City of Cody City Council

AGENDA

Tuesday, May 1, 2012 - 7:00 p.m. (Pre-Meeting 6:30 p.m.)
Meeting Place: City Hall – Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order
Pledge of Allegiance
Moment of Silence
Roll Call
Agenda Review and Approval
Mayor's Recognitions and Announcements

1. Consent Calendar: All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

    a. Approval of Minutes of the Special Meeting from 4/12/12, and 4/18/12 and Regular Meeting Minutes from 4/17/12.
    b. Approve vouchers and payroll in the amount of $675.734.64.
    c. Approve the payoff of the SLIB DWSRF Loan in the amount of $99,871.10.
    d. Authorize the Mayor to sign a letter addressing the extension of the closing date in reference to the Asset Transfer Agreement between Rocky Mountain Power and the City of Cody.
    e. Declare 75 used distribution transformers as surplus and direct staff to proceed with a sale of these items through a formal bid process.

2. Public Comments: The City Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. The Guidelines for the Conduct of City Council Meetings do not allow action to be taken on public comments.

3. Public Hearing

4. Conduct of Business

    a. Consider entering in a Memorandum of Understanding between Park County Wyoming, City of Powell, Wyoming, City of Meeteetse, Wyoming and the City of Cody and authorize the Mayor to sign the MOU.
        Staff Reference: Jenni Rosencranse, City Administrator

    b. RESOLUTION 2012-13
    A RESOLUTION SUPPORTING AN OPTIONAL ONE PERCENT SALES AND USE TAX FOR INFASTRUCTURE IMPROVEMENTS.
        Staff Reference: Jenni Rosencranse, City Administrator
        Spokesperson: Loren Grosskopf, County Commissioner

    c. Authorize the Mayor to sign the signature page for the City of Cody as it relates to the Small Business Credit Initiative Program application initiated by of the City of Laramie, WY as a municipality applying for SSBCI funds.

Staff Reference: Scott Kolpitcke, City Attorney

d. ORDINANCE 2012-10 FIRST READING
AN ORDINANCE AMENDING TITLE 5, CHAPTER 3, SECTION 6 OF THE CODY CITY CODE PERTAINING TO ANIMALS AT LARGE
Staff Reference: Scott Kolpitcke

e. ORDINANCE 2012-07 – THIRD AND FINAL READING
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTION OF TITLE 8 CHAPTER 1 ARTICLE III, OF THE CODY CITY CODE TO MODIFY PAYMENT OF BILLS.
Staff Reference: Leslie Brumage, Finance Officer

f. ORDINANCE 2012-08 – THIRD AND FINAL READING
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 1 ARTICLE II, OF THE CODY CITY CODE TO MODIFY METER AND SERVICE DEPOSITS.
Staff Reference: Leslie Brumage, Finance Officer

g. ORDINANCE 2012-09 – THIRD AND FINAL READING
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 2 ARTICLE II, OF THE CODY CITY CODE TO MODIFY WATER METERS; INSPECTIONS; SERVICE CHARGES.
Staff Reference: Leslie Brumage, Finance Officer

5. Tabled Items

a. Consider a request from Hollis Jones authorizing him to plant a community garden on the public right-of-way south of the property addressed as 1448 Alger Avenue and authorize the use of Raw Water from one parcel to the benefit of another.
Staff Reference: Steve Payne Public Works Director
Spokesperson: Hollis Jones

b. **ORDINANCE 2012-04- THIRD AND FINAL READING AS AMENDED**
AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE CITY OF CODY CODE: NUISANCE ABATEMENT
Staff Reference: Scott Kolpitcke, City Attorney

6. Matters from Staff Members or Council Members

City of Cody
Council Proceedings
Thursday, April 12, 2012

A special meeting of the Cody City Council was held in City Council Chambers at City Hall in Cody, Wyoming on Thursday, April 12, 2012 at 3:45 p.m.

Present: Mayor Nancy Tia Brown, Council Members Steve Miller, Donny Anderson, Jerry Fritz and City Administrator, Jenni Rosencranse , City Attorney, Scott Kolpitcke, and Administrative Services Officer, Cindy Baker

Absent: Council Members Bryan Edwards and Charles Cloud.

Mayor Brown called the meeting to order at 4:15 p.m.

Rick Manchester, Parks, Facilities and Recreation Director provided the Governing Body with background information on the Optimist Club wanting to hold a Children's Festival in City Park. Staff was directed to prepare an agenda request and bring to the Council meeting on Tuesday, April 17th. No action was taken.

Rick Manchester, Parks, Facilities and Recreation Director provided information on the Legion Baseball Field Improvements that the Cody Legion Baseball group would like to proceed with. Staff was instructed to prepare an agenda request and bring to the Council meeting on Tuesday, April 17th. No action was taken.

The Governing Body discussed the recent vandalism to a skylight in Nichol Mall. Staff was directed to go ahead with the repairs, cost will be covered out of the Council's contingency fund.

Jenni Rosencranse provided the Council with background information on the CDBG process and the request from Lisa Peterman in reference to future grant request for a new building for Crisis Intervention. Staff was directed to meet with Crisis Intervention Staff and Habitat for Humanity Staff and review options available for both. No action was taken.

Steve Payne, Public Works Director provided information on the City's ISO rating. No action was taken.

Jenni Rosencranse, City Administrator updated the Governing Body on the Tipsy Taxi program and discussion was held on the next season for this program. No action was taken.

Council Member Miller made a motion seconded by Council Member Wolz to authorize the Mayor to sign a Special Use Permit with the United States Department of Interior – Bureau of Reclamation. Vote was unanimous.

2012-06 – SECOND READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 7, ARTICLE B, SECTION 1 OF THE CITY OF CODY CODE: USES PERMITTED, RESIDENTIAL "A" DISTRICTS.
Council Member Wolz made a motion seconded by Council Member Anderson to approve Ordinance 2012-06 on second reading. Vote was unanimous.

The Governing Body discuss agenda for April 17, 2012 Council Meeting. Staff was directed to make revisions as discussed. No action was taken.

There being no further discussion, the meeting adjourned at 6:29 p.m.

Cynthia Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

City of Cody
Council Proceedings
Thursday, April 18, 2012

A special meeting of the Cody City Council was held in City Council Chambers at City Hall in Cody, Wyoming on Thursday, April 12, 2012 at 3:45 p.m.

Present: Mayor Nancy Tia Brown, Council Members Steve Miller, Donny Anderson, Jerry Fritz , and Charles Cloud and City Administrator, Jenni Rosencranse and Administrative Services Officer, Cindy Baker

Absent: Council Members Bryan Edwards

Mayor Brown called the meeting to order at 5:00 p.m.

The Governing Body conducted Special Funding Hearings for the following organizations:

- Yellowstone Recreations Foundation
- Park County Arena Board
- CASA of the 5th Judicial District
- Crisis Intervention Services
- Cody Heritage Museum
- Olive Glenn Golf & Country Club
- Wyoming Senior Citizens Inc.
- Park County Animal Shelter
- Cody Stampede Parade Committee

There being no further discussion, the meeting adjourned at 7:00 p.m.

Cynthia Baker	Nancy Tia Brown
Administrative Services Officer	Mayor

City of Cody
Council Proceedings
Tuesday, April 17, 2012

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, April 17, 2012 at 7:00 p.m.

Present: Mayor Nancy Tia Brown, Council Members Steve Miller, StanWolz, Bryan Edwards, Donny Anderson, Charles Cloud and Jerry Fritz, City Administrator, Jenni Rosencranse, City Attorney, Scott Kolpitcke, and Administrative Services Officer, Cindy Baker

Absent: None

Mayor Brown called the meeting to order at 7:00 p.m.

Council Member Miller made a motion seconded by Council Member Cloud to amend the agenda to increase the voucher total to $1,528,354.12 and remove item 4d from Conduct of Business. Vote was unanimous.

Council Member Miller made a motion seconded by Council Member Wolz to approve the Consent Agenda as amended to include approval of Minutes of the Special Meeting from 3/29/12, and Regular Meeting Minutes from 4/3/12, approve vouchers and payroll in the amount of $1,528,354.12, enter into a license agreement between the City of Cody and BNSF Railway Company for the City of Cody to install electric utilities across or along railway property and authorize the Mayor to sign the agreement contingent upon the review and approval of the City Attorney, authorize the Mayor to enter into an agreement with AECOM as the consultant to lead the Master Plan Update, services not to exceed $62,000, contingent upon the review and approval of the City Attorney, enter into a Project Development and Administration Agreement between the City of Cody, Forward Cody and Cody Labs and authorize the Mayor to sign agreement contingent upon review and approval by the City Attorney, authorize the Legion Baseball Board to construct a locker and storage building on the third base side of the City's Legion Baseball Field contingent upon recommendations and approval from the Planning, Zoning and Adjustment Board, and obtain any required building permits, approve a request from the Optimist Club to provide a free children's festival in City Park on August 18, 2012, authorize the closure of 10th Street between Sheridan and Beck, and approve the request contingent on the recommendations and conditions outlined by staff., approve a request from Mr. Jacob Hackworth and Mr. Martin Jenness to cancel their Recreation Center memberships based on hardship. Vote was unanimous.

During public comment Ken Stockwell spoke in reference to recent decisions made and what he felt were transparency issues and ethics in the making these business decisions.

Council Member Miller made a motion seconded by Council Member Fritz to table a request from Hollis Jones authorizing him to plant a community garden on the public right-of-way south of the property addressed as 1448 Alger Avenue and authorize the use of Raw Water from one parcel to the benefit of another. Vote was unanimous.

No motion or action was taken on a request from Thea Morgan in reference to the pavers and retaining wall that fronts her property on Stampede Avenue.

RESOLUTION 2012-11
A RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION TO THE WYOMING BUSINESS COUNCIL- BUSINESS READY COMMUNITIES FOR A BUSINESS COMMITTED GRANT TO ASSIST IN THEDEVELOPMENT OF A MANUFACTURING FACILITY FOR WYOMING AUTHENTIC PRODUCTS.
Council Member Fritz made a motion seconded by Council Member Anderson to approve Resolution 2012-11. Vote was unanimous.

ORDINANCE 2012-06 – THIRD AND FINAL READING
AN ORDINANCE AMENDING TITLE 10, CHAPTER 7, ARTICLE B, SECTION 1 OF THE CITY OF CODY CODE: USES PERMITTED, RESIDENTIAL "A" DISTRICTS.
Council Member Miller made a motion seconded by Council Member Edwards to approve Ordinance 2012-06 on Third and Final Reading. Vote was unanimous.

ORDINANCE 2012-07 – SECOND READING
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTION OF TITLE 8 CHAPTER 1 ARTICLE III, OF THE CODY CITY CODE TO MODIFY PAYMENT OF BILLS.
Council Member Edwards made a motion seconded by Council Member Anderson to approve Ordinance 2012-07 on Second Reading. Vote was unanimous.

ORDINANCE 2012-08 – SECOND READING
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 1 ARTICLE II, OF THE CODY CITY CODE TO MODIFY METER AND SERVICE DEPOSITS.
Council Member Cloud made a motion seconded by Council Member Fritz to approve Ordinance 2012-08 on Second Reading. Vote was unanimous.

ORDINANCE 2012-09 – SECOND READING
AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 2 ARTICLE II, OF THE CODY CITY CODE TO MODIFY WATER METERS; INSPECTIONS; SERVICE CHARGES.
Council Member Edwards made a motion seconded by Council Member Fritz to approve Ordinance 2012-09 on Second Reading. Vote was unanimous.

ORDINANCE 2012-04- THIRD AND FINAL READING AS AMENDED
AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE CITY OF CODY CODE: NUISANCE ABATEMENT
Council Member Miller made a motion seconded by Council Member Cloud to table Ordinance 2012-04 on Third and Final Reading. Vote was unanimous.

Steve Payne, Public Works Director reminded citizens of the City Raw Water starting on May 5th and to close valves prior to that date. Starting May 1st the City will provide two weekly garbage pickups for those who have rollouts.

There being no further business, Mayor Brown adjourned the meeting at 8:16 p.m.

Cindy Baker Administrative Services Officer	Nancy Tia Brown Mayor

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
A-1 ELECTRIC							
200							
	02342	REPAIR LIGHTS @ WWII MEMO	03/28/2012	285.00	285.00	05/02/2012	
	02388	STEAM ROOM REPAIRS	03/29/2012	331.00	331.00	05/02/2012	
	02389	STEAM ROOM REPAIRS	03/29/2012	84.00	84.00	05/02/2012	
Total 200:				700.00	700.00		
ACE HARDWARE							
2390							
	228906	SUPPLIES	04/06/2012	16.48	16.48	05/02/2012	
	228969	SUPPLIES	04/07/2012	24.96	24.96	05/02/2012	
	228998	GREEN HOUSE SUPPLIES	04/09/2012	8.98	8.98	05/02/2012	
	229047	SUPPLIES	04/10/2012	4.99	4.99	05/02/2012	
	229048	LIGHTER - BURNING DITCHES	04/10/2012	2.50	2.50	05/02/2012	
	229088	SHOP SUPPLIES	04/10/2012	61.98	61.98	05/02/2012	
	229148	HITCH PINS	04/11/2012	1.50	1.50	05/02/2012	
	229155	SHOP SUPPLIES	04/11/2012	17.99	17.99	05/02/2012	
	229171	HORSE SHOE PARK REPAIR	04/11/2012	18.44	18.44	05/02/2012	
	229176	SUPPLIES FOR FLAG POLE @	04/11/2012	7.49	7.49	05/02/2012	
	229314	TRASH CANS - SHERIDAN AVE	04/13/2012	51.98	51.98	05/02/2012	
	229325	REPAIR SPRINKLER	04/13/2012	2.28	2.28	05/02/2012	
	229345	SUPPLIES	04/13/2012	9.79	9.79	05/02/2012	
	229345	TOOLS	04/13/2012	12.99	12.99	05/02/2012	
	229373	SUPPLIES	04/13/2012	42.99	42.99	05/02/2012	
	229499	SUPPLIES	04/16/2012	31.97	31.97	05/02/2012	
	229516	STORM SEWER SEALANT MAT	04/17/2012	28.07	28.07	05/02/2012	
	229536	REPAIR SPRINKLER	04/17/2012	3.57	3.57	05/02/2012	
	229569	SPRINKLER REPAIRS	04/17/2012	14.99	14.99	05/02/2012	
	229580	SIGN SUPPLIES	04/17/2012	2.76	2.76	05/02/2012	
	229617	TOOLS	04/18/2012	19.99	19.99	05/02/2012	
	229633	PAINT SUPPLIES	04/18/2012	15.54	15.54	05/02/2012	
	229663	RAW WATER REPAIRS	04/18/2012	37.31	37.31	05/02/2012	
	229776	KEY RINGS	04/19/2012	2.04	2.04	05/02/2012	
	229806	REPLACEMENT CANS	04/20/2012	89.95	89.95	05/02/2012	
	229827	SUPPLIES	04/20/2012	8.98	8.98	05/02/2012	
	229928	PAINT SUPPLIES	04/23/2012	17.98	17.98	05/02/2012	
	229957	PAINTING SUPPLIES	04/23/2012	11.99	11.99	05/02/2012	
Total 2390:				570.48	570.48		
ADVANCED INFO SYSTEMS							
129162							
	9350	CYCLE 4 OUTSOURCE BILLS	03/31/2012	267.05	267.05	05/02/2012	
	9384	CYCLE 1 OUTSOURCE BILLS	04/16/2012	430.17	430.17	05/02/2012	
	9396	CYCLE 2 OUTSOURCE BILLS	04/20/2012	201.67	201.67	05/02/2012	
Total 129162:				898.89	898.89		
ALDRICH LUMBER CO							
450							
	448928	SUPPLIES	04/06/2012	21.99	21.99	05/02/2012	
	449375	SUPPLIES	04/16/2012	25.18	25.18	05/02/2012	
	449403	SUPPLIES	04/16/2012	11.49	11.49	05/02/2012	
	449461	BUILD SIGN FRAME	04/17/2012	3.72	3.72	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 450:				62.38	62.38		
ALSCO							
126551							
	823103	TOWELS	04/09/2012	31.18	31.18	05/02/2012	
	823519	RUGS - AUDITORIUM	04/10/2012	169.02	169.02	05/02/2012	
	824985	TOWELS	04/16/2012	31.18	31.18	05/02/2012	
Total 126551:				231.38	231.38		
AMERICAN PUBLIC POWER ASSN							
610							
	213677	EDUCATION EXPENSE	02/07/2012	89.00	89.00	05/02/2012	
Total 610:				89.00	89.00		
AMERICAN WELDING & GAS, INC.							
128592							
	01702365	CO2	04/09/2012	100.37	100.37	05/02/2012	
	01704817	CYLINDER RENTALS	04/11/2012	34.44	34.44	05/02/2012	
	01709109	CO2	04/16/2012	129.16	129.16	05/02/2012	
Total 128592:				263.97	263.97		
AMERI-TECH EQUIPMENT							
123053							
	58651	TAIL GATE GASKET - SANITATI	04/03/2012	78.30	78.30	05/02/2012	
Total 123053:				78.30	78.30		
APPLIED GRAPHICS							
123465							
	4745	POLICE DECALS	04/12/2012	65.00	65.00	05/02/2012	
Total 123465:				65.00	65.00		
BARN FEED AND PET							
972							
	226608	DOG FOOD - ABBY	04/06/2012	80.30	80.30	05/02/2012	
Total 972:				80.30	80.30		
BIG HORN PAINT							
1180							
	0056958	PAINT - NEW RECYCLE BUILDI	04/14/2012	278.29	278.29	05/02/2012	
Total 1180:				278.29	278.29		
BIG HORN WHOLESALE							
1210							
	2108	SUPPLIES	04/03/2012	1,362.73	1,362.73	05/02/2012	
	2176	SUPPLIES	04/09/2012	328.26	328.26	05/02/2012	
	2240	SUPPLIES	04/11/2012	53.09	53.09	05/02/2012	
	2274	Nacho Cheese	04/18/2012	59.75	59.75	05/02/2012	20044
	2274	Nacho Chips	04/18/2012	24.53	24.53	05/02/2012	20043
	2274	Plain Pretzels	04/18/2012	40.84	40.84	05/02/2012	20048

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	2274	FUEL SURCHARGE	04/18/2012	3.00	3.00	05/02/2012	
	2275	Coffee	04/18/2012	137.62	137.62	05/02/2012	
	2297	DYE TEST MATERIAL	04/18/2012	24.90	24.90	05/02/2012	
Total 1210:				2,034.72	2,034.72		
BILLINGS INSULATION SERVICE							
129317							
	15331	INSULATION - NEW RECYCLE B	04/09/2012	2,775.00	2,775.00	05/02/2012	
Total 129317:				2,775.00	2,775.00		
BLAKEMAN PROPANE, INC							
4125							
	294947	PROPANE - BURNING DITCH	04/10/2012	10.40	10.40	05/02/2012	
	294952	SUPPLIES	04/20/2012	16.62	16.62	05/02/2012	
Total 4125:				27.02	27.02		
BLOEDORN LUMBER							
1590							
	461259	GUARD RAIL POSTS	04/12/2012	332.20	332.20	05/02/2012	
	464327	BRUSH	04/13/2012	1.98	1.98	05/02/2012	
Total 1590:				334.18	334.18		
BLUE CROSS BLUE SHIELD OF WY							
1360							
	041612	INSURANCE PREMIUM	04/16/2012	100,935.24	100,935.24	05/02/2012	
	041612	INSURANCE PREMIUM	04/16/2012	766.17	766.17	05/02/2012	
	041612	INSURANCE PREMIUM - CREDI	04/16/2012	476.08-	476.08-	05/02/2012	
Total 1360:				101,225.33	101,225.33		
BNSF RAILROAD COMPANY							
129191							
	041812	RAILROAD PROTECTIVE LIABIL	04/18/2012	400.00	400.00	04/18/2012	
Total 129191:				400.00	400.00		
BOBCAT OF BIG HORN BASIN, INC.							
128623							
	3962	BOOM CYLINDER - BOBCAT	04/04/2012	1,010.99	1,010.99	05/02/2012	
Total 128623:				1,010.99	1,010.99		
BOONE'S MACHINE SHOP							
1400							
	3044	EQUIPMENT RENTAL	03/14/2012	795.00	795.00	05/02/2012	
	49952	COMPACTOR BATTERY	03/16/2012	146.66	146.66	05/02/2012	
Total 1400:				941.66	941.66		
BORDER STATES INDUSTRIES INC							
1420							
	903848758	SYSTEM REPAIRS	04/10/2012	359.89	359.89	05/02/2012	
	903848758	SYSTEM UPGRADE	04/10/2012	680.34	680.34	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	903848759	TRANSFORMERS - NORTH CO	04/10/2012	4,385.04	4,385.04	05/02/2012	
	903867283	SYSTEM REPAIRS	04/13/2012	570.86	570.86	05/02/2012	
Total 1420:				5,996.13	5,996.13		
BOWLES, DONNA							
129346							
	041112	WITNESS FEES	04/11/2012	15.00	15.00	05/02/2012	
Total 129346:				15.00	15.00		
BRAGG PLUMBING AND HEATING INC							
127760							
	3193	REPAIRS - AUDITORIUM	03/28/2012	273.60	273.60	05/02/2012	
Total 127760:				273.60	273.60		
BRESNAN COMMUNICATIONS							
123538							
	040412-PD	INTERNET - PD	04/04/2012	68.10	68.10	05/02/2012	
	041512-SHOP	INTERNET - SHOP	04/15/2012	149.95	149.95	05/02/2012	
Total 123538:				218.05	218.05		
BRUCO INC							
1550							
	298655	MAINTENANCE OF EQUIPMENT	04/12/2012	51.05	51.05	05/02/2012	
	298945	CLEANING SUPPLIES	04/12/2012	439.43	439.43	05/02/2012	
Total 1550:				490.48	490.48		
BURLINGAME, SCOTT							
128683							
	041912	REIMBURSE FOR UNIFORMS	04/19/2012	58.70	58.70	05/02/2012	
	041912	REIMBURSE FOR UNIFORMS	04/19/2012	79.05	79.05	05/02/2012	
	041912	REIMBURSE FOR UNIFORMS	04/19/2012	31.14	31.14	05/02/2012	
Total 128683:				168.89	168.89		
CELANO, GARRETT							
129347							
	041112	WITNESS FEES	04/11/2012	15.00	15.00	05/02/2012	
Total 129347:				15.00	15.00		
CHADWICK VETERINARY HOSPITAL							
2130							
	0087163	FELINE EUTHANASIA / RABIES	04/07/2012	95.00	95.00	05/02/2012	
Total 2130:				95.00	95.00		
CITY OF CODY							
2260							
	041612	UTILITIES	04/16/2012	442.09	442.09	05/02/2012	
	042312	UTILITIES	04/23/2012	2,681.03	2,681.03	05/02/2012	
	042312	UTILITIES	04/23/2012	49.83	49.83	05/02/2012	
	042312	UTILITIES	04/23/2012	1,217.92	1,217.92	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	042312	UTILITIES	04/23/2012	5,715.85	5,715.85	05/02/2012	
	042312	UTILITIES	04/23/2012	2,768.34	2,768.34	05/02/2012	
	042312	UTILITIES	04/23/2012	8,305.03	8,305.03	05/02/2012	
	042312	UTILITIES	04/23/2012	1,865.39	1,865.39	05/02/2012	
	042312	UTILITIES	04/23/2012	1,553.35	1,553.35	05/02/2012	
	042312	UTILITIES	04/23/2012	1,065.58	1,065.58	05/02/2012	
	042312	UTILITIES	04/23/2012	534.45	534.45	05/02/2012	
	042312	UTILITIES	04/23/2012	4,245.06	4,245.06	05/02/2012	
Total 2260:				30,443.92	30,443.92		
CODY CHAMBER OF COMMERCE							
124707							
	3486	TRAINING PROGRAM	04/16/2012	25.00	25.00	05/02/2012	
Total 124707:				25.00	25.00		
CODY ROTARY CLUB							
2765							
	120341	ROTARY DUES - RICK MANCHE	03/30/2012	66.75	66.75	05/02/2012	
	120341	ROTARY DUES - RICK MANCHE	03/30/2012	66.75	66.75	05/02/2012	
Total 2765:				133.50	133.50		
CODY WINNELSON COMPANY							
2850							
	116550-00	HYDRANT BREAKING RING	04/11/2012	54.14	54.14	05/02/2012	
	117303-00	BRASS FITTINGS / TAPE / GLUE	04/04/2012	30.51	30.51	05/02/2012	
	117336-00	GOLF COURSE RAW WATER	04/05/2012	408.42	408.42	05/02/2012	
	117507-00	PVC COUPLING	04/12/2012	3.54	3.54	05/02/2012	
Total 2850:				496.61	496.61		
CRUM ELECTRIC							
3300							
	1322422-00	LIGHT BULBS	04/06/2012	23.86	23.86	05/02/2012	
	1323866-00	LIGHT BULBS	03/28/2012	42.00	42.00	05/02/2012	
	1326898-00	NEW SERVICES	04/06/2012	13.89	13.89	05/02/2012	
	1327023-00	NEW SERVICES	04/06/2012	3.83	3.83	05/02/2012	
	1327765-00	NEW SERVICES	04/10/2012	2,860.01	2,860.01	05/02/2012	
	1328154-00	BATTERIES	04/11/2012	40.24	40.24	05/02/2012	
	1328583-00	SUPPLIES	04/12/2012	27.91	27.91	05/02/2012	
	1329095-00	NEW SERVICES	04/13/2012	28.68	28.68	05/02/2012	
	1329181-00	LIGHT BULBS	04/13/2012	34.65	34.65	05/02/2012	
	1329454-00	SUPPLIES	04/16/2012	109.40	109.40	05/02/2012	
	1329812-00	SUPPLIES	04/17/2012	63.22	63.22	05/02/2012	
	1329909-00	SAFETY SUPPLIES	04/17/2012	29.75	29.75	05/02/2012	
	1330704-00	TOOLS	04/19/2012	53.44	53.44	05/02/2012	
	1331019-00	NEW STREET LIGHTS	04/20/2012	447.19	447.19	05/02/2012	
Total 3300:				3,778.07	3,778.07		
CUSTOM GARAGE DOOR LLC							
127015							
	1940	REPAIR GARAGE DOOR	04/02/2012	220.00	220.00	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 127015:				220.00	220.00		
DUNCAN & ALLEN							
3857							
	22559	PROFESSIONAL SERVICES	04/09/2012	2,761.27	2,761.27	05/02/2012	
Total 3857:				2,761.27	2,761.27		
DXP ENTERPRISES, INC.							
127761							
	4892311	O2 SENSOR	04/10/2012	185.00	185.00	05/02/2012	
	4897629	O2 METER SERVICE	04/12/2012	85.00	85.00	05/02/2012	
	4897749	CONFINED SPACE WINCH REN	04/12/2012	50.00	50.00	05/02/2012	
Total 127761:				320.00	320.00		
ECOLAB PEST ELIM. DIV.							
128686							
	7700466	PEST CONTROL - REC CENTER	04/09/2012	59.17	59.17	05/02/2012	
	7700466	PEST CONTROL - REC CENTER	04/09/2012	59.17	59.17	05/02/2012	
	7700467	PEST CONTROL - AUDITORIUM	04/09/2012	65.00	65.00	05/02/2012	
Total 128686:				183.34	183.34		
ELECTRIC CITY PRINTING							
126264							
	62075	RUNNERS STAMPEDE RUN	04/13/2012	160.61	160.61	05/02/2012	
Total 126264:				160.61	160.61		
ENERGY WEST							
2630							
	041212	UTILITIES	04/12/2012	192.33	192.33	05/02/2012	
	041212	UTILITIES	04/12/2012	688.82	688.82	05/02/2012	
	041212	UTILITIES	04/12/2012	657.23	657.23	05/02/2012	
	041212	UTILITIES	04/12/2012	114.94	114.94	05/02/2012	
	041212	UTILITIES	04/12/2012	437.92	437.92	05/02/2012	
	041212	UTILITIES	04/12/2012	143.02	143.02	05/02/2012	
	041812	UTILITIES	04/18/2012	544.62	544.62	05/02/2012	
Total 2630:				2,778.88	2,778.88		
ENGINEERING ASSOCIATES							
4140							
	3204037	NORTH CODY DISTRIBUTION F	04/19/2012	744.00	744.00	05/02/2012	
Total 4140:				744.00	744.00		
ENGINEERING UNLIMITED, INC.							
129342							
	42938	SYSTEM MAINTENANCE	04/02/2012	287.33	287.33	05/02/2012	
Total 129342:				287.33	287.33		
FASTENAL COMPANY 01WYCDY							

