

040615-32

32

**LARAMIE COUNTY CLERK
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM PROCESSING FORM**

1. DATE OF PROPOSED ACTION: June 15, 2004

2. AGENDA ITEM: ☐ Appointments ☐ Bids/Purchases ☐ Claims
☒ Contracts/agreements/leases ☐ Grants ☐ Land Use: Variances/Board App/Plats
☐ Proclamations ☐ Public Hearings/Rules & Reg's ☐ Reports & Public Petitions
☐ Resolutions ☒ Other Credit Application

3. DEPARTMENT: Planning

APPLICANT: Mark Reid **AGENT:** Mark Reid

4. DESCRIPTION: Consideration of a credit application to CitiCapital for the purpose of leasing a Minolta Copier/Printer/Fax.

Amount \$ n/a From _____

5. DOCUMENTATION: 2 Originals (4) four Copies

<u>Commissioner</u>		<u>Clerks Use Only:</u>		<u>Signatures</u>	
Humphrey	_____			Co Attny	_____
Knudson	_____			Assist Co Attny	_____
Ketcham	_____			Grants Manager	_____
Action	_____			Outside Agency	_____
Postponed/Tabled	_____				

Received And Approved
As To Form Only
By The County Attorney 6/3/04
COPY OF RECORD

Credit Application

1800 OVERCENTER DRIVE, MOBERLY, MO 65270 • TEL: (800) 762-7453 • FAX: (800) 245-5889

SUPPLIER

SUPPLIER NAME	CAPITAL BUSINESS SYSTEMS INC.		
SUPPLIER ADDRESS	2000 WESTLAND BL. CHEYENNE, WY. 82001		
CONTACT PERSON	MICHELE MELTZER	TELEPHONE	307-637-6767
RATE FACTOR		RATE PLAN	FMV 60/63mo

citicapital

EQUIPMENT TERM AND RENT

EQUIPMENT DESCRIPTION:	
EQUIPMENT COST:	
MONTHLY LEASE PAYMENT:	
LEASE TERM:	
ADVANCE LEASE PAYMENT*	
CHECK ONE ONLY:	
<input type="checkbox"/> PAYMENT	\$
<input type="checkbox"/> SECURITY DEPOSIT	\$

LESSEE

LESSEE (FULL LEGAL NAME)	LARAMIE COUNTY			FEDERAL TAX ID#
BIDDING ADDRESS	90 PLANNING DEPT 310 W 19th ST, Room 400			
CITY	COUNTY	STATE	ZIP	
CHEYENNE	LARAMIE	WY	82001	
TELEPHONE	CONTACT PERSON	TITLE		
307-633-4303	MARK REID	DIRECTOR		
NATURE OF BUSINESS	COUNTY GOVERNMENT			
TYPE OF BUSINESS	<input type="checkbox"/> NON PROFIT <input type="checkbox"/> PROPRIETORSHIP <input type="checkbox"/> GENERAL OR LIMITED PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP			PURCHASE ORDER NO. REQUIRED ON INVOICES
	GOU'T			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES

IMPORTANT INFORMATION ABOUT ESTABLISHING A RELATIONSHIP WITH CITICAPITAL: To help the United States Government fight terrorism and money laundering, Federal law requires us to obtain, verify, and record information that identifies each person or business that opens an account or establishes a relationship. What this means for you: when you open an account or establish a relationship, we will ask for your name, street address, date of birth, and identification number, such as a social security number or taxpayer identification number. For businesses, we will ask for the business name, street address and tax identification number. Federal law requires us to obtain this information. We may also ask to see your driver's license or other identifying documents that will allow us to identify you. We appreciate your cooperation.

REFERENCES (IMPORTANT TO ESTABLISH ANY LOAN HISTORY AND HIGHEST TRADE REFERENCES)

BANK REFERENCES TWO YEAR HISTORY	TRADE REFERENCES (OMIT CREDIT CARD ACCOUNTS)	D&B RATING
1 NAME	1 NAME	
STREET	STREET	
CITY/STATE/ZIP	CITY/STATE/ZIP	
OFFICER TO CONTACT	TELEPHONE NO. ()	CONTACT:
TELEPHONE NO. ()	2 NAME	
CHECKING ACCT. NO.	STREET	
LOAN ACCT. NO.	CITY/STATE/ZIP	
2 NAME	TELEPHONE NO. ()	CONTACT:
STREET	3 NAME	
CITY/STATE/ZIP	STREET	
OFFICER TO CONTACT	CITY/STATE/ZIP	
TELEPHONE NO. ()	TELEPHONE NO. ()	CONTACT:
CHECKING ACCT. NO.	LOAN ACCT. NO.	

PERSONAL DATA (GUARANTOR REQUIRED ON COMPANIES IN BUSINESS LESS THAN 2 YRS. AND SMALL SERVICE RELATED COMPANIES)

PERSONAL INFORMATION ON OFFICERS, PARTNERS, GUARANTORS (SOLE PROPRIETORS ARE REQUIRED TO COMPLETE)*			
NAME	DATE OF BIRTH	NAME	BIRTH
HOME ADDRESS		HOME ADDRESS	
CITY	STATE	CITY	STATE
TITLE	SOCIAL SECURITY NO.	TITLE	SOCIAL SECURITY NO.

AUTHORIZATION TO RELEASE INFORMATION

The undersigned authorizes and instructs any person, consumer reporting agency or banking institution to compile and furnish the above named business, credit grantor and/or supplier and/or their respective designees with any information it may have in response to an inquiry from the above named business, credit grantor and/or supplier and/or their respective designees. Undersigned further states that all of the above statements are true and complete and are made to the above named business, credit grantor and/or supplier and/or their respective designees to obtain a contract.

DATE

LESSEE SIGNATURE

AUTHORIZATION TO OBTAIN INDIVIDUAL CREDIT HISTORY

THE UNDERSIGNED INDIVIDUAL(S) WHO IS EITHER A PRINCIPAL OR PERSONAL GUARANTOR OF THE CREDIT APPLICANT OR A SOLE PROPRIETORSHIP, RECOGNIZING THAT HIS OR HER INDIVIDUAL CREDIT HISTORY MAY BE A FACTOR IN THE EVALUATION OF THE CREDIT HISTORY OF THE APPLICANT OR IN THE EVALUATION OF HIS OR HER PERSONAL GUARANTY, IF APPLICABLE, HEREBY CONSENTS TO AND AUTHORIZES THE USE OF A CONSUMER CREDIT REPORT ON THE UNDERSIGNED INDIVIDUAL(S) BY THE ABOVE NAMED BUSINESS CREDIT GRANTOR AND/OR SUPPLIER AND/OR THEIR RESPECTIVE DESIGNEES, FROM TIME TO TIME AS MAY BE NEEDED, IN THE INITIAL CREDIT EVALUATION AND SUBSEQUENT REVIEW PROCESSES.

NAME (PRINT) _____ SIGNATURE _____
CAPACITY (PRINCIPAL, PROPRIETOR, PERSONAL GUARANTOR) _____ DATE _____

NAME (PRINT) _____ SIGNATURE _____
CAPACITY (PRINCIPAL, PROPRIETOR, PERSONAL GUARANTOR) _____ DATE _____

If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial if such statement is requested in writing within 60 days from the date you are notified of the denial decision. To obtain the statement, please contact Citicorp Vendor Finance, Inc., One International Boulevard, Mahwah, New Jersey 07430-0631; 1-800-633-4594. We will send you a written statement of reasons for the denial within 30 days of receiving your request. NOTICE: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is Federal Trade Commission, Equal Credit Opportunity, Washington, D.C.

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Michele Meltzer		
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CHECK ONE ONLY:
<input type="checkbox"/> PAYMENT \$
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LARAMIE COUNTY			
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FUNDS ARE HELD AND DRAWN		
STREET	STREET	
THROUGH VARIOUS LOCAL		
CITY/STATE/ZIP	CITY/STATE/ZIP	
FINANCIAL INSTITUTIONS		
OFFICER TO CONTACT	TELEPHONE NO. ()	CONTACT:
TELEPHONE NO. ()	2 NAME	
CHECKING ACCT. NO.	STREET	
LOAN ACCT. NO.	CITY/STATE/ZIP	
2 NAME	TELEPHONE NO. ()	CONTACT:
STREET	3 NAME	
CITY/STATE/ZIP	STREET	
OFFICER TO CONTACT	CITY/STATE/ZIP	
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1

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☐ Resolutions ☒ Other Minutes

