



TOWN BOARD WORK SESSION

July 22, 2024 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. Streetlight Acquisition
2. Energy Action Plan Update - S. Mezzetti, Senior Planner
3. Creation of a Charter Amendment Ad Hoc Committee - S. Hale, Town Manager; D. Money, Town Attorney
4. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: July 22, 2024
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: Streetlight Acquisition
Item #: 1.

Background / Discussion:

Town staff have been working for multiple years to acquire ownership of streetlights owned and operated by the two utility providers serving Windsor (PVREA & XCEL). The effort was undertaken to significantly reduce our streetlight costs and improve customer service by ensuring our residents have one point of contact to report outages and ensure repairs are made in a timely manner. We are ready to finalize acquisition with one of the providers and are close with the other. Before proceeding with acquisition, we want to provide the Board with one last examination of the cost/benefits of this important initiative.

The presentation will share the history of this effort, the cost benefit analysis, future maintenance and next steps.

Financial Impact:

Impact and cost benefit analysis will be shared during presentation.

Relationship to Strategic Plan:

Vital Infrastructure

Recommendation:

Staff is recommending Town Board approval to proceed with acquisition.

CC:

Attachments:



MEMORANDUM

Date: July 22, 2024
To: Mayor and Town Board
From: Sandra Mezzetti, Senior Planner
Re: Energy Action Plan Update - S. Mezzetti, Senior Planner
Item #: 2.

Background / Discussion:

The planning phase of the Energy Action Plan (EAP) began in September 2022. The public outreach effort helped the Planning Team create the following guiding principle and goal:

- **Vision Statement:** Through education and partnership, Windsor practices environmental stewardship by promoting energy efficiency and maintaining access to resilient, reliable, and affordable energy that drives economic growth.
- **Goal:** Achieve 0.75% energy savings annually by increasing annual program participation to 5% by the end of 2024.

The Town's goal to achieve a 0.75% energy savings annually means a potential savings of \$263,900 in Windsor's community energy costs.

The EAP was developed over nine months and was adopted by the Town Board in June 2023.

Implementation

The implementation phase started in July 2023 and is expected to conclude in December 2024.

Four focus areas are identified in the EAP on which to concentrate outreach efforts:

- Residential Outreach
- Business & Institutions Outreach
- Energy Efficient New Development
- Municipal Energy Leadership

Each focus area has specific strategies and action plans that assist the town in reaching its energy vision and goal.

Community Outreach

The purpose of the EAP is to expand the financial and resiliency benefits of energy action across the entire Windsor community by giving residents and businesses the resources they need to choose their own sustainable energy future. One of the main components to giving residents and businesses the resources they need is through community outreach events and efforts. The exhibit below shows the list of completed events and efforts the team has taken to educate the community on opportunities available through Windsor's three energy providers. The list also includes events and efforts yet to come.

Completed

■ Events (Residential)

- Summer Concert 6/29/23
- Farmer's Market 7/8/23
- Summer Concert 8/10/23
- Farmer's Market 8/12/23
- Market at Raindance 9/20/23
- Halloween Festival 10/28/23
- Windsor Wonderland 12/2/23
- HOA outreach 1/13/24
- Farmer's Market 6/8/24
- Farmer's Market 7/20/24

■ Events (Business)

- Downtown Business Walk 7/10/24

■ Project Connect

- Energy Efficiency and Savings Opportunities (Residential)
- Energy Efficiency and Savings Opportunities (Businesses and Institutions)
- Energy Programs and Resources (Xcel, PVREA, Atmos Energy)

■ Social Media and Newsletter

- Residential and business resources
- Municipal facility accomplishments
- Business resources for Economic Development Newsletter

■ Aims Windsor Campus

- Flyer distribution and TV slide

Upcoming

■ Events (Residential)

- Concert in the Park 8/1/24

■ Events (Business)

- Chamber of Commerce After H 12/12/24

■ Events (Developers)

- Meeting with the primary devel Windsor – date to be determini

■ Social Media and Newsletter

- Residential and business resoi

■ Library

- Flyer distribution

■ Community Survey

- date to be determined

Social media has been a great resource for letting residents know what options are available for energy and financial saving options, and spotlighting businesses and town facilities that have incorporated energy saving strategies such as solar panels. The Town's Communications Department has pushed out 21 social media posts to date for the implementation phase. The number of users exposed to a piece of content related to the EAP is 47,220. Attached are social media analytics.

The 2024 focus includes businesses, institutions and developers (new development), which has the potential to result in significant savings. On July 10th, a downtown Windsor Business Walk, with the WDA, Town staff, and Xcel Energy was held as part of the implementation phase of the Energy Action Plan. The purpose was to engage as many downtown small businesses within the WDA area as possible and to offer each business the opportunity to sign up for a free business energy audit. Those that participate in the audit will receive a report highlighting areas where they can best reduce their energy consumption, qualify for rebates, and save money. Twenty-three businesses signed up for the free energy audit.

Data

The 2023 data provided is for only half a year, July-December, which represents 1/3 of the implementation phase. The primary focus area targeted during this period was the residential sector. Results from residential outreach are often delayed, as it can take time for residents to take action. Residential activities represent less savings than commercial (smaller buildings with less energy-intensive uses).

- 3.5% of the community participated in programs in 2023
- Home Energy Squad® participation increased from 11 in 2022 to 29 in 2023

Exhibit 1 below represents the impact public outreach has made in the first six months of the implementation phase. The black line represents the target goal outlined in the plan for the entire 18 month implementation phase. Exhibit 2 represents the annual progress for 2023. It is important to note that while this exhibit shows the annual goal was not met, this only shows progress from the start of the implementation phase in July 2023. The project management team anticipates that the goals will be met by the end of the 2024 implementation phase.

Exhibit 1

Energy Action Plan Impact

Period: July 1, 2023 to December 31, 2024

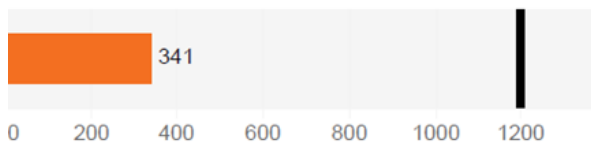
Cumulative kWh Savings



Cumulative Therm Savings



Cumulative DSM Participation

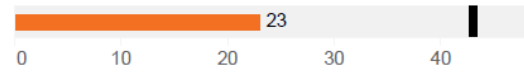


Black line represents 18-month Plan goal
Plan goal and data update represent only Xcel Energy data

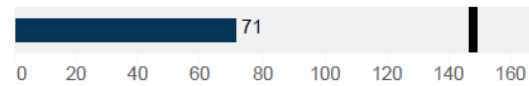
Exhibit 2

Implementation Progress

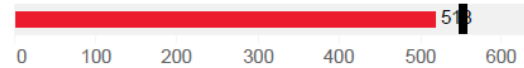
Description
Annual participation in commercial energy programs



Description
Annual participation in new construction programs



Description
Annual participation in residential energy programs



Period: July – December 2023

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. EAP Implementation Update Presentation - 07-22-24
2. Energy Action Plan Social Media Analytics



Town of Windsor Energy Action Plan Implementation Update

Sandra Mezzetti, Senior Planner

Town Board Work Session

July 22, 2024

TODAY'S OBJECTIVES

- ❖ Share accomplishments to date
- ❖ Share progress toward goals - data results
- ❖ Answer Board questions about Energy Action Plan implementation



BACKGROUND

Sustainable Windsor Colorado (SWC) approached Town Board in November 2021 with a request to develop an Energy Action Plan for the Town through Xcel Energy's Partners in Energy Program.