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
126018							
	WYCDY40884	NUTS & BOLTS - GOLF COURS	04/11/2012	7.20	7.20	05/02/2012	
	WYCDY40984	SUPPLIES	04/17/2012	9.17	9.17	05/02/2012	
Total 126018:				16.37	16.37		
FAY, JUDI							
128677							
	040612	OFFICER CPR TRAINING	04/06/2012	25.00	25.00	05/02/2012	
Total 128677:				25.00	25.00		
FERGUSON WATERWORKS							
127653							
	0560896	KENNEDY HYD. REPAIR KIT	04/02/2012	260.00	260.00	05/02/2012	
Total 127653:				260.00	260.00		
GALLS, AN ARAMARK COMPANY							
123014							
	512095633	UNIFORMS	04/05/2012	100.97	100.97	05/02/2012	
Total 123014:				100.97	100.97		
GAMBLES							
4450							
	299490	REPAIRS - HORSE SHOE PARK	04/11/2012	1.58	1.58	05/02/2012	
Total 4450:				1.58	1.58		
GRANT MANAGEMENT USA							
129343							
	1032759-4250	GRANT TRAINING - SARA	04/06/2012	595.00	595.00	05/02/2012	
Total 129343:				595.00	595.00		
HARRIS TRUCKING & CONST. CO							
4780							
	122407	2 CONCRETE BARRIERS	04/13/2012	1,400.00	1,400.00	05/02/2012	
	122408	NEW RECYCLE CENTER	04/13/2012	898.27	898.27	05/02/2012	
	122409	MOVE EQUIPMENT TO SHOSH	04/13/2012	170.06	170.06	05/02/2012	
	122425	3/8" CHIPS - 2623 TONS	04/16/2012	44,984.45	44,984.45	05/02/2012	
Total 4780:				47,452.78	47,452.78		
HD SUPPLY UTILITIES LTD							
6730							
	1970681-00	SYSTEM REPAIRS	04/09/2012	434.84	434.84	05/02/2012	
	1974287-00	Conduit, 3" PVC - 10ft section	04/04/2012	1,073.60	1,073.60	05/02/2012	CONPVC310
Total 6730:				1,508.44	1,508.44		
HOMAX OIL SALES, INC.							
129090							
	CL34741-IN	FUEL - ELEC DEPT	03/31/2012	1,113.12	1,113.12	05/02/2012	
	CL34741-IN	FUEL - ELEC DEPT	03/31/2012	1,633.32	1,633.32	05/02/2012	
	CL34741-IN	FUEL - PARKS	03/31/2012	70.06	70.06	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	CL34741-IN	FUEL - SANITATION	03/31/2012	43.08	43.08	05/02/2012	
	CL34741-IN	FUEL - WATER	03/31/2012	10.12	10.12	05/02/2012	
	CL34742-IN	FUEL - COMMUNITY SUPPORT	03/31/2012	1,662.11	1,662.11	05/02/2012	
	CL34743-IN	FUEL - ADMIN	03/31/2012	261.33	261.33	05/02/2012	
	CL34743-IN	FUEL - SANITATION	03/31/2012	96.67	96.67	05/02/2012	
	CL34744-IN	FUEL - PD	03/31/2012	4,154.66	4,154.66	05/02/2012	
	CL34745-IN	FUEL - PARKS DEPT	03/31/2012	776.06	776.06	05/02/2012	
	CL34745-IN	FUEL - PARKS DEPT	03/31/2012	192.08	192.08	05/02/2012	
	CL34746-IN	FUEL - PUBLIC FACILITIES	03/31/2012	346.05	346.05	05/02/2012	
	CL34747-IN	FUEL - SKI BUS	03/31/2012	310.70	310.70	05/02/2012	
	CL34748-IN	FUEL - TRAINING ADMIN / ELEC	03/31/2012	26.72	26.72	05/02/2012	
	CL34748-IN	FUEL - TRAINING ADMIN / ELEC	03/31/2012	26.72	26.72	05/02/2012	
	CL34749-IN	FUEL - BUILDING INSPECTION	03/31/2012	227.03	227.03	05/02/2012	
	CL34750-IN	FUEL - STREETS	03/31/2012	4,454.33	4,454.33	05/02/2012	
	CL34750-IN	FUEL - STREETS	03/31/2012	774.76	774.76	05/02/2012	
	CL34750-IN	FUEL - SANITATION	03/31/2012	122.28	122.28	05/02/2012	
	CL34750-IN	FUEL - WATER	03/31/2012	132.06	132.06	05/02/2012	
	CL34751-IN	FUEL - SANITATION	03/31/2012	6,451.08	6,451.08	05/02/2012	
	CL34751-IN	FUEL - SANITATION	03/31/2012	256.35	256.35	05/02/2012	
	CL34752-IN	FUEL - WATER DEPT	03/31/2012	242.34	242.34	05/02/2012	
	CL34752-IN	FUEL - WATER	03/31/2012	633.61	633.61	05/02/2012	
	CL34753-IN	FUEL - WASTE WATER	03/31/2012	405.20	405.20	05/02/2012	
	CL34753-IN	FUEL - WASTE WATER	03/31/2012	379.78	379.78	05/02/2012	
Total 129090:				24,801.62	24,801.62		
HOPKINS LIFE AND SAFETY							
5080							
	80600	SAFETY EQUIPMENT	04/04/2012	350.00	350.00	05/02/2012	
Total 5080:				350.00	350.00		
HOTSY INTERMOUNTAIN							
128548							
	9532	EQUIPMENT REPAIR	04/10/2012	95.00	95.00	05/02/2012	
Total 128548:				95.00	95.00		
I STATE TRUCK CENTER							
126019							
	C251106773:0	BRAKE SHOES & DRUMS	04/02/2012	210.83	210.83	05/02/2012	
	C251107335:0	CRANKCASE FILTER	04/11/2012	83.08	83.08	05/02/2012	
	C251107517:0	CO2 CAB FENDER LIGHT	04/13/2012	118.28	118.28	05/02/2012	
Total 126019:				412.19	412.19		
I. D. EDGE							
5155							
	57780	RIBBON	04/13/2012	104.00	104.00	05/02/2012	
Total 5155:				104.00	104.00		
ICMA RETIREMENT-457-#303143							
5170							
	580757	Contributions	04/16/2012	5,356.02	5,356.02	04/16/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 5170:				5,356.02	5,356.02		
JARVIS, GEORGE B							
127571							
	041912	ADULT VOLLEYBALL REFEREE	04/19/2012	50.00	50.00	05/02/2012	
Total 127571:				50.00	50.00		
JENSEN, DESIRE							
129348							
	13193025	REFUND UTILITY DEPOSIT	04/12/2012	6.57	6.57	05/02/2012	
Total 129348:				6.57	6.57		
K-B COMMERCIAL PRODUCTS							
5700							
	S3017999.001	MAINT. SUPPLIES	03/29/2012	102.88	102.88	05/02/2012	
	S3025013.002	CLEANING SUPPLIES	04/12/2012	76.87	76.87	05/02/2012	
Total 5700:				179.75	179.75		
LARSON, WENDI							
129352							
	4219520	REFUND UTILITY DEPOSIT	04/17/2012	21.72	21.72	05/02/2012	
Total 129352:				21.72	21.72		
LONG BUILDING TECH INC							
125191							
	SRVCE005787	REPAIRS TINY TOT AREA	04/04/2012	905.00	905.00	05/02/2012	
Total 125191:				905.00	905.00		
LYLE SIGNS INC							
123209							
	883734	SIGNS	04/12/2012	103.05	103.05	05/02/2012	
Total 123209:				103.05	103.05		
MALLON, FRANK							
129353							
	041712	WITNESS FEES MC-1203-017	04/17/2012	15.00	15.00	05/02/2012	
Total 129353:				15.00	15.00		
MARATHON EQUIPMENT CO.							
129344							
	51021749RI	CONVEYOR	04/09/2012	20,669.00	20,669.00	05/02/2012	
Total 129344:				20,669.00	20,669.00		
MAX . R							
128364							
	647091	SIGNS HIGHLAND PARK / PAUL	04/05/2012	2,530.19	2,530.19	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 128364:				2,530.19	2,530.19		
MC CUMBER LOCKSMITH SHOP							
6390							
	2990A	KEYS	04/10/2012	4.00	4.00	05/02/2012	
Total 6390:				4.00	4.00		
MIDLAND IMPLEMENT CO							
6640							
	661664001	SPRINKLER REPAIR	04/03/2012	99.35	99.35	05/02/2012	
Total 6640:				99.35	99.35		
MIDTHUN, DAVE							
129351							
	040212	REPLACE OBSTACLE - MINI GO	04/02/2012	247.18	247.18	05/02/2012	
Total 129351:				247.18	247.18		
MIDWEST FENCE CO							
6650							
	29857	REPAIR DAMAGED GATE - BEC	04/12/2012	25.00	25.00	05/02/2012	
Total 6650:				25.00	25.00		
MOORE, SCOTT							
129354							
	041712	WITNESS FEES MC-1203-017	04/17/2012	15.00	15.00	05/02/2012	
Total 129354:				15.00	15.00		
NORTH CENTRAL LABORATORIES							
7320							
	302776	LAB TESTING SUPPLIES	04/13/2012	440.90	440.90	05/02/2012	
Total 7320:				440.90	440.90		
NORTHWEST PIPE							
7400							
	1905886-2	VALVE REPAIR PARTS	04/04/2012	20.86	20.86	05/02/2012	
	1934030	Saddle Tapping 6" x 1"	04/06/2012	708.00	708.00	05/02/2012	1073-W
	1936842	2" FIP Ball Curb Stop	04/09/2012	725.68	725.68	05/02/2012	1131-W
	1937425	3/4" compression coupling	04/09/2012	184.56	184.56	05/02/2012	1122-W
	1937425	2" MIP x compression adapter	04/09/2012	217.92	217.92	05/02/2012	1107-W
	1937425	GOLF COURSE RAW WATER	04/09/2012	159.19	159.19	05/02/2012	
	1937425-1	2" Smith Blair #441 flex coupling	04/16/2012	85.74	85.74	05/02/2012	1037-W
	1937795	Saddle Tapping 8"x2"	04/09/2012	118.97	118.97	05/02/2012	1079-W
	1937795	Saddle tapping, 6" x 2" , SS	04/09/2012	167.85	167.85	05/02/2012	1068-W
	1937795	2" Compression curb stop	04/09/2012	251.63	251.63	05/02/2012	1120-W
	1937795	2" Drisco pipe, CTS	04/09/2012	160.00	160.00	05/02/2012	1164-W
	1937795	2" WATER TAP	04/09/2012	48.54	48.54	05/02/2012	
	1940993	12" PVC, SDR35 sewer pipe	04/16/2012	171.22	171.22	05/02/2012	1040-WW
	195886-3	VALVE REPAIR PARTS	04/09/2012	146.06	146.06	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 7400:				3,166.22	3,166.22		
OWEN, DON							
125181							
	041912	VOLLEYBALL REFEREE	04/19/2012	100.00	100.00	05/02/2012	
Total 125181:				100.00	100.00		
PARDUBA, RON							
127550							
	041112	REIMBURSE FOR UNIFORMS	04/11/2012	39.00	39.00	05/02/2012	
Total 127550:				39.00	39.00		
PARK COUNTY LANDFILL							
129053							
	033112	LANDFILL CHARGES	03/31/2012	69,313.00	69,313.00	05/02/2012	
	033112	LANDFILL CHARGES	03/31/2012	24.00	24.00	05/02/2012	
	033112	LANDFILL CHARGES	03/31/2012	4.00	4.00	05/02/2012	
	033112	LANDFILL CHARGES	03/31/2012	11.00	11.00	05/02/2012	
Total 129053:				69,352.00	69,352.00		
PARKWAY PLAZA HOTEL							
126771							
	444973	MOTEL ROOM - GREG PERKIN	04/20/2012	260.00	260.00	05/02/2012	
	444974	MOTEL ROOM - BRYAN REITER	04/20/2012	260.00	260.00	05/02/2012	
	446662	MOTEL ROOM - DALE AMRSTR	04/09/2012	140.00	140.00	05/02/2012	
	446663	MOTEL ROOM - ANDREW JOHN	04/09/2012	140.00	140.00	05/02/2012	
	446664	MOTEL ROOM - ERIC ASAY	04/09/2012	140.00	140.00	05/02/2012	
Total 126771:				940.00	940.00		
PRO-BUILD							
128149							
	920356	SIGN MATERIAL	04/16/2012	64.46	64.46	05/02/2012	
	920468	SIGN MATERIAL	04/17/2012	4.15	4.15	05/02/2012	
Total 128149:				68.61	68.61		
PURCHASE ADVANTAGE CARD							
430							
	007646	BIRTHDAY PARTIES - REC CEN	04/07/2012	16.99	16.99	05/02/2012	
	009978	Fruit Snacks	04/09/2012	23.78	23.78	05/02/2012	20026
	009978	TREAT BAGS	04/09/2012	5.96	5.96	05/02/2012	20025
	014446	BIRTHDAY PARTIES - REC CEN	04/14/2012	16.99	16.99	05/02/2012	
	018202	MEETING EXPENSE	04/18/2012	24.44	24.44	05/02/2012	
Total 430:				88.16	88.16		
QA BALANCE SERVICES INC							
8245							
	8069	LAB EQUIPMENT CALIBRATION	04/08/2012	652.00	652.00	05/02/2012	
Total 8245:				652.00	652.00		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
QUALITY ASPHALT PAVING INC							
125010							
	1200	LEGION BASEBALL FIELDS	04/05/2012	1,200.00	1,200.00	05/02/2012	
Total 125010:				1,200.00	1,200.00		
R & B PROPERTIES LLC							
129350							
	6098013	REFUND UTILITY DEPOSIT	04/13/2012	48.51	48.51	05/02/2012	
Total 129350:				48.51	48.51		
RON'S EXXON							
8760							
	0155298	PROPANE	04/10/2012	15.75	15.75	05/02/2012	
Total 8760:				15.75	15.75		
SCHOENING, WILLIAM D							
123147							
	041912	VOLLEYBALL REFEREE	04/19/2012	150.00	150.00	05/02/2012	
Total 123147:				150.00	150.00		
SHERWIN-WILLIAMS COMPANY							
127725							
	9622-0	PAINT FOR STRIPING SPORTS	04/09/2012	734.40	734.40	05/02/2012	
Total 127725:				734.40	734.40		
SHOSHONE OFFICE SUPPLY							
9140							
	0088292	COPIER PAPER	04/09/2012	214.20	214.20	05/02/2012	
	0088308	SUPPLIES	04/11/2012	62.55	62.55	05/02/2012	
	0088451	PAPER 11 X 17	04/17/2012	60.00	60.00	05/02/2012	
	0088464	TONER	04/12/2012	148.98	148.98	05/02/2012	
Total 9140:				485.73	485.73		
SIMPSON KEPLER AND EDWARDS							
9270							
	041612	PROFESSIONAL FEES MC-1004	04/16/2012	1,180.25	1,180.25	05/02/2012	
Total 9270:				1,180.25	1,180.25		
SPOMER, TARA							
129349							
	041112	WITNESS FEES	04/11/2012	15.00	15.00	05/02/2012	
Total 129349:				15.00	15.00		
THE UPS STORE							
6240							
	3137	SUPPLIES	04/16/2012	13.56	13.56	05/02/2012	
	7157	EVIDENCE SHIPPING	04/18/2012	9.38	9.38	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
Total 6240:				22.94	22.94		
THURMOND, LEE							
129355							
	14252033	REFUND UTILITY DEPOSIT	04/13/2012	15.43	15.43	05/02/2012	
Total 129355:				15.43	15.43		
TITAN ACCESS							
128471							
	1C11612	EXHAUST STACK	04/16/2012	122.86	122.86	05/02/2012	
Total 128471:				122.86	122.86		
TRIPLE L SALES							
9980							
	I-20845	4" TUBING	04/06/2012	61.00	61.00	05/02/2012	
	I-20846	PIPE FITTING 12"	04/06/2012	198.80	198.80	05/02/2012	
	I-20894	REPAIR SPRINKLER SYSTEMS	04/09/2012	16.68	16.68	05/02/2012	
	I-20998	BRASS FITTINGS	04/16/2012	26.40	26.40	05/02/2012	
	I-21092	MARKING PAINT	04/20/2012	825.20	825.20	05/02/2012	
Total 9980:				1,128.08	1,128.08		
WAL MART COMMUNITY BRC							
10330							
	002683	SUPPLIES - PARK SHOP	04/23/2012	4.48	4.48	05/02/2012	
	002683	SUPPLIES	04/23/2012	93.95	93.95	05/02/2012	
	00557	BREAK ROOM SUPPLIES	04/17/2012	21.66	21.66	05/02/2012	
	00557	BREAK ROOM SUPPLIES	04/17/2012	6.00	6.00	05/02/2012	
	006039	SUPPLIES - PARK SHOP	04/06/2012	134.39	134.39	05/02/2012	
	02347	REC CENTER PROGRAMS - AQ	04/17/2012	29.00	29.00	05/02/2012	
Total 10330:				289.48	289.48		
WCSTELECOM							
124746							
	21069951	LONG DISTANCE	04/01/2012	187.95	187.95	05/02/2012	
Total 124746:				187.95	187.95		
WELLS FARGO HOME MORTGAE							
126300							
	11097019	REFUND UTILITY BALANCE	04/20/2012	19.41	19.41	05/02/2012	
Total 126300:				19.41	19.41		
WESCO DISTRIBUTION INC							
10480							
	627514	SYSTEM UPGRADE	04/02/2012	585.24	585.24	05/02/2012	
Total 10480:				585.24	585.24		
WESTERN PATHOLOGY CONSULT							
10570							
	CP1668	RANDOM TESTING - PD	03/31/2012	90.00	90.00	05/02/2012	

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
	CP1668	RANDOM TESTING - ELEC	03/31/2012	31.50	31.50	05/02/2012	
	CP1668	RANDOM TESTING - STREETS	03/31/2012	40.50	40.50	05/02/2012	
	CP1668	RANDOM TESTING - SHOP	03/31/2012	4.50	4.50	05/02/2012	
	CP1668	RANDOM TESTING - SANITATIO	03/31/2012	31.50	31.50	05/02/2012	
	CP1668	RANDOM TESTING - WATER	03/31/2012	22.50	22.50	05/02/2012	
	CP1668	RANDOM TESTING - WASTE W	03/31/2012	13.50	13.50	05/02/2012	
	CP1668	RANDOM TESTING - REC	03/31/2012	27.00	27.00	05/02/2012	
Total 10570:				261.00	261.00		
WESTERN UNITED ELECTRIC SUPPLY							
10605							
	4020779	NORTH CODY PROJECT	04/10/2012	15,624.62	15,624.62	05/02/2012	
	4020780	NORTH CODY PROJECT	04/10/2012	16,998.97	16,998.97	05/02/2012	
	4020782	NORTH CODY PROJECT	04/10/2012	49,922.66	49,922.66	05/02/2012	
Total 10605:				82,546.25	82,546.25		
WIRELESS ADVANCED COMMUNICATIO							
126455							
	217598	POLICE CAR SET UP	03/01/2012	8,399.52	8,399.52	05/02/2012	
Total 126455:				8,399.52	8,399.52		
WOMACK MACHINE SUPPLY CO.							
128944							
	0101507	PARTS (WILL RETURN FOR CR	03/23/2012	76.68	76.68	05/02/2012	
	0101677	OIL VALVE	03/28/2012	129.82	129.82	05/02/2012	
	0101868	CREDIT FOR WRONG PARTS	04/02/2012	76.68-	76.68-	05/02/2012	
Total 128944:				129.82	129.82		
WOODWARD TRACTOR CO							
10660							
	76606	CHAIN SAW SUPPLIES	04/09/2012	31.68	31.68	05/02/2012	
Total 10660:				31.68	31.68		
WY CHILD SUPPORT #167207							
127631							
	041612	CHILD SUPPORT #167207/CV 1	04/16/2012	159.23	159.23	04/16/2012	
Total 127631:				159.23	159.23		
WYOMING BANK AND TRUST							
123957							
	041612	ELECTRIC BOND PAYMENT	04/16/2012	19,123.07	19,123.07	05/02/2012	
Total 123957:				19,123.07	19,123.07		
WYOMING DEPT OF EMPLOYMENT							
10810							
	042312	UNEMPLOYE COMP FOR 1ST Q	04/23/2012	4,942.97	4,942.97	04/23/2012	
	042312		04/23/2012	2.19-	2.19-	04/23/2012	
Total 10810:				4,940.78	4,940.78		

Vendor Name / Vendor No	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Inventory Number
WYOMING STEEL SERVICES LLC							
129345							
	13513	REFUND ELECTRIC HOOK UP F	04/12/2012	46.21	46.21	05/02/2012	
Total 129345:				46.21	46.21		
WYOMING TECH TRANS CENTER							
11020							
	660	SAFETY CLASS	04/09/2012	165.00	165.00	05/02/2012	
Total 11020:				165.00	165.00		
YANKEE CAR WASH							
128282							
	033112	CAR WASHES - ADMIN	04/03/2012	21.00	21.00	05/02/2012	
	033112	CAR WASHES - PD	04/03/2012	162.72	162.72	05/02/2012	
	033112	CAR WASHES - BUILDING INSP	04/03/2012	20.00	20.00	05/02/2012	
	033112	CAR WASHES - ELEC. DEPT.	04/03/2012	17.91	17.91	05/02/2012	
Total 128282:				221.63	221.63		
Grand Totals:				464,693.46	464,693.46		

Payroll $211,041.18 Total $675,734.64

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

MEETING DATE: 04/26/12
DEPARTMENT: ADMINISTRATIVE SERVICES
PREPARED BY: LESLIE BRUMAGE, FINANCE OFFICER
PRESENTED BY: LESLIE BRUMAGE, FINANCE OFFICER

AGENDA ITEM SUMMARY REPORT

SLIB DWSRF Water Loan Payoff

ACTION TO BE TAKEN:

Approve the payoff of the SLIB DWSRF loan in the amount of $99,871.10

SUMMARY OF INFORMATION:

The Council had previously authorized the payoff of the SLIB DWSRF loan in the amount of $93,312 however when I received the payoff information recently the amount is actually $99,871.10 which is $6,559.10 more than originally anticipated. Due to the change in amount I would like to confirm if the Council would still like to move forward with the payoff as of June 1st. I believe the difference in amount was due to an error in the payoff date which appears to have been originally calculated as July 1st instead of June 1st.

FISCAL IMPACT

The Council has already authorized payment of $93,312 so this would be an increase to the Water Department expenditures of $6,559.10. In reviewing the Water Fund budget this increase will not negatively impact the fund's projected cash needs for the current or upcoming fiscal year.

ALTERNATIVES

1. Approve the increase in amount and pay off the loan by June 1, 2012
2. Pay the already-approved amount of $93,312 and pay the remaining balance as a regular debt service payment next fiscal year.
3. Do not pay off the loan and continue making the annual payments on the loan.

ATTACHMENTS

1. Loan payoff statement

AGENDA & SUMMARY REPORT TO:

None

AGENDA ITEM NO. _____

Calculate Loan Payoff	
Payoff Date:	06/01/2012
Interest Amount:	$2,676.19
Principle Amount:	$97,194.91
Total Payoff:	$99,871.10

Cancel Calculate Payoff

Agreement Details (hide) DW09032 - Cody, City Of

Agreement Number :	DW09032 (Printable View)	edit
Application :	View/Print	
Agreement Type :	Loan	
Approved Date :		6/17/2009
Approved By :	Amanda Sewell	
Project :	Bleistein Ave Main Replacement	info
Estimated Cost :	$115,861.64	
Entity :	CODY, CITY OF	info
Population :	0	
Notes :		

Funding Summary (hide)

DWSRF First Round Funds 2002:		$115,861.64
Show Details	Increase	
Funding Appropriation:	DWSRF First Round Funds 2002	info
Amount:	$115,861.64 6/17/2009 by	
Notes:	Original Funding Request	
Funding Total:		$115,861.64

CITY OF CODY
WYOMING

April 26, 2012

Rocky Mountain Power
Attn: General Counsel
201 South Main Street, Suite 2400
Salt Lake City, Utah 84111

Re: Asset Transfer Agreement Closing Date

Ladies and gentlemen:

Reference is made to the Asset Transfer Agreement (the "Agreement") entered into as of March 21, 2012 by and between Rocky Mountain Power, a division of PacifiCorp, an Oregon corporation ("Rocky Mountain Power"), and the City of Cody, Wyoming, a Wyoming municipal corporation ("the City", and, together with Rocky Mountain Power, collectively, "the Parties").

Section 2.1 of the Agreement provides that the transaction contemplated thereunder shall close on or before May 1, 2012 (the "Closing Date"), at the offices of Rocky Mountain Power in Salt Lake City, Utah, unless otherwise agreed to by the Parties. Pursuant thereto, the Parties hereby agree that the Closing Date shall occur on or before June 1, 2012 and that the closing shall take place by means of telephonic and/or electronic communications, without requiring the presence of the Parties' representatives at Rocky Mountain Power's offices.

