



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	October 4, 2022

ITEM

Resolution 2022-48 – A Resolution of the City Council for the City of Salida, Colorado Entering into a Memorandum of Understanding with Xcel Energy for the Partners in Energy Program

BACKGROUND

In September, the City of Salida was selected by Xcel Energy to become a participant in their Partners in Energy (PIE) Program. PIE provides communities in Colorado (and elsewhere) services to develop an energy plan and assistance with implementing that plan. Salida has its own unique energy needs and priorities, and PIE will tailor its services to complement Salida's vision.

As identified in the City's Climate Action Plan, the benefits of wise energy choices are diverse. By working with citizens, businesses, and our own facilities, Salida can save money on utility bills, promote renewables, drive resource conservation, and contribute toward greenhouse gas reduction goals. In order to enter into the PIE program, the City and Xcel Energy must enter into a Memorandum of Understanding (MOU) to clearly articulate each party's responsibilities and to outline a schedule over the next 18 to 24 months to develop an energy plan and implement it. The MOU is attached to this memorandum for the City Council's review. It has been approved as to form by the City Attorney's Office.

FISCAL NOTE

None.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Resolution 2022-48 to enter into a Memorandum of Understanding with Xcel Energy to participate in the Partners in Energy Program.

SUGGESTED MOTION

A City Councilperson should state, "I move to approve Resolution 2022-48, entering into a Memorandum of Understanding with Xcel Energy to participate in the Partners in Energy Program", followed by a second and a roll call vote.

CITY OF SALIDA, COLORADO
RESOLUTION 2022-48
(Series of 2022)

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO,
ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH XCEL ENERGY FOR
THE PARTNERS IN ENERGY PROGRAM**

WHEREAS, the Salida City Council has approved a Climate Action Plan, detailing goals and implementation steps to achieve greenhouse gas emissions; and

WHEREAS, Xcel Energy provides electric power to all residences and businesses within the City of Salida through a franchise agreement; and

WHEREAS, Xcel Energy is a valued partner in energy delivery to the City; and

WHEREAS, Xcel Energy has technical expertise that it can provide to the City to implement goals and actions recommended by the Climate Action Plan; and

WHEREAS, Xcel Energy's Partners in Energy Program will help the City of Salida to save money on utility bills, promote renewable energy sources and programs, drive resource conservation, and contribute toward greenhouse gas reduction goals; and

WHEREAS, the Salida City Council finds and determines that the best interest of the City will be served by entering into an Memorandum of Understanding ("MOU") with Xcel Energy for the Partners in Energy Program and authorizing the Mayor or City Administrator to execute he same on behalf of the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALIDA COLORADO, THAT:

1. The Salida City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings.
2. The Salida City Council approves the terms of the Memorandum of Understanding with Xcel Energy, attached as **Exhibit A** and authorizes the Mayor or City Administrator to execute the MOU on behalf of the City.

RESOLVED, APPROVED, AND ADOPTED this 4th day of October, 2022.

CITY OF SALIDA, COLORADO

By

Dan Shore, Mayor

[SEAL]

ATTEST:

City Clerk/Deputy City Clerk

Memorandum of Understanding Phase 1 – Plan Development

Drew Nelson and Christy Doon
City of Salida
448 E First Street, Suite 112
Salida, CO 81201

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 8-10 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 is to confirm the City of Salida'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 and municipal 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, including those specifically related to municipal buildings and facilities. Xcel Energy will attempt to integrate data provided by the City of Salida into the analysis if feasible.
- Professional facilitation of 1 in-person and 2 virtual plan development workshops 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 10-months of the City of Salida 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 Salida 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.
- Community staff engaged in developing workshop agendas, participating in regular check-in meetings, and supporting follow-up work between workshops.
- 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 1 in-person plan development workshop.
- 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 action plan within a 10-month timeframe of the City of Salida's and Xcel Energy signing this Memorandum of Understanding. Within this period, the City of Salida 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**

City of Salida	Xcel Energy
<ul style="list-style-type: none"> • Single point of contact • Identification of key community stakeholders • Support in maintaining community stakeholder engagement throughout the planning process. • Involvement in development and review of energy action plan content. • Meeting facilities for one in-person workshop • 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 and municipal energy use and program participation • Facilitation of one in-person and two virtual stakeholder workshops to inform plan development • Virtual meeting facilities for two virtual workshops • Training and guidance developing goals and strategies • Documentation and delivery of the energy action plan • Commitment to completing energy action plan development

The Memorandum of Understanding for the Implementation Phase of Partners in Energy will be developed upon completion of the energy action plan and will outline the City of Salida's goals and the resource commitment from Xcel Energy and the City of Salida.

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 Salida. 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 Salida's ordinances, City of Salida regulatory jurisdiction, or Colorado's utility regulatory jurisdiction.

