



CITY OF DOUGLAS
Community Service Grant "Aid to Others"
Quarterly Report - Fiscal Year 2024

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: CANDO dba The Enterprise		2. Phone Number: 307-358-2000
3. Complete Address: 130 S 3 rd St., Douglas, WY 82633		
4. Email Address: rvelasquez@candowoming.com		
5. Report for Quarter (check one): Ending March 31 <input type="checkbox"/> Ending June 30 <input checked="" type="checkbox"/> Ending September 30 <input type="checkbox"/> Ending December 31 <input type="checkbox"/>		
6. Number of People Served for Quarter: 2980	7. Total Income: \$126,182.69	8. Total Expenditures: \$128,987.47
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Please see attached		
10. Please list any other information you would like Douglas City Council to be aware of.		

CERTIFICATION AND SIGNATURE

I hereby certify the above information to be true and correct to the best of my knowledge.



AUTHORIZED SIGNATURE

7-15-2024

DATE OF REPORT

Robin Velasquez

PRINTED NAME

TO BE COMPLETED BY CITY

Date Received:	Reviewed By:
	Report Complete? YES <input type="checkbox"/> NO <input type="checkbox"/>

CONVERSE AREA NEW DEVELOPMENT ORGANIZATION

Profit and Loss

April - June, 2024

	TOTAL
Income	
4000 INCOME	
4020 CONVERESE COUNTY FUNDING	59,011.49
4030 DONATIONS & GRANTS	
MS Special Projects/Events	5,391.92
Downtown Flowers	3,850.00
Total MS Special Projects/Events	9,241.92
Total 4030 DONATIONS & GRANTS	9,241.92
4040 CC TOURISM BOARD	6,833.00
Total 4000 INCOME	75,086.41
4100 SPECIAL EVENTS	-17.77
4150 SPECIAL EVENTS - INCOME	11,305.15
Total 4100 SPECIAL EVENTS	11,287.38
4300 MEMBERSHIP DUES	400.00
4400 RENT/LEASE	1,500.00
4995 Uncategorized Income	33,600.00
Grant Income - WCT	4,308.90
Total Income	\$126,182.69
GROSS PROFIT	\$126,182.69
Expenses	
4155 SPECIAL EVENTS - EXPENSES	3,407.55
5000 PAYROLL	
5010 WAGES	65,033.43
5015 PAYROLL TAXES	5,241.76
5020 SIMPLE COMPANY MATCH IRA	385.19
5035 PAYROLL - HEALTH INSURANCE CONTRIBUTION	40.41
5040 PAYROLL PROCESSING	379.50
Total 5000 PAYROLL	71,080.29
7240 FACADE GRANT	5,000.00
7520 ACCOUNTING FEES	3,161.60
7540 PROFESSIONAL FEES - OTHER	33,400.00
8000 NON PERSONEL RELATED EXPENSES	536.00
8010 ADVERTISING/MARKETING	1,556.08
8020 BILLBOARD	950.00
8030 OFFICE SUPPLIES	972.42
8060 DUES & SUBSCRIPTIONS	1,276.98
Total 8000 NON PERSONEL RELATED EXPENSES	5,291.48
8100 FACILITY & EQUIPMENT EXPENSES	
8170 RENT/UTILITIES	425.00
Total 8100 FACILITY & EQUIPMENT EXPENSES	425.00