The Parties understand and agree that the Agreement shall remain in full force and effect as originally executed.

Please confirm that the above correctly reflects our understanding and agreement with respect to the foregoing matters by endorsing the enclosed copy of this letter.

Very truly yours,

THE CITY OF CODY, WYOMING

By: _____

Name: Nancy Tia Brown

Title: Mayor

Accepted and agreed to:

ROCKY MOUNTAIN POWER

By:_____

Name:

Title:

Nancy Tia Brown
MAYOR

Donny Anderson
Charles Cloud
Bryan Edwards
Jerry Fritz
Steve Miller
Stan Wolz
COUNCIL MEMBERS

C. Edward Webster II
MUNICIPAL JUDGE

Jennifer R. Rosencranse
CITY ADMINISTRATOR

1338 Rumsey Avenue
P.O. Box 2200
Cody, Wyoming 82414

(307) 527-7511
FAX (307) 527-6532

MEETING DATE:	MAY 1, 2012
DEPARTMENT:	PUBLIC WORKS
PREPARED BY:	BERT POND
DEPT. DIR. APPROVAL:	_____
CITY ADM. APPROVAL:	_____
PRESENTED BY:	STEVE PAYNE SWP

AGENDA ITEM SUMMARY REPORT

Declaration of Used Transformers as Surplus

ACTION

Declare that 75 used distribution transformers, which are no longer needed by the City of Cody, are surplus and should be sold under Bid 2012-04 Surplus Transformers.

BACKGROUND

The City of Cody Electric Division has 75 used distribution transformers that are no longer needed by the City of Cody. The transformers are the wrong voltage for the converted system. This agenda item requests that this equipment be declared surplus and put out to bid under Bid 2012-04 Surplus Transformers.

FISCAL IMPACT

There is no fiscal impact for the declaration of this equipment as surplus. By selling these units to a transformer rebuilder or salvage operation, the City will receive compensation for the old transformers. The last time transformers were sold through the bidding process we were able to recoup $16,500.

ALTERNATIVES

The alternative to declaring these units surplus for sale is to keep them in stock as they cannot be disposed of in the landfill. All units are fully functional and can be reused on other systems. We no longer use the distribution voltage required by these units.

RECOMMENDATION

It is the staff's recommendation that the Council designate the 75 used distribution transformers, which are no longer needed by the City of Cody, as surplus and to be sold though a formal bid.

ATTACHMENTS

List of transformers staff would like declared as surplus.

AGENDA ITEM NO. _____

CITY OF CODY
WYOMING

TABLE OF CONTENTS
BID NO. 2012-04

DOCUMENTS INCLUDED IN PACKET FOR BID NO 2012-04

	Pages
1. ADVERTISEMENT FOR BID (ON THIS PAGE, BELOW) ↓	1
2. INSTRUCTION SHEET	2
3. BID PROPOSAL FORM	3
4. BID SPECIFICATION FORMS	4-5

For more information: City of Cody 307-527-7511
****

Bid 2012-04
Surplus Transformers

The City of Cody is requesting sealed bids for the purchase of surplus used distribution transformers and capacitors as follows: (53) pole mounted distribution transformers, (18) single phase pad mounted distribution transformers and (4) three-phase pad mounted distribution transformers. Address bids to City of Cody, P.O. Box 2200, 1338 Rumsey Avenue, Cody, Wyoming 82414. Mark "**Bid 2012-04, Surplus Transformers**" on the outside of the envelope. Faxed bids will not be accepted.

Sealed bids are due to the City no later than May 25, 2012 at 10:00 AM. Bid opening will be held at that time at Cody's City Hall. A bid packet may be obtained from Jolene Osborne (JoleneO@cityofcody.com) or by calling 527-7511.

The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City.

Cynthia Baker
Administrative Services Officer

Publish: May 3, 2012
May 7, 2012
May 14, 2012

CITY OF CODY
WYOMING

INSTRUCTIONS: BID # 2012-04 USED SURPLUS TRANSFORMERS

The Bidder agrees to supply sealed bids for the purchase of used surplus distribution transformers and equipment as follows:

(53) pole mounted distribution transformers
(18) single phase pad mounted distribution transformers
(4) three phase pad mounted distribution transformers

The City reserves the right to reject any and/or all bids and further reserves the right to waive any informalities if deemed in the best interest of the City.

The undersigned warrants that he/she has read and understands the requirements of the City of Cody, that he/she encloses a bid bond in the amount of not less than ten percent (10%) of the "TOTAL BID" amount. All bid guarantees must be received in the form of a cashier's check or money order. No personal or business checks will be accepted as a bid guarantee. If a bid is received without the necessary 10% bid guarantee it will be rejected.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to supply the unit pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The unit shall be delivered and tested within the time frame specified by the Bidder upon receipt of order.

A list of the used surplus transformers and materials may be obtained from: Jolene Osborne (JoleneO@cityofcody.com) or by calling 527-7511. Bids are to be addressed to the City of Cody, P.O. Drawer 2200, 1338 Rumsey Avenue, Cody, Wyoming 82414 and shall be marked "**Bid No. 2012-04, Surplus Transformers**" on the outside of the envelope. Faxed bids will not be accepted.

The sealed bids must be returned to the City of Cody no later than May 25, 2012 at 10:00 AM. The bid opening will be held at that time at Cody's City Hall.

Bid Proposal Form - Bid 2012-04

City of Cody, Wyoming

Mayor and City Council
City of Cody
PO Box 2200
1338 Rumsey Avenue
Cody, WY 82414

The undersigned Bidder agrees to purchase the surplus equipment listed on pages 4 and 5 of this packet.

The offer made herein shall be binding for 30 days after the date of bid opening.

Award of bid shall be made by Notice of Award, which shall be accompanied by a binding agreement to purchase the units listed on pages 4 and 5 pursuant to the bid documents. Bidder warrants that Bidder has read the proposed agreement and agrees to the terms and conditions contained therein. The units shall be picked up within 90 days or the time frame specified by the City of Cody upon receipt of Notice of Award.

Date _____

_____
Signature

_____
Typed or Printed Name

_____
Company

_____
Mailing Address

_____
City, State and Zip

Transformer List

Serial Number	Description	Make	KVA	Primary	Secondary	PCB Test #	PPM	BID Price
029761	Padmount 1 Ph	T&R	15	4160Y/2400	240/120	9594xx	31	
045635	Padmount 1 Ph	T&R	50	4160Y/2400	240/120	3887ii	19	
045642	Padmount 1 Ph	T&R	75	4160Y/2400	240/120	3742ii	17	
079594	Padmount 1 Ph	T&R	25	4160Y/2400	240/120	928jj	4	
079595	Padmount 1 Ph	T&R	25	4160Y/2400	240/120	5361np	2	
079596	Padmount 1 Ph	T&R	25	4160Y/2400	240/120	5362np	2	
1059011	Overhead 1 Ph	Line Mat'l	15	4160Y/2400	240/120	3783ii	2	
111094-1	Padmount 1 Ph	Jerry's	15	4160Y/2400	240/120	68046	1	
1202012	Overhead 1 Ph	Moloney	10	4160Y/2400	240/120	8256xx	3	
123102-7	Overhead 1 Ph	Jerry's	50	34500Y/19920x12470Y/7200	240/120	111523	0	
123102-8	Overhead 1 Ph	Jerry's	50	34500Y/19920x12470Y/7200	240/120	104401	0	
12695-8	Overhead 1 Ph	Jerry's	37.5	4160Y/2400	240/120	68426	2	
12862-74	Overhead 1 Ph	Penns.	15	4160Y/2400	240/120	3816ii	9	
1289996	Overhead 1 Ph	Moloney	15	4160Y/2400	240/120	3815ii	11	
1489739	Overhead 1 Ph	Moloney	25	4160Y/2400	240/120	3813ii	2	
2083031	Overhead 1 Ph	Allis-Chms	10	4160Y/2400	240/120	3784ii	2	
2841871-2	Overhead 1 Ph	Moloney	15	34500Y/19920	240/120	nameplate	1	
3203086	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	3823ii	7	
41602-5	Padmount 3 Ph	Jerry's	2500	24940Yx34500Y	12.47Y/7.2	99692	0	
4200133	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	M354BO	3	
4202036	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	3845ii	2	
55C11820	Overhead 1 Ph	West.	10	4160Y/2400	240/120	3812ii	7	
56G5704	Overhead 1 Ph	West.	10	4160Y/2400	240/120	3807ii	18	
56G5704	Overhead 1 Ph	West.	10	4160Y/2400	240/120	3706ii	6	
627498	Overhead 1 Ph	Line-Mat'l	10	4160Y/2400	240/120	3785ii	2	
702006695	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	M355BO	1	
72AA1034	Overhead 1 Ph	West.	15	4160Y/2400	240/120	9581xx	2	
741100324	Padmount 1 Ph	RTE	37.5	4160Y/2400	240/120	8367xx	2	
792025685	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	3761ii	2	
792025687	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	3760ii	2	
811037079	Padmount 1 Ph	RTE	25	4160Y/2400	240/120	9595xx	2	
8305-5	Padmount 3 Ph	Jerry's	3500	12470Y/7200	4160Y/2400	nameplate	0	
856005413	Padmount 3 Ph	RTE	75	34500Y/19920	208Y/120	nameplate	0	
85A441457	Overhead 1 Ph	West.	25	4160Y/2400	240/120	nameplate	2	
85A441459	Overhead 1 Ph	West.	25	4160Y/2400	240/120	nameplate	2	
85A441460	Overhead 1 Ph	West.	25	4160Y/2400	240/120	nameplate	2	
85JK545063	Padmount 1 Ph	West.	75	4160Y/2400	240/120	nameplate	1	
85JK547193	Padmount 1 Ph	West.	25	4160Y/2400	240/120	nameplate	2	
85JL548054	Padmount 1 Ph	West.	37.5	4160Y/2400	240/120	nameplate	1	
861074657	Overhead 1 Ph	RTE	50	12470Y/7200x4160Y/2400	240/120	nameplate	2	
861110027	Overhead 1 Ph	RTE	10	12470Y/7200x4160Y/2400	240/120	nameplate	2	
896009398	Padmount 3 Ph	RTE	1500	12,470Y/7200	4160Y/2400	9576xx	2	
92025685	Overhead 1 Ph	RTE	10	4160Y/2400	240/120	3761ii	2	
921004106	Overhead 1 Ph	Cooper	50	34500Y/19920	240/120	nameplate	0	
921018375	Overhead 1 Ph	Cooper	167	34500Y/19920	12470Y/720	nameplate	0	

Transformer List Continued

Serial Number	Description	Make	KVA	Primary	Secondary	PCB Test #	PPM	BID Price
921018376	Overhead 1 Ph	Cooper	167	34500Y/19920	12470Y/720	nameplate	0	
9236467	Overhead 1 Ph	GE	10	4160Y/2400	240/120	3807ii	18	
931086747	Padmount 1 Ph	Cooper	15	12470Y/7200x4160Y/2400	240/120	nameplate	1	
9669013	Overhead 1 Ph	GE	15	4160Y/2400	240/120	CC9569	32	
971002052	Overhead 1 Ph	Cooper	25	34500Y/19920	240/120	nameplate	0	
971002053	Overhead 1 Ph	Cooper	25	34500Y/19920	240/120	nameplate	0	
A730160	Padmount 1 Ph	Sunlight	50	4160Y/2400	240/120	3746ii	2	
A730392	Padmount 1 Ph	Sunlight	25	4160Y/2400	240/120	3888ii	2	
B35077	Overhead 1 Ph	Kuhlman	15	4160Y/2400	240/120	3811ii	2	
CP0038057823	Overhead 1 Ph	Cooper	5	12470Y/7200x4160Y/2400	240/120	nameplate	0	
CP0952008166	Padmount 1 Ph	Cooper	75	12470Y/7200x4160Y/2400	240/120	nameplate	1	
D132025	Overhead 1 Ph	GE	15	4160Y/2400	240/120	3753ii	30	
H2634	Overhead 1 Ph	Solomon	10	12470Y/7200x4160Y/2400	240/120	nameplate	1	
J556011Y70A	Overhead 1 Ph	GE	37.5	4160Y/2400	240/120	3837uv	2	
K932886Y73AA	Padmount 1 Ph	T&R	75	4160Y/2400	240/120	3743ii	2	
M10P153	Overhead 1 Ph	Southwest	50	34500Y/19920	240/120	M356BO	1	
M4N109	Overhead 1 Ph	Southwest	15	34500Y/19920	240/120	M361BO	1	
M6M9	Overhead 1 Ph	Southwest	50	34500Y/19920	4160Y/2400	nameplate	1	
M6N109	Overhead 1 Ph	Southwest	25	34500Y/19920	240/120	M357BO	1	
M6N60	Overhead 1 Ph	Southwest	10	34500Y/19920	240/120	M362BO	1	
M6N71	Overhead 1 Ph	Southwest	10	34500Y/19920	240/120	M360BO	1	
M6N86	Overhead 1 Ph	Southwest	10	34500Y/19920	240/120	M359BO	1	
M6N91	Overhead 1 Ph	Southwest	10	34500Y/19920	240/120	M358BO	1	
N047985YBSA	Overhead 1 Ph	GE	37.5	4160Y/2400	240/120	3759ii	2	
N430689YBUA	Overhead 1 Ph	GE	25	34500Y/19920	240/120			
P501621-TTD	Overhead 1 Ph	GE	167	34500Y/19920	12470Y/720	88102	1	
P501622-TTD	Overhead 1 Ph	GE	167	34500Y/19920	12470Y/720	nameplate		
P501623-TTD	Overhead 1 Ph	GE	167	34500Y/19920	12470Y/720	nameplate		
P970149-YWF	Overhead 1 Ph	GE	25	34500Y/19920	240/120			
Q687727-YTL	Overhead 1 Ph	GE	25	34500Y/19920	240/120	nameplate	0	

U.S. Department of the Treasury

State Small Business Credit Initiative

SIGNATURE PAGE

The signature in this document refers to information submitted in the State Small Business Credit Initiative application. This signed statement will be considered an official record and must be submitted with the application and attachments.

The authorized state official must complete this application signature page, print and affix signature at the bottom of the page. The completed and signed application signature page must be emailed as part of the application form and attachments to SSBCIapplications@treasury.gov

APPLICANT INFORMATION

Enter the name of the Applicant: Cody

Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.

Organization Name: City of Laramie

Check one of the following boxes as appropriate for the organization:

- ☐ State Department or Agency
- ☑ Municipality
- ☐ Other Political Subdivision

Organizational DUNS: 78-328-1892

Employer/Taxpayer Identification Number (EIN/TIN): 83-6000072

SIGNATURE OF AUTHORIZED OFFICIAL

Under penalties of perjury, I declare that I have examined the attached State Small Business Credit Initiative application and to the best of my knowledge and belief, the information in the application is true, correct, and complete. I certify that I am an authorized official for the applicant and authorized to submit this application.

Name: _____ Title: _____

Email: _____ Phone: _____

Signature:
(*Sign in ink*) _____ Date Signed: April 4, 2012

U.S. Department of the Treasury

State Small Business Credit Initiative (SSBCI) APPLICATION

Applicants must complete and submit this application form, relevant attachments, and the signature form on or before 5:00 pm ET June 27, 2011, to Treasury. The completed application and relevant attachments must be saved and emailed to SSBCIapplications@treasury.gov. Applicants should use the attachments provided to facilitate submission of supplemental information as required by certain sections below. For questions pertaining to any program terms used in this application form or appropriate methods by which to validate responses to the questions below, please consult the Application Instructions and the SSBCI Policy Guidelines. Central Contractor Registration (CCR) is required for all applicants. To register, go to www.ccr.gov/startregistration.asp.

For the purposes of this application, the term "Applicant" shall include all States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, and the United States Virgin Islands, and under the circumstances described in title III, section 3004(d) of the Small Business Jobs Act of 2010 (P.L. 111-240) (the "Act"), a municipality of a State of the United States to which the Act has given a special permission under section 3004(d) of the Act.

Section 1: Applicant Information

1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application. Attach letter of designation from the governor of the State, or the chief executive of the territory or municipality. This letter must expressly state that the governor or chief executive has designated the department, agency or political subdivision named below to accept the SSBCI allocated funds on behalf of the State, territory or municipality; the entity designated below will implement the State program(s) and oversee the State program(s), and the entity designated below has all legal authority to enter into an Allocation Agreement with the Treasury.*

Organization Name: City of Laramie, WY

Check one of the following boxes as appropriate for the organization:

- State Department or Agency
- X Municipality
- Other Political Subdivision

Organizational DUNS 783281892 Registration Active in CCR: X Yes No

Employer/Taxpayer Identification Number (EIN/TIN): 83-6000072

Authorized Official's Name: Janine Jordan Title: City Manager

Street Address: Post Office Box C City: Laramie

State: WY Zip Code: 82073

1C. *Name and contact information of person to be contacted on matters concerning this application.*

Name : Janine Jordan Title City Manager

Email: jjordan@ci.laramie.wy.us Phone: 307.721.5226

1D. *Contracting Entity. Complete this Section if the organization(s) or /entity(ies) administering one or more of the programs described in this application are different from Applicant listed in Section 1B. Space is provided below for applicants to enter information for up to four (4) such organizations/entities. Use the attachment for Section 1D to submit the information below for any additional organization/entity.*

1. Name of Contracting Entity: Wyoming Smart Capital Network, LLC Program Name: Credit Guarantee Program; Seed Capital Network Program

Indicate (by checking the appropriate box below) if such entity is:

- Agency or Department of another State
- X For-profit Entity Supervised by State
- Non-profit Entity Supervised by State

Name of Authorized Official: Robert Heard Title: Managing Director

Street Address:	4218 Cheyenne Drive	City:	Laramie
State:	WY	Zip Code:	82072

Enter contact person information below:

Name:	Robert Heard	Title:	Managing Director
Email :	rheard@dcnteam.com	Phone:	405.848.3572

2. Name of Contracting Entity: Development Capital Networks LLC — Program Name: Credit Guarantee Program, Seed Capital Network Program

Indicate (by checking the appropriate box below) if such entity is:

- Agency or Department of another State
- X For-profit Entity Supervised by State
- Non-profit Entity Supervised by State

Name of Authorized Official:	Paul Huleatt	Title:	Managing Director
Street Address	10565 N 114th Street, Ste 110	City:	Scottsdale
State	AZ	Zip Code:	85259

Enter contact person information below:

Name:	Paul Huleatt	Title:	Managing Director
Email	phuleatt@dcnteam.com	Phone:	602.795.8825

***1E.** Have all legal actions been taken pursuant to applicable State laws that are necessary to enable the designee to implement the Applicant program(s) described herein? Check the appropriate box.*

- [ ] No – Do not continue with this application
- [X] Yes – Please attach a narrative describing the necessary legal actions that have been or need to be taken. The narrative should confirm that (1) the entity is legally capable to bind the State, territory or municipality to obligations with the Federal Government; and (2) the legal mechanisms are in place for the State, territory, or municipality to accept the transfer of SSBCI funds and deliver funds to the entity designated in Section 1B. **Please refer to attorney opinion letter from the City of Laramie and the attached letters of designation from Joint Applicants.**

Section 2 Amount Requested

***2A.** Enter the total amount of SSBCI funds requested. Do not exceed the amount allocated by Treasury under Act to the State, territory or municipality.*

Amount: $13,168,350

***2B.** Will all or part of the requested amount be used as collateral for a qualifying loan or swap funding facility?*

Yes, all of the requested amount — Yes, part of the requested amount — X No

If yes, provide the following information:

Amount of funding:

Names(s) of private financial entity(s):

Attach commitment letter from source of financing. If commitment letter is unavailable, use the attachment for Section 2B to describe the items and structure of the transaction. The description should not exceed 1 page.

***2C.** If applying for more than one program enter the information below for each program (use the attachment for Section 2C if more space is needed for additional programs):*

1.	Name of Program	Credit Guarantee Program			CAP	X	OCSP	Amount Requested:	$10,168,350
2.	Name of Program	Seed Capital Network Program			CAP	X	OCSP	Amount Requested:	$ 3,000,000
3.	Name of Program				CAP		OCSP	Amount Requested:	
4.	Name of Program				CAP		OCSP	Amount Requested:	
5.	Name of Program				CAP		OCSP	Amount Requested:	

***2D.** For both CAPs and OCSPs, use attachment for Section 2D to indicate how the Applicant plans to use SSBCI funds to provide access to capital for small businesses (1) in low- and moderate-income communities, (2) in minority communities, (3) in other underserved communities, and to (4) women- and minority-owned small businesses. The Applicant's plans must include a narrative on how the Applicant will monitor the performance of its plans to provide access to capital to small businesses meeting these criteria.*

Section 3. Capital Access Program (CAP) Complete this Section if applying for SSBCI funds to use for a CAP

3A. Confirm by checking the boxes below that the Applicant's CAP satisfies each of the 4 criteria. Applicants should use the attachment for Section 3A to describe the CAP and explain how the CAP meets each criterion. Documentation should not exceed 5 pages.

Provides portfolio insurance for business loans based on a separate loan-loss reserve fund for each financial institution.

Requires insurance premiums to be paid by participating financial institution lenders and by the business borrowers to the CAP-created reserve fund to have their loans enrolled in such reserve fund.

Provides for contributions to be made by the State to the CAP-created reserve fund in amounts at least equal to the sum of the amount of the insurance premium charges paid by the borrower and the financial institution to the reserve fund for any newly enrolled loan.

Provides portfolio insurance solely for loans that meet both the following requirements: (a) The borrower has 500 employees (as defined at 13 C.F.R. Part 121.106) or less at the time that the loan is enrolled in the CAP and (b) the loan amount does not exceed $5,000,000.

3B. *Lender capital at-risk criteria: For loans made under Applicant CAP programs where financial institution lenders bear less than 20% risk of loss, use the attachment for Section 3B to articulate exceptional circumstances as to why the financial institution lender is unable to bear a greater share of the risk.*

3C. Is the Applicant's CAP a new program or an existing program? Check the appropriate box.

New, beginning with SSBCI Existing

3D. *Enrolled loan data: Applicants establishing new programs will be required to provide detailed assumptions for their estimates of total enrolled loans, total loan amounts and the estimated total Federal contributions over the lifespan of the SSBCI. Applicants with existing programs should provide historical data for total enrolled loans, total loan amounts, and total public subsidies for these loans, and use this historical data to estimate total enrolled loans, total loan amounts, and the estimated total Federal contributions over the lifespan of SSBCI. Applicants should use the attachment for Section 3D to provide these estimates.*

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4A. *Check all types of OCSPs for which the application applies and use the attachment for Section 4A to provide a narrative statement describing each program. Statement should include (1) background of the program; (2) summary of program guidelines; (3) historical performance of the program (for existing programs); and (4) expected performance of the program. Narrative statement must not exceed 3 pages for each OCSP.*

Loan participation program (may be structured in the form of a loan purchase or companion loan transaction).

X Applicant-run venture capital fund program.

X Credit guarantee program.

Other types of credit support programs that use public resources to promote private access to credit, are not a CAP, and meet the eligibility criteria for OCSPs.

4B. Confirm by checking each box below (box 3 should only be checked if it is applicable) that each program checked in Section 4A, above, satisfies the following criteria:

X At a minimum, $1 of public investment by the State OCSP will cause and result in $1 of new private credit.

X The Applicant has a reasonable expectation that, when considered with all other Applicant programs, such Applicant programs together have the ability to use amounts of new Federal contributions to, or for the account of, all such programs to cause new small business lending at least 10 times the SSBCI contributed Federal amount.

X If the Applicant OCSP provides credit support through a financial institution lender or through a non-financial institution lender or investor, the financial institution lender (or, if applicable, the non-financial institution lender or investor) has a meaningful amount of its own capital resources at risk in the loan or investment to the eligible small business. The term "meaningful capital" may vary for different programs. Guidelines for CAPs and OCSPs are contained in the SSBCI Policy Guidelines. For instances where financial institution lender(s) bear less that 20% risk of loss, Applicants should use the attachment for Section 4B to articulate exceptional circumstances as to why the financial institution lender is unable to bear a greater share of the risk.

X The OCSP provides credit support that meets all the following requirements: (1) targets an average borrower size of 500 employees or less*; (2) does not extend support to borrowers that have more than 750 employees; (3) targets support towards loans with an average principal amount of $5,000,000 or less; and (4) does not extend credit support to loans that exceed a principal amount of $20,000,000.

*The definition at 13 C.F.R. Part 121.106 should be used to calculate the number of employees.

4C. *Leverage calculations: Provide an attachment showing the calculation and the assumptions for the first two boxes above. If the Applicant expects to achieve the 10:1 private leveraging target through subsequent private financing to the small businesses over time, the attachment should show the expected private leverage year-by-year and cumulatively through December 31, 2016, the last date through which Applicants are expected to report program performance. Please refer to the SSBCI Program Guidelines for examples.*

4D. *Is the OCSP a new program or an existing program? Check the appropriate box.*

X New, beginning with SSBCI Existing

4E. *Provide documentation (use the attachment for Section 4E) describing the anticipated benefits from each OCSP to the (a) State, (b) its businesses, (c) its residents, and (d) describe the extent to which resulting small business lending will expand economic opportunities. For Loan Guarantee Programs, States must provide detailed assumptions concerning estimated number of loans and estimated loan amounts during the course of the SSBCI. States that are enacting new Collateral Support Programs should present detailed assumptions concerning estimated loan volume and overall Federal collateral support used for such loans. Documentation should not exceed 5 pages. The metrics used should include, but need not be limited to:*

- *Jobs created*
- *The number and value of new OCSP small business loans*
- *Increase in sales, income or other tax revenues paid by businesses or employees*

4F. *Provide documentation (use the attachment for Section 4F) for each OCSP describing (1) operational capacity, (2) skills, and (3) experience of the management team of the State OCSP. Documentation should not exceed 5 pages. The metrics used should include, but need not be limited to:*

- *Qualifications and financial industry experience of senior management*
- *Experience of senior management in operating CAPs or OCSPs*
- *Adoption of industry best practices (e.g., use of risk management strategies employed by analogous successful programs)*

4G. *Provide documentation (Applicants should use the attachment for Section 4G) for each OCSP describing the capacity of OCSP staff to manage increases in the volume of its small business lending. Documentation should not exceed 2 pages. Evidence cited should include, but need not be limited to:*

- *Financial strength*
- *Operational capacity*

4H. *Provide documentation (Applicants should use the attachment for Section 4H) for each OCSP describing the internal accounting and administrative controls systems used by the OCSP staff and the means they use to safeguard against (a) waste, (b) loss, (c) unauthorized use, and (d) misappropriation. This description should not exceed 3 pages. If available, evidence cited should include, but need not be limited to:*

- *Periodic internal audits*
- *Annual independent audits (including management letters)*
- *Program financial statements current within the last 6 months.*
- *Accounting and financial reporting system compliant with OMB Circular A-127*

In addition, if available, the Applicant must attach a copy of the most recent independent financial audit or program financial statements for each OCSP, dated within the last six months. If no independent financial audit or program financial statements exist for the OCSP, then the Applicant must attach a copy of the independent financial audit or program financial statements, dated within the last six months, for the entity implementing each OCSP as identified in the response to Section 1B or 1D of the application.