3. DEPARTMENT: County Clerk

APPLICANT: _____

AGENT: Rhonda Reed

4. DESCRIPTION: Consideration of the Minutes of Proceedings for May 28, June 1, and June 8, 2004.

Amount \$ _____ From _____ to _____

5. DOCUMENTATION: _____ Originals (4) four Copies

Clerks Use Only:

Commissioner

Signatures

Knudson _____

Co Attny _____

Ketcham _____

Assist Co Attny _____

Humphrey _____

Grants Manager _____

Action _____

Outside Agency _____

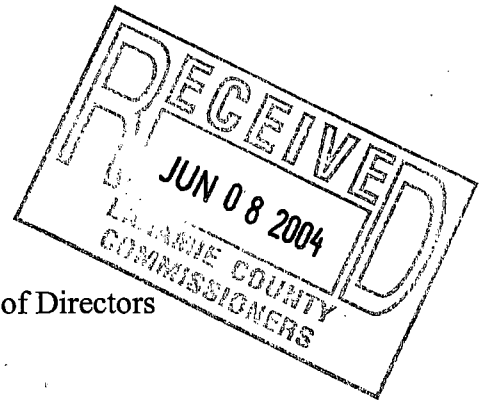
Postponed/Tabled _____

DIANE
Date: 7 June 2004

To: Members of the Laramie County Commission

From: Tina Baldino, President, Cheyenne Animal Shelter Board of Directors

Subject: Additional budget request for animal shelter operations



We would like to ask for your consideration of our request for additional funding for operations of the Cheyenne Animal Shelter. The purpose of this memo is to clearly define for you the purposes and amounts of the additional funding requested by the shelter board.

Our request for increase to the FY 2005 animal shelter county contract budget totals \$36,869. This would be in addition to the \$172,485 amount that was used as a base amount in the bond issue revenue flow projection in the bond issue for the new building. We are requesting the additional funds to bring the FY 2005 total to \$209,354. Of the two contracts with the city and the county, the county's proportion is thirty percent (30%). Please bear in mind that the shelter also generates revenues for operations from adoption fees, reclaim fees, and fundraising efforts. These revenues are projected to be roughly equal to the amount of the city portion of the contracts.

We are projecting our overall budget needs at approximately \$1.2 Million for the 2005 fiscal year. Of this total amount, about \$153,000 falls into the category we are labeling "exception request." This need would be met by a combination of shelter generated revenues, city contractual payments, and county contractual payments. Please see the attached budget outline for further detail and clarification.

Our exception request consists of three main areas of need. First, we are requesting \$49,000 for increased utility expenses. The primary driver of this increase is the threefold increase in natural gas prices. Correspondingly, electricity rates have dramatically risen. Also in this energy price-related category of expense is \$8,000 for increased gasoline costs for our animal control vehicles. Those expenses have risen by approximately 50% in the last year.

Second, we have experienced a great deal of utilization of the SNIP (spay and neuter incentive program) funding in the last few years. To meet current demands in that area, we have had to increase funding by an additional \$20,000. We believe it is an extremely important issue to address the production of unwanted litters of puppies and kittens in Cheyenne and Laramie County.

Third, we are requesting \$45,000 (plus payroll taxes, continuing education expenses, and insurance costs) to fund a position for an entry-level veterinarian. The availability of an on-site veterinarian would improve animal health, but perhaps more importantly, it would allow the shelter to place animals that have already been altered. That would in turn reduce our spay/neuter incentive (SNIP program) coupon costs. (The reduction in SNIP

has been factored into this budget proposal, as well, in the amount of \$30,000.) Therefore, elimination of the requested veterinarian position would require us to fund the SNIP program with an additional \$30,000.

The exception items identified in the attached budget outline total \$182,897. Of this amount, the shelter anticipates raising approximately \$60,000 through its fundraising efforts. The board has made a request to the city to fund 70% of the remaining \$122,897 unmet need. The county's proportion of the contracts has been 30%, therefore the request we make of the council is for \$36,869 additional annually, or \$3,072 additional per month. The lateness of our request to you for this funding is the result of several factors, but ultimately the board takes responsibility for the problem. Be assured that future budgets will be submitted in a timely manner. Please accept our apologies for our tardiness.

Cheyenne Animal Shelter 2004/2005 Budget Proposal

		1	2	3	
		Standard	Exception	FY 2005	
		Request	Request	Proposal	Footnote
Revenue and Support					
Contracts					
	City	402,464	86,028	488,492	¹
	County	172,485	36,869	209,354	¹
Donations		210,125		210,125	
Donations-Other		-		-	
Membership Dues		-		-	
Adoptions/Reclaims		145,800		145,800	
Alter Coupons Income		-		-	
Fund Raisers		50,000	60,000	110,000	²
Interest/Dividend		7,396		7,396	
Misc Income		-		-	
Boarding Income		3,960		3,960	
In Kind Donations		4,000		4,000	
Gift Shop		20,826		20,826	
		-		-	
Total Revenue		<u>1,017,056</u>	<u>182,897</u>	<u>1,199,953</u>	
		-		-	
Cost of Sales Gift Shop	\$	13,884		13,884	
		-		-	
Expenses					
Salary	\$	546,368	53,174	599,542	³
Overtime		-		-	
Payroll Taxes		41,797		41,797	
Workers Comp		27,318		27,318	
Group Insurance		61,200		61,200	
Building		-		-	
Maintenance-Building		2,076		2,076	
Maintenance-Equipment		-		-	
Maintenance-Vehicles		15,000		15,000	
Vehicle		-		-	
Insurance		10,803		10,803	
Utilities-Elect/Gas		11,000	49,000	60,000	
Utilities-Water		4,000		4,000	
Trash		1,200		1,200	
Depreciation		96,000	(96,000)	-	⁴
Andy Fund		-		-	
Food		-	8,000	8,000	⁵
Veterinary Fees SN Coupon		-		-	
Veterinary Fees Mascots		-		-	
Vet Fees -Medical		4,000		4,000	
Vet Fees- SN Clinic		-		-	
Disfct/Ster Supplies		2,000		2,000	
Advertising		5,000		5,000	
Conferences		2,000		2,000	
Membership		-		-	
Fund Raisers		10,000	20,000	30,000	⁶

Travel	2,000		2,000
Uniforms	2,000		2,000
Investigations	400		400
Board Expenditures	1,000		1,000
Meeting/Newsletters	2,300		2,300
Office Supplies	12,000		12,000
Postage	3,500		3,500
Telephone	6,300		6,300
Pager/Voice Mail	120		120
Material Supplies	17,000		17,000
Cleaning Supplies	12,000		12,000
Legal & Accounting	14,800		14,800
Interest Exp	67,632		67,632
Bad Debts	200		200
Theft	-		-
Bank Charges	2,000		2,000
SNIP Expense	60,000	(30,000)	30,000 ⁷
General Reserves	-		-
Crematorium	1,000		1,000
Property Tax Expense	-		-
Office Equipment	2,000		2,000
Loss on Disposal of Assets	-		-
Equipment Replacement	-		-
Dues & Subscriptions	600		600
Alarm System	500		500
Education/Training	2,000		2,000
Repair & Maint	2,500		2,500
Web Site/Computer System	1,200		1,200
Dog Park	3,600		3,600
Computer	-		-
Misc	-		-
Storage Rentals	-		-
Cash Short/Over	480		480
Bond Repayment - Principal	-	125,000	125,000 ⁸
Total Expenses	1,070,779	129,174	1,199,953
	-		-
Net Income	(53,723)	53,723	0

¹ The amounts shown in Column 1 represent the current contract levels of city and county funding.

²

The increase shown in Column 2 represents the anticipated increase in shelter revenue from all fundraising events, including Cajun Fest.

³ The amount shown in the change column is combination of adding \$75,000 for the expenses associated with hiring a full-time, entry-level veterinarian PLUS \$40,000 for hiring a full-time volunteer coordinator PLUS reducing the request for salary monies to a 40 hour/week level at current salary and staffing levels for existing positions (a net reduction of approximately \$113,000 from the original estimate shown in column 1).

⁴

The depreciation expense shown in the original budget proposal is not a cash-flow issue, so it is removed for illustrative purposes.

⁵ This adjustment reflects a board recommendation to participate in the Science Diet shelter food program.

⁶ Increased fund raising expenses are included in this budget, and have the effect of offsetting some of the additional anticipated revenues from this source.

⁷ Assuming the shelter is successful in hiring a veterinarian, it is anticipated that demands for SNIP funding will also decrease as all shelter adoptees will be altered in-house.

⁸ The Bond Repayment - Principal line item is added to show actual cash-flow demands in this budget.