

PLANNING & DEVELOPMENT MEMORANDUM
#13-2025

DATE: Aug. 25, 2025

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 
Jason Loveland, Deputy City Manager 

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

SUBJECT: CR-76 – Partners in Energy – Beneficial Electrification Phase I MOU

PURPOSE

To consider CR-76, a resolution approving a Memorandum of Understanding (MOU) between the City and Xcel Energy, for Phase I plan development of a Beneficial Electrification Roadmap, through the Partners in Energy program.

BACKGROUND

The City of Northglenn has been selected to participate in Xcel Energy's Partners in Energy Beneficial Electrification program. This program is designed to advance the implementation actions identified in Northglenn's Climate Action and Resilience Plan.

This beneficial electrification plan will help strategically guide the City's actions identified in the Climate Action and Resilience Plan by convening the wider Northglenn community and using community energy data to tailor plan strategies and implementation actions. The plan will focus on bringing additional data opportunities for electrification across various sectors including residential, commercial, and municipal applications.

Participation in the Partners in Energy Beneficial Electrification program is intended to span 24 months. Phase I, covered by this MOU, dedicates the initial 6-8 months to developing a strategic beneficial electrification roadmap. This phase presents an opportunity for the City to leverage Xcel Energy's expertise, data, and resources at no monetary cost to the City. Examples of how Partners in Energy would support these efforts include:

- Consulting support to identify and convene potential stakeholders and facilitate community engagement
- Data analysis of current community energy use and Xcel Energy program participation
- Professional facilitation of two in-person work sessions and up to six virtual focus groups
- Assistance in synthesizing community data with the Plan's vision to achieve identified goals
- Development of a strategic beneficial electrification roadmap focused on implementation
- Delivery of one City Council presentation update

Phase I also represents a commitment by the City to support the planning process. City staff would assist through coordination, stakeholder engagement, and meeting logistics as outlined in the MOU. The City would provide a single point of contact, access to existing energy-related plans, meeting facilities, and commitment to completing the plan development and approval process.

Phase II would focus on implementing the roadmap during the remaining timeframe.

BUDGET/TIME IMPLICATIONS

Phase I does not require a monetary contribution from the City. However, this work is intended to catalyze strategic implementation of the Climate Action and Resilience Plan which may require additional funding or staffing resources to implement. Any requests would be presented in future budget cycles.

STAFF RECOMMENDATION

Staff recommends approval of CR-76.

STAFF REFERENCE

If Council members have any questions, please contact Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-76
Series of 2025

Series of 2025

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 BENEFICIAL ELECTRIFICATION 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 Beneficial Electrification 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 _____, 2025.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
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. This offering is designed to provide the City of Northglenn (Northglenn) with the tools and resources necessary to develop and implement a beneficial electrification roadmap intended to advance the relevant actions identified in Northglenn's Climate Action and Resilience Plan. Participation is intended to span 24 months with the initial 6-8 months dedicated to developing a strategic beneficial electrification roadmap and the remaining time focused on implementing that plan.

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

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 energy use and Xcel Energy program participation to the extent that it is legally and technically prudent and feasible. The results can be used to identify potential opportunities to implement plan strategies. Xcel Energy will attempt to integrate data provided by Northglenn and other utilities into the analysis if feasible.
- Professional facilitation of 2 in-person, 2-hour plan development work sessions and up to six 90 minute, virtual focus groups with the beneficial electrification stakeholder group. Work sessions will focus groups will serve to inform the beneficial electrification roadmap's vision, focus areas, goals and implementation strategies, in alignment with Northglenn's Climate Action and Resilience Plan.
- Assistance, as needed, in synthesizing the community and program data collected with the vision of the community to identify attainable goals that align with suitable strategies and tactics.
- Development of the documented beneficial electrification roadmap that will incorporate inputs from the stakeholder planning team and will be accessible to the community.
- Delivery of one City Council presentation update.
- Commitment to delivering an actionable and complete beneficial electrification roadmap within 8 months of Northglenn and Xcel Energy signing this Memorandum of Understanding.
- Online meeting platform to host work sessions and focus groups, if necessary.

Although participation in the Plan Development phase of Partners in Energy requires no monetary contribution, 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 community in the planning process.
- Identification of existing community energy plans, programs, or initiatives that could be leveraged in successful development and delivery of this plan.
- Community staff engagement in developing work session and focus group agendas, participating in regular check-in meetings, and supporting follow-up work between work sessions and focus groups.
- Commitment to ensuring stakeholder engagement throughout the planning work sessions. This could include consultation with key community stakeholders who may be relevant to the plan but not present on the beneficial electrification planning team to gain input on proposed goals and strategies.
- In-person meeting facilities to host work sessions.
- 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 Northglenn's goals and priorities.
- Timely review of the beneficial electrification roadmap document, as well as shepherding the completed plan through stakeholder review process.
- Commitment to delivering an actionable and complete beneficial electrification roadmap within a 8-month timeframe of Northglenn and Xcel Energy signing this Memorandum of Understanding.
- Approval to share Northglenn's aggregated Xcel Energy data (processed through Partners in Energy) with the Partners in Energy Network to be used primarily as a benchmark to other communities.
- Public distribution of the work products developed with the support of Xcel Energy's Partners in Energy.

**Resource Commitment Summary
Plan Development Phase**

Northglenn	Xcel Energy
• Single point of contact • Access to existing energy-related plans and programs • Support in maintaining stakeholder engagement throughout the planning process. • Meeting facilities • Commitment to completing the plan development and approval • Agreement to share aggregated community data through the Partners in Energy Network • Agreement that the beneficial electrification roadmap resulting from this work will be available to the public	• Assistance identifying and recruiting stakeholders • Analysis of community energy use and program participation • Facilitation of planning sessions • Training and guidance developing goals and strategies • Documentation and delivery of the beneficial electrification roadmap • Delivery of City Council update • Online platform to host meetings

The Memorandum of Understanding for the Implementation Phase of Partners in Energy will be developed upon completion of the beneficial electrification roadmap and will outline Northglenn's goals and the resource commitment from Xcel Energy and 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 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 Northglenn's ordinances, Northglenn's regulatory jurisdiction, or Colorado's utility regulatory jurisdiction.

Single Points of Contact

All communications pertaining to this agreement shall be directed to Mara Owen on behalf of Northglenn and Sofia Troutman on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support 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 Northglenn in developing its beneficial electrification roadmap.

For Northglenn:

Signature:

Name: Meredith Leighty

Title: Mayor

Date: August 25, 2025

For Xcel Energy:

Signature:

Name:

Title:

Date:
