

RESOLUTION NO. 2017-53

**A RESOLUTION SUPPORTING AN APPLICATION TO THE WAM-WCCA
ENERGY LEASE PROGRAM FOR ENERGY RELATED IMPROVMENTS
AT THE LARAMIE POLICE DEPARTMENT ANIMAL SHELTER**

WHEREAS, the Governing Body of the City of Laramie desires to participate in the Wyoming Association of Municipalities and Wyoming County Commissioners Association (WAM-WCCA) Energy Lease Program, and;

WHEREAS, the City of Laramie will utilize these funds to make energy related improvements to the Laramie Police Department Animal Shelter, and;

WHEREAS, these improvements are consistent with Laramie City Council Goals, WAM-WCCA goals and the State Energy Conservation plan, and;

WHEREAS, in addition, these improvements were identified within the investment grade audit conducted by Long Energy Solutions as an energy conservation and cost saving measure.

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING RESOLVES:

Section 1: That the foregoing recitals are incorporated in and made a part of this resolution by this reference.

Section 2: That the City Council hereby supports the filing of an application by the City of Laramie to the WAM-WCCA Energy Lease program in an amount not to exceed \$100,000.00 for energy related improvements at the Laramie Police Department Animal Shelter.

PASSED AND APPROVED this 3rd Day of October, 2017.



Andi Summerville, Mayor and President
City of Laramie, City Council

Attest:



Angie Johnson
City Clerk



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: All Mayors, County Commission Chairpersons, Municipal Clerks,
and County Clerks (All Municipal and County Clerks: Please distribute to
Mayors and County Commission Chairpersons)

FROM: Rick Kaysen, WAM Executive Director, and
Pete Obermueller, WCCA Executive Director

DATE: July 3, 2017

SUBJECT: WAM-WCCA Energy Lease Program Request for Proposals

The Wyoming Association of Municipalities/Wyoming County Commission Association (WAM-WCCA) Energy Lease Program Joint Oversight Board is issuing a request for proposal for the 2018 Energy Lease Program Awards. Cities, towns, and counties are encouraged to apply for leases to increase energy efficiency. Zero interest leases between \$2,500 and \$100,000 will be awarded for projects that will increase the energy efficiency of public facilities, or other projects consistent with the State Energy Conservation Plan (contact WAM for a copy). Attached please find a Request for Proposal soliciting local government lease applications.

The WAM-WCCA Energy Lease Program is overseen by a Joint Oversight Board which consists of three county and three municipal officials appointed by the Presidents of WCCA and WAM. All leases will be for a period of two years, amortized over ten years, and each lease can be renewed up to four times. For example, a lease to replace an inefficient furnace, costing \$10,000, could be a two-year lease with \$1,000 annual payments and a balloon payment at the end of the term for \$8,000. The lease, however, could be renewed four times with a corresponding reduction in the balloon payment. Equal quarterly payments are required.

Applications must be received at the WAM Office no later than 5:00 p.m. on December 8, 2017. Lease applicants should use the attached WAM-WCCA Energy Lease Program application cover sheet. The Joint Oversight Board will review all applications for consistency with the State Energy Conservation Plan before consideration. Any application not consistent with the State Energy Conservation Plan will be returned to the applicant with an opportunity to revise the application. The Joint Oversight Board will meet in January 2018 to review applications. Awardees will have 90 days to accept the lease award. Funds will be available to the awardee on or after July 1, 2018 and must be requested by June 30, 2019.



Wyoming
Association of
Municipalities
Building Strong Communities

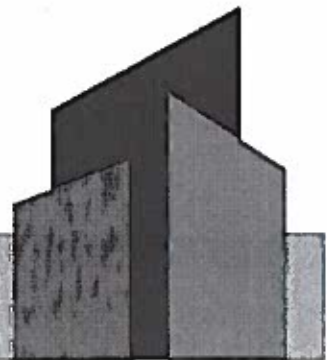
The total amount of lease money available for award on July 1, 2018, is expected to be approximately \$450,000.

Potential lease applicants should carefully read the attached Request for Proposal. For further information, please contact Earla Checchi at the WAM Office, call 307-632-0398 or email checci@wyomuni.org.