Section 5: Compliance.

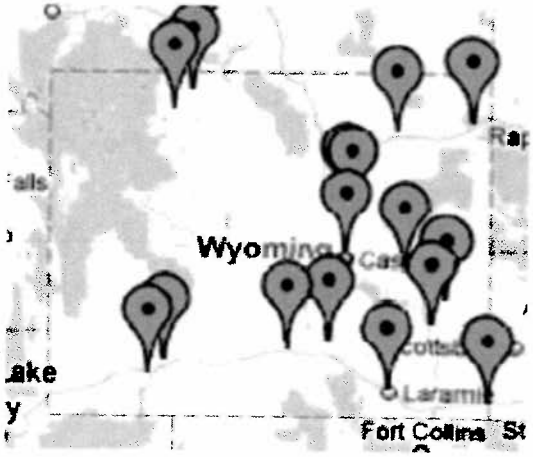
5A. Check any or all of the boxes below to indicate how the Applicant plans to staff oversight of compliance activities?

Current Staff
New Staff
X Contract Staff

5B. Provide a narrative statement (Applicants should use the attachment for Section 5B) describing what reporting mechanisms, audits, or other activities (a) the Applicant has in place or (b) need to be implemented to enable the Applicant to conduct oversight and meet annual reporting requirements for the proposed programs. Documentation should not exceed 3 pages.

Applicants must save the completed PDF application and attachments and email to SSBCIapplications@treasury.gov
Applicants must complete, sign, and email the signature page with the application and attachments.

Attachment - Question 1.A – Joint Applicants
The Wyoming municipalities of:



Casper
Honorable Paul C. Bertoglio, Mayor
200 North David, Casper, Wyoming 82601
307-235-8224

Cody
Honorable Nancy Tia Brown, Mayor
1338 Rumsey Avenue, POB 2200, Cody, Wyoming 82414
307-527-7511

Douglas
Honorable Bruce A. Jones, Mayor
101 North 4th Street, POB 1030, Douglas, Wyoming 82633
307-358-3462

Edgerton
Honorable H.H. "Buck" King, Junion, Mayor
311 North 2nd Street, POB 407, Edgerton, Wyoming 82635-0407
307-437-6763

Gillette
Honorable Tom Murphy, Mayor
201 East 5th Street, POB 3003, Gillette, Wyoming 82717
307-686-5203

Green River
Honorable Hank Castillon, Mayor
50 East 2nd North Street, Green River, Wyoming 82935
307-872-6136

Hanna
Honorable Tony Poulos, Mayor
301 South Adams, POB 99, Hanna, Wyoming 82327
307-325-9424

Hartville
Honorable Darrell L. Offe, Mayor
200 West Gambell Street, Hartville, Wyoming 82215
307-836-2288

Laramie
Janine Jordan, City Manager
406 Ivinson Street, POB C, Laramie, Wyoming 82073
307-721-5226

Honorable Guy Chapman, Mayor

Post Office Box 190, Midwest, Wyoming 82643
307-437-6513

Pine Bluffs
Caryn Miller, CEO Town Administrator
220 Main Street, POB 429, Pine Bluffs, Wyoming 82082
307-245-3746

Powell
Honorable Scott Mangold, Mayor
270 North Clark Street, POB 1008, Powell, Wyoming 82435
307-754-5106

Rawlins
Honorable Kenneth C. Klouda, Mayor
521 West Cedar Street, POB 953, Rawlins, Wyoming 82301
307-328-4500

Rock Springs
Honorable Carl R. Demshar, Jr., Mayor
212 D Street, Rock Springs, Wyoming 82901
307-352-1510

Sundance
Honorable Paul Brooks, Mayor
213 Main Street, POB 542, Sundance, Wyoming 82729-0542
307-283-3451

Wheatland
Honorable Jean Dixon, Mayor
600 South 9th Street, Wheatland, Wyoming 82201
307-322-2962

U.S. Department of the Treasury

State Small Business Credit Initiative

SIGNATURE PAGE

The signature in this document refers to information submitted in the State Small Business Credit Initiative application. This signed statement will be considered an official record and must be submitted with the application and attachments.

The authorized state official must complete this application signature page, print and affix signature at the bottom of the page. The completed and signed application signature page must be emailed as part of the application form and attachments to SSBCIapplications@treas.gov.

Section 1: Applicant Information

Enter the name of the Applicant: *City of Laramie, WY*

Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application

Organization Name: City of Laramie, WY

Check one of the following boxes as appropriate for the organization:

	State Department or Agency
X	Municipality
	Other Political Subdivision

Organizational DUNS: 783281892

Employer/Taxpayer Identification Number (EIN/TIN): 83-6000072

SIGNATURE OF AUTHORIZED OFFICIAL

Under penalties of perjury, I declare that I have examined the attached State Small Business Credit Initiative application and to the best of my knowledge and belief, the information in the application is true, correct, and complete. I certify that I am an authorized official for the applicant and authorized to submit this application.

Name:	Janine Jordan	Title:	City Manager
Email:	jjordan@ci.laramie.wy.us	Phone:	307.721.5226
Signature: *(Sign in ink)*	_____	Date Signed:	_____

CITY OF LARAMIE
CITY MANAGER'S OFFICE
P. O. BOX C
LARAMIE, WY 82073

(307) 721-5226
FAX (307) 721-5211
TDD (307) 721-5295

Mr. Jeffrey Stout
U.S. Department of the Treasury
State Small Business Credit Initiative
Washington, D.C.

March 5, 2012

Mr. Stout,

The City of Laramie and municipal consortium partners selected Development Capital Network (DCN)/Wyoming Smart Capital Network as the entity to implement the SSBCI program following investigation and vetting of a proposal from the Development Capital Network (DCN). In June 2010, the City of Laramie and DCN met to discuss and examine DCN's proposal for a possible application for the SSBCI program.

The City of Laramie reviewed the credentials of DCN principals along with the venture capital project and funds management experience of DCN and its partner entities. The City of Laramie reviewed DCN/Cimarron publications and technical papers and considered relevant experience in other states. During this process City officials including the City Manager, City Attorney, and City Council Members met on numerous occasions with Founder Robert G. Heard and Managing Director Paul Huleatt. These individuals were reviewed as to their volunteered credentials and the programs administered by the entities which they managed. In addition, City officials met with the proposed Executive Director of the Wyoming Smart Capital Network (WSCN), Diane Wolverton. Credentials and proposal details were collaboratively reviewed with the Director and Board Members of our local economic development organization. Lastly, City staff conducted public policy research relative to innovative local government economic development strategies, with specific focus on entrepreneur-centered strategies in largely rural settings.

Upon fully vetting DCN/WSCN's credentials and the overall potential usefulness of the proposed program as an economic development tool, the City of Laramie worked to refine the proposal and gauge the interest of other cities and towns in the State. On August 2, 2011, the Laramie City Council resolved to submit application to the Department of Treasury for the SSBCI Program in partnership with other Wyoming cities and towns and to assume the role of "lead city" (Resolution 2011-52). In August and early-September, the City of Laramie and WSCN distributed an invitation to participate in the program to all ninety-nine Wyoming cities and towns. Each prospective partner-entity was provided with the credentials and experience portfolio of DCN/Cimarron and WSCN. The City of Laramie freely shared research we had conducted as the lead city, and every city and town was encouraged to conduct their own due diligence the level they determined necessary to satisfy their respective requirements. WSCN and City of Laramie officials met personally with elected and appointed officials in other jurisdictions as requested to answer questions and provide additional information.

The City of Laramie has a long history of actively striving to develop and diversify our local economy working with our local, state and regional economic development organizations including the Wyoming Business Council. My review of the program indicates that there is a potential for benefit to the City of Laramie and our partner communities in Wyoming to encourage and promote the economic expansion. Our local economic development strategies and partnerships have successfully grown and recruited established business, but we have almost no demonstrated history of facilitating entrepreneurial growth. As I discussed WSCN with the consortium partners they all agreed that a credit guarantee program under SSBCI would be useful; however, the group was most invigorated by the concept of developing a seed capital network to launch startup companies. Acting individually, the consortium partners would not attain or be able to sustain the development of a seed capital network or credit guarantee program. The City of Laramie and the consortium partners have determined DCN/WSCN have the prerequisite knowledge, skills and abilities to operate these programs under our oversight. The principals are well-qualified to manage the contractual obligations of the services agreement and are familiar with the SSBCI program objectives.

Sincerely,

Janine Jordan
City Manager

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 2D - Access to Capital for Small Businesses

Section 1: Applicant Information		
1A. *Enter the name of the Applicant:*	City of Laramie, WY and Joint Applicants	(See Attachment Q-1A)
1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*		
Organization Name:	City of Laramie, WY	

Section 2: Amount Requested

2D. For both CAPs and OCSPs, use the space provided below to indicate how the Applicant plans to use SSBCI funds to provide access to capital for small businesses (1) in low- and moderate-income communities, (2) in minority communities, (3) in other underserved communities, and to (4) women- and minority-owned small businesses. The Applicant's plans must include a narrative on how the Applicant will monitor the performance of its plans to provide access to capital to small businesses meeting these criteria.

The Wyoming Smart Capital Network (WSCN) is focused on small businesses with capital needs of less than $1 million. The CGP anticipates average loans of approximately $500,000. The strategy will incorporate outreach to minority and women owned businesses, and urban and economically impacted communities, with a goal of creating jobs within those communities.

A variety of methods and strategies will be utilized to increase capital in underserved communities.

1. WSCN is staffed with business development, credit underwriting, marketing, and web portal professionals committed to administering and promoting the WSCN to underserved communities as an integral part of the business development outreach.

2. WSCN will establish a network of participating banks, Small Business Development Centers, Community Development banks, SCORE centers and nonprofits serving minority and underserved communities.

3. WSCN will provide periodic outreach and training programs to participating and prospective lenders and groups of lenders. Additionally, staff will organize webinars and produce and distribute marketing materials to be distributed through training events, conferences, and partner newsletters and mailings.

4. WSCN staff will seek to leverage CGP participating banks' resources to provide outreach and periodic training to participating bank personnel.

5. WSCN will develop partnerships with economic development and community organizations to make small businesses aware of the CGP and SCN programs. Partnering organizations are expected to include chambers of commerce, industry trade associations, Community Development Financial Institutions, and groups supporting minority and women owned businesses.

6. WSCN will advertise in enewsletters such as the LipperCurrent, a weekly enewsletter distributed to investors, corporations, universities, and economic development organizations.

7. WSCN will host quarterly training and outreach events throughout the state in partnership with NIST MEP centers, SBDCs, participating banks, and regional economic development organizations.

8. WSCN will market to and enroll qualifying loans from CDFI lenders, provided the CDFI offers commercial loans that qualify for the SSBCI program. There are two possible CDFI's WSCN can partner with to support small business loans. The WWBC, described above, is preparing an application to become a CDFI. If approved, the WSCN would seek to enroll loans from the WWBC. Additionally, Elk Basin Federal Credit Union is a CDFI based in Powell, WY. This CDFI is currently in the midst of a merger with River-Rail Federal Credit Union (Casper).

The WSCN will support underserved communities. There are many definitions to describe underserved communities or segments of a region. For example, several of our communities in Wyoming characterize the underserved areas of their communities (or their community as a whole) as being rural, low income, "prison population" (to describe the community of residents with ties to those imprisoned), Native American, minority, or women entrepreneurs. However, the most common characteristic among the 16 participating municipalities is the rural nature of their communities. According to Mary Randolf, executive director of the Wyoming Rural Development Council, at least 13 of the 16 consortium municipalities meet the USDA definition of rural communities. The Fund will work closely with the economic development organizations of the member cities and the participating banks to market to rural businesses. The Fund will also collaborate with the Wyoming Business Council, Wyoming Economic Development Association, and State Small Business Development Centers.

A particular focus of the Laramie Consortium is the income disparity between men and women – with Wyoming reporting the largest gender gap in the nation. This issue spans all 16 of the municipalities in the Wyoming Consortium, making women the single largest underserved population. One strategy that the state and local economic developers have employed is the support of female entrepreneurs through education and access to capital. The SSBCI program will provide increased access to capital to women. Wyoming Smart Capital Network has established a relationship with the Wyoming Women's Business Center (WWBC), the state's leading outreach program to women, minorities and individuals with low income.

WSCN staff will monitor the performance of plans to provide access to capital to small businesses located in low and moderate income communities and to women-owned and minority-owned businesses. Data will be captured on all companies participating in the CGP and SCN programs, obtaining registration information on all attendees of outreach events, by recording the number of recipients of enewsletter campaigns, by collecting web statistics of enewsletter ads where available, and by periodically surveying CGP and SCN participants and prospective participants.

The information gathered from small companies participating in the CGP and SCN include:

1. Business name, Contact name, Business address, phone, email, NAICS code, TIN;
2. Demographic information such as county and town
3. Stage of business,
4. # of Full-Time Equivalent (FTE) employees,
5. average wage,
6. benefits offered,
7. estimate of the number of jobs expected in 1-2 years;
8. Loan information including the loan number, loan amount, interest rate, and term,
9. Purpose of the loan, and collateral description.

Section 1: Applicant Information

1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, authority, political subdivision of the Applicant, or other organization that has been designated to implement the program(s) described in this application.*

Organization City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4A. Applicants should use the space provided below to provide a narrative statement describing each OCSP. Statement should include (1) background of the program; (2) summary of program guidelines; (3) historical performance of the program (for existing programs); and (4) expected performance of the program.

	Performance Historical*	Expected
Borrowers		
Total Number	71	61
Average Size	531,000	1,790,947
TRANSACTIONS		
Number	88	61
Average Size	429,000	1,790,947
Total Amount	37,800,000	109,247,801
LOSSES		
Total Amount	302,000	598,731
Cumulative %	4:50	4.50
LEVERAGE RATIO	5:1 w/o recycling	11.3:1 w/recycling

* This is a new program. It is modeled after the state sponsored credit guarantee program implemented by the program manager. See 4H for details.

Name of Program: **Credit Guarantee Program ("CGP")**

1) Background. The Cities will contract with WSCN to implement this program. The **Credit Guarantee Program** will extend collateralized guarantees to lenders to support loans to qualifying small businesses on a loan by loan basis.

Each guarantee will be secured by a Certificate of Deposit (CD) pledged by the WSCN as additional collateral for a loan. WSCN will post cash collateral for each loan made by a participating Lender. A guarantee may be called by a lender if the loan goes into liquidation. A lender must first liquidate the primary collateral pledged by the borrower and exhaust its collection efforts against the borrower. If a shortfall remains, the CD may be liquidated and claimed by the lender up to the extent of the shortfall. The balance, if any, will be released by the lender and redeemed by the WSCN.

2) Guidelines. The WSCN will partner with many lenders. Commercial banks are expected to be the primary participants. The WSCN will exercise due care to determine that banks and non-bank financial institutions participating in the Program possess sufficient commercial lending experience, financial and managerial capacity and operational skills to meet the objectives as set forth in the SSBCI Act. The WSCN will apply the same standards for participation in the Program to all classes of lenders. As required by the Act, the WSCN shall consult with the appropriate federal banking agency or, as appropriate, the Community Development Financial Institution Fund. The Program will target an average borrower-size of 500 employees (as defined in 13 CFR 121.106) or less and will not extend credit support to borrowers with more than 750 employees. The Program will target loans with an average principal amount of $5 million or less.

3) History. The Program is patterned after a credit guarantee program implemented by members of the team described in Section 4E.

4) Expected Performance. The WSCN intends to recycle approximately 37% of SSBCI funds one time during the five year program life, and then continuing thereafter. Guarantees are expected to range from 10% to 50% of the loan amounts (50% is the maximum), averaging 18%, and range in size from $5,000 to $1 million. On average, the loans supported by WSCN are expected to match additional private loans at closing or subsequently (without the pledge of WSCN collateral) at the ratio of 1.0 to 0.68. The rate of loan failure is expected to be 3% to 5%, and the rate of loss of CDs pledged is expected to be about 4.5%. By pledging funds matched by additional private loans, and by recycling a portion of the SSBCI funds, the program is expected to produce better than 10 to 1 leverage.

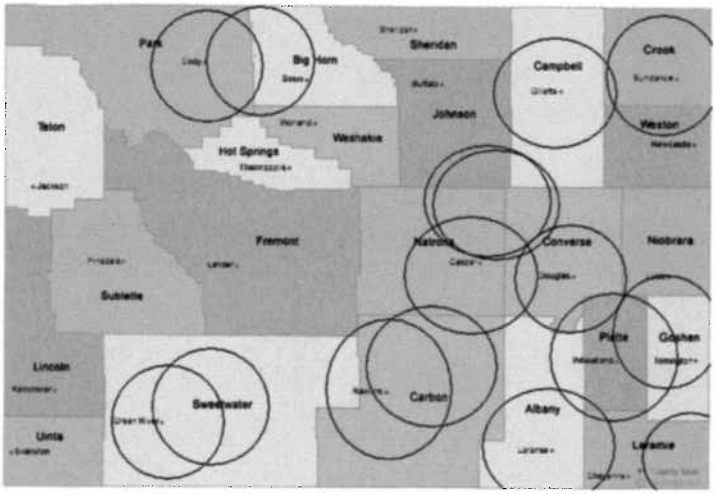
Based on our past experience with similar programs, including a variety of federal and state government loan programs, together with input from other SSBCI program managers in Idaho, Michigan, and North Carolina, we have found that more than one layer of financing is common to serve the needs of a business (e.g. a working capital loan is matched with an equipment loan and a real estate loan). We believe in the initial round of financings it is reasonable to expect additional or subsequent financing equal to 68% or more of the SSBCI supported financing.

5) Reasonableness. **The CGP is designed to accomplish full deployment within 36 months,** intermediate leverage of greater than 10 to 1 by the end of 2016, and long term impact through multiple cycles. **The Applicants occupy a substantial market area.** The attached map shows the Primary, Secondary and Tertiary areas of commerce and employment served by the Applicant Cities. The 2010 population of these areas total 332,550, or 59% of the total 563,626 population of the state.

In 2009, Wyoming financial institutions made 14,094 business loans under $1 million totaling $406 million[1]. In the service areas of the Applicant Cities, using population as a gross indicator of loan volume, the market for business loans of up to $1 million was about $239 million in 2009. These were, clearly, all bankable loans. The purpose of the CGP is to help lenders expand the universe of doable deals. In our experience, for every loan a lender makes, there is another loan he would like to make but for a stronger balance sheet. Said another way, the market for doable loans that could benefit from collateral support is likely at least $239 million per year for loans up to $1 million, and higher still when including loans above $1 million. CGP helps fill this need. CGP expects to support loans of $17 million in 2012 and $17.5 million in 2013, matched by other loans in those years of $11.6 million and $11.9 million. Given the strong relationships with Wyoming lenders and WSCN's plan of action, the goal is readily attainable. Not stated here, and only for lack of data, is the market for loans of up to $5 million. The CGP will consider loans of up to this size.

The following map shows **commerce and employment regions** of the Applicant Cities (the Primary Areas), a 50 mile radius from the Cities (the Secondary Areas), and the counties of the Primary Areas (the Tertiary Area). The Tertiary Areas and the population of these include the counties of:

COUNTY		POPULATION
Park,		28,205
Big Horn,		11,668
Campbell,		46,133
Crook,		7,083
Natrona,		75,450
Converse,		13,833
Carbon,		15,885
Albany,		36,299
Platte,		8,667
Goshen,		13,249
Laramie (outside of Cheyenne),		32,272
Sweetwater.		43,806
TOTAL	59%	332,550
All Wyoming		563,626



[1] County Business Patterns; U.S. Small Business Administration, Office of Advocacy fro, Community Reinvestment Act. http://www.sba.gov/content/banking-study-2010

Testing the Market

WSCN has participated in three informal marketing focus group meetings that included lenders and economic developers in the communities of Laramie, Rawlins and Casper. DCN described the collateral support available through the CGP and invited input from the participants.

WSCN hosted a booth at the Wyoming Economic Development Association annual meeting last September and interacted with regional economic developers and lenders.

WSCN has conducted marketing phone calls to lenders and economic developers in Rawlins, Cody, Powell, Laramie and Casper.

WSCN has contacted the Wyoming Bankers Association for feedback about the lending climate in Wyoming and lender attitudes toward collateral enhancement programs in general.

More recently, WSCN has taken advantage of Treasury's conference in San Francisco to learn from and network with successful Collateral Enhancement programs in other states. We have received materials and support from Idaho and Michigan and will continue to seek their guidance and input.

Partial list of Lenders contacted:

Wyoming State Bank, Laramie
1st National Bank, Powell
Wyoming Industrial Development Corp, Casper
Rawlins Bank of Commerce
Rawlins National Bank

Results of Research:

- Lenders want the collateral support program to be SIMPLE to apply for and simple to collect the collateral if necessary.
- Lenders like the idea of having the CDs in their banks.
- Lenders prefer 50% collateral support to other figures we offered, such as 20% and 25%.
- Lenders believe that the best loans will be made without help, but they believe they have good loans that our collateral support program will make possible.
- Lenders want our turn around to be fast.
- Lenders want to know what fees are associated and how they can pass them along to borrowers.
- Overall, lenders respond positively to the concept of the program, adding that there is strong demand for working capital loans where collateral support would help to get the deal approved.

The CGP is attractive to banks. Members of the WSCN team managers designed, implemented and managed a similar program from 1997 to 2008. The original program was in Oklahoma while the new program is in cities in Wyoming. The original program was focused on financing short term working capital needs and fixed assets until the final three years of the program when by statute the program was limited to fixed asset loans with a minimum 5-year term. Working capital support was always in high demand. The CGP program will focus on financing working capital needs with terms of generally less than two years. Wyoming banks have indicated this is the primary need. The original program had many technical constraints that limited eligibility. The SSBCI funds come with many fewer constraints and therefore a broader potential market. The closing mechanism for the original program was complicated, while the closing process for the new program is relatively simple. Therefore, the appetite of banks for the program is expected to be higher than that for the Oklahoma template.

In our experience, a basic requirement for deploying development capital is to have a program that is a) **useful and easy to use** by participating lenders, b) **worthy of trust** such that a lender can rely on the support and c) **material to the transaction** such that a lender finds it worthwhile to participate. The template program has demonstrated these requirements, and the WSCN's Credit Guarantee Program is superior in many respects. The guarantee percentage can be as high as 50% in the WSCN program, compared to 18% in the template model, making the program particularly valuable. The cash collateral will be deposited at the lending bank, making it trustworthy. The lender will be able to use its standard loan documents, making it easy to use. For these reasons, the appetite of banks for the program is expected to be significantly higher than that for the Oklahoma template.

A second basic requirement for achieving the desired volume and quality of transactions is having a vigorous system for **marketing** the program and **selling** the tool, the **discipline** to follow the process, and a **management team** capable of implementing the plan.

The WSCN has a robust system designed to accomplish its goals.

- Starting with our staff – As the former state director of the Wyoming Small Business Development Center, Diane Wolverton personally knows lenders and economic developers across the state. She has worked with the network of advisors to small companies and has the unique capacity to connect with those who are helping companies find capital. Paul Huleatt has a successful history of business development and commercial credit underwriting for Silicon Valley Bank, First Interstate Bank, Norwest Bank and other lenders. And Mark Huston and Robert Heard both have direct experience marketing guarantee and collateral support programs through a network of banks. WSCN is establishing a network of participating banks. Banks will serve as the primary source of deal flow for the CGP. Personal contact is key to leveraging this resource. The WSCN team will contact each member of our network banks at least once a month to identify deals and discuss structures. The targeted banks are listed below.
- WSCN will provide periodic outreach and training programs to participating and prospective lenders and groups of lenders.
- WSCN will organize webinars and produce and distribute marketing materials to be distributed through training events, conferences, and partner newsletters and mailings.
- WSCN will reach out to individual companies who may serve as borrowers for the program. For example, among the estimated 18,000 businesses in the state, WSCN has identified over 350 manufacturers with up to 500 employees. Our team will target the companies that meet SSBCI guidelines and systematically reach out to these.

- WSCN will establish a network of regional attorneys, accountants, and intermediaries who are focused on supporting Wyoming small businesses. We will include these professionals in our outreach of the CGP training events to encourage networking and deal flow among these professionals.
- WSCN will establish a network of Small Business Development Centers, Regional Economic Development Organizations, Community Development banks, SCORE centers and nonprofits serving minority and underserved communities to identify deal flow for the program. For example, WSCN will sponsor the Telesummit on Finance for Women Entrepreneurs, April 2012 in conjunction with the Wyoming SBDC, Wyoming Business Council and the Wyoming Women's Business Center.
- The cooperating municipal partners are eager to serve as a conduit for dissemination of marketing materials through City newsletters, websites, and other venues.

7) Underwriting. A) Applicant borrowers will be required to complete an application, generally in the form of the attached draft Application for Loan Guarantee. B) WSCN reviews loans for eligibility pursuant to SSBCI statute, rules and guidelines, following the checklist of eligibility criteria in the Application for Loan Guarantee. Each borrower will be required to provide an assurance that it complies with eligibility criteria. C) WSCN reviews loans for credit worthiness. This generally includes a review of historical financial statements of the borrowing business, the personal financial statement of the principal, financial projections of the business, and documents that support the value of assets.

A participating bank will execute a Credit Guarantee Program Agreement generally in the form of the attached draft. WSCN will pledge and assign CDs for approved loans using a form generally as illustrated in the attached sample.

Our goal is to deploy funds as quickly as possible. If the market provides greater opportunity in one of our two programs, we may seek permission from Treasury to shift funds to the program showing the greatest demand.