- ❖ September 2022 – The planning phase of the Energy Action Plan began.
- ❖ June 2023 – the Town of Windsor Energy Action Plan adopted
- ❖ June 2023 – Implementation Phase 1 begins – Residential outreach
- ❖ January 2024 – Implementation Phase 2 begins – Commercial, Industrial, and Municipal outreach

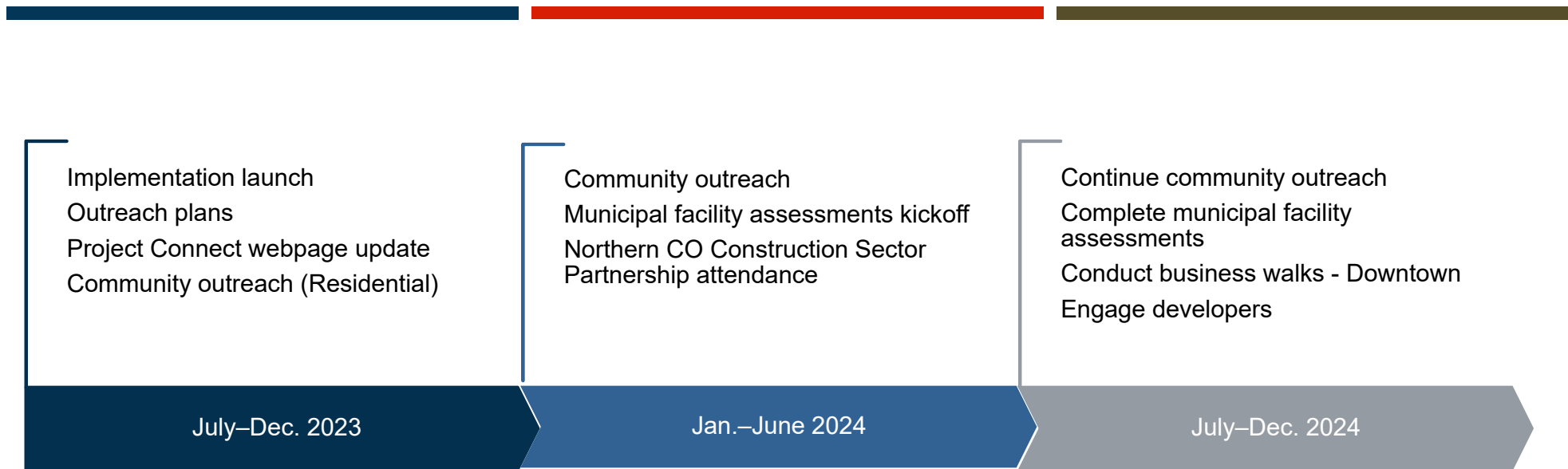


VISION AND GOAL

- **Vision:** Through education and partnership, Windsor practices environmental stewardship by promoting energy efficiency and maintaining access to resilient, reliable, and affordable energy that drives economic growth.
- **Goal:** Achieve 0.75% energy savings annually by increasing annual program participation to 5% by the end of 2024.

Goal equates to an estimated...

- 36% increase in program participation and energy savings compared to baseline
- Increase from baseline of 692 participants to goal of 944 participants over 18-month period
- Savings of \$263,900 in Windsor's community energy costs



IMPLEMENTATION ACTIVITIES TIMELINE



PROGRESS TOWARD GOAL

Goal: Achieve 0.75% energy savings annually by increasing annual program participation to 5% by the end of 2024.

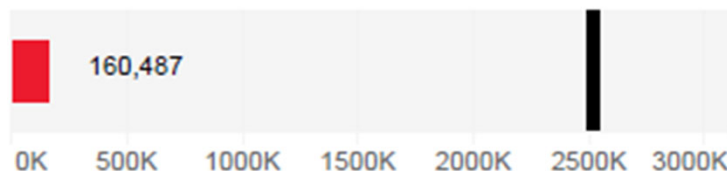
Takeaways:

- Current data reflects 2023
 - Windsor started implementation in July 2023
 - Results of outreach are often delayed – can take time to take action
 - 3.5% of the community participated in programs in 2023
- In 2023, focus was on residential outreach
 - Has seen success toward residential-specific targets! (see next slide)
 - Home Energy Squad® participation increased from 11 in 2022 to 29 in 2023
 - Residential activities don't result in as high of savings as commercial (smaller buildings with less energy-intensive uses)
- 2024 focus includes businesses and developers, which has potential to result in significant savings