Single Points of Contact

All communications pertaining to this agreement shall be directed to Drew Nelson and Christy Doon on behalf of the City of Salida and Tami Gunderzik on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support the City of Salida 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 Salida in developing its energy action plan.

For City of Salida:

Signature:

Name:

Title:

Date:

For Xcel Energy:

Signature:

Name:

Title:

Date:



Partners in Energy: Salida Work Plan

Pre-Workshop 1 (September/October)

Activity	Xcel Energy Partners in Energy PM Team	City of Salida PM Team
PM Team Kick-Off	<ul style="list-style-type: none"> Set up meeting to informally kick-off Salida's Energy Action Plan Outline Roles and Responsibilities 	<ul style="list-style-type: none"> Attend kick-off meeting
MOU Development and Finalization	<ul style="list-style-type: none"> Develop draft MOU Integrate feedback from city PM team Finalize MOU Attend October 4th City Council meeting to support MOU adoption Provide countersigned copy of the MOU to city PM team 	<ul style="list-style-type: none"> Review draft MOU and provide feedback Coordinate MOU adoption at October 4th City Council meeting Share details of October 4th City Council meeting Attend October 4th City Council meeting to support MOU adoption Provide signed copy of the MOU to Partners in Energy
Work Plan Development	<ul style="list-style-type: none"> Develop draft Energy Action Plan Work Plan Integrate feedback from city PM team Develop final Work Plan 	<ul style="list-style-type: none"> Review draft Energy Action Plan Work Plan and provide feedback
Data and Analysis	<ul style="list-style-type: none"> Pull three years of energy data for Salida Coordinate with Atmos Energy to pull gas data Develop baseline, including data trends and relevant community characteristics 	<ul style="list-style-type: none"> Provide Shapefile the city of Salida Review, complete, and return Municipal data waiver to facilitate analysis for municipal facilities Provide contact information for Atmos Energy
Communications	<ul style="list-style-type: none"> Provide communications form to facilitate brand alignment 	<ul style="list-style-type: none"> Complete and return communications form

	<ul style="list-style-type: none"> • Provide support with development of news release, website content etc. to announce participation in Partners in Energy <i>(optional)</i> 	<ul style="list-style-type: none"> • Develop news release, website content etc. to announce participation in Partners in Energy <i>(optional)</i>
Energy Action Team Recruitment	<ul style="list-style-type: none"> • Provide spreadsheet to support identification of Energy Action Team members • Provide template language to support invitation of Energy Action Team members <i>(optional)</i> 	<ul style="list-style-type: none"> • Identify stakeholders for invitation to Energy Action Team • Invite stakeholders to participate in Energy Action Team • Share details and invite for Workshop 1 with Energy Action Team members
Workshop 1 Preparation	<ul style="list-style-type: none"> • Coordinate on date selection • Develop objectives and agenda • Support identification of potential focus areas for energy action • Develop draft slides • Integrated feedback from city team on draft slides • Develop final slides 	<ul style="list-style-type: none"> • Coordinate on date selection • Coordinate venue selection and reservation • Begin identifying focus areas for energy action • Provide feedback on draft slides

Workshop 1: November 14th (In-person, 3 hours)

Objectives for Workshop 1:

- Get to know each other as the Energy Action Team
- Develop an understanding of Partners in Energy, the planning process, and outcomes
- Develop a common understanding of Salida's unique community characteristics, past and current energy efforts
- Start to develop an energy vision and goals that represent Salida's values

High Level Agenda for Workshop 1 (TBD):

Agenda Item	Description
Anchoring	<ul style="list-style-type: none"> • Group icebreaker • Introduction to Partners in Energy • Team roles & expectations • Partners in Energy Network overview
Baseline	<ul style="list-style-type: none"> • Data introduction (community energy profile) • Other relevant community trends related to energy <ul style="list-style-type: none"> ○ Climate Action Plan ○ Community characteristics ○ Geothermal opportunities
Vision	<ul style="list-style-type: none"> • Stakeholder dialogue about ideal energy future • Build a vision statement activity or select from a few pre-defined options
Goals	<ul style="list-style-type: none"> • What makes a good goal? • What are we hoping to achieve? • Identify ideal goal type, structure etc. (e.g., increase program participation to increase energy savings x%) • How ambitious do we want to be?
Focus Areas	<ul style="list-style-type: none"> • Review focus areas

Post Workshop 1 (November / December)

