



**PLANNING & DEVELOPMENT MEMORANDUM**  
**#8-2021**

**DATE:** May 10, 2021

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager 

**FROM:** Brook Svoboda, Director of Planning and Development   
Becky Smith, Planning Manager

**SUBJECT:** CR-54 – Partners in Energy Electric Vehicle Plan Memorandum of Understanding

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**PURPOSE**

To consider CR-54, a resolution approving a Memorandum of Understanding (MOU) for the City to collaborate with Xcel Energy, through the Partners in Energy program, to develop an Electric Vehicle (EV) Plan.

**BACKGROUND**

In September 2018, City Council adopted the Northglenn Sustainability Plan, which identified the following targets related to energy:

- Reduce total greenhouse gas emissions of City fleet vehicles by 30% by 2025
- Increase the percentage of City spending identified as sustainable by 10% by 2020 and by 30% by 2025

Northglenn was accepted to participate in Xcel Energy's Partners in Energy EV Planning offering. This offering is designed to provide the tools and resources necessary to develop and implement an EV Plan that reflects the vision Northglenn has for transitioning to EVs.

The Partners in Energy EV Plan aims to:

- Develop and document Northglenn's community vision for transitioning to EVs
- Identify the appropriate goals and strategies to help achieve that vision
- Utilize and incorporate inputs from the stakeholder planning team and the community
- Deliver an actionable and complete EV Plan within eight months of the City of Northglenn and Xcel Energy signing this MOU

This is an opportunity for the City to leverage Xcel Energy's resources to develop an actionable plan that will look at feasible ways to transition City fleet vehicles to EVs as well as how to better prepare the community for transition to EVs through education and planning for future accessible charging.

A stakeholder committee will be formed to participate in the EV Plan Process and will include both key staff as well as community members who may have interest and/or expertise to offer to the process. The committee members will participate in two to three facilitated workshops over a six-to-eight-month period to help develop Northglenn's goals, strategies, and implementation plan. Additional focus groups with targeted stakeholders will also be included based on the number of focus areas identified.

**BUDGET/TIME IMPLICATIONS**

The request does not have any direct budgetary impacts at this time. However, while participation in the plan development phase of Partners in Energy requires no monetary contribution, the City of Northglenn would agree to provide staff resources to participate in the planning process, use

of City facilities for meetings if necessary, and distribution of the work products developed with the support of Xcel Energy's Partners in Energy. In addition, a Phase 2 MOU will be brought forward to Council for approval based on the EV Plan recommendations and Phase 2 may require additional funding to implement.

Participation is intended to span 24 months with the initial six to eight months dedicated to developing the EV Plan and the remaining time focused on implementation.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-54 that, if approved, would authorize the Mayor to execute the MOU between the City and Xcel Energy.

**STAFF REFERENCE**

If Council members have any questions, please contact Brook Svoboda, Director of Planning and Development, at [bsvoboda@northglenn.org](mailto:bsvoboda@northglenn.org) or 303.450.8937.

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-54  
Series of 2021

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Series of 2021

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHGLENN AND XCEL ENERGY FOR THE PHASE 1 PLAN DEVELOPMENT OF THE PARTNERS IN ENERGY ELECTRIC VEHICLE PROGRAM

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Memorandum of Understanding between the City of Northglenn and Xcel Energy, as attached hereto, for the Phase 1 Plan Development of the Partners In Energy Electric Vehicle Program is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

## **Memorandum of Understanding Phase 1 – Plan Development**

Rebecca Smith  
City of Northglenn  
11701 Community Center Drive  
Northglenn, CO 80233

Congratulations on being selected to participate in Xcel Energy's Partners in Energy Electric Vehicle (EV) Planning offering. This offering is designed to provide your organization with the tools and resources necessary to develop and implement an EV Plan that reflects the vision your organization has for the transition to EVs. Participation is intended to span 24 months with the initial 6-8 months dedicated to developing an EV Plan and the remaining time focused on implementing that plan.

The intent of this Memorandum of Understanding is to confirm the City of Northglenn's intent to participate in the initial plan development phase and outline the commitment that your community and Xcel Energy are making to this collaborative initiative. The primary objective of this phase of Partners in Energy is to develop your EV Plan.