BANKS TARGETED BY WSCN

American Nat Bank, Cheyenne
Ann Nelson
Regional President

Bank of Buffalo, Buffalo
Paul Brunkhost
President

Bank of Commerce, Rawlins
Copper France
President

Bank of Jackson Hole, Jackson
Jeff Fuechsel
President

Bank of Lovell, Lovell
Bart Langemeier
President

Big Horn Federal, Greybull
John Coyne, III
Chairman/CEO

Central Bank & Trust, Lander
Carl Huhnke
President

Cheyenne State Bank, Cheyenne
David Cook
President

Commerce Bank of Wyo, RS
Mike Yedinak
SVP/COO

Converse County Bank, Douglas
Tom Saunders
President

Cowboy State Bank, Ranchester
Sam Summers
President/CEO

Farmers State Bank, Pine Bluffs
John Gross
President

FirsTier Bank, Cheyenne
Marty Knaub
Branch President

1st Fed Savings Bank, Sheridan
David Ferries
President

First Interstate Bank, Sheridan
Bill Huppert
Regional President

First National Bank, Buffalo
Scott McBride
Chairman

First National Bank, Gillette
Sam Saunders
President/CEO

1st Bank, Evanston
Doug Nisson
President/CEO

First Bank of Wyoming, Powell
Richard Nelson
President/CEO

1st National Bank of WY, Laramie
Dan Furphy
Chairman

First State Bank, Wheatland
Mike Daly
Chairman

First State Bank of Newcastle
Leonard Nack
President/CEO

Hilltop National Bank, Casper
John Jorgensen
President

Jonah Bank of Wyoming, Casper
Mark Zaback
President

Lusk State Bank, Lusk
Jay Hammond
President/CEO

Oregon Trail Bank, Guernsey
Leonard Scoleri
President/CEO

Pinnacle Bank, Torrington
Doug Weedin
President/CEO

Platte Valley Bank, Torrington
Joe Guth
President

Points West Community Bank
Ryan Schilreff
President/CEO

Rock Springs National Bank
John Hay, III
President

Security First Bank, Cheyenne
Ron Van Voast
President/CEO

Security State Bank, Basin
Ron Boyd
CEO

State Bank, Green River
Mark Borders
President

Summit National Bank, Hulett
Clarence Elkin
President

Sundance State Bank, Sundance
Jim Durfee
President/CEO

The Bank of Star Valley, Afton
Rod Jensen
President

The Rawlins National Bank
Richard Chenoweth
President/CEO

Tri-County Bank, Cheyenne
Rick Flood
President

U.S. Bank
Steve Lovas
WY President

Wells Fargo,Casper
Tim Kugler
Regional President

WY Bank & Trust, Cheyenne
Jeff Wallace
CEO

WY National Bank, Riverton
Kent Shurtleff
President/CEO

Wyoming State Bank, Laramie
Gary Crum
President & CEO

WY Industrial Development Corp.
Diane Johnston
President

Section 1: Applicant Information

1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4A. *Applicants should use the space provided below to provide a narrative statement describing each OCSP. Statement should include (1) background of the program; (2) summary of program guidelines; (3) historical performance of the program (for existing programs); and (4) expected performance of the program.*

Name of Program: **Seed Capital Network Program("SCN")**

	Expected
FUNDS	
Total Number	6
Average Size	$500,000
Expected Match	$13,666,000
SCN Commitment	$3,000,000
Total Amount	$16,666,000
TRANSACTIONS	
Total Number	32
Average Size	$500,000
Co-Investment	$500,000
Total Co-Investment	$16,666,000
TOTAL CAPITAL	$33,333,000
LEVERAGE RATIO	11:1
Ratio of Match & Co-investment/SSBCI	10:1

1) Background. The Cities will contract with the WSCN to implement this program. The **Seed Capital Network Program** (the "SCN") will invest in angel funds to support investment in qualifying small businesses. An investment will be in the form of an interest purchased in a fund, such as a limited partner interest or an LLC member interest. The interest purchased by WSCN will generally range in size from $50,000 to $3 million (never more than $3 million) and represent 5% to 50% of fund capital (never more than 50%). A commitment to a fund may be pari passu, preferred or subordinate to other investors. The objective will be to exceed a 10 to 1 leverage factor over the remaining 5-year reporting period of the program. Funds will typically have a life of ten or more years, with the active investment period spanning the first three years.

2) Guidelines. The WSCN will seek to build and support angel funds in Wyoming, following the selection criteria listed below. WSCN will favor angel funds that have $2 million or more in total commitments, without WSCN. The maximum size of the fund to which WSCN may commit is $20 million. The WSCN will exercise due care to determine that the participants in angel funds are accredited investors per SEC rules. Beyond capital, participants are expected to contribute their knowledge and experience of starting, building and growing new companies. The angel funds will tend to focus on projects that complement the knowledge base of the participants. WSCN will exercise a preference for funds that elect to participate in a network of similar funds across the state and demonstrate a willingness to practice sound disciplines. WSCN will offer to help administer angel funds, help sustain these investors as they analyze, value, price, structure, negotiate, make and monitor their projects, and help investors connect to national sources of technology, capital and business-building talent.

3) History. The program is patterned after the experience of the WSCN team training angel investors in over 100 communities, facilitating angel networks in Iowa and Oklahoma, and investing in angel, seed and venture capital funds. See 4E.

4) Expected Performance. The WSCN expects to initially commit about $3 million to angel funds where other capital can be leveraged. An average commitment may be for 18% of the total capital of an angel fund. The $3 million is expected to partner with $13.3 million. In aggregate, these funds are expected to invest in about 30 high potential companies that attract at least an equal amount of $16.6 million from co-investors and other participants in the transactions.

5) Reasonableness. The SCN is designed to accomplish rapid deployment, intermediate leverage of greater than 10 to 1 by the end of 2016, and long term impact through multiple cycles. The Applicants occupy a market area of reasonable size with sizeable population in every quadrant of the state.

The WSCN team is connected to the University of Wyoming is in Laramie. Diane Wolverton led the state's Small Business Development Center housed at the University. The team is connected to the technology and entrepreneurial development staff at the University and will work with this staff to connect to alumni throughout the state, particularly those engaged in business building.

Members of the WSCN team have designed, implemented and managed angel, seed and venture capital programs in other rural states, including Oklahoma, Arkansas and Iowa. The oldest of these, the Oklahoma Capital Investment Board (OCIB), was launched in 1993 and made commitments through 2009. OCIB has invested approximately $60 million in 19 seed and venture capital funds. OCIB represented about 7% of total fund capital, such that every dollar invested in funds leveraged about $14 for investment in small companies. Within the state alone, OCIB funds have invested and attracted equity co-investment of $131 million in Oklahoma companies along with an estimated $262 million of leveraged debt.

In 2004 members of the team committed $100,000 through the Arkansas Institutional Fund to the Fund for Arkansas Future, an angel fund with over $6 million in subscribed capital. The portfolio has eleven Arkansas companies with average investment size of $340,000. On average each of these deals has attracted co-invested from other private investors of $439,000.

In Iowa, members of the WSCN team helped launch eight angel funds from 1998 to 2001, and since 2008 have served as facilitator of the Iowa Seed and Angel Network. The network collaborates on deals and works together to build the entrepreneurial environment in Iowa. For example, the members produce the annual Iowa Seed and Venture Capital Forum, http://investiowa.com/icic/web.nsf/pages/IE2011.html.

In Wyoming, the opportunity for deploying equity capital lies with local individual investors. The WSCN will focus on the formation of new member-managed angel funds and the facilitation of these funds as a statewide seed capital network. In this regard, groups of angels are emerging in Laramie, Rawlins, Cody, and Casper with local development organizations serving as champions. Taking the next step to form a fund will be natural for several of these. Other communities have voiced a desire to catalyze an angel fund.

A variety of methods and strategies will be used to identify prospective angel investors and catalyze angel funds.

- Jim Troxel of the WSCN team has provided training to private investors since 1997, delivering over 100 seminars on angel investing in communities across America. An estimated half of these seminars have catalyzed a new angel fund, group or network. This tool and others will be used to create interest and momentum toward angel fund formation.
- WSCN will leverage the marketing efforts of the CGP to identify prospective angels. Specifically, in each CGP training or networking event the WSCN team will dedicate a portion of these events to highlight the SCN as part of the overall SSBCI program in WY. Lenders will learn about the SCN and be constantly reminded of the SCN program.
- WSNC will encourage participating lenders to extend an invitation to appropriate bank customers to participate in the SCN.
- WSCN will market the SCN to municipalities, universities, colleges, and economic development organizations. This is a proven method to identify groups of high net worth individuals who either active angel investors or seek to be active angel investors. WSCN will then convene prospective angel investors in a community to walk thru the SCN and steps necessary to form a regional angel fund.

6) Underwriting. When selecting funds for investment, WSCN expects to use the following criteria for selecting angel funds managed by their members:

- **Successful Business Builders** -- WSCN will favor angel funds that are substantially composed of business builders who have become prosperous, are seeking to give back to young entrepreneurs, and are willing to spend time and share their knowledge with their angel peers and investee companies.
- **Desiring to Connect** -- WSCN will favor angel funds that have $2 million or more in total commitments (without WSCN), a term of at least 10 years, and a governance system that is relatively flat and strives to use the knowledge of all the members. Angel funds are expected to participate in the WSCN Seed Capital Network, to engage with other members of the Network, and to attend statewide venture forums hosted by the Network. Individual angels are expected to consider co-investing with their fund, and funds are expected to consider co-investing with other angel funds.
- **Seeking Fair Profits** -- WSCN will have a preference for angel funds that seek to learn the methods and disciplines of angel investing, to become excellent at angel investing, and to that end welcome the administrative support and facilitation
- **Willing to be Visible** -- WSCN will seek to support angel funds that elect to be visible to entrepreneurs and that support entrepreneurial development programs in the community.

Angel funds will have discretion to select their own business investments and will be required to vet deals with WSCN to determine eligibility for SSBCI funds. Applicant investees will be required to complete an application, generally in the form of the attached draft Application for Loan Guarantee or Investment. WSCN will review transactions for eligibility pursuant to SSBCI statute, rules and guidelines, following the checklist of eligibility criteria in the Application for Loan Guarantee or Investment. Each applicant will be required to provide an assurance that it complies with eligibility criteria.

7) Operations

WSCN expects to serve as the administrator and facilitator of WSCN-sponsored angel funds, supporting the core processes that include:

- Organizing the Fund
- Establishing Investment Criteria
- Marketing for Deal Flow
- Screening and Filtering Applications
- Due Diligence
- Valuing the Company and Pricing the Deal
- Drafting the Term Sheet
- Negotiating and Closing
- Adding Value
- Exiting

Using DCN's WBT Angel system, WSCN will provide an online portal for each angel fund. The attached illustrates the draft website for the University of Wyoming community (the Cowboys). A portal serves as a site where entrepreneurs can apply for an investment and prospective angels can explore the fund. Access to the private records of the site will be through a secure login. There fund members can review deals, communicate online securely with other members, and review fund documents. This medium will be the primary means of communicating with members of the angel fund beyond periodic meetings.

Our goal is to deploy funds as quickly as possible. If the market provides greater opportunity in one of our two programs, we may seek permission from Treasury to shift funds to the program showing the greatest demand.

Welcome, wiley_cowboy | WBTangels Home | My Control Panel | Logout | Contact us

wbtangels™

Cowboy Technology Angels

Angel: UW Demo Fund

Angel Control Panel | Applications | Portfolio Companies | Fund Members | Edit User Profile | Discussion Forums
New Applications | Deals in Review | Declined Applications

Deals in Review

Deal Name	On Point	Contact(s)
Bio-Sheet Medical **Bio-Sheet Medical**	No member on point Claim	Jon Smith Bio-Sheet Medical jtroxel49@gmail.com Phone: 415-555-2760
Axis Carbon Bicycle Parts, Inc **Axis Carbon Bicycle Parts, LLC**	No member on point Claim	Jonny E. Smith Axis Carbon Bicycle Parts, LLC jtroxel49@gmail.com Phone: 405-555-1212
CaseBoss **CaseBoss**	No member on point Claim	Charles Paxson CaseBoss
Easy and Cheap Solar Panel Manufacturing **Silicon Solar Solutions**	No member on point Claim	Douglas Hutchings Silicon Solar Solutions jcarpenter@dcnteam.com Phone: 999.999.9999
HyperGenX **HyperGenX**	No member on point Claim	James Madison HyperGenX wiley.larsen@gmail.com Phone: 773-404-2827
KnickKnackPaddyWhack **Development Capital Networks**	Larsen, Wiley Withdraw	Mr. Same Deliiese Development Capital Networks sdenies@dcnteam.com Phone: 503-380-0433

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1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4B. *If the Applicant OCSP provides credit support through a financial institution lender or through a non-financial institution lender or investor, and there are instances where financial institution lender (or, if applicable, the non-financial institution lender or investor) bear less that 20% risk of loss, the Applicant should use the space provided below to demonstrate exceptional circumstances as to why the financial institution lender (or, if applicable, the non-financial institution lender or investor) is unable to bear a greater share of the risk.*

Through the Credit Guarantee Program, WSCN will extend collateralized guarantees to lenders to support loans to qualifying small businesses on a loan by loan basis. Each guarantee will be secured by a certificate of Deposit (CD) pledged by the WSCN as additional collateral for the underlying loan. The CD's may range in size from $5,000 to $1 million and each CD will generally cover 10% to 50% of the loan amount. The lender will typically bear 50% to 90% of the risk of loss. No lender will bear less than 20% risk of loss.

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4C –Leverage Calculations

Line 17 of the Summary of Anticipated Program Benefits reflects overall leverage based on the entire allocation amount without netting out admin expenses.

For the Seed Capital Network Program column (f) reflects both private dollars and SSBCI dollars since the SSBCI dollars are invested in funds, and from there to companies. For the Credit Guarantee Program column (f) reflects only private dollars since SSBCI dollars are used as collateral support for loans to companies. The Leverage ratios reflect Total Private Participation to SSBCI Allocation to Program.

Summary of Anticipated Program Benefits

	(a)	(b)	(c)	(d)	(e)	(d + e)	(f)			
OCSP Description	Maximum Principal Amount	SSBCI Share	Allocation to Proposed Program	Private Share [1,2,3] Initial Private Participation	Private Share [1,2,3] Follow-on or 2nd Round	Private Share [1,2,3] Total Private Participation	Total Project Costs	Leverage Private to Public	Number of Loans/ Projects	Jobs [4] Created
CAP Program								:		
OCSP Program(s)										
Seed Capital Network Program	$ 1,500,000	18.0%	$ 3,000,000	$ 13,666,667	$ 16,666,667	$ 30,333,333	$ 33,333,333	10.1 : 1	33	382
Credit Guarantee Program	$ 1,000,000	10-50%	$ 9,686,388	$ 88,772,801	$ 20,475,000	$ 109,247,801	$ 109,247,801	11.3 : 1	61	1558
OCSP (Description 3)								:		
OCSP (Description 4)								:		
Sub-total OCSPs								:		
TOTAL ALL OCSP Programs			**$12,686,388**	**$ 102,439,468**	**$ 37,141,667**	**$ 139,581,134**	**$ 142,581,134**	**11.0 : 1**	**94**	**1940**
Administrative Funds			$ 481,962							
TOTAL ANTICIPATED BENEFITS			**$13,168,350**	**$ 102,439,468**	**$ 37,141,667**	**$ 139,581,134**	**$ 142,581,134**	**10.6 : 1**		

NOTES:

1	NORTH DAKOTA SSBCI	4/3/2012	v11						
2	Red River Corridor Fund								
3	Income and Expense Budget								
4									
5		FY	2012	2013	2014	2015	2016	Total	Ratio
6	**Activity**								
7	Transfer	13,168,350	4,345,556	4,345,556	4,477,239			13,168,350	
8	Admin Fee		217,278	130,367	134,317			481,962	
9	Invested		4,128,278	4,215,189	4,342,922			12,686,388	
10	**Seed Capital Network Program**								
11	Investments	18%	1,000,000	1,000,000	1,000,000	-	-	3,000,000	
12	Angel Fund Match		4,555,556	4,555,556	4,555,556	-	-	13,666,667	
13	Angel Fund Balance		5,555,556	11,111,111	16,666,667	16,666,667	16,666,667	-	
14	Co-Investments		-	-	5,555,556	5,555,556	5,555,556	16,666,667	
15	Co-Investments Balance		-	-	5,555,556	11,111,111	16,666,667	-	
16	Total Annual Leverage Achieved		4,555,556	4,555,556	10,111,111	5,555,556	5,555,556	30,333,333	10.1
17	Initial Private Participation		4,555,556	4,555,556	4,555,556	-	-	13,666,667	
18	Subsequent Rounds		-	-	5,555,556	5,555,556	5,555,556	16,666,667	
19	**Credit Guarantee Program**								
20	Allocated to Credit Guarantees		3,128,278	3,215,189	3,342,922			9,686,388	
21	First Tranche								
22	Collateral support		3,128,278			1,809,375			
23	Matched Loans		17,043,291			10,237,500		27,280,791	8.7
24	Less losses		140,772			81,422		222,194	
25	Plus additional private loans		11,626,422						
26	Second Tranche								
27	Loan Guarantees			3,215,189			1,809,375		
28	Matched Loans			17,516,795			10,237,500	27,754,295	8.6
29	Less losses			144,683			81,422	226,105	
30	Plus additional private loans			11,949,432					
31	Third Tranche								
32	Loan Guarantees				3,342,922				
33	Matched Loans				18,212,702			18,212,702	5.4
34	Less losses				150,431			150,431	
35	Plus additional private loans				12,424,159				
36	Total Annual Leverage Achieved		28,669,713	29,466,227	30,636,861	10,237,500	10,237,500	109,247,801	11.3
37	Initial Private Participation		28,669,713	29,466,227	30,636,861			88,772,801	
38	Subsequent Rounds					10,237,500	10,237,500	20,475,000	
39	**Total Activity**		33,225,269	34,021,783	40,747,972	15,793,056	15,793,056	139,581,134	10.6
40	Leverage Ratio		7.6	7.7	8.2	9.4	10.6	10.6	
	Losses		140,772	144,683	150,431	81,422	81,422	598,731	

CGP leverage table

Additional Private Loans at closing or subsequently, plus some recycling

Initial Loans	Amount	CSP-supported loans	Add'l Private Loans	Total Financing	CSP%	CSP $
3	257,590	772,770		772,770	50%	386,385
12	500,000	6,000,000		6,000,000	40%	2,400,000
15	1,000,000	15,000,000	10,000,000	25,000,000	20%	3,000,000
8	2,000,000	16,000,000	12,000,000	28,000,000	15%	2,400,000
3	5,000,000	15,000,000	14,000,000	29,000,000	10%	1,500,000
41		52,772,770	36,000,000	88,772,770	18%	9,686,385
Total Financing						
Leverage			68%			

Recycled Loans	Amount	CSP-supported loans	CSP%	Total CSP $
3	325,000	975,000	25%	243,750
7	500,000	3,500,000	25%	875,000
7	1,000,000	7,000,000	20%	1,400,000
2	2,000,000	4,000,000	15%	600,000
1	5,000,000	5,000,000	10%	500,000
20		20,475,000	18%	3,618,750
		109,247,770		37%
		11.3		

WYOMING SSBCI 4/3/2012 v11
Wyoming Smart Capital Network
Income and Expense Budget

Activity	FY	2012	2013	2014	2015	2016	Total
Transfer	13,168,350	4,345,556	4,345,556	4,477,239			13,168,350
Admin Fee		217,278	130,367	134,317			481,962
Invested		4,128,278	4,215,189	4,342,922			12,686,388
Seed Capital Network Program							
Investments	18%	1,000,000	1,000,000	1,000,000	-	-	3,000,000
Angel Fund Match		4,555,556	4,555,556	4,555,556	-	-	13,666,667
Angel Fund Balance		5,555,556	11,111,111	16,666,667	16,666,667	16,666,667	-
Co-Investments		-	-	5,555,556	5,555,556	5,555,556	16,666,667
Co-Investments Balance		-	-	5,555,556	11,111,111	16,666,667	-
Total Annual Leverage Achieved		4,555,556	4,555,556	10,111,111	5,555,556	5,555,556	30,333,333
Initial Private Participation		4,555,556	4,555,556	4,555,556	-	-	13,666,667
Subsequent Rounds		-	-	5,555,556	5,555,556	5,555,556	16,666,667
Credit Guarantee Program							
Allocated to Credit Guarantees		**3,128,278**	3,215,189	3,342,922			9,686,388
First Tranche							
Collateral support		**3,128,278**			**1,809,375**		
Matched Loans		17,043,291			10,237,500		27,280,791
Less losses		140,772			81,422		222,194
Plus additional private loans		11,626,422					
Second Tranche							
Loan Guarantees			3,215,189			1,809,375	
Matched Loans			17,516,795			10,237,500	27,754,295
Less losses			144,683			81,422	226,105
Plus additional private loans			11,949,432				
Third Tranche							
Loan Guarantees				3,342,922			
Matched Loans				18,212,702			18,212,702
Less losses				150,431			150,431
Plus additional private loans				12,424,159			
Total Annual Leverage Achieved		28,669,713	29,466,227	30,636,861	10,237,500	10,237,500	109,247,801
Initial Private Participation		28,669,713	29,466,227	30,636,861			88,772,801
Subsequent Rounds					10,237,500	10,237,500	20,475,000
Total Activity		33,225,269	34,021,783	40,747,972	15,793,056	15,793,056	139,581,134
Leverage Ratio		7.6	7.7	8.2	9.4	10.6	10.6
Losses		140,772	144,683	150,431	81,422	81,422	598,731

WSCN
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Summary of Anticipated Program Benefits

	(a)	(b)	(c)	(d)	(e)	(d + e)	(f)			
OCSP Description	Maximum Principal Amount	SSBCI Share	Allocation to Proposed Program	Private Share [1,2,3] Initial Private Participation	Follow-on or 2nd Round	Total Private Participation	Total Project Costs	Leverage Private to Public	Number of Loans/ Projects	Jobs [4] Created
CAP Program								:		
OCSP Program(s)										
Seed Capital Network Program	$ 1,500,000	18.0%	$ 3,000,000	$ 13,666,667	$ 16,666,667	$ 30,333,333	$ 33,333,333	10.1 : 1	33	382
Credit Guarantee Program	$ 1,000,000	10-50%	$ 9,686,388	$ 88,772,801	$ 20,475,000	$ 109,247,801	$ 109,247,801	11.3 : 1	61	1558
OCSP (Description 3)								:		
OCSP (Description 4)								:		
Sub-total OCSPs								:		
TOTAL ALL OCSP Programs			**$ 12,686,388**	**$ 102,439,468**	**$ 37,141,667**	**$ 139,581,134**	**$ 142,581,134**	**11.0 : 1**	**94**	**1940**
Administrative Funds			$ 481,962							
TOTAL ANTICIPATED BENEFITS			**$ 13,168,350**	**$ 102,439,468**	**$ 37,141,667**	**$ 139,581,134**	**$ 142,581,134**	**10.6 : 1**		

Note. [1] *Explain source of new private financing data or methodology used to calculate leverage if other than historical.*

[2] *Describe, if applicable, data from regional State program that serves as the basis for estimates of new private financing.*

[3] *Include any additional information that will enable reviewer to determine reasonableness of leverage calculation.*

[4] *Explain rationale and or assumptions used to estimate new jobs created. If jobs retained are also anticipated break out those figures on Attachment for Section 4D for each OCSP.*

Seed Capital Netwk Prgm	33%	33%	34%		Originated	Avg Invstmt	# Investments
	Tranche 1	Tranche 2	Tranch 3	Total			
$13,168,350	$4,345,556	$4,345,556	$4,477,239				
3,000,000	0.05	0.03	0.03		16,666,667	500,000	33
22.782%	49,500	29,700	30,600	109,800			
Net	2,950,500	2,920,800	2,890,200				

Credit Gurantee Prgm	33%	33%	34%		Originated	Avg Invstmt	# Investments
	Tranche 1	Tranche 2	Tranch 3	Total			
$13,168,350	$4,345,556	$4,345,556	$4,477,239		109,247,801	1,790,947	61
10,168,350	0.05	0.03	0.03		Originated	Avg Invstmt	# Companies
77.218%	167,778	100,667	103,717	372,162			
Net	10,000,572	9,899,906	9,796,188		109,247,801	1,790,947	61

Seed Fund Template & Projections	
131,000,000	Template Equity
1,500	Template Jobs
87,333	Template Avg $/job
33,333,333	Tot Proj Costs
382	Tot Proj Jobs
5	Job-Years
53,931	Avg State Wage
102,921,756	Wages
30,876,527	Taxes

Credit Guarantee Template & Projections	
37,725,989	Template Guarantee Loans
538	Template Jobs
70,123	Template Avg $/job
109,247,801	Tot Proj Costs
1,558	Tot Proj Jobs
5	Job-Years
53,931	Avg State Wage
420,109,811	Wages
126,032,943	Taxes
13,305,135	Total Credit Guarantees
8,540	Gurantee support per job
70,122.66	Tot Proj Cost/Job

Section 1: Applicant Information

1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4E. *Applicants should use the space provided below to describe the anticipated benefits from each OCSP to the (a) State, (b) its businesses, (c) its residents, and (d) describe the extent to which resulting small business lending will expand economic opportunities. For Loan Guarantee Programs, Applicants must provide detailed assumptions concerning estimated number of loans and estimated loan amounts during the course of the SSBCI. Applicants that are enacting new Collateral Support Programs should present detailed assumptions concerning estimated loan volume and overall federal collateral support used for such loans. The metrics used should include, but need not be limited to:*

- *Jobs created*
- *The number and value of new OCSP small business loans*
- *Increases in sales, income or other tax revenues paid by businesses or workers*

Credit Guarantee Program (CGP) (Amount requested: $10,168,350.00)

Based on experience with a similar program implemented by members of the WSCN team in Oklahoma, the Credit Guarantee Program is expected to create at least one job for every $13,286 in credit support (or $70,123 in loan amount) within 3 years from the date of each guaranteed loan. As the approximately $10 million committed to the Credit Guarantee Program is deployed, matched with other private capital and recycled, the program is expected to create 1558 jobs. A typical borrower that qualifies for this program (other than a startup) is typically growing at a rate of 20% per year on average when it applies for financing under the program. Over time, after the first year post-financing, a more modest rate of growth of 10% per year is expected. Allowing for an average job duration of five years, the 1558 workers are expected to earn over $420 million in wages (at $53,931 average 2009 WY wage) and pay about 33% of their wages, or $126 million, in federal, state and local taxes.

The Credit Guarantee Program will focus on manufacturing firms as its primary target, and on existing companies that need capital to grow. The distribution of loans by sector, size and stage is expected to approximate the experience of the Template Program described below, although reflecting the unique opportunities in Wyoming and modified to emphasize working capital rather than fixed assets, and shorter terms – less than two years – rather than the 5 years required in the latter years of the Template Program. Wyoming bankers have indicated this is the primary need for the region.

Template

The Credit Guarantee Program is modeled after loan and investment fund that operated from 1997 to 2008 by members of the WSCN team. With support from the State of Oklahoma, the program made 88 loans and pledged CDs that averaged 18% of the loan amounts. One job was created for every $12,500 in guarantee amount, or approximately one job for every $70,123 in loan amount. The program experienced a loss rate through 2010 of 4.5% of CDs pledged. The loans were distributed among the following sectors: 34% to manufacturing, 24% to service and retail, 23% to medical, 13% to distributors, 4% to construction, and 1% to technology. 76% of the loans were to existing companies and 24% to start-ups. The Oklahoma program emphasized manufacturing, but not to the exclusion of other small businesses. Please refer to the attached schedule.