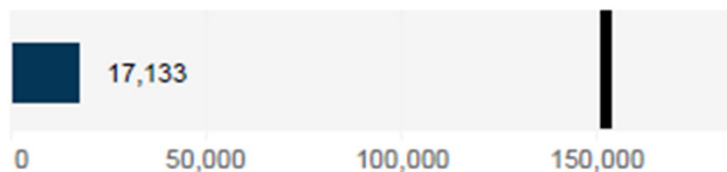


6

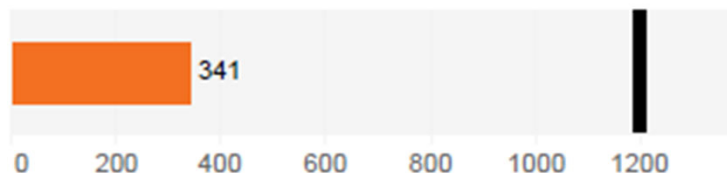
Cumulative kWh Savings



Cumulative Therm Savings



Cumulative DSM Participation



*Black line represents 18-month Plan goal
Plan goal and data update represent only Xcel Energy data*



PROGRESS TOWARD TARGETS

Metric	Baseline	Target	Progress to Date
Number of Town energy leadership highlights shared with the community	0	4	2
Number of Town facilities energy assessments	0	2	0 (in progress)
Annual participation in Xcel Energy residential energy programs	427	553	518 (2023)
Percent of community survey respondents who self-identify as unfamiliar with home energy rebates and programs	38%	<30%	Not conducted yet
Number of contractors in Windsor zip codes participating in Xcel Energy Trade Partner Network	13	20	21
Annual participation in Xcel Energy commercial energy programs	34	43	23 (2023)
Annual participation in Xcel Energy new construction programs	115	147	71 (2023)
Development of a residential energy upgrade package	n/a	Yes	In progress



Questions?

<https://windsorprojectconnect.com/energy-action-plan>

Post

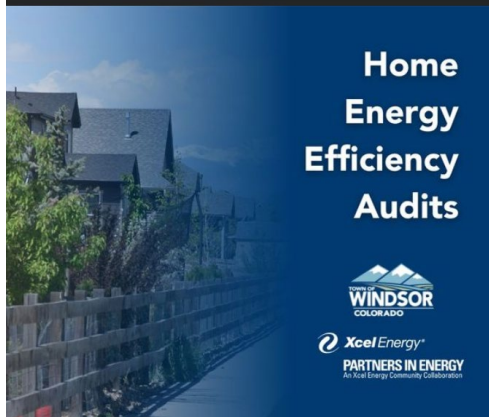
Town of Windsor, Colorado
August 19, 2023 · 🌐

Windsor's first Energy Action Plan, which was approved by Town Board on June 12, is now in its implementation phase to help residents and business owners identify opportunities for energy savings within the community. A business energy assessment from Xcel Energy can help identify energy and money-saving opportunities throughout your whole building. 🏢
Visit xcelenergy.com/EnergyAssessments to see which assessment is right for your business and read more about the Energy Action Plan and Partners in Energy at windsorprojectconnect.com/energy-action.



Town of Windsor, Colorado
August 24, 2023 · 🌐

Ready to start your journey toward lower energy bills and a more comfortable home? Xcel Energy's Home Energy Squad will come to your home and make it more efficient for you for FREE. 🏠
Use the code **SAVE50** to schedule your visit at xcelenergy.com/HomeEnergySquad.
Windsor's first Energy Action Plan, which was approved by Town Board on June 12, is now in its implementation phase to help residents and business owners identify opportunities for energy savings within the community... See more



Town of Windsor, Colorado
September 8, 2023 · 🌐

Looking for tips to cut business operating costs? 🏢 Save on utility costs by replacing your HVAC filters every three months and unplugging electronics like computers and printers when not in use. Find more information on energy saving opportunities at xcelenergy.com/Business.
Windsor's first Energy Action Plan is now in its implementation phase to help residents and business owners identify opportunities for energy savings within the community. Read more about the Energy Action Plan at windsorprojectconnect.com/energy-action.