WAM-WCCA Joint Oversight Board:

Commissioner, Jim Willox, Converse County
Commissioner, Rob Hendry, Big Horn County
Commissioner, Troy Thompson, Laramie County
Facility Maintenance Manager, Scott Stevensen, City of Laramie
Council Member Hailey Morton-Levinson, Town of Jackson
Mayor Paul Brooks, Sundance

Attachment – Request for Proposal, WAM-WCCA Energy Lease Program





Wyoming
Association of
Municipalities
Building Strong Communities

REQUEST FOR PROPOSALS (RFP)

WAM-WCCA ENERGY LEASE PROGRAM

The WAM-WCCA Energy Lease Program is soliciting Proposals (Lease Applications) for funding of zero interest (0%) leases for projects authorized under the State Energy Conservation Plan (SECP), including energy efficiency improvements to existing, or new public buildings. **The improvements must show a monetary savings, and, if possible, a BTU savings. The BTU savings should have documentation verifying this savings.**

Capitalization for the WAM-WCCA Energy Lease Program comes from a Petroleum Violation Escrow Account grant originally awarded to WAM and WCCA by former Governor Mike Sullivan on May 28, 1991.

Leases under the WAM-WCCA Energy Lease Program shall be in amounts of not less than \$2,500, not more than \$100,000. Leases will be amortized over no more than a ten (10) year period with four equal payments per year.

Lease Applications shall be no longer than three pages. Each lease application shall contain the following information, at a minimum: name of city, town, or county submitting the lease application; name, address, and phone number of the contact person; signature of the mayor or county commission chairman, as applicable; and a general description of the project.

A city, town, or county may submit applications for more than one project. However, each project should be submitted under a separate lease application. If a city, town, or county submits more than one application for this award period, the city, town, or county must **prioritize their project applications**. The total lease outstanding balance for any one city, town, or county shall not exceed \$150,000.

Lease applications will only be accepted from cities, towns, and counties. The city, town, and county submitting a lease application shall be held responsible for full re-payment of any lease award received.

Lease applications must be received at the office of the Wyoming Association of Municipalities (WAM) no later than 5:00 p.m. December 8, 2017. Lease applications can be mailed to the WAM Office at 315 W. 27th Street, Cheyenne, WY 82001, faxed to 307-632-1942, or emailed to checchi@wyomuni.org.

Lease awards will be determined by the Joint Oversight Board of the WAM-WCCA Energy Lease Program at their meeting in January 2018. Award letters will be mailed out shortly thereafter. Grantees shall accept or deny lease awards in writing within 90 days of award notification, or they shall lose the lease award. Email notification is acceptable. Lease funds will be available on or after July 1, 2018. Awards must be requested by June 30, 2019.

Interested cities, towns, and counties may contact Earla Checchi (307) 632.0398 at the WAM office for more information.



Wyoming
Association of
Municipalities
Building Strong Communities

LEASE APPLICATION COVER SHEET

WAM-WCCA ENERGY LEASE PROGRAM

NOTE: This cover sheet should be the first page of each application for a WAM-WCCA Energy Lease. A separate cover sheet and supporting documents showing the energy savings should be submitted for each project.

Please Print or Type

Title of Project: City of Laramie Animal Shelter Energy Improvement Project

Name of City/Town/County: City of Laramie, Wyoming

Name of Contact Person: Todd Feezer, Director, Parks & Recreation

Address: P.O. Box C, Laramie, WY 82073

Phone: (307) 721-5260

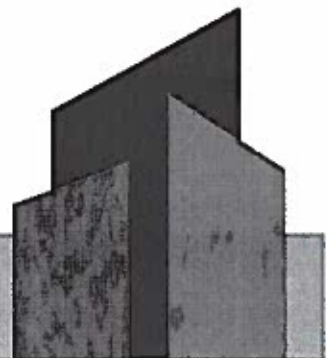
Amount of Lease Requested: \$ 100,000.00

On behalf of the City/Town/County of Laramie, Wyoming, I hereby agree that all of the information submitted is correct to the best of my knowledge, and that this application is being submitted with the consent of the governing body.