Collateral Guarantee Program for Development Loans - Template Section 4E

Revenue-Year Prior to Loan	Anticipated growth	Start-ups	New Jobs-1 year	New Jobs-3 years	Issue Date	Loan #	Loan Amount	Guarantee Amount	Paid Off	Deficiency
269,269	50% over 3 years		1	2	6/12/97	1001	50,000	7,500	06/02	
1,200,000	to $5,000,000/year		1	2	9/4/97	1002	450,000	81,000	09/02	
					9/3/97	1003	88,200	15,876	09/02	
2,915,955	50% over 3 years		8	18	9/9/97	1004	510,000	91,800	09/02	
					3/13/98	1005	195,000	35,100	03/03	
-	to $175,000/year	1	1	2	4/3/98	1006	60,000	10,800	10/03/03	
					5/14/98	1007	234,312	42,176		$ 11,572 Default 06/24/02
					9/3/98	1008	80,000	14,400	09/03	
1,830,000	40% over 3 years		5	10	7/24/98	1009	99,200	17,856	07/03	
1,496,974	50% over 3 years		2	4	9/14/98	1010	170,000	30,600	09/03	
-	to $2,700,000	1	4	20	12/1/98	1011	510,000	91,500		$ 47,100 Default 4th Q 2000
338,192	40% over 3 years		1	1	2/5/99	1012	192,000	34,560	02/04	
-	to $400,000/year	1	1	2	6/28/99	1013	100,000	18,000	06/04	
					6/28/99	1014	200,000	35,122	06/04	
-	to $434,000	1	1	2	2/28/00	1015	50,000	9,000	02/05	
					2/28/00	1016	20,000	3,600	02/05	
137,343	100% over 3 years		1	2	10/17/00	1017	1,000,000	180,000	10/05	
315,961	100% over 3 years		3	4	10/1/00	1018	286,738	51,613		$ 51,613 Loan default 11/05
-	to $5,460,000	1	4	40	8/31/01	1020	704,551	126,819	01/27/04	
					8/31/01	1020	271,050	48,781	01/27/04	
190,028	to $500,000/year		2	2	1/4/02	1023	300,000	54,000	01/07	
6,498,990	50% over 3 years		5	15	1/25/02	1024	1,000,000	180,000	01/07	
					2/26/2002	1022a	225,000	40,500	02/07	
-	to $1,100,000	1	3	6	2/26/2002	1022b	400,000	72,000	02/07	
-	to $1,000,000	1	2	3	4/10/2002	1021	618,790	111,382		$ 111,382 Loan defaulted 4th Q 2002
					4/10/2002		1,000	1,000		$ 1,000 Loan defaulted 4th Q 2002
1,974,000	50% over 3 years		8	18	5/3/2002	1027a	100,000	18,000	06/10/04	
					5/3/2002	1027b	104,000	18,720	05/07	
591,000	100% over 3 years		2	4	5/28/2002	1026	686,000	123,480	05/07	
-	to $175,000/year	1	1	3	10/18/2002	1029	210,000	37,800		$ 16,972 Default Feb 2004
574,488	80% over 3 years		1	3	11/26/2002	1030	120,000	21,600		$ 21,600 Default 7/28/09
500,000	40% over 3 years		2	3	12/13/2002	1031	600,000	108,000	12/07	
1,950,297	30% over 3 years		2	7	4/21/2003	1032	1,000,000	180,000	04/08	
1,148,922	30% over 3 years		3	7	6/25/2003	1033	676,200	121,716	06/08	
-	to $250,000	1	2	3	7/18/2003	1034	200,000	36,000	7/18/2008	
-	to $750,000	1	2	4	5/20/2003	1035	300,000	54,000	07/03	
-	to $250,000/year	1	1	2	8/15/2003	1038a	130,000	23,400	8/14/2008	
					8/15/2003	1038b	20,000	3,600	8/14/2008	
30,282,701	25% over 3 years		15	50	11/17/2003	1039	1,500,000	270,000	11/17/2008	
61,928	200% over 3 years		1	2	10/21/2003	1040	176,400	31,752	10/21/08	
1,274,835	25% over 3 years		1	3	11/26/2003	1041	441,980	79,556	11/26/2008	
					3/11/2004	1042a	120,000	21,600	3/11/2009	
1,165,000	25% over 3 years		1	2	3/11/2004	1042b	415,000	74,700	3/11/2009	
-	to $400,000/year	1	1	2	4/22/2004	1043	205,800	37,044	04/09	
2,100,000	40% over 3 years		5	15	6/7/2004	1046	1,365,760	245,837	6/6/2009	
831,784	25% over 3 years		1	2	6/10/2004	1047	109,760	19,757	6/10/2009	
285,924	30% over 3 years		2	3	7/8/2004	1049	181,300	32,634		$ 21,270 Default 12/22/10
339,218	25% over 3 years		2	3	9/16/2004	1050	71,533	13,166	08/19/05	
7,119,765	25% over 3 years		2	8	1/26/2005	1051	1,100,000	198,000	01/10	
2,909,000	40% over 3 years		1	3	3/2/2005	1054	1,000,000	180,000	6/30/10	
800,000	30% over 3 years		2	5	7/29/2005	1056	522,000	93,960	7/29/2010	
					8/19/2005	1057	63,305	11,395	Open	
331,000	Trying to stay afloat		1	2	8/19/2005	1057	178,065	32,052	Open	
1,926,000	40% over 3 years		5	30	9/30/2005	1058	519,400	93,492	06/01/07	
10,000,000	40% over 3 years		20	50	12/30/2005	1061	1,500,000	270,000	12/10	
478,000	25% over 3 years		2	4	1/3/2006	1059	660,000	118,800	Open	
667,000	40% over 3 years		1	3	1/13/2006	1060	743,750	113,875	10/17/06	
800,000	30% over 3 years		1	3	2/28/2006	1062	987,000	177,660	Open	
1,400,000	Trying to stay afloat		1	5	2/24/2006	1065A	902,000	162,360	Open	
					2/24/2006	1065B	400,000	72,000	2/24/2009	
167,000	to $2,000,000/year		3	6	2/28/2006	1066	100,000	18,000	2010	
-	to $3,000,000/year	1	8	20	3/20/2006	1063	1,550,000	279,000	Open	
550,000	30% over 3 years		1	3	5/25/2006	1069	73,145	13,166	Open	
285,000	40% over 3 years		2	4	9/12/2006	1070	750,000	135,000	Open	
5,400,000	50% over 3 years		8	20	9/21/2006	1071	2,200,000	396,000	Open	
486,000	50% over 3 years		2	3	3/9/2007	1074	237,960	42,836	Open	
57,000	100% over 3 years		1	3	6/12/2007	1076	150,000	27,000	Open	
-	30% over 3 years	1	4	8	7/25/2007	1078	206,000	37,080	Open	
321,000	80% over 3 years		2	7	9/25/2007	1079	180,000	32,400	Open	
2,200,000	40% over 3 years		2	4	9/5/2007	1080	460,000	82,800	Open	
57,186	40% over 3 years		1	2	9/12/2007	1081	45,000	8,100	Open	
-	30% over 3 years	1	2	6	12/12/2007	1082	173,710	31,268	Open	
190,000	30% over 3 years		1	2	12/11/2007	1077	328,404	59,113	Open	
1,924,000	75% over 3 years		4	10	12/28/2007	1083	716,732	129,012	Open	
4,400,000	40% over 3 years		3	5	1/11/2008	1084	400,000	72,000	Open	
182,000	Default		1		3/17/2008	1086	108,000	19,440		$ 19,440 Default 10/18/10
650,000	30% over 3 years		2	3	5/9/2008	1085	380,000	68,400	Open	
336,000	50% over 3 years		2	6	5/15/2008	1087	215,000	38,700	Open	
-	88% over 3 years	1	2	3	5/9/2008	1088	70,000	12,600	Open	
152,000	40% over 3 years		2	4	7/31/2008	1089	238,240	42,883	Open	
2,048,630	60% over 3 years		10	20	7/31/2008	1090A	946,000	170,280	Open	
					7/31/2008	1090B	624,000	112,320	Open	
207,000	40% over 3 years		1	2	8/15/2008	1091	625,000	100,000	Open	
513,869	50% over 3 years		2		9/18/2008	1092	499,500	89,910	Open	
5,400,000	40% over 3 years		5	8	9/8/2008	1093	698,699	123,679	Open	
166,370	40% over 3 years		2		10/28/2008	1094	397,000	71,460	Open	
2,400,000	Trying to stay afloat		1	1	11/4/2008	1095	90,000	16,200	Open	
-	Start-up - 50% over	1	2	4	12/29/2008	1098	138,487	24,928	Open	
$ 112,796,629		17	210	538			$ 37,725,989	$ 6,754,516		$ 301,949 9 Guarantee Losses
										4.47% $ Guarantee Losses/$Guar
$ 1,588,685	Avg Rev/Borrower				88 Loans	$	428,704	Avg Loan Size		10.23% 9 Loan Defaults/88 Loans
					71 Borrowers	$	531,352	Avg Loan/Borrower		0.80% $ Guarantee Losses/$ Loans
										6.57% Defaults/Total Loans
						$	2,479,140	Defaults		23.94% Startups/All Borrowers
										$ 12,555 $ Guarantee/Job
										$ 70,123 $ Loan/Job

Seed Capital Network Program (SCN) (Amount requested: $3,000,000.00)

The State Seed Capital Network Program is expected to catalyze over $10 for every $1 committed to angel funds. The $3 million requested for this program is expected to attract a private match of $13.6 million in capital invested into angel funds, and then to attract another $16.6 million in the form of co-investment at the transaction level. One dollar of equity tends to leverage 2 or 3 dollars of debt. This is expected for the portfolio, but likely not during the Allocation Time Period.

The program is expected to create 382 jobs assuming a rate of job creation of $87,333 invested per job created. Based on the experience of the WSCN team, these companies tend to be startups. While some will fail, others will grow very rapidly with financing. Over time, after the first year post-financing, a rate of growth of 10% per year is expected as an average across the portfolio. Allowing for average job duration of five years, the 382 direct jobs are expected to be paid over $102 million in wages (382 x 5 years x $53,931 average 2009 WY salary) and pay about 33% of their wages, or $30 million, in federal, state and local taxes.

Template

The estimated impact of the Seed Capital Network Program set forth in the preceding paragraph is based on the experience of the WSCN team with similar programs in Oklahoma, Arkansas and Iowa. From 1993 through 2009, the Oklahoma Capital Investment Board (OCIB) invested approximately $60 million in 19 seed and venture capital funds. In turn, these funds invested and attracted equity co-investment of $131 million in Oklahoma companies. As a result, direct payroll to 1500 workers at investee companies was $204 million, and the total of direct and indirect payroll was $338 million, as documented by the report of Applied Economics, March 2010, at www.ocib.org. This report only counted jobs created in Oklahoma. OCIB represented about 7% of the total capital of its portfolio funds. Therefore, this template benchmark may materially underestimate the total jobs to be created with this program.

This type of leverage is also typical of angel funds. In 2004 members of the team committed $100,000 through the Arkansas Institutional Fund to the Fund for Arkansas Future, an angel fund with over $6 million in subscribed capital. Today the portfolio has eleven Arkansas companies. The average investment size is 340,000, for a total of about $3.74 million, and the average amount co-invested by other private investors is $439,000, for a total of about $4.8 million.

The foregoing projections are based on assumptions believed to be reasonable in light of the information available at this time. However, as with all economic forecasting, there can be no guarantee that actual results from the investments in the CGP and SCN will match these projections.

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4F – Operational Capacity, Skills, and Experience of the Management Team for Each OCSP

Section 1: Applicant Information

1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4F. *Applicant should use the space provided to describe (a) operational capacity, (b) skills, and (c) experience of the management team of the State OCSP. The metrics used should include, but need not be limited to:*

- Qualifications and financial industry experience of senior management
- Experience of senior management in operating CAPs or OCSPs
- Adoption of industry best practices (e.g., use of risk management strategies employed by analogous successful programs)

Qualifications and Financial Industry Experience

Each OCSP described in this Application will be implemented through a contract with Wyoming Smart Capital Network, LLC, a Wyoming limited liability company. The WSCN will be managed by Development Capital Networks (DCN), http://www.dcnteam.com, a national firm with an office in Laramie.

DCN specializes in strategies that build regional innovation economies. DCN principals and affiliates have created and managed successful loan and investment programs similar to the programs proposed in this application. DCN has delivered training to angel investors in over 100 communities in the U.S. and produces the annual WBT Innovation Marketplace, the nation's largest networking and "deal" event for seed stage companies seeking to commercialize new technologies. DCN leads the Innovation Finance course of the Council of Development Finance Agencies, and with partners, hosts regional venture forums in Iowa and Oklahoma. The firm offers customized patent landscapes to technology developers seeking a competitive edge and helps companies scout for technologies for new products and processes.

The management team includes professionals with extensive experience in building and managing successful development loan and equity programs. The team is led by Paul Huleatt, Diane Wolverton, and Robert Heard, and supported by Mark Huston, Jeff Carpenter, and Jim Troxel. See bios below.

Experience Operating State Credit Support or Capital Access Programs

Several of our accomplishments include:

- Paul Huleatt led the teams that advised over 500 small businesses on commercialization of NSF-funded technologies and over 650 emerging companies and technologies as part of the annual WBT Innovation Marketplace.
- Jim, Jeff and Paul designed the WBTangel system for communities and universities.
- Robert Heard launched Oklahoma's Capital Access Program, which has provided credit insurance for loans to over 1500 small businesses.
- Robert served as the first President of the Oklahoma Capital Investment Board, a $100 million state-sponsored venture capital organization, responsible for venture fund investments.
- Mark Huston served as Manager of Business Finance at the Oregon Economic and Community Development Department for 21 years with responsibility for State of Oregon programs delivering revenue bonds, loans, guaranties, and credit enhancement. Under his management, thousands of Oregon companies were provided with over $1 billion of financing.
- Mark Huston led a $50 million program for making development loans to small businesses in partnership with banks.
- Mark Huston and Robert Heard are managers of state venture programs in Arkansas and Iowa.
- Jim Troxel has taught over 100 seminars on seed investing to over 4,000 angel investors.
- Jim designed the angel system for the alumni association of a public university.
- Paul Huleatt made EX-IM Bank guaranteed loans while an officer at Silicon Valley Bank.
- Robert launched the Capital Resources Division of the Oklahoma Dept. of Commerce in 1987 and led the development of loan guarantee and investment programs.
- Jeff Carpenter led the technology commercialization unit within the University of Minnesota Technology Transfer Office.

Adoption of industry best practices

The team is committed to using best practices, defined as methods that a) deliver high benefit per cost, b) catalyze a meaningful level of loans and investment, and c) engage private lenders and investors as partners. Members of the team contribute to the knowledge of best practices through active involvement in training and networking events, both as trainees and as trainers. The team is active in the Council of Development Finance Agencies, where Mark Huston has served as President and Training Committee Chair. In 2011 Robert Heard and Jim Troxel delivered CDFA's first Innovation Finance Course. IN 2000 Robert co-authorized the National Governors' Association Best Practices Report on "Experiences of States with Seed and Venture Capital."

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4F Operational Capacity, Skills, and Experience of the Management Team for Each OCSP

TEAM BIOS and KEY ASSIGNMENTS

Paul Huleatt and Robert Heard are the senior members of the team responsible for the overall operation of the WSCN and approval of commitments for credit guarantees and investments.

Diane Wolverton, WSCN Executive Director

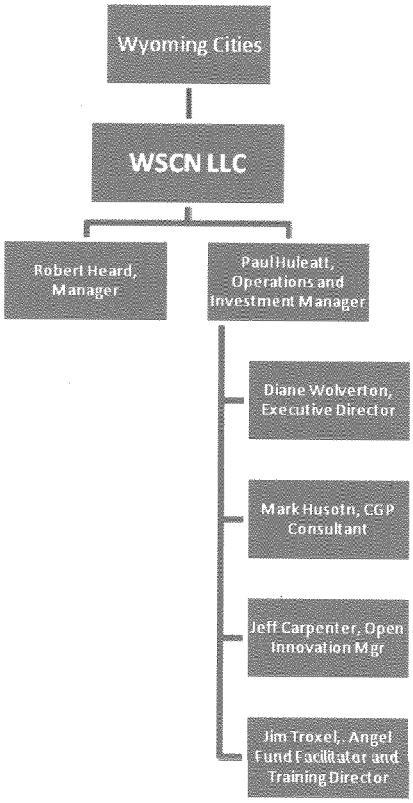
Diane serves as Executive Director of the WSCN. Diane is full time with WSCN. Her key assignments include serving as the Wyoming-based point of contact for WSCN, marketing the collateral support program to Wyoming banks and economic developers, identifying champions for the creation of local angel funds, and supporting Paul and Jim Troxel in the facilitation of angel funds. Diane will organize training events and maintain the WSCN website.

From 1995 to 2011 Diane was State Director of the University of Wyoming Small Business Development Center. She managed all aspects of the WyomingEntrepreneur.Biz statewide network that is devoted to training and counseling small business owners. She was responsible for a $2 million-plus budget, grant writing, fund raising, financial and programmatic reporting, personnel (20 employees), program development, public outreach and communications, training and strategic planning. Diane. The Center advises aspiring entrepreneurs on how to start a business, buy or sell a business, find capital, conduct market research, and build and grow an enterprise.

Paul Huleatt, WSCN Operations and Investment Manager

Paul supervises the WSCN team. He leads the evaluation and structuring of commitments to banks for credit guarantees and the evaluation and structuring of commitments to invest in angel funds.

Paul is one of the founders and Managing Partners of DCN. He currently serves as Entrepreneurial Services Team Leader, responsible for DCN's commercialization planning assistance program which has provided assistance to over 500 SBIR/STTR companies. Paul was the first CEO of the WBT Innovation Marketplace, a national event showcasing seed and pre-seed stage technologies developed at top universities, federal labs, federal agencies, and federally supported research and development institutions. Paul has over 15 years experience in venture capital investing and commercial lending. He began his career as an Associate and Investment Officer with First Interstate Equity Corporation, the SBIC of First Interstate Bank. He later served as Business Development Officer for Norwest Business Credit, LaSalle Bank and Zions Bank. Prior to DCN, Paul served as Vice President and Business Development Officer for Silicon Valley Bank. Paul has a Bachelors degree in Finance with honors from Northern Arizona University and an MBA from Arizona State University.



U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4F Operational Capacity, Skills, and Experience of the Management Team for Each OCSP

Mark Huston, WSCN Credit Guarantee Consultant

Mark advises Paul on the operation of the Credit Guarantee Program and the structuring of commitments to banks for credit guarantees.

Mark joined Cimarron Capital Partners fund of funds team in July of 2008 and serves as Portfolio Manager. He began his association with Cimarron in December 2004 as a Managing Director of the firm's $50 million direct investment fund that finances growing companies in Oklahoma. It is capitalized in partnership with OG+E, the state's largest utility and supported by the state. Prior to joining Cimarron, Mark was the Manager of Business Finance at the Oregon Economic and Community Development Department. He served in that capacity for over 21 years - from 1983 to 2004 - with responsibility for State of Oregon programs delivering revenue bonds, loans, guaranties, and credit enhancement. Under his management, thousands of Oregon companies were provided with over $1 billion of financing. Mark served on the Oregon State Bond Committee.

Mark is a Director and former President of the national Council of Development Finance Agencies. He received a Masters of Public Administration degree from Arizona State University and a Bachelors of Science degree in Economics from the University of Idaho. Mark makes his home in Des Moines, Iowa.

Robert Heard, WSCN Manager

Robert shares with Paul responsibility for the overall operation of the WSCN, but in more of an oversight role than in daily operations. With Paul, he approves commitments for credit guarantees and investments.

With Paul and Jim, Robert formed Development Capital Networks in 2002 and serves with Paul as a Managing Director of the firm.

Robert is also a Managing Director and Founder of Cimarron Capital Partners. Cimarron is an investor in venture capital and private equity funds and serves public and private investors in the U.S. and Latin America. In 1994, Robert formed Edge Development Capital, Inc., which serves as fund manager of Cimarron's direct fund and of the Oklahoma Capital Investment Board. Cimarron and its affiliates are responsible for $280 million in program assets.

Robert has helped build organizations that support the growth of the entrepreneurial economy. He has served as a founding director of the National Association of Seed and Venture Funds, Latin American Venture Capital Association, Technology Ventures Summit, and WBTshowcase. Robert was an author of the National Governors' Association study on "The Experience of States with Seed and Venture Capital." He sits on the advisory committees of numerous venture capital funds and a serves as a managing director of Development Capital Networks LLC. A resident of Oklahoma City, Robert earned his undergraduate degree from the University of Oklahoma and his MBA from the J.L. Kellogg Graduate School of Management at Northwestern University.

Jeff Carpenter, WSCN Open Innovation Manager

Jeff will support angel investors in the evaluation and structuring of commitments to companies requiring technology acquisition and commercialization.

Jeff helps innovators be more competitive by understanding the players in their markets and using this knowledge to optimize their R&D, patenting, partnering, and exit strategies. He shows them ways to maximize the value of their IP investments and how to use patent landscape analysis to gain essential competitive intelligence. Finally, he works with technology developers, acquirers, and investors to understand their partnering and investment goals, and find them ideal matches.

Jeff has over 15 years of experience in technology commercialization. Jeff was director of product development for a clean tech start-up in the mid 90's, also supporting manufacturing, patenting, marketing, and sales. He licensed University of Minnesota inventions during nearly 10 years in the UM tech transfer office, where he evaluated licensing prospects for well over 100 inventions across many technology areas, then directed patenting and negotiated licenses for the most promising. His expertise includes market and competitor analysis, strategic patenting, patent landscape analysis, partner identification and vetting, patent valuation, and license negotiation. Over the past decade, Jeff has performed technology scouting for an international medical device company, served as reviewer on NSF SBIR commercialization plan panels, assisted applicants in preparing SBIR commercialization plans, and performed opportunity assessment of emerging technologies from the private sector. Based in St. Paul, MN, Dr. Carpenter holds a PhD in Cell and Developmental Biology, supporting programs in Genetics and Biochemistry from the University of Minnesota; a Masters of Science degree in Forestry, from the University of Montana; a Bachelors of Science degree in Forestry/Range Resource Management from the University of Montana. After receiving his doctorate, Jeff worked for 15 months as a Congressional Science Fellow in the U.S. Senate.

Jim Troxel, WSCN Angel Fund Facilitator and Training Director

Jim will serve as the lead facilitator of local angel funds, supported in this task by Paul and Diane. And Jim will lead WSCN training events for angel investors and entrepreneurs seeking to better understand seed and angel capital.

Jim is an author and consultant to public service organizations and private companies worldwide. He is a founding partner of Development Capital Networks, LLC, as well as Millennia Consulting, LLC. Jim previously served as Training Director for the National Association of Seed and Venture Funds (NASVF) and has led over 1000 workshops in 21 countries and over 100 seminars on angel investing for entrepreneurs and angel investors.

During his career Jim has launched five businesses and served as an advisor to countless others. He guides the design and delivery of conferences and workshops of DCN clients, trains the facilitators for angel investing seminars and leads the development of new training events and angel funds through the firm's WBT Angels unit. As an adjunct faculty member of DePaul University in Chicago, Jim has created a new course on "Facilitating Adult Learning". He also serves as a judge for the university's New Venture Challenge, a business plan competition for students.

Section 1: Applicant Information

1A. *Enter the name of the Application:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, authority, political subdivision of the State, or other organization that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4G. *Applicant should use the space provided below to describe for each OCSP, the capacity of OCSP staff to manage increases in the volume of its small business lending. Evidence cited should include, but need not be limited to:*

- *Financial strength*
- *Operational capacity*

The lead city, City of Laramie, and each of the Joint Applicants and participating municipalities have agreed that each OCSP described in the Applications will be implemented through WSCN. The methodology and coordination between the City of Laramie and other Joint Applicants as it pertains to WSCN, specifically the capacity of its staff to manage the increases in the volume of its small business lending, are further described in response to question 4H of this Application. The City of Laramie and other Joint Applicants intend to enter into a cooperative agreement and create an Advisory Board which defines and memorializes the relationship and duties therein.

The Wyoming Smart Capital Network LLC is a new Wyoming entity created to implement the Programs and serve as the revolving fund for recycling of the Allocated Funds during and after the Allocation Time Period. WSCN LLC has no operating history, no historical income or expense and no existing assets or liabilities.

Development Capital Networks LLC, a Delaware company, serves as the manager and member of WSCN, and as a contracting entity for this Application. The latest year-end financial statements for DCN are attached.

DCN has access to Cimarron Capital Partners (Cimarron), a builder and manager of state-sponsored venture capital programs, to consult with and support. Cimarron maintains a database of hundreds of investors accessible by preference of sector, stage and geography, and can identify funds that are currently investing. Cimarron's database of resources will be made available through DCN to the Wyoming Smart Capital Network at no cost. We anticipate the organization may tap this resource when an angel fund in the region is searching for a venture investor with unique preferences or skills. Please refer to the attached letter from Cimarron.

The WSCN team has qualities and resources to perform the Programs at an exceptional level:

Well Staffed. DCN has 15 full time and 10 part-time staff, and the capacity to add and train staff that might be required for this project.

Staying Power. The WSCN team has more than 100 years of experience in development lending, regional private equity programs and venture investing in small companies. DCN was formed in 2002 and its predecessor in 1994. The staff and systems of the team are well developed and available to support this project.

Connected in Wyoming. The WSCN team works with universities, labs, private investors, and economic developers across the state and country. The team will leverage these relationships to market the Seed Capital Network Program to private investors.

Connected to Capital. The team is connected to capital. DCN produces the WBT Innovation Marketplace, gathering seed stage investors and corporate investors from across the country to explore the newest seed stage tech companies. Cimarron tracks the venture capital industry across the nation and is prepared to facilitate the sharing of deals by angel investors with venture funds.

Committed to Best Practices. The team is committed to exploring and learning from best practices, and implementing loan and investment programs that produce good results for public sector sponsors. Members of the team:

- Co-authored the 2000 Best Practices report for the National Governors Association, "The Experiences of States with Seed and Venture Capital"
- Produce the Innovation Finance course of the national Council of Development Finance Agencies

Prepared to Lead. The team is prepared to implement the CGP and SCN programs in Wyoming communities. Members of the team have delivered or are delivering programs of relevant scope and mission, including:

- $50 million development fund, providing unsecured and subordinate development loans and loan guarantees in partnership with commercial banks
- $100 million investment program of the Oklahoma Capital Investment Board, committing to seed, venture and private equity funds
- $60 million investment program of the Iowa Fund of Funds, committing to venture capital and private equity funds
- $70 million investment program of the Arkansas Institutional Fund, committing to angel funds, seed funds, venture funds and private equity funds
- $50 million Oklahoma Capital Access Program, providing guarantees akin to loan insurance to banks
- Leveraged loan guarantee program for the State of Oregon
- Deal origination for venture funds, SBICs, and asset based lenders
- Origination of federal and state guaranteed loans
- Assistance to over 500 SBIR grantees on commercialization plans
- The WBTangels (wbtangels.com), a comprehensive system for supporting and facilitating angel investors as they organize and invest in young companies.
- Training for angel investors in over 100 communities in 37 states.

Internal Systems. Internal accounting and control systems will be supplied primarily by WSCN member DCN. DCN is on the GSA-MOBIS Schedule. The team employs full time administration and support staff:

- Accounting – Lori Griffin, CPA, MBA serves as Chief Financial Officer. She and 2 bookkeepers are responsible for maintaining books and records in audit ready form. The team is experienced in accounting for federal funding from DOE, NREL, NIST, NSF, and EDA.
- The accounting team for DCN and Cimarron is experienced in supporting annual audits of lending, investing and service organizations and since 1992 have managed public accounts. The accounting staff supported six audits for the 2010 year. Audited financial reports are provided to state clients in Iowa, Arkansas and Oklahoma. From the inception of each program every audit has been issued without qualification. The system of financial controls is in place that enables WSCN to comply with all applicable federal and state audit, compliance, monitoring and reporting requirements.
- Information Technology – Sam DeNies serves as IT Director. He and one support staff build and manage databases, web sites, and communication systems on a secure Lotus Notes platform.

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4H Internal Accounting and Administrative Controls Systems Used by the OCSP Staff

Section 1: Applicant Information

1A. *Enter the name of the Applicant:* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 4: Other Credit Support Programs (OCSP). Complete this Section if applying for SSBCI funds to use for a State Other Credit Support Program

4H. *Applicants should use the space provided below to describe for each OCSP, the internal accounting and administrative controls systems used by the OCSP staff and the means they use to safeguard against (a) waste, (b) loss, (c) unauthorized use, and (d) misappropriation. If available, evidence cited should include, but need not be limited to:*

- *Periodic internal audits*
- *Annual independent audits (including management letters)*
- *Program financial statements current within the last 6 months.*
- *Accounting and financial reporting system compliant with OMB Circular A-127*

In addition, if available, the Applicant must attach a copy of the most recent independent financial audit or program financial statements for each OCSP, dated within the last six months. If no independent financial audit or program financial statements exist for the OCSP, then the Applicant must attach a copy of the independent financial audit or program financial statements, dated within the last six months, for the entity implementing each OCSP as identified in the response to Section 1B or 1D of the application.

The joint applicant cities will enter into a cooperative agreement that sets forth the responsibilities and obligations of the parties under the Allocation Agreement, to exercise oversight of the WSCN, to engage and supervise the compliance contractor and financial auditor, and the system for taking any corrective actions. The cooperative agreement details how the City of Laramie will administer contracts with the Contracting Entity, WSCN, and an independent auditor, who will review the program. Each joint applicant will receive copies of audits and all reports and be expected to review these reports. An Advisory Board will be formed to provide a venue for discussion and input into the oversight function. The staff of the WSCN will facilitate the delivery of reports to cities, the gathering of approvals from the cities, and the delivery of approvals to Treasury.

Wyoming cities are governed by a city council form of government with a mayor providing leadership to the council. The Mayor acts as the chief executive of the city and has fiduciary responsibility for the actions of the city. Each Mayor has taken an oath of office to affirm his or her commitment and understanding of this important role. Some of Wyoming cities and towns have a form of government that includes a city manager or administrator who has the authority to conduct business on behalf of the city.

The initial members of the Advisory Board will be the Mayor or chief administrator of each of the joint applicants.

Casper, Paul C. Bertoglio, Mayor
Cody, Nancy Brown, Mayor
Douglas, Bruce A. Jones, Mayor

Edgerton, H. H. King, Jr., Mayor
Gillette, Carter Napier, City Administrator
Green River, Hank Castillon, Mayor
Hanna, Tony Poulos, Mayor
Hartville, Darrell L. Offe, Mayor
Laramie, Janine Jordan, City Manager
Midwest, Guy Chapman, Mayor
Pine Bluffs, Caryn Miller, Town Administrator
Powell, Scott Mangold, Mayor
Rawlins, Kenneth C. Klouda, Mayor
Rock Springs, Carl. R. Demshar, Jr., Mayor
Sundance, Paul Brooks, Mayor
Wheatland, Jean Dixon, Mayor

The Wyoming Smart Capital Network is well-equipped to meet the reporting and accounting needs of the program. Internal accounting and administrative control systems will be supplied to WSCN primarily by its member, Development Capital Networks LLC (DCN). DCN is registered on the GSA MOBIS Schedule and is experienced in producing records in audit ready form and accounting for grants from Federal agencies, including NIST, DOE, NREL, and EDA.

GENERAL POLICIES: In order to safeguard against waste, loss, unauthorized use, and misappropriation, the WSCN and its managers:

- Have written policies for personnel, customer relations and confidentiality and require written acknowledgement of employee's receipt and reading of all policies.
- Have a system of internal controls that include segregation of duties, approval for payments, and internal review of transactions.
- Routinely investigate any accounting, analytical, or operating performance anomalies.
- Focus on creating a culture of honesty, openness and assistance.
- Communicate with employees on business practices and ethical behavior.
- Work to eliminate opportunities for waste, loss, unauthorized use, and misappropriation.
- Encourage employees to report possible problems in any area.

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4H Internal Accounting and Administrative Controls Systems Used by the OCSP Staff

ACCOUNTING AND FINANCIAL REPORTING POLICIES IN COMPLIANCE WITH SSBCI REGULATIONS:
The following describes internal accounting and administrative control procedures for WSCN. Control activities involve segregation of duties, proper authorization of transactions and activities, adequate documents and records, physical control over assets and records, and independent checks on performance.

Use a system of checks and balances to ensure no one person has control over all parts of a financial transaction.

- Require purchases, payroll, and disbursements to be authorized by a designated person(s).
- Separate handling (receipt and deposit) functions from record keeping functions (recording transactions and reconciling accounts).
- Separate purchasing functions from payables functions.
- Ensure that the same person is not authorized to write and sign a check or wire transfer form.
- Require supervisors to approve employees' time sheets before payroll is prepared.
- Require payroll direct deposit paystubs to be distributed by a person other than the one authorizing or recording payroll transactions or preparing payroll direct deposits.
- Ensure that all checks received are promptly recorded and deposited in the form originally received.
- Require accounting department employees to take vacations.

Verify that all transactions meet the requirements of the Program.

- When a check or wire transfer or ACH deposit is received, verify that the payment is proper under the Program.
- When a purchase, payroll, or disbursement is authorized by a designated person(s), verify that it meets the requirements of Treasury rules and regulations and OMB Circular A-133, cost principles of OMB Circular A-87 and 48 CFR part 31, applicable provisions of the grants management common rule referenced in the attachment to OMB Circular A-102, OMB Circular A-127, OMB Circular A-129, and SSBCI Policy Guidelines published by Treasury on its website at www.treasury.gov/ssbci.

Reconcile bank accounts every month.

- Require the reconciliation to be completed by an independent person who does not have bookkeeping responsibilities or check signing responsibilities, or require supervisory review of the reconciliation.
- Examine canceled checks and other types of disbursements (e.g. wire transfers) to make sure vendors are recognized, expenditures are related to business, signatures are by authorized signers, and endorsements are appropriate. Examine bank
- Statements and cancelled checks to make sure checks are not issued out of sequence.
- Initial and date the bank statements or reconciliation report to document that a review and reconciliation was performed and file the bank statements and reconciliation.

U.S. Department of the Treasury

State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 4H Internal Accounting and Administrative Controls Systems Used by the OCSP Staff

For company credit cards, restrict use and verify all charges made to credit cards to ensure they were business-related.

- Limit the number of credit cards and users.
- Apply a policy that credit cards are for business use only; prohibit use of cards for personal purposes with subsequent reimbursement.
- Set account limits with credit card companies; do not allow cash advances on credit cards.
- Inform employees of appropriate use of the cards and purchases that are not allowed.
- Require employees to submit itemized, original receipts for all purchases.
- Examine credit card statements and corresponding receipts each month, independently, to determine whether charges are appropriate and related to business.

Ensure that assets such as computers, cell phones, equipment, and other resources are used only for official business.

- Examine expense reports, credit card charges, telephone and other bills periodically to determine whether charges are appropriate and related to business.
- Maintain an equipment list and periodically complete an equipment inventory.

Protect checks against fraudulent use.

- Prohibit writing checks payable to cash.
- Deface and retain voided checks.
- Store blank checks in a locked drawer or cabinet, and limit access to the checks.
- Require that checks are to be signed only when all required information is entered on them and the documents to support them (invoices, approval) are attached.
- Mark invoices "Paid" with the check number when checks are issued.
- Enable hidden flags or audit trails on accounting software.

Provide oversight of operations and management.

- Monitor financial activity on a regular basis, comparing actual to budgeted revenues and expenses.
- Require an explanation of any significant variations from budgeted amounts.
- Periodically review the check register or general ledger to determine whether payroll taxes and other taxes are paid promptly.
- Periodically review financial procedures and policies.
- Require independent auditors to present and explain the annual financial statements and to provide management letters.
- Evaluate employee performance annually against a written job description.
- Participate in the hiring/approval to hire consultants including the independent auditors.
- Review all contracts.

Compliance testing to be performed.

- On an ongoing basis randomly select elements of the accounting and operations systems for compliance testing.

Section 1: Applicant Information

1A. *Enter the name of the Applicant* City of Laramie, WY and Joint Applicants (See Attachment Q-1A)

1B. *Enter information below about the specific department, agency, or political subdivision of the Applicant that has been designated to implement the program(s) described in this application.*

Organization Name: City of Laramie, WY

Section 5: Compliance

4H. *Applicants should use the space provided below to provide a narrative statement describing what reporting mechanisms, audits, or other activities (a) the Applicants has in place or (b) need to be implemented to enable the Applicant to conduct oversight and meet annual reporting requirements for the proposed programs.*

The joint applicant cities will enter into a cooperative agreement that sets forth the responsibilities and obligations of the parties under the Allocation Agreement, to exercise oversight of the WSCN. Oversight will include the following general guidelines:

Performance. To the extent allowed by the Allocation Agreement and applicable law, the Applicants have obligated the WSCN to satisfy and perform on behalf of the Applicants, and to be bound by as though it were the Applicant, all covenants and agreements of Applicants set forth in Article IV of the Allocation Agreement, including, without limitation, any and all restrictions set forth therein on uses of Allocated Funds, payment of Allowable Costs and uses of Program Income, and the requirement to deliver quarterly and annual reports.

Compliance. The WSCN shall maintain all records required to be maintained by the Allocation Agreement and by other applicable state and/or federal law that are pertinent to the activities to be performed under this Agreement. In addition, WSCN shall maintain the following records: (a) records providing a full description of each activity undertaken pursuant to this Agreement; (b) records demonstrating that each activity undertaken is in compliance with the requirements of the Act and the Allocation Agreement; and (c) records required to verify the eligibility of the activities and expenditures of WSCN pursuant to this Agreement.

Reports. WSCN shall submit regular reports to Applicant regarding the activities of WSCN pursuant to this Agreement. Such reports shall be in such form and content and shall be provided with such frequency as may reasonably be required by co-applicants as outlined in the cooperative agreement. Such reports shall include an annual report, including copies of its annual financial audit. Any failure to meet reporting criteria and resulting cost to be borne solely by WSCN.

Annual Audit. WSCN, at WSCN's expense (but as an Allowable Cost under the Allocation Agreement), agrees to have an annual financial audit conducted of its books, records and affairs. Such financial audit shall be conducted in accordance with standard accounting procedures by a firm of independent certified accountants of recognized standing selected by the City and reasonably acceptable to WSCN. The audit shall be done in compliance with existing rules including any rules that may be promulgated in the future. Should the audit activity reveal non-compliance, the City may order additional auditing for purposes of identifying or verifying corrective action, and shall do so solely at WSCN's expense.

The City will engage a duly authorized representative to conduct regular oversight of the WSCN and perform these tasks.

Supervision: The co-applicants, through Lead Applicant the City of Laramie, will have access to, and the right to audit, examine and make excerpts from or transcripts of, any pertinent documents, papers and records related to the performance of the Wyoming Smart Capital Network (WSCN).The City of Laramie as the lead Applicant, and the participating cities as joint Applicants, will engage accounting firm Casey Peterson & Associates of Rapid City or a comparably qualified firm, as its duly authorized representative to conduct regular oversight of the WSCN and perform these tasks:

1. Accept quarterly summary reports from WSCN. Review for completeness according to standards promulgated by Treasury for the Program.
2. Present quarterly reports to City of Laramie CEO for submission to Treasury.
3. Before it is made, review each loan guarantee to confirm that the file is complete, that the guarantee is being made in compliance with the requirements of the Program, and the facts of the file are being included in the summary reports.
4. Before it is made, review each angel fund investment to confirm that the file is complete, that the investment is being made in compliance with the requirements of the Program, and the facts of the file are being included in the summary reports.
5. Accept annual summary reports from the WSCN. Review for completeness according to standards promulgated by Treasury for the Program.
6. Present annual reports to City of Laramie CEO for submission to Treasury.
7. At request of the City of Laramie CEO and in compliance with the agreement with WSCN, act as the duly authorized representative of the City as often as deemed necessary to audit, examine and make excerpts from or transcripts of, any pertinent documents, papers and records related to WSCN's performance under the agreement with WSCN.
8. Review administrative expenses prior to disbursement to confirm allowability per SSBCI requirements.

The co-applicants further intend to utilize an Advisory Board to ensure adequate supervision of WSCN and compliance with program objectives. The Board shall be composed of one member assigned by each of the partner municipalities and a representative of the Wyoming Business Council.

Board members will have demonstrated experience and/or training that will assist the Board in meeting its duties and goals in the oversight of the third party administrator and the funds being distributed through the programs, Board members will include professionals with experience in lending and investments, economic development, or business development. Co-applicants with a local or regional economic development organization (EDO) may appoint the chief executive of the EDO to serve on the Advisory Board.

The Board will meet not less than quarterly during the operational period of the board and meetings may be conducted electronically or telephonically to obtain the most attendance practical. The staff of the WSCN will facilitate the delivery of reports to cities, the gathering of approvals from the cities, and the delivery of approvals to Treasury. The team expects to use an online site where City CEOs and administrators can access reports, make approvals, and generate signatures. The multiple approvals will be aggregated for delivery to Treasury.

U.S. Department of the Treasury

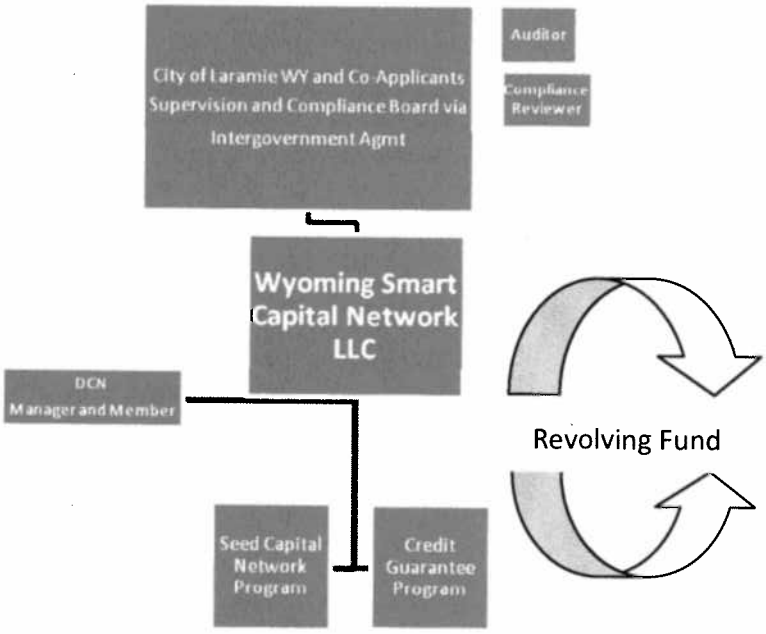
State Small Business Credit Initiative
APPLICATION ATTACHMENT
SECTION 5B Reporting Mechanisms, Audits, or Other Activities

The duties of the Advisory Board shall include, but not be limited to, the following with the goal of providing new primary jobs within the partner municipalities:

1. Review of annual audits and reports prior to submission to the U.S. Department of Treasury

2. Review of quarterly use-of-funds report including but not limited to summary information on the applications made to the CGP and SCN programs; loans and investments made; the number, location and type of jobs created by the programs; and costs incurred and revenues received from the programs.

3. Establish operating procedures for the Advisory Board that will accomplish the necessary oversight of the WSCN and other vendors within the rules promulgated for the program by the U.S. Department of Treasury.



The Applicants supervise the WSCN. The Applicants will contract for the financial audit and compliance review of the WSCN. Wyoming Smart Capital Network LLC is a Wyoming limited liability company. DCN is the manager and sole member of WSCN. The Applicants are contracting with WSCN to operate as a perpetual fund until all Allocated Funds have been invested, re-invested as Program Income or non-Program Income, and ultimately exhausted. This will occur both during and after the Allocation Time Period. The Allocated Funds are intended only for this purpose.

WSCN may only pay compensation to DCN and may only reimburse DCN for expenses incurred subject to the restrictions on payment of Allowable Costs and uses of Program Income as set forth in the Allocation Agreement. The Applicants acknowledge these restrictions.

cimarron
CAPITAL PARTNERS

April 2, 2012

Mr. Cliff Kellogg
Project Director -- SSBCI
U.S. Department of the Treasury
1500 Pennsylvania Avenue NW
Washington, DC 20220

Dear Mr. Kellogg,

On behalf of Cimarron Capital Partners, LLC, its principals and affiliates ("Cimarron"), I am writing in support of DCN's Wyoming Smart Capital Network and Red River Corridor Fund proposals in support of lending and investing in Wyoming and North Dakota small businesses.

For over 20 years, Cimarron has designed, built and managed effective, results-driven regional private equity programs and specialty funds. Our team has advised more than twenty states and regional organizations on program and policy design.

Cimarron's team draws on deep skills and experience. Our eight investment professionals have over 120 years investing in funds, investing in companies, and supporting entrepreneurs. We provide leadership to our industry, helping found trade associations, training programs, and research initiatives that advance the knowledge of venture investing, business building, and the prudent use of public funds where programs are expressly designed to protect regions from fraud, waste, and abuse. We are pioneers, often working in regions of the country most in need of venture capital resources. We innovate to solve problems, and create new models that are often replicated by others.

Cimarron maintains a database of hundreds of investors accessible by preference of sector, stage and geography, and can identify funds that are currently investing. For these projects, Cimarron's database of resources will be made available through DCN to the Wyoming Smart Capital Network and Red River Corridor Fund at no cost. We anticipate the organizations may tap this resource when an angel fund in the region is searching for a venture investor with unique preferences or skills.

We strongly support funding for these important initiatives and look forward to contributing Cimarron's capabilities to meet the needs of Wyoming and North Dakota entrepreneurs.

Sincerely,

Michael A. Tharp, CFA
Founder and Managing Director

MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF PARK COUNTY COMMISSIONERS, WYOMING AND THE CITY OF CODY, WYOMING,
CITY OF POWELL, WYOMING AND THE TOWN OF MEETEETSE, WYOMING

THIS AGREEMENT is entered into this _____ day of May , 2012, by and between the Board of Park County Commissioners (COMMISSIONERS), City of Cody Council, City of Powell Council (CITIES) and the Town of Meeteetse Council (TOWN).

WITNESSETH

A. The Park County Commissioners and the Mayors and Councils of the City of Cody, City of Powell, and Town of Meeteetse are jointly interested in placing on the 2012 General Election Ballot the proposition of a one percent excise tax in Park County upon retail sales of tangible personal property, and admissions and services made within the county.
B. Each Governing Body has infrastructure needs within their respective jurisdictions that cannot be met with the current and future expected revenue sources that may be available to each jurisdiction.
C. Wyoming State Statute 39-15-203(a)(i)(B) allows for a one percent excise tax to be placed on the ballot by the COMMISSIONERS so long as a resolution is passed by the COMMISSIONERS and at least two thirds (2/3rds) of the Governing Bodies of the incorporated municipalities within Park County.
D. The COMMISSIONERS, CITIES, AND TOWN agree that any resolution for a one percent excise tax will only be proposed for capital infrastructure projects and the specific maintenance of capital infrastructure, within the respective jurisdictions.
E. The COMMISSIONERS, CITIES, AND TOWN agree that infrastructure is determined to include, but is not limited to projects involving public works related capital improvement projects such as

roads, streets, alleys, curbs, gutters, sidewalks, storm sewers, bridges, and water, sewer, and electrical projects. It does not include the construction of new buildings.

F. The COMMISSIONERS, CITIES, AND TOWN agree that maintenance is determined to include, but is not limited to the purchase of maintenance materials and contractual services that extend the useful life of the infrastructure outlined in paragraph E such as oil, chips, grading H, asphalt, crack sealing, striping, concrete, slurry seal, sewer line relining, culverts, pipes, poles, cable, street lights, and transformers.

G. The COMMISSIONERS, CITIES, AND TOWN agree that if this tax is approved by the voters of Park County that the COMMISSIONERS, CITIES, AND TOWN shall bring the renewal of the one percent excise tax to the voters every four years and that the COMMISSIONERS, CITIES, AND TOWN will not execute their option of continuing the tax for any reason without the voters' approval.

H. The COMMISSIONERS, CITIES, AND TOWN believe it is in their mutual best interest to execute this Memorandum of Understanding to memorialize their agreement as each party's contributions, commitments and obligations to each other and to the citizens of Park County, the City of Cody, City of Powell and Town of Meeteetse.

I. The term of this agreement shall be for one year from the last date approved and executed by all parties and renewable for successive one-year periods. No action is required by any party to renew this agreement. Any party may notify the others of their intent to not renew or desire to review the agreement by delivering a written notice to the other parties at the addresses below. If the one percent excise tax is not approved by the voters of Park County, this agreement shall be null and void immediately after the results of the general election are published as final.

1. Notices required by this agreement shall be delivered to the following:

Park County
1002 Sheridan Avenue
Cody, WY 82414

City of Cody
PO Box 2200
Cody, WY 82414

City of Powell
PO Box 1008
Powell, WY 82435

Town of Meeteetse
PO Box 38
Meeteetse, WY 82433

PARK COUNTY COMMISSIONERS

ATTEST

_____ _____

Chairperson County Clerk

CITY OF CODY

ATTEST

_____ _____

Mayor City Clerk

CITY OF POWELL

ATTEST

_____ _____

Mayor City Clerk

TOWN OF MEETEETSE

ATTEST

_____ _____

Mayor Town Clerk

RESOLUTION NO. 2012-13

A RESOLUTION SUPPORTING A
ONE PERCENT EXCISE TAX FOR INFRASTRUCTURE IMPROVEMENTS

WHEREAS, the Governing Body of the City/Town/County of Cody/Powell/Meeteetse/Park County recognizes the City's/Town's/County's responsibility to provide and maintain critical infrastructure systems which are necessary for daily operations in the Cody/Powell/Meeteetse/Park County community and surrounding area; and

WHEREAS, the Governing Body of the City/Town/County of Cody/Powell/Meeteetse/Park County recognizes current municipal/county revenue streams limit the City's/Town's/County's financial ability to repair and maintain substantial infrastructure needs, prolonging essential infrastructure maintenance and repairs; and

WHEREAS, local government revenue generated from Sales, Use, and Property Tax, funding from the State of Wyoming through Consensus Funding and Direct Distribution Appropriation, and other miscellaneous sources of income have been insufficient to meet the increasing demands of continuing essential services for the next three years and are anticipated to decrease in the foreseeable future; and

WHEREAS, the costs of providing essential services and capital expenditure requirements are expected to increase for the next three years; and

WHEREAS, even though revenues have decreased, and costs have increased, the City/Town/County of Cody/Powell/Meeteetse/Park County believe that the service provided to the public should be maintained to the highest degree possible; and

WHEREAS, the Governing Body of the City/Town/County of Cody/Powell/Meeteetse/Park County therefore supports the proposition of a one percent (1%) excise tax upon retail sales of tangible personal property, admissions and services made within the county, for this purpose to be approved by the electors of Park County, as allowed by Wyoming State Statute 39-15-204(a)(i); and

WHEREAS, the Governing Body of the City/Town/County of Cody/Powell/Meeteetse/Park County recognizes these funds shall be spent exclusively on capital infrastructure expenditures and associated maintenance expenditures including, but not limited to projects relating to roads, streets, alleys, curbs, gutters, sidewalks, storm sewers, bridges, and water, sewer, and electrical projects; and

WHEREAS, the Governing Bodies of the City of Cody, City of Powell, Town of Meeteetse and Park County have approved and entered into a Memorandum of Understanding solidifying the intent, use and purpose of the one percent excise tax for infrastructure improvements.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY/TOWN/COUNTY OF CODY/POWELL/MEETEETSE/PARK COUNTY, that the City/Town/County of Cody/Powell/Meeteetse/Park County endorses, supports and approves the proposition of a one percent excise tax upon retail sales of tangible personal property, admissions and services made within the county, for this purpose to be approved by the electors of Park County as allowed by Wyoming State Statute 39-15-204(a)(i) in the November 2012 General Election.

PASSED, APPROVED AND ADOPTED on this 1st, 2nd, 7th,8th day of May 2012.

CITY OF CODY/POWELL, TOWN OF MEETEETSE/ PARK COUNTY, WY

_____

MAYOR, COMMISSIONER CHAIR

ATTEST:

_____

CITY CLERK/TOWN CLERK/COUNTY CLERK

CERTIFICATE

I, _____, hereby certify that the foregoing Resolution was adopted by the City Council/Town Council/ Park County Commissioners of the City/Town/County of Cody/Powell/Meeteetse/Park County at a regular meeting held on _____, and that the meeting was held according to law; and that the said Resolution has been duly entered into the minute book of the City/Town/County of Cody/Powell/Meeteetse/Park County.