Date	Platform	Reach	Impressions	Likes	Shares
19-Aug-23	Facebook & Instagram	1,866	2,138	4	5
24-Aug-23	Facebook & Instagram	1,819	1,976	6	0
8-Sep-23	Facebook & Instagram	1,086	1,214	0	0



12-Sep-23	Facebook & Instagram	1,510	1,643	3	0
25-Oct-23	Facebook & Instagram	1,700	1,857	6	0
30-Oct-23	Facebook & Instagram	2,003	2,143	6	2
13-Nov-23	Facebook & Instagram	2,190	2,311	1	0



20-Nov-23 Facebook & Instagram

3,243

3,286

13

0



4-Dec-23 Facebook & Instagram

2,140

2,251

4

1



Dec. 14 Facebook & Instagram

1,613

1,739

5

1



12-Jan-24 Facebook & Instagram

1,824

1,951

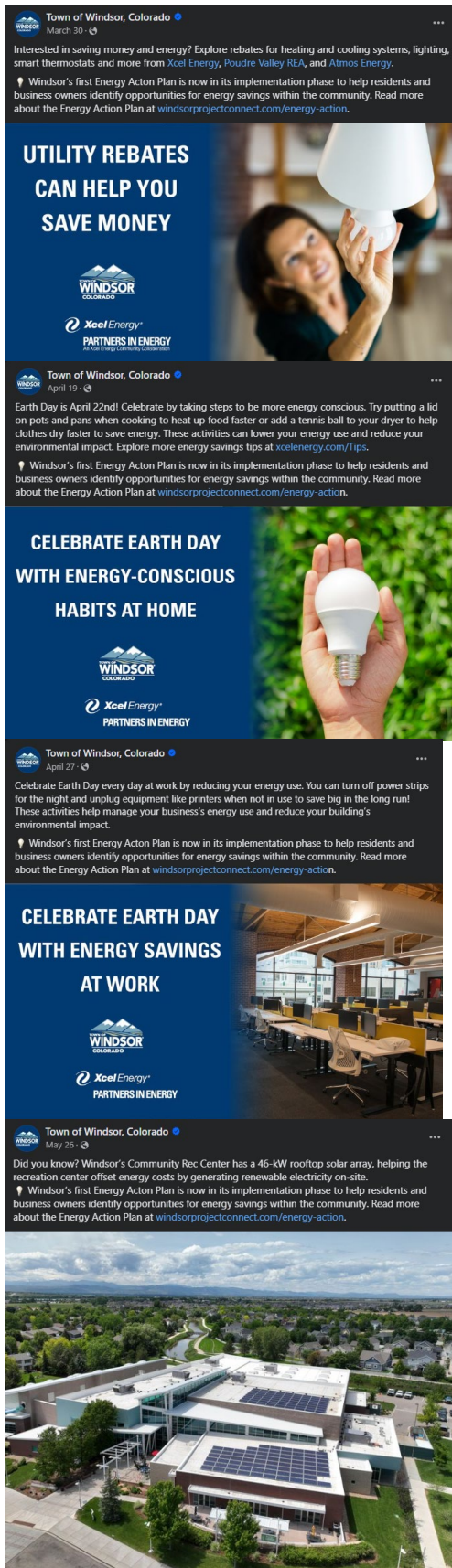
6

0





22-Jan-24	Facebook & Instagram	2,553	2,779	14	0
23-Feb-24	Facebook & Instagram	3,592	3,824	16	1
29-Feb-24	Facebook & Instagram	1,785	1,917	4	0
25-Mar-24	Facebook & Instagram	2,556	2,774	9	0



30-Mar-24	Facebook & Instagram	2,479	2,594	9	0
19-Apr-24	Facebook & Instagram	1,877	1,899	3	0
27-Apr-24	Facebook & Instagram	2,695	2,834	12	0
26-May-24	Facebook & Instagram	3,746	5,200	42	0



2-Jun-24 Facebook
&
Instagram

2,649

3,187

4

0

25-Jun-24 Facebook
&
Instagram

2,294

2,506

10

0

Total: 21 Posts Since Aug 2023

47,220

52,023

177

10

Impressions = The number of times a piece of content was displayed to its target audience.