CONVERSE AREA NEW DEVELOPMENT ORGANIZATION

Profit and Loss

April - June, 2024

	TOTAL
8150 UTILITIES	
8151 ELECTRICITY	109.06
8153 PHONE/INTERNET	766.47
8155 WATER/SEWER/TRASH	245.21
Total 8150 UTILITIES	1,120.74
8160 REPAIRS & MAINTENANCE	189.43
8200 TRAVEL & MEETING EXPENSES	
8210 TRAVEL	2,501.63
8220 CONFERENCES, CONVENTIONS, MEETI	300.00
8230 MEALS/ENTERTAINMENT	41.77
Total 8200 TRAVEL & MEETING EXPENSES	2,843.40
8300 INSURANCE	
8310 INSURANCE - PROPERTY	160.00
Total 8300 INSURANCE	160.00
Airfare	27.00
DRRM Phone & Internet	144.31
Equipment Rental	139.05
Lodging	896.09
Office/General Administrative Expenses	174.42
Purchases	66.07
QuickBooks Payments Fees	416.63
Rent or Lease of Buildings	850.00
Taxes & Licenses	27.00
Unapplied Cash Bill Payment Expense	0.00
Utilities - Electric Railroad Museum	65.56
Utilities - Gas - Railroad Museum	101.85
Total Expenses	\$128,987.47
NET OPERATING INCOME	\$ -2,804.78
Other Expenses	
9500 PASSTHROUGH PROGRAMS	
9510 ACT WORK READY	8,334.00
9520 JACKALOPE BUCKS	-900.00
9530 GIFT SHOP	1,709.22
Total 9500 PASSTHROUGH PROGRAMS	9,143.22
Total Other Expenses	\$9,143.22
NET OTHER INCOME	\$ -9,143.22
NET INCOME	\$ -11,948.00

Enterprise Report June 2024

Community Development:

- Railroad Day welcomed 347 people, enjoying a free lunch provided by the Brotherhood of Locomotive Engineers and Trainmen.
- The Vendor Fair had 38 vendors and the Knight Kruisers Car Show had over 125 entries, raising \$3,500 for their local scholarship.
- So many people came down to Jackalope Square to enjoy the seller's market, bouncy houses, bed races, Youth Lemonade Stand, and Douglas Grocery mural unveiling.
- The Community Church Service united 10 local churches.
- The weekend finished off with Memorial Hospital of Converse County's Block Party and The Community Awards Banquet, which was revamped this year, joining the Block Party. This much-needed change celebrated a record number of Community Heroes, recognizing 24 people in the Douglas community who have gone above and beyond.
- EWC has been busy with graduation and Fall 2024 registration, with over 30 students accepted into the Fall cohorts. This upcoming Friday, June 14th, EWC will officially select an architectural firm to lead the Construction Technology Project.
- Freedom Fest will be July 4th 8:30 am to 1:00 pm starting in Jackalope Square with a Kiddie Parade to Washington Park; where there will be a 5k run/walk, and family fun
- The city has expanded their open container district (DORA) to include the south side of Center Street.
- Information on the Mountain West Fiber Expansion has been given to the city
- First Northern bank broke ground on their new building. The First Northern Bank is the first large-scale economic development project in Douglas for some time.
- The workforce, housing, and student surveys have been pushed out.
- Ayers is working with the City of Douglas on their comprehensive plan
- Main Street Douglas also had its 2nd Annual Cookie Hop Event last Saturday, paired with the LaBonte's downtown Nacho Libre Cinco De Mayo event. Both events drove the community downtown for cookies, shopping, a parade, 5k, Margarita Crawl, Kentucky Derby, and all-around fun for the whole family.
- Douglas Blooms 2024 Downtown Flower Project. Main Street Douglas was awarded Converse County Conservation District's Community Pride grant for this year's Flower Project.

Operations:

- Northwestern Mutual is our newest member
- The enterprise is attending International Economic Development Council's 2024 Economic Future Forum
- The Enterprise is working with Enbridge on incoming windfarm located outside of Bill, they are interested in tax allotment information. They are finishing the environmental study and hope to break ground in 2028
- The Enterprise gathered information for the county for the WEA Coal Impacted Community Buffalo Land Lease Dispute
- The Enterprise participated in the stakeholder interviews for the Douglas Tourism Enhancement Study
- Turned in the ACT Work Ready request to the county
- The Enterprise attended UW's first Outdoor Recreation Conference in April, coming back to Converse County with many ideas on how to amplify our recreation amenities.
- The enterprise is attending the annual Main Street National Conference.
- The Enterprise Annual meeting is June 12, 2024. Ballots to vote for board members will be sent out May 31, 2024.

