

**PLANNING AND DEVELOPMENT DEPARTMENT MEMORANDUM
#31-2019**

DATE: April 22, 2019

TO: Honorable Mayor Carol Dodge and City Council Members

THROUGH: Heather Geyer, City Manager 

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

SUBJECT: CR-44 – Xcel Partners in Energy Program

PURPOSE

At the April 15, 2019 City Council meeting, City Council provided consensus for the City to join the Xcel Partners in Energy Program. CR-44 is a resolution of support to authorize the Mayor to sign a Memorandum of Understanding (MOU) for the City to enter into the partnership with Xcel to participate in the Partners in Energy Program.

BACKGROUND

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

- Reduce community-wide commercial energy usage by 15% by 2025
- Reduce community-wide residential energy usage by 15% by 2025
- Reduce municipal energy usage by 25% by 2030
- Increase affordability by reducing energy costs. Decrease residential energy usage by 25% by 2038
- Increase number of businesses participating in sustainability programs by 10% by 2020

In January of 2019, staff responded to a call Xcel put out for the next round of participation in its Partners in Energy Program. The program is a collaboration between Xcel and the City to develop an Energy Action Plan to help the City reach its energy goals. The program is designed to provide tools and resources necessary to develop and implement an energy action plan that reflects the vision of Northglenn for shaping energy use and supply in the future. Participation in the program will span 24 months with the initial 6-9 months dedicated to developing the energy action plan and the remaining time focused on implementing that plan.

Partners in Energy aims to:

- Develop and document our community's long-term energy vision
- Identify the appropriate goals and strategies to help achieve that vision
- Engage and motivate our community to take action to achieve goals
- Monitor and track our results
- Celebrate our achievements and promote our successes
- Carry forward our energy momentum for the long-term

This is an opportunity for the City to leverage Xcel Energy's resources to identify cost savings, support economic development, and save energy. The two year Partners in Energy process consists of:

- Working with community representatives for an initial 6 months to develop a vision, goals and action plan for the community.
- An 18-month implementation stage to engage the community and work together to meet the community's energy goals.

A stakeholder committee will be formed to participate in the Energy Planning 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 three to four facilitated workshops over a six to nine month period to help develop Northglenn's goals, strategies, and a plan of action. The workshops will be held first thing in the morning to best accommodate the schedules of our participants.

STAFF RECOMMENDATION

Staff recommends approval of this proposed resolution.

BUDGET/TIME IMPLICATIONS

The request does not have any direct budgetary impacts at this time; however, the strategic plan that comes out of the energy planning process may require additional funding to implement.

STAFF REFERENCE

If Council members have any comments or questions they may contact Brook Svoboda, Director of Planning and Development, at 303.450.8937 or bsvoboda@northglenn.org.

CR-44 – Xcel Energy Partners in Energy
MOU

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-44
Series of 2019

Series of 2019

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHGLENN AND XCEL ENERGY FOR THE IMPLEMENTATION PHASE OF THE PARTNERS IN ENERGY PROGRAM

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

Section 1. The Memorandum of Understanding for the Implementation Phase of the Partners In Energy Program between the City of Northglenn and Xcel Energy, as attached hereto, 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 _____, 2019.

CAROL A. DODGE
Mayor

ATTEST:

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. This offering is designed to provide your community with the tools and resources necessary to develop and implement an energy action plan that reflects the vision your community has for shaping energy use and supply in its future. Participation is intended to span 24 months with the initial 6-9 months dedicated to developing a strategic energy action plan and the remaining time focused on implementing that plan.

The intent of this Memorandum of Understanding (MOU) is to confirm the City of Northglenn's intent to participate in the initial plan development phase of Partners in Energy 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 energy action plan.

In order to achieve this Xcel Energy will provide:

- Consulting support to assist in identifying potential community 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 the City of Northglenn into the analysis if feasible.
- Professional facilitation of 4-6 plan development work sessions with the community stakeholder group to develop the energy action plan's vision, focus areas, goals and implementation strategies.
- 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 energy action plan that will incorporate inputs from the stakeholder planning team and will be accessible to the community.

- Commitment to delivering an actionable and complete energy action plan within 9 months of the City of Northglenn and Xcel Energy signing this MOU.

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 community in the planning process.
- Commitment to ensuring community stakeholder engagement throughout the planning workshops. This could include consultation with key community stakeholders who may be relevant to the plan but not present on the energy action planning team, to gain input on proposed goals and strategies.
- Timely review of the energy action 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 energy plans, programs, or initiatives that could be leveraged in successful development and delivery of this plan.
- Commitment to delivering an actionable and complete energy plan within a 9-month timeframe of the City of Northglenn and Xcel Energy signing this MOU. Within this period the City of Northglenn is committed to completing the formation of the energy action planning team and the development and approval of the energy action plan.
- Public distribution of the work products developed with the support of Xcel Energy's Partners in Energy.

**Resource Commitment Summary
Plan Development Phase**

The City of Northglenn	Xcel Energy
<ul style="list-style-type: none"> • Single point of contact • Support in maintaining community stakeholder engagement throughout the planning process. • Involvement in development and review of energy action plan content. • Meeting facilities • Access to existing energy-related plans and programs • Commitment to completing the plan development and approval • Agreement that the energy action plan resulting from this work will be available to the public 	<ul style="list-style-type: none"> • 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 energy action plan • Commitment to completing the plan development

The MOU for the Implementation Phase of Partners in Energy will be developed upon completion of the energy action plan and will outline the City’s goals and the resource commitment from Xcel Energy and the City of Northglenn.

All communications pertaining to this agreement shall be directed to Rebecca Smith on behalf of the City of Northglenn and Michelle Beaudoin on behalf of Xcel Energy.

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 energy action plan.

For the City of Northglenn:

For Xcel Energy:

Date: _____

Date: _____