_____

CITY CLERK/TOWN CLERK/COUNTY CLERK

ORDINANCE NO. 2012 - 10

AN ORDINANCE AMENDING TITLE 5, CHAPTER 3, SECTION 6 OF THE CODY CITY CODE PERTAINING TO ANIMALS AT LARGE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Section 1: Title 5, Chapter 3, Section 6 is hereby established to provide as follows:

Title 5, Chapter 3, Section 6: Animals At Large

5-3-2: Animals At Large:

A. Any animal off the premises of the owner, and not under the control of and on leash held by the owner or a member of the owner's immediate family or other authorized person, or temporarily tethered by leash in an area open to the public so as not to cause an obstruction in any fashion, will be considered in violation of this chapter except as follows:

1. Obedience trained animals participating in obedience training, field trials, shows or other similar competitions, when such animals are under the control of voice commands, and are obedient to those commands, and do not come into physical contact with other persons or animals.

2. Authorized animals that are under the control of voice commands, and are obedient to those commands, that do not come into physical contact with other persons or animals and are being trained for search and rescue, law enforcement, or assistance animals with permission from the chief of police.

3. Animals in areas specifically designated for off–leash use. Such areas shall be designated by resolution adopted by the Governing Body of the City of Cody.

4. Venomous animals or other animals that may cause injury to others must be kept in a secure container when being transported in or through a public place.

B. Any such animal found "at large" in the city may be impounded by the community service officer or an authorized person of the city. Owners of any animal anywhere within the city limits shall be liable for all damage done to private or public property by such animal whether by accident or otherwise.

Section 2: This ordinance shall be in full force and effect upon adoption and publication as required by law.

PASSED on first reading the _____ day of _____, 2012.

PASSED on second reading the _____ day of _____, 2012.

PASSED on third reading the _____ day of _____, 2012.

CITY OF CODY

_____

NANCY TIA BROWN
MAYOR

ATTEST:

_____
CYNTHIA D. BAKER, Administrative Services Officer

PUBLISH: CODY ENTERPRISE:

ORDINANCE 2012-07

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 1 ARTICLE III, OF THE CODY CITY CODE TO MODIFY PAYMENT OF BILLS.

Article III, Section 8-1-14 shall be hereby amended as follows:

Sec. 8-1-14 Payment of Bills

B. In the event that a bill becomes delinquent, the city shall initiate the delinquent turn off procedures and the following charges shall be assessed:

Charge for the delivery of the final turn off notice		$20 .00
Disconnection of service at meter		$25 .00
Disconnection other than meter		$40 .00

Any customer who is sent 3 or more shut off notices in a 12-month period and who does not already have a service deposit on the delinquent account shall be required to pay a deposit of three hundred dollars ($300.00) for residential service per account or one thousand dollars ($1,000) for commercial service per account in order to continue receiving utility services. Residential customers may pay this deposit in up to two (2) monthly installments of $150 each. Commercial customers must pay this deposit in full.

Customers with existing deposits on the delinquent account who are sent 3 or more shut off notices in a 12-month period shall pay an amount sufficient enough to increase the deposit total on the account to three hundred dollars ($300.00) for residential customers per account or one thousand dollars ($1,000.00) for commercial customers per account. Residential customers may pay this deposit in two equal monthly installments if the existing deposit on the account is less than two hundred dollars ($200.00). Commercial customers must pay this deposit in full.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING April 3, 2012

PASSED ON SECOND READING April 17, 2012

PASSED, APPROVED AND ADOPTED
ON THIRD AND FINAL READING. _____

_____
Nancy Tia Brown, Mayor

ATTEST:

_____
Cynthia Baker, Administrative Services Officer

ORDINANCE 2012-08

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 1 ARTICLE II, OF THE CODY CITY CODE TO MODIFY METER AND SERVICE DEPOSITS.

Article II, Section 8-1-9 shall be hereby amended as follows:

Sec. 8-1-9 Meter and Service Deposits

A. All customers establishing utility service at any location shall pay a deposit before service may be supplied. All residential customers shall pay a deposit of two hundred dollars ($200.00) per account. Residential customers who are unable to pay the full deposit amount in advance may pay $150 down and $50 with the first billing on the account. Commercial customers shall pay in advance a deposit of five hundred dollars ($500.00) per account. Customers having prior utility accounts with the City of Cody that were turned over to a collection agency shall pay in advance a deposit of four hundred dollars ($400.00) per account for each residential account and one thousand dollars ($1,000) per account for each commercial account. Collection account history shall be maintained in the City's computerized billing records for 3 years from the date the collection account was paid in full.

B. In lieu of a service deposit, utility customers may provide either a co-signer who has an active City of Cody utility account which shows good credit history or a letter of credit from a prior electric, gas or water company for service in the name of the customer which shows good credit history. For the purpose of this section good credit history is defined as: the most recent twelve (12) consecutive months of utility payments during which there have been no late payments, no insufficient funds checks, no non-pay disconnect letters or disconnections and that all final bills (if applicable) were paid on time. A letter of credit from a utility company will not be accepted in lieu of a service deposit if the letter of credit shows the customer has had any late payments, insufficient funds payments, disconnections for nonpayment, or if the customer has any prior utility accounts with the City of Cody that were turned over for collection. A co-signer will not be accepted in lieu of a service deposit for customers having any prior utility accounts with the City of Cody that were turned over to a collection agency.

C. Service deposits shall be applied to the customer's utility account(s) after twelve (12) consecutive months if all city utility bills are paid on time. If not already applied, service deposits shall be used at the termination of service to cover any amounts owed to the City by the customer. A customer receiving service at a new location must pay any and all outstanding utility debts he/she may have accrued in the city before a new service may be started. As per Wyoming Statutes section 15-7-409, interest will not be paid to customers who post a service deposit.

D. In the case of rental property, the deposit shall be made either by the owner of the property, by his/her agent on his/her behalf or by the party renting the property as they may agree. In the event that service is to be discontinued as a result of the failure of the utility customer to pay the utility bills, notice of the impending disconnect shall be given to the owner if the owner has requested in writing that he/she be notified in the event his/her renter fails to pay utility bills. Service will be rendered for periods in which the property is vacant for any reason and the owner of the property will be assessed all utility charges incurred at the particular property. The property owner shall be responsible for paying all utility charges incurred during the time a property is vacant or in-between tenants. If these charges become delinquent the utility account will remain in the property owner's name and service will not be provided to a tenant until any and all delinquent charges for that property are paid in full.

E. Customers with City of Cody utility accounts in bankruptcy protection may be required to provide a deposit or other “assurance of payment” as outlined in U.S. Code Title 11>Chapter 3>Subchapter IV> § 366 to continue receiving utility service.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING ____April 3, 2012_____

PASSED ON SECOND READING ____April 17, 2012_____

PASSED, APPROVED AND ADOPTED
ON THIRD AND FINAL READING. _____

_____
Nancy Tia Brown, Mayor

ATTEST:

_____
Cynthia Baker
Administrative Services Officer

ORDINANCE 2012-09

AN ORDINANCE AMENDING THE HEREIN BELOW IDENTIFIED SECTIONS OF TITLE 8 CHAPTER 2 ARTICLE II, OF THE CODY CITY CODE TO MODIFY WATER METERS; INSPECTIONS; SERVICE CHARGES.

Article II, Section 8-2-37 shall be hereby amended as follows:

8-2-37: WATER METERS; INSPECTIONS; SERVICE CHARGES:

The following charges apply to all levels of service, in addition to any other charges:

Connection and reconnection charge:		
Normal office hours (7:30 A.M. to 5:00 P.M.)		$ 25 .00
Other than normal office hours		$ 60 .00
Returned check charge		$ 30 .00
Utility service deposits shall be as outlined in the city electric ordinance, chapter 1 of this title.		Refer to City Codes 8-1-9 & 8-1-14
Meter testing:		
Testing of meters more than once at customer's request in a 12 month period, where meter is found to be accurate within 3 percent		$ 50 .00

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, WYOMING;

PASSED ON FIRST READING _____April 3, 2012_____

PASSED ON SECOND READING _____April 17, 2012_____

PASSED, APPROVED AND ADOPTED
ON THIRD AND FINAL READING. _____

_____
Nancy Tia Brown, Mayor

ATTEST:

_____
Cynthia Baker, Administrative Services Officer

City of Cody
Agenda Request Form

In order to fully prepare the Council for their meetings, individuals wishing to appear before the Council are asked to complete the following information prior to placement on the agenda. You may be notified by mail, telephone or e-mail of the date you have been scheduled to appear. You may also be contacted by City staff prior to the meeting to see if your concerns can be addressed without appearing before the Council.

Please provide the following detailed information relating to your concern or request. This form (and any relevant attachments) is due no later than seven days prior to a Council meeting to allow sufficient time for internal review. Council packets are prepared the Wednesday prior to the Tuesday meetings. Meetings are held the first and third Tuesday of each month. Please complete the following information in full and return to City of Cody PO Box 2200 Cody, WY 82414 (Fax 307-527-6532)

****

Name of person to appear before the Council Hollis Jones

Organization Represented Bee-Alternative

Date you wish to appear before the Council Next available date

Mailing Address P.O. Box 3218 Telephone 899-1636

E-Mail Address phheala hotmail.com

Preferred form of contact: Telephone X E-Mail

Names of all individuals who will speak on this topic Hollis Jones

Event Title (if applicable)

Date(s) of Event (if applicable)

Full description of topic to be discussed (include all relevant information, attach additional sheet if necessary) Community garden on city property

Which City employee(s) have you spoken to about this issue? Steve Payne

Signature Hollis Jones Date 3-8-2012

Revised 2/2012

ORDINANCE NO. 2012 - 04

AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE CITY OF CODY CODE: NUISANCE ABATEMENT

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF CODY, PARK COUNTY, WYOMING:

Title 4, Chapter 3, Sections 1 through 12 of the City of Cody Code shall be amended as follows:

Section 1: Violation prohibited.

Section 4-3-1: VIOLATION PROHIBITED

It is unlawful for any person, property owner or occupant to maintain or permit the existence of any nuisance, as defined herein, on any property within the city. Any person in violation of this section shall, in addition to any penalty that may be imposed for the violation of this code, be subject to the provisions of this chapter and be required to reimburse the City for expenses incurred in the abatement of the nuisance.

Section 4-3-2: NUISANCE CONDITIONS DEFINED

Each of the following conditions described shall constitute a public nuisance. The various nuisances described and enumerated in this section shall not be deemed to be exclusive, but shall be in addition to all other nuisances described and prohibited by this code.

A. Vegetation - Maximum Height Permitted: Any weeds, grass, or plants growing to a height exceeding twelve inches anywhere in the city, including platted lots (whether developed or undeveloped), easements and rights of ways. Weeds shall not be placed in streets, alleys, gutters, city rights of way, public property or property belonging to another. Weeds shall be placed in City garbage containers, or taken to an appropriate and lawful disposal site. The following shall be exempt from the height regulation in this chapter: planted trees, bushes, flowers, planted material growing in gardens or planting beds, including fruit or vegetable gardens, standing crops (including grass or hay grown for grazing pasture for livestock or intended to be cut and baled for livestock feed), decorative grasses that are planted as part of a xeriscaping design; naturally occurring plant life in undeveloped and un-platted areas of the city; “native areas” and the natural vegetation contained therein. “Native areas” means those areas of natural groundcover of one-half acre or larger, under single ownership.

B. Derelict, Junked, etc. Vehicles: Unlicensed, derelict, or junk vehicles and parts or remains thereof parked upon private property, public property, public streets, alleys, easements, rights of ways or other ways are declared to be nuisances. The presence of an unlicensed vehicle, wrecked, dismantled, derelict or inoperative vehicle, on private or public property, is declared to constitute a public nuisance that may be abated as such in accordance with the provisions of this chapter. The tearing down, stripping or junking of such vehicles shall be permitted only where

and when such use is specifically authorized, permitted or licensed under other ordinances of the city and in strict accordance therewith; or which use is conducted entirely within the confines of an accessory garage building, then only provided that such vehicle is the property of the owner or occupier of the lot and that such use is not a commercial use of the property, unless such use is authorized by other ordinances of the city.

1. Derelict Vehicles: A vehicle, or parts thereof, shall be deemed to be "derelict" if the vehicle is:

   a. Partially or wholly dismantled;
   b. In a condition that prevents legal operation;
   c. Junked or intended to be recycled or scrapped; or

2. For purposes of this chapter, "vehicles" shall include vehicles, motor vehicles, multipurpose vehicles, trailers and snowmobiles as defined in either W.S. 31-1-101 or W.S. 31-5-102; and watercraft as defined in W.S. 41-13-101.

3. The section defining and prohibiting derelict vehicles shall not apply to the following:

   a. Vehicles that are enclosed within a secure building;
   b. Vehicles that are kept and confined within a lot, and the area within which the vehicles are kept is fenced on all sides, and the fence is a lawful six foot fence or wall which complies with City ordinances; and the vehicles are maintained and stored in an orderly manner which does not create fire hazard, does not otherwise create a risk to the health and safety of the public, and does not devalue or detract from the use or enjoyment of property in the immediate vicinity;
   c. A vehicle maintained in a lawful place and manner by a governmental agency;
   d. An antique motor vehicle as defined in W.S. 31-2-210;
   e. A vehicle which is covered by an intact car cover which is securely attached to the vehicle and which covers the entire vehicle, with the exception of the wheels. Each vehicle shall have its own cover. In areas zoned as residential (AA, A, B and C zones), residents shall not have more than two covered vehicles.
   f. A race car that is currently actively engaged in racing and equipped for racing with roll cage, windows removed, drivers name, sponsors and number displayed. Demolition race cars shall be considered derelict vehicles two weeks after the demolition race in which they were used.
   g. An automobile repair shop may only have derelict vehicles on the premises for the time necessary under agreement for repair with business customers.

C. Junk: Any iron, glass, weeds, metal, lumber, stumps, grass, trash, hedge trimmings, cut tree branches, paper, cloth, construction debris, refrigerator, freezer, electronic equipment or appliance which is not being utilized for its intended use, or other waste or discarded material of any nature or substance whatsoever or any scrap or salvage materials which are left or permitted to remain for a period of time in excess of thirty days upon any real property within the city or any city property within or without the corporate limits of the city or upon or within the entire width between the boundary lines of every way when any part thereof is open to the use of the public for purposes of vehicular travel, public utilities and rights of way shall constitute a nuisance. Properties within the

commercial D-2, D-3, or the Industrial E zones may keep junk so long as such junk is kept, maintained, secured and stored in an orderly manner.

1. For purposes of this section, "junk" shall not include new or unused building materials, or building materials are in adequate and reasonable condition to allow them to be used, and so long as such building materials are kept, maintained, secured and stored in an orderly manner.

D. Foul, Offensive or Harmful Conditions: Any cellar, vault, private drain, pool, privy, sewer, grease trap, accumulation of animal manure or fecal matter, or any other condition on a property or lot, including but not limited to uncontrolled dust, which endangers public health and safety, creates an unreasonable fire hazard, or causes hurt, harm, damage or injury to any one or more individuals, or to others property in the city or those immediately adjacent to the city shall constitute a nuisance.

Section 4-3-3: NOTICE TO ABATE NUISANCE – COMPLIANCE REQUIRED

A. It shall be the duty of any person receiving the notice of a public nuisance as provided in this Chapter to comply with the provision of the notice and to abate such nuisance within fifteen days after delivery of such notice, and if such person shall fail or refuse to abate such nuisance within fifteen days from receipt of such notice without just cause, such failure is declared to be unlawful and shall constitute a misdemeanor. Each day such nuisance persists shall constitute a separate violation.

B. It is unlawful and shall constitute a misdemeanor for any person, after having received notice as provided in this chapter, to remove any vehicle or junk from private property to any other private property upon which storage is not permitted, or onto any public property.

C. If the nuisance is not abated within the time provided, and after notice as provided by 4-3-4, the city may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both.

D. For purposes of this chapter, the term "delivery" shall refer to the date a notice is hand-delivered to the property owner or an occupant who is at least eighteen years at the last-known address of the property- owner; or the date of delivery as shown on a certified mailing receipt; or the last date of publication if service is by publication.

Section 4-3-4: ENFORCEMENT – INITIATION OF COMPLAINT-NOTICE TO ABATE NUISANCE – CONTENTS – PROCEDURE

A. Any person may initiate a complaint against a property owner or occupant if, in their opinion, a nuisance condition as defined in this title, exists on a property or lot within the City of Cody. The written complaint shall be on a form to be provided by the City of Cody, and shall be signed by the complaining party, dated and shall be delivered to the City of Cody Police Department for investigation. Nothing in this section shall be construed to prevent the initiation of an investigation by a peace officer, community service officer or other employee of the City of Cody without such a complaint.

B. Whenever the City Administrator, the Chief of Police, or their respective designees, receive a written, signed complaint as described above, that any condition is a public nuisance as defined in this chapter, or in the event that a peace officer or community service officer employed by the City of Cody observes a condition which appears to be a public nuisance as defined in this chapter, the City Administrator, Chief of Police or their designee shall investigate such complaint, and if the officer determines that a nuisance exists, the officer shall attempt to give written notice to the owner of the condition, if his or her address is known, to then owner of the land where the condition is located, and to any other person or entity known by the City Administrator or Chief of Police to have a security interest in the vehicle or junk. The notice shall be attempted by certified mail, return-receipt requested, or personal service, if the address of the individual or entity is known. In the case of vehicles, where practical, the notice shall also be affixed to the windshield or some other part of the vehicle where it can be easily seen. Where affixing the notice to a vehicle is impractical, and in the case of junk, the notice shall be posted at the site or on the premises where the nuisance exists. Such notice shall be in effect for the next twelve consecutive months, and the owner of the lot, parcel or vehicle shall be responsible for controlling the vegetation or other nuisance condition as prescribed above for the duration of the twelve month period, without the need for re-notification. After the initial notice, any subsequent period of noncompliance shall also be a violation of this section.

C. Such notice shall include substantially the following information:

1. A statement that a certain condition is a nuisance within the provisions of Section 4-3-2; in the case of a vehicle, the notice should include the make, year and vehicle identification number if reasonably possible;
2. A description of the real property, by street address or otherwise, on which the nuisance exists;
3. A statement that such nuisance must be abated within fifteen days from the delivery of the notice;
4. A statement that if the nuisance is not abated within the time provided, the city may abate the nuisance, and the cost of abatement may be charged to the owner of the nuisance or assessed against the land upon which the nuisance exists or both;
5. A statement that a hearing upon the allegation of a public nuisance and the assessment of costs may be requested by giving written notice to the clerk of municipal court within ten days from the date on the notice, and that a request must specify the property concerning which the request is made, the requesting party's name and address, and the nature of the interest held by the requesting party; that upon request a hearing will be scheduled to determine if a public nuisance exists and as to the assessment of administrative costs and the costs of abatement; that if a hearing is not so requested the right to a hearing, and the issue of whether a nuisance exists shall be waived;
6. A statement that failure to abate the nuisance may result in a city abatement and / or criminal charges.

D. In the event that notice cannot be served by certified mail or in person as described above, service shall be made by publication in a newspaper of general circulation in Park County. The notice publication shall contain the same information required in the notice

described above. The notice shall be published at least twice, with each notice appearing at least seven days apart. Notice by publication may contain multiple listings of public nuisances.

E. Proof of notice shall be made by certification of any officer or employee of the city, or affidavit of any person over eighteen years of age, naming the person to whom notice was given and specifying the time, place and manner thereof. Proof of notice shall be made in each case and maintained for a period of two years from the date of abatement of the nuisance for which notice has been given.

Section 4-3-5: HEARING PROCEDURE

A. A request for a hearing upon the allegation of a public nuisance and the assessment of costs shall be made in writing and delivered to the municipal court clerk within ten days from the date of service of the notice to abate. Such request shall specify the property concerning which the request is made, the requesting party's name and address, and nature of the interest held by the requesting party in the vehicle or junk.

B. In the event of a public nuisance as defined in section 4-3-2 of which notice has been given, and which remains unabated for more than fifteen days after delivery, the City Administrator or Chief of Police or their designee is granted authority to abate, remove or cause the removal of the nuisance; provided however, that if a proper request for hearing is filed, abatement shall only proceed upon order of the municipal court judge or hearing examiner.

C. In the event a request for hearing is filed as provided, a hearing shall be held before a hearing examiner designated by the governing body. The purpose of the hearing shall be to confirm or deny the existence of a public nuisance and for taking such further action as is authorized under this chapter. Notice of the time, place and hour of the hearing shall be sent at least ten days in advance of the hearing to the requesting parties and the city attorney.

D. At such hearing, all parties and the city shall be afforded an opportunity to present evidence, to cross-examine and present argument; provided that all persons testifying shall be sworn; irrelevant, immaterial or unduly repetitious evidence shall be excluded; and the decision of the hearing examiner shall be based upon the evidence submitted at the hearing. The hearing examiner shall allow evidence according to the rules generally applicable to contest case hearing under the Wyoming Administrative Procedure Act.

E. At or after such hearing, and in the event of confirmation that a public nuisance exists, the hearing examiner may resolve or order that the city administrator and / or city employees or agents remove or otherwise abate the nuisance; provided, however, that if the circumstances justify, in the opinion of the hearing examiner, the time for abatement may be delayed. In the event a nuisance is confirmed, administrative removal costs may also be assessed at the hearing. If it is found that a public nuisance does not exist, abatement authority shall be denied and costs shall not be assessed.

F. Appeals from adverse decisions rendered by the hearing examiner may be made to the district court in the same manner as an appeal from an adverse decision rendered by an agency in a contested case under the provisions of W.S. Section 16-3-114.

Section 4-3-6: REMOVAL—VOLUNTARY CONSENT—AFFIDAVIT

The owner of any vehicle or junk or the owner of real property where any junk or vehicle has been abandoned may voluntarily consent to the removal of such property by the city. In order to give such consent, all owners of the property shall execute an affidavit in a form acceptable to the city attorney, stating that there are no other owners of the property or lien holders having a security interest in the property; that the owners will reimburse the city for the actual costs of removal or such other costs as are established by the city administrator for such removal; and that such reimbursement will be made to the city within thirty days of removal. Such affidavit shall constitute a statement by the owners signing such affidavit that they will indemnify the city for any loss or expense alleged by any other party as a result of removal or disposal. The execution of such affidavit shall also release the city from any obligation to account or pay over to the owners any amount the city receives for the property. The owner's consent to the removal of any junk or vehicle by the city, and the city's subsequent removal of junk and /or vehicles from the owner's property, shall not in any way be deemed a continuing obligation or responsibility on the part of the city to maintain the property, and shall not relieve the property owner of their obligation and responsibility to continue to maintain the property.

Section 4-3-7: DISPOSAL – ASSESSMENT OF COSTS

A. Any vehicle or junk which is impounded or removed and taken into custody, as provided in this chapter, may be disposed of according to the provisions of W.S. Section 7-2-111, or W.S. 31-13-108, 31-13-109 and 31-13-110.

B. The City Administrator, or the City Administrator's designee, shall determine the costs of removal and disposal in each case. The City Administrator shall take into account the amount of time spent by City employees, the cost and time involved for the use of city equipment and fuel, and the costs and expenses for disposing of the vehicles, junk and /or other materials constituting the nuisance. The City Administrator may contract with a company, firm or individual who is not an employee of the City to remove or abate the nuisance, and the cost of such removal shall be assessed against the property owner. The city may take any action allowed by law to collect the actual costs of removal and storage of any property constituting a public nuisance. Nothing herein shall prohibit the city from waiving the cost of removal.

C. Upon the owners failure and /or refusal to comply with the written notice to remove the nuisance within the specified time period, the City Administrator or Chief of Police or their designee may, in addition to issuing the owner a citation, after the expiration of the time to request a hearing, or if a hearing is requested, after the hearing examiner or municipal judge find that a nuisance exists, authorize the removal of such nuisance, and the owner of the lot or parcel from which the nuisance is removed shall be liable for all costs of the removal.

D. The City Administrator or Chief of Police or their designee may initiate legal proceedings for the collection of costs of removal against the owner of the lot or parcel, upon the owner's failure and /or refusal to pay the costs within thirty (30) days following demand for payment by the city.

Section 4-3-8: SEARCH WARRANT

A. The Chief of Police or his or her designee may make application to the municipal court for authority to enter upon land to examine vehicles, junk, weeds or any other condition for the purpose of making a determination as to whether a public nuisance exists and / or securing information as to the ownership of a vehicle or junk thought to constitute a public nuisance and /or securing information as to the identity of the person or persons in control of the land where the vehicle or junk is situated. This section shall not in any way be construed to limit the authority of law enforcement to lawfully enter upon and search premises without a warrant to the extent such entry and search is authorized by and consistent with the United State and Wyoming Constitutions.

B. The municipal court has authority to issue search warrants and other process necessary to enforce this chapter.

C. A warrant shall issue only upon affidavit sworn to before a person authorized by law to administer oaths and establishing the grounds for issuing the warrant. If the judge is satisfied that the grounds for the application exist or that there is probable cause to believe that they exist, he shall issue a warrant identifying the purpose of the search, and naming or describing the place to be searched. The warrant shall be directed to the Chief of Police or any officer authorized to enforce or assist in enforcing the laws of the city or state. The warrant shall state the grounds or probable cause for its issuance and the names of the persons whose affidavits have been taken in support thereof. It shall command the officer to search, within a specified period of time not to exceed 10 days, the property identified. The warrant shall direct that it be served between 6:00 am ad 10:00 pm, unless the court, upon reasonable cause shown, authorizes the execution at other times.

Section 4-3-9: ABATEMENT – COURT ACTION AUTHORIZED

The city attorney is authorized to institute such proceedings in the name of the city in any court having jurisdiction over such matters against any property, entity or individual for which the charge for abating a nuisance under this chapter has remained unpaid for a period of thirty days after a bill therefor has been rendered to the owner of the property involved.

Section 4-3-10: TITLE TO IMPOUNDED VEHICLES

Title to any impounded vehicle not reclaimed by the registered owner or any lien holder within thirty days of the date of the notice shall vest in the city. A change in the title may be obtained by the city pursuant to the authority of this chapter and the procedure established in state statutes to obtain a change in title.

Section 8-16-11: NOTICE OF REMOVAL

A. Upon removal of any vehicle by the city, a written report of the removal shall be sent to the last address of the owner, if known, otherwise such notice shall be sent to the Wyoming Department of Revenue and Taxation. The report shall include a description of the vehicle, the date, time and place of removal, the grounds for removal and the place of impoundment of the vehicle.

B. Proof of providing the report shall be made by the certificate of any city employee involved in the impoundment of the vehicle, specifying the

person to whom the report was directed and the date and manner the report was provided.

C. Such report shall not be required if the retail value of the vehicle is less than six hundred dollars as reasonably determined by the chief of police or his designee.

This Ordinance shall become effective at the final passage and publication in the Cody Enterprise as required by law.

PASSED ON FIRST READING: _____March 6_____, 2012
PASSED ON SECOND READING: _____April 3_____, 2012
PASSED ON THIRD READING: _____, 2012

ATTEST:

_____
Nancy Tia Brown, Mayor

_____
Cynthia Baker
Administrative Services Director