Mayor/Chairman of Board of County Commissioners

10-3-17

Date



WAM-WCCA Energy Lease Program Application

The City of Laramie is seeking a WAM-WCCA Energy Lease in the amount of \$100,000 to make energy improvements at the Laramie Police Department Animal Shelter. These improvements are consistent with the State Energy Conservation Plan and were identified in an investment grade audit of Laramie's municipal facilities conducted in 2010 by Long Energy Solutions. Since the completion of the investment grade audit the City of Laramie has invested approximately \$2,226,923. This amount includes a previous successful application to the WAM-WCCA Energy Lease Program in the amount of \$100,000. As described below, this project is part of Laramie's overall strategy to reduce energy consumption and related costs. The City of Laramie continues to invest in energy improvements and looks forward to favorable approval of this request.

Background

Following the Long Energy Solutions investment grade audit the City of Laramie developed three goals in implementing the findings of the investment grade audit.

1. To improve energy efficiency and infrastructure at existing facilities.
2. To lower the City of Laramie's emissions and carbon footprint.
3. To ensure that City owned facilities meet or exceed the standards for energy efficiency and conservation.

The objectives of these goals are:

1. To reduce municipal energy consumption.
2. To reduce energy related expenses.

To achieve these goals and objectives, the City of Laramie has and will continue to implement projects identified within the investment grade audit as funding allows. These projects include but are not limited to: *lighting systems retrofits, replacement of older inefficient HVAC systems, improved control systems, etc.*

Project Description

Constructed in 1972 and renovated in 2007, the Laramie Police Department Animal Shelter is a facility designed to accommodate three full-time Animal Control Officers, one ¼ time Shelter Assistant, one full-time custodian, one weekend/holiday custodian, a weekly visiting veterinarian, eighteen dog kennels, twenty-four cat boxes, two dog isolation kennels, three cat isolation kennels, an education room and two offices. The Laramie Police Department Animal Shelter provides staff response to animal calls as well as the operation of the community's only animal shelter. The Animal Shelter operates seven days a week and its staff responds to an estimated 2,000 calls annually. On average, over 600 animals come into the shelter annually and are returned to owners, adopted out, or placed in animal rescues. The shelter runs a volunteer program, places adoption advertisements in the local paper on a weekly basis, and provides on-going animal education throughout the community. Animal Control Officers provide public service at the shelter involving showing animals, processing paperwork for the adoption/redemption of animals, accepting monies, issuing licenses and citations, and conducting tours of the shelter as well as providing information to the public. Sheltered animals are cared for, fed, medicated, and groomed at the shelter. Incoming animals are checked for identification or microchips to determine ownership so the animals can be reunited with their owners. Evaluations to determine suitability for adoption are completed regularly. Behavioral modification training by staff and volunteers is initiated on an as needed basis. All records of the shelter operations and activities, including documentation of impounded animals, adoption of animals, spay/neuter follow-up, the euthanization of animals, and transactions involving monies are maintained at the shelter.

The shelter accepts animals from citizens, from all law enforcement in Albany County as well as those the Animal Control Officers impound as a result of their daily calls for service or proactive enforcement measures.

The existing system consists of two forced air, gas fired furnaces, one of which preheats the outside intake air, while the other furnace provides the final heat supply to the building. The deficiencies of the existing systems are that the main furnace is undersized and does not provide adequate heat to the entire building, and that ductwork is nonexistent in the north-east quadrant of the kennel area. The proposed system, designed during the investment grade audit, will replace the current forced air furnaces with an appropriately sized, 90% efficient ground mounted unit with an energy wheel that utilizes exhausted air to preheat intake air.

The estimated cost to replace the existing system exceeds \$100,000. Nevertheless, a WAM-WCCA Energy Lease will make a significant difference to the impact on the City of Laramie's Governmental Fund allocation. The City of Laramie will fund the remaining portion necessary to complete this project. To this end, a WAM-WCCA Energy Lease will help the City of Laramie to continue to provide a top-notch animal control program for our community.