### **In order to achieve this Xcel Energy will provide:**

- Consulting support to assist in identifying potential stakeholders and constructing or delivering an invitation or informational announcement regarding the planning process.
- Data analysis of community data that are readily available and pertinent to the planning process, which may include fleet data, community vehicle EV percentages, and/or greenhouse gas (GHG) emissions.
- Professional facilitation of 2-3 plan development work sessions with the stakeholder group to develop the EV Plan vision, focus areas, goals and implementation strategies. Additional focus groups with targeted stakeholders will also be included based on the number of focus areas identified.
- Assistance as needed in synthesizing the data collected to support plan development with the vision of the organization to identify attainable goals that align with suitable strategies and tactics.
- Development of the EV Plan that will incorporate inputs from the stakeholder planning team and will be accessible to the community.
- Commitment to delivering an actionable and complete EV Plan within 8 months of the City of Northglenn and Xcel Energy signing this Memorandum of Understanding.

**Although participation in the Plan Development phase of Partners in Energy requires no monetary contribution, the City of Northglenn does agree to provide:**

- A single contact point to recruit active and engaged stakeholders, coordinate planning meeting logistics and distribute deliverables, and lead participation of the organization in the planning process.
- Engagement in developing workshop agendas, participating in regular check-in meetings, and supporting follow-up work between workshops.
- Commitment to ensuring stakeholder engagement throughout the planning workshops. This could include consultation with key stakeholders who may be relevant to the plan but not present on the stakeholder team to gain input on proposed goals and strategies.
- Timely review of the EV Plan document, as well as shepherding the completed plan through stakeholder review process.
- Good-faith evaluation of the recommendations and analysis provided, as well as fair consideration of the potential strategies and tactics identified to ensure alignment with the City's goals and priorities.
- Meeting facilities to host the stakeholder group during the development of the plan.
- Identification of existing community EV plans, programs, or initiatives that could be leveraged in successful development and delivery of this plan.
- Commitment to delivering an actionable and complete EV Plan within a 6-month timeframe of the City of Northglenn' and Xcel Energy signing this Memorandum of Understanding. Within this period, the City of Northglenn is committed to completing the formation of the EV planning team and the development and approval of the EV Plan.
- Public distribution of the work products developed with the support of Xcel Energy's Partners in Energy.

**Resource Commitment Summary  
Plan Development Phase**

City of Northglenn	Xcel Energy
<ul style="list-style-type: none"> <li>• Single point of contact</li> <li>• Support in maintaining stakeholder engagement throughout the planning process.</li> <li>• Involvement in development and review of EV Plan content.</li> <li>• Meeting facilities for planning workshops</li> <li>• Access to existing EV-related plans and programs</li> <li>• Commitment to completing the plan development and approval</li> <li>• Agreement that the EV Plan resulting from this work will be available to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance identifying and recruiting stakeholders</li> <li>• Analysis of community EV data</li> <li>• Facilitation of planning sessions</li> <li>• Training and guidance developing goals and strategies</li> <li>• Documentation and delivery of the EV Plan</li> <li>• Commitment to completing EV Plan development</li> </ul>

The Memorandum of Understanding for the Implementation Phase of Partners in Energy will be developed upon completion of the EV Plan and will outline the City of Northglenn’ goals and the resource commitment from Xcel Energy and the City of Northglenn.

**Legal Applicability and Waiver**

This is a voluntary agreement and not intended to be legally binding for either party. This Memorandum of Understanding has no impact, nor does it alter or modify any existing Franchise Agreement or other existing agreements between Xcel Energy and the City of Northglenn. Parties agree that this Memorandum of Understanding is to memorialize the intent of the Parties regarding Partners in Energy but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Memorandum of Understanding will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship among the Parties. This Memorandum of Understanding is for the benefit of the Parties and does not create third party rights. Nothing in this Memorandum of Understanding constitutes a waiver of the City of Northglenn regulatory jurisdiction or Colorado’s utility regulatory jurisdiction.

**Single Points of Contact**

All communications pertaining to this agreement shall be directed to Becky Smith on behalf of the City of Northglenn and Tami Gunderzik on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support the City of Northglenn in advancing its goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy's support of energy efficiency and renewable energy as important resources to meet your future energy needs.

Thank you again for your continued interest in Xcel Energy's Partner in Energy. We look forward to assisting the City of Northglenn in developing its EV Plan.

For the City of Northglenn:

For Xcel Energy:

Signature:

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Signature:

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Name:

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Name:

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Title:

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