Railroad Museum:

- See attached report
- Douglas Railroad Museum First Thursday Food Truck & Vendor Festival continues on the first Thursday in August and September
- Completed the DRRM strategic plan

DRRM & VC Monthly Managers Report

Month of: June 2024

1. What major accomplishments were achieved this month? (beyond daily/weekly duties. List events, major projects, new displays, etc.)

- We are VERY busy with visitors!
- All-time high for donations \$1,132
- All-time high for gift shop \$6,000. We have almost reached the total sales for all of 2023.
- Cathy & Jenn went to Cheyenne to have the Governor sign the Jackalope Day Proclamation. Was published in the newspaper.
- **Events-**
 - Park It! At the museum, on June 7th vendors and 4 food trucks over 700 Visitors
The event went great. We have heard many positive comments this month, people coming back, and inviting friends.
 - Railroad days-great turn out, 347 for the event. Saturday of Jackalope days was busy with 100 visitors. A lot of people are looking for Jackalope merchandise. There were some people from Cheyenne and Denver that came up just for the events.

2. List any conflicts or issues with staff/customers/merchants/vendors? Has it been resolved?

3. What compliments, positive comments, or any highlights to share from this month that stand out:

- Quite a few repeat annual visitors this past month.
- A few family reunions have used this as a stop on their family scavenger hunt.
- 11 new Facebook followers this month
- Receiving new positive comments on Google
- A lot of great positive comments in the guest book.

4. **Donations:** \$1,132

5. **Visitor:** 2241 Visitors (See Sheets attached)

6. **Phone Calls:** 35 (Looking for community information)

7. **Mail:** sent 3 Visitor Guide

8. **Table Tents:** When did table tents arrive for assembly? 5/31/24

How many went out? 469

Completed by (date & employee initials): 7/3 CFJ

Any locations added/dropped (please list below)?

- Restaurants really like the placemats
- Glenrock now receives Table tents

9. **Gift Shop** (any item in particular that stands out as popular or a specific vendor selling more items than others)
Trending Items, suggested items to be added, etc.?

- Spotlight Vendors of the month: Bear Creek Rubs, Rusty's Books
- This month has been so busy I needed to order more books, trains, and jackalopes. Lots of vendor restocking. Everything has been selling well, especially anything jackalope, magnets, and stickers.
- New Vendors-Deb Strode (Painted animal skull, will be bringing walking sticks)

10. **Supplies:** What supplies are needed/requested from Enterprise, City of Douglas, CCTPB, etc?

- .Water Cooler/Heater

11. **Building/Grounds** Repair and maintenance items.

- The city tore down the rotting wood surround around the air condition/gas meter
- Michael is going to work on windows in the dining car. He closed the door on the stock car and I will be getting locks so we don't have kids climbing on there. He is also working on getting me a quote for the signal.
- I am also waiting for a quote from electricians for the possible installation of the signals at the entrances.
- The City has not done any repairs this month.
- No leaking or immediate repairs are needed on the trains.
- Flowers are looking great!

12. Volunteers:

-

13. Meetings:

- **Arts and Culture Board** - The mural unveiling went great Saturday of Jackalope Days. Next meeting June 24
- **Tourism Board** - Funding requests were tabled to be discussed at the next meeting. Discussion was mostly about the budget for the upcoming year. Next meeting June 16, 5:00pm Ruthie James.

14. Museum Display Items:

-

15. Museum Donation Items:

- We received a new model train for the cabinet and some books.

16. Other Items:

- The model railroad club has brought in 3 trains that they would like to do a split raffle on.
- We are now gathering data on where people are hearing about us. By far the highest are google listing, billboard, driving by and repeat visitors. Websites like Roadtrippers and Roadside America are bringing in Jackalope seekers. I am working on updating the Roadtrippers listing.

***Please make necessary adjustments to the report above to include other pertinent information we should be collecting. *Report due by the 10th of the following month. Send to Jen G saved as "RRM Monthly Report {MO-YEAR}"