Reach = The number of users exposed to a piece of content.



MEMORANDUM

Date: July 22, 2024
To: Mayor and Town Board
From: Daniel Money, Town Attorney
Shane Hale, Town Manager
Re: Creation of a Charter Amendment Ad Hoc Committee - S. Hale, Town Manager; D. Money, Town Attorney
Item #: 3.

Background / Discussion:

The Town Manager's Office, Town Attorney's Office, and Town Clerk's Office have identified sections of the Charter that may need updating and clarification. The initial provision that may need to be addressed is Article III, which relates to the Town Board, specifically term limits and vacancies. Any revision or amendment to the Charter would need to abide by the provisions in Charter Sec. 2.5, Amendments to the Charter, which states, "This Charter may be amended in the manner provided in the State Constitution and the State Statutes pertaining to home rule charter amendments. Proceedings to amend the Charter may be initiated by the filing of a petition meeting the requirements of the State Statutes, or by the adoption of an ordinance by the Town Board submitting the proposed amendment to a vote of the registered electors of the Town."

The Board in addressing amendments to the Charter may choose to amend a specific section or many sections. In deciding these actions, the Board may seek the amendments to be discussed and drafted in-house, may hire outside specialists who draft Colorado home rule charter provisions, or create a Charter Commission or ad hoc committee to review the Charter in its entirety to present various suggestions or amendments to the Board following this review.

The Board in deciding how to address any revisions or amendments may hold a series of workshops, town meetings or public hearings which would allow the public to take part in this process. Tonight's discussion is to review the potential options for Charter amendments, and for the Board to give direction to the Town Manager and Town Attorney as to how they wish to proceed.

Financial Impact:

N/A

Relationship to Strategic Plan:

Promote Effective Governance

Recommendation:

CC:

Attachments:



FUTURE TOWN BOARD MEETINGS

July 29, 2024	Canceled for the 5 th Monday
August 5, 2024	Canceled for the 1 st Monday
August 12, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Metro/Special District 101 Discussion
August 12, 2024 7:00 p.m.	Town Board Regular Meeting
August 19, 2024 5:30 p.m.	Town Board Work Session Meet the Board – New Employees Placeholder Budget: Revenue Estimates
August 26, 2024 5:30 p.m.	Town Board Work Session Review of the 2023 Safety Report Sales Tax Code Update Sales Tax Rebate Program Strategic Plan Update
August 26, 2024 7:00 p.m.	Town Board Regular Meeting
September 2, 2024	Canceled for Labor Day Holiday
September 9, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Staffing Needs
September 9, 2024 7:00 p.m.	Town Board Regular Meeting
September 16, 2024 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Projects
September 23, 2024 5:30 p.m.	Town Board Work Session Liquor Licensing Legislative Update Land Use Legislative Updates
September 23, 2024 7:00 p.m.	Town Board Regular Meeting
September 30, 2024	Canceled for the 5 th Monday
October 5, 2024 (Saturday)	Budget: Operating Requests

October 7, 2024	Canceled for the 1 st Monday
October 14, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Compensation Study Overview and Presentation
October 14, 2024 7:00 p.m.	Town Board Regular Meeting
October 21, 2024 5:30 p.m.	Town Board Work Session Budget: Utility Rates for 2025
October 28, 2024 5:30 p.m.	Town Board Work Session
October 28, 2024 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Budget: November 4th - Budget Wrap-Up/Revisions