Activity	Xcel Energy Partners in Energy PM Team	City of Salida PM Team
Draft Vision and Goals	<ul style="list-style-type: none"> • Develop draft vision and goals based on input received during Workshop 1 	<ul style="list-style-type: none"> • Review and refine draft vision and goals
Energy Action Team Survey 1	<ul style="list-style-type: none"> • Develop survey to solicit feedback from Energy Action Team on draft vision and goals ahead of Workshop 2 • Create survey in Survey Monkey or Microsoft Forms (<i>optional</i>) 	<ul style="list-style-type: none"> • Support survey development • Create survey using city-preferred platform (<i>optional</i>) • Distribute survey to Energy Action Team for completion ahead of Workshop 2
Optional: Additional Stakeholder Engagement	<ul style="list-style-type: none"> • <i>Support identification of any additional engagement needs</i> • <i>Development of materials, as needed</i> 	<ul style="list-style-type: none"> • <i>Determine whether any additional stakeholder engagement is necessary, for example to engage with underserved or</i>

	<ul style="list-style-type: none"> • <i>Support/Lead any additional engagement, for example focus groups, interviews, targeted survey</i> 	<i>underrepresented communities</i> <ul style="list-style-type: none"> • <i>Support coordination of additional stakeholder engagement, including identification of needs, development of materials and any in-person focus group logistics</i>
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Workshop 2: January / February (Virtual, 2-hours)

Objectives for Workshop 2:

- Review draft Energy Action Plan vision and goals
- Explore data and relevant programs for each focus area
- Brainstorm energy action strategies for each focus area
- Begin thinking about strategy metrics and targets

High-Level Agenda for Workshop 2 (TBD):

Agenda Item	Description
Vision	<ul style="list-style-type: none"> • Finalize / confirm vision statement (if needed)
Goals	<ul style="list-style-type: none"> • Finalize / confirm goals (if needed)
Focus Areas	<ul style="list-style-type: none"> • Explore data and trends related to each focus area • Utility program introduction <ul style="list-style-type: none"> ◦ Explore what programs exist to leverage and how they relate to each focus area
Strategies	<ul style="list-style-type: none"> • Strategies introduction • Review Climate Action Plan strategies • Is there anything missing? • How can we leverage existing programs and resources? • What is the community most excited about? • Where can we have the most impact? What is realistic?
Targets	<ul style="list-style-type: none"> • How can we measure progress for each strategy? • What do we want to accomplish for each strategy or focus area?

Post Workshop 2 (February / March)

Activity	Xcel Energy Partners in Energy PM Team	City of Salida PM Team
Strategy modeling	<ul style="list-style-type: none"> • Model the impact of strategies and targets • Refine goals based on strategy modeling (if needed) 	

Energy Action Team Survey 2	<ul style="list-style-type: none"> • Develop survey to solicit feedback from Energy Action Team on priority strategies ahead of Workshop 3 • Create survey in Survey Monkey or Microsoft Forms <i>(optional)</i> 	<ul style="list-style-type: none"> • Support survey development • Create survey using city-preferred platform <i>(optional)</i> • Distribute survey to Energy Action Team for completion ahead of Workshop 3
Energy Action Plan Development	<ul style="list-style-type: none"> • Develop and share draft plan outline • Start developing plan document 	<ul style="list-style-type: none"> • Review and provide feedback on draft plan outline
Optional: Additional Stakeholder Engagement	<ul style="list-style-type: none"> • <i>Support identification of any additional engagement needs</i> • <i>Development of materials, as needed</i> • <i>Support/Lead any additional engagement, for example focus groups, interviews, targeted survey</i> 	<ul style="list-style-type: none"> • <i>Determine whether any additional stakeholder engagement is necessary, for example to engage with underserved or underrepresented communities</i> • <i>Support coordination of additional stakeholder engagement, including identification of needs, development of materials and any in-person focus group logistics</i>

Workshop 3: April (Virtual, 2-hours)

Objectives for Workshop 3:

- Goal alignment
- Review and confirm priority strategies
- Action planning for priority strategies
- Prepare for implementation

High-Level Agenda for Workshop 3 (TBD):

Agenda Item	Description
Goal Alignment	<ul style="list-style-type: none"> • Are we still on board with the goal (including any tweaks based on strategy analysis) • Keep the goal in mind as we start action planning (where will we get most impact and where do we need to lean in)
Action Planning	<ul style="list-style-type: none"> • Begin action planning for priority strategies • Identify specific steps for implementation • Roles / responsibilities

	<ul style="list-style-type: none"> • Timeline • Resources • Measuring results
Launch Implementation	<ul style="list-style-type: none"> • Roles • Responsibilities • Timelines • Logistics

Plan Finalization (April / May)

Activity	Xcel Energy Partners in Energy PM Team	City of Salida PM Team
Energy Action Plan Finalization	<ul style="list-style-type: none"> • Develop draft Energy Action Plan • Integrate any feedback from city team 	<ul style="list-style-type: none"> • Review and provide feedback on draft Energy Action Plan

Typical Process Steps (for reference)

