTAL BOARD OF PUBLIC UTILITIES</b>	<b>\$ 88,848,960</b>	<b>\$ -</b>	<b>\$ 88,848,960</b>
<b>TOTAL REVENUES</b>	<b>\$ 293,305,889</b>	<b>\$ 20,489,464</b>	<b>\$ 313,795,353</b>

The sources of revenue increasing (decreasing) the budget of the General Fund are:

New Revenues	\$ 150,000
Reserves	4,895,070
Total General Fund	<u>\$ 5,045,070</u>

PRESENTED, READ AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
PATRICK COLLINS, MAYOR

(seal)

ATTEST:

\_\_\_\_\_  
KYLIE SODEN, CITY CLERK



**CITY OF CHEYENNE**  
**FY 2025 BUDGET REAPPROPRIATION - SUMMARY**  
**To be approved at the January 27, 2025 Council Meeting**

GENERAL FUND	Source of Funds:			
	Carryover Reserves	Additional Revenue	Department Transfers	Total
<b>Police Department</b>				
• New special event and critical traffic area overtime account	\$ 150,000	\$ -	\$ -	\$ 150,000
<b>Miscellaneous Department</b>				
• One-time payment for all permanent full-time and part-time employees	1,130,143	-	-	1,130,143
• Increased transfers to Civic Center, Ice & Events Center and FOTP due to FY 24 CRE budget reversions	391,177	-	-	391,177
• General Fund special projects approved by the Governing Body	3,363,807	-	-	3,363,807
• Additional support share for the City-County Emergency Management Agency resulting from Final FY25 grant award funding	9,943	-	-	9,943
<b>TOTAL GENERAL FUND</b>	<b>\$ 5,045,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,045,070</b>

SPECIAL REVENUE FUNDS	Source of Funds:			
	Carryover Reserves	Additional Revenue	Department Transfers	Total
<b>Weed and Pest Fund 010</b>				
• One-time payment for all permanent full-time and part-time employees	\$ 5,086	\$ -	\$ -	\$ 5,086
<b>Local and State Grants Fund 011</b>				
• New grant revenue	-	7,500	-	7,500
<b>Recreation Fund 014</b>				
• One-time payment for all permanent full-time and part-time employees	72,473	-	-	72,473
• Transfer to Events & Activities and Rental Equipment for Fridays on the Plaza	140,000	-	-	140,000
<b>Belvoir Recreation Fund 015</b>				
• Appraisal of Robert Green property south of Belvoir Ranch	-	3,200	-	3,200
<b>Community Development Block Grant Fund 018</b>				
• One-time payment for all permanent full-time and part-time employees	-	755	-	755
• Transfer administrative costs to General Fund	2,098	-	-	2,098
• Reallocate current CDBG grant funds and new grant projects	-	464,135	-	464,135
<b>Real Property Revolving Loan Fund 019</b>				
• Construction expenses for the new gymnastics facility	565,258	-	-	565,258
<b>Law Enforcement Grant Fund 024</b>				
• New grant revenue	-	115,000	-	115,000
<b>Miscellaneous Federal Grant Fund 025</b>				
• One-time payment for all permanent full-time and part-time employees	-	24,268	-	24,268
• New grant revenue	-	232,888	-	232,888
<b>Transportation Planning Fund 026</b>				
• One-time payment for all permanent full-time and part-time employees	5,086	-	-	5,086
<b>Transit Fund 027</b>				
• One-time payment for all permanent full-time and part-time employees	66,116	-	-	66,116
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 856,117</b>	<b>\$ 847,745</b>	<b>\$ -</b>	<b>\$ 1,703,862</b>

CAPITAL PROJECTS FUNDS	Source of Funds:			
	Carryover Reserves	Additional Revenue	Department Transfers	Total
<b>Development Impact Fees Fund 013</b>				
• Purchase of new fire station 6 land and investment advisory service fees	\$ -	\$ 839,811	\$ -	\$ 839,811
<b>One Percent Sales Tax Fund 020/021/022</b>				
• One-time payment for all permanent full-time and part-time employees	27,972	-	-	27,972
• FY24 carryover from reserves not reappropriated in October 2024	11,365,840	-	-	11,365,840
• Purchase of new CFR vehicles and CPD vehicles	425,000	-	-	425,000

CAPITAL PROJECTS FUNDS (cont'd)	Source of Funds:			
	Carryover Reserves	Additional Revenue	Department Transfers	Total
<b>Special Purpose Option Tax 2012 &amp; 2017 Ballots Fund 030</b>				
• One-time payment for all permanent full-time and part-time employees	5,086	-	-	5,086
• FY24 carryover from reserves not reappropriated in October 2024	156,495	-	-	156,495
• American Title fees for Reed Ave. corridor land swap with Black Hills Energy	170,900	-	-	170,900
<b>Special Purpose Option Tax 2021 Ballot Fund 032</b>				
• One-time payment for all permanent full-time and part-time employees	7,629	-	-	7,629
• FY24 carryover from reserves not reappropriated in October 2024	95,454	-	-	95,454
<b>TOTAL CAPITAL PROJECTS FUNDS</b>	<b>\$ 12,254,375</b>	<b>\$ 839,811</b>	<b>\$ -</b>	<b>\$ 13,094,186</b>

PROPRIETARY FUNDS	Source of Funds:			
	Carryover Reserves	Additional Revenue	Inter-Department/Transfers	Total
<b>Solid Waste Fund (023)</b>				
• One-time payment for all permanent full-time and part-time employees	\$ 185,634	\$ -	\$ -	\$ 185,634
<b>Fleet Maintenance Fund (101)</b>				
• One-time payment for all permanent full-time and part-time employees	36,872	-	-	36,872
<b>Civic Center Fund (110)</b>				
• One-time payment for all permanent full-time and part-time employees	30,515	-	-	30,515
<b>Ice &amp; Event Center Fund (114)</b>				
• One-time payment for all permanent full-time and part-time employees	22,887	-	-	22,887
• Construction expenses for the new gymnastics facility	339,438	-	-	339,438
<b>TOTAL PROPRIETARY FUNDS</b>	<b>\$ 615,347</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 615,347</b>

FIDUCIARY FUNDS	Source of Funds:			
	Carryover Reserves	Additional Revenue	Department Transfers	Total
<b>Self-Insurance Fund (103)</b>				
• One-time payment for all permanent full-time and part-time employees	\$ 1,271	\$ -	\$ -	\$ 1,271
<b>Urban Renewal Authority Fund (208)</b>				
• FY24 rollover balances for professional services	16,798	-	-	16,798
<b>General Fiduciary Fund (209)</b>				
• FY24 rollover balances for Historic Preservation Board and Visit Cheyenne	12,931	-	-	12,931
<b>TOTAL FIDUCIARY FUNDS</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,000</b>
<b>TOTAL CITY FUNDS</b>	<b>\$ 18,801,908</b>	<b>\$ 1,687,556</b>	<b>\$ -</b>	<b>\$ 20,489,464</b>
<b>BOARD OF PUBLIC UTILITIES INCREASE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REAPPROPRIATION</b>				<b>\$ 20,489,464</b>

GENERAL FUND RESERVES SUMMARY	
General Fund Unrestricted Reserve Use Request	\$ 5,045,070
<b>Total General Fund Reserve Use Request</b>	<b>\$ 5,045,070</b>