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## MEMORANDUM

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P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** JEFF GOBLE, PUBLIC WORKS DIRECTOR  
**RE:** ORDINANCE 23-23 – AN ORDINANCE GRANTING AN EASEMENT AT 102 SCHOOL RD  
TO XCEL ENERGY – SECOND READING  
**DATE:** SEPTEMBER 26, 2023

**Summary and Background:** Over the past year the Town has been working with Xcel Energy to begin the transition of the Town's light duty fossil fuel powered vehicles to electric vehicles. part of this process is to install the required electrical infrastructure that will provide electricity to the proposed 11 vehicle charging units that will be located at the Public Works shop at 102 School Rd. This ordinance will grant Xcel Energy the required easements on Town property to install the infrastructure. This Ordinance passed first reading on 9/12/2023

**Analysis:** The Town has completed the Fleet Electrification Assessment Program which identified the most efficient way to transition our fleet of light duty vehicles to electric. Now that this study is complete, the next step in the process is to install the primary electrical infrastructure that will power the charging units that will be installed next summer. The current plan is to install 10, two port level 2 chargers and 1 two port level 3 direct current fast charger (DCFC) on the south end of the Public Works yard. This project will ultimately allow the Town to charge up to 22 vehicles at one time. While we are not obligated in this agreement to install all the proposed charging units at one time, the infrastructure will be there to allow for the full count, thus preventing any re-work in the future. This primary electrical infrastructure will include the cables and 300 KVA transformer needed to power the chargers. In order to install this infrastructure, Xcel Energy requires the Town to grant an easement for the cable pathway and the transformer pad. Exhibit A that is attached to this memo, shows the easement areas to be granted by this ordinance. According to the EVSI Agreement this easement will sunset in 10 years, at which time, ownership of the installed primary infrastructure will be switched over to the Town. The Town will pay for, own and maintain the chargers and secondary infrastructure once installed. Xcel Energy will own and maintain the primary infrastructure for that 10 year period.

Once this easement is granted, Xcel Energy will begin the final design and installation process with the goal of being ready for the connection of charging units by June of 2024

**Financial Impact:** Through the Electric Vehicle Supply Infrastructure (EVSI) program, the Town will incur no costs associated with the installation of this infrastructure. There will be future costs incurred by the Town to purchase and install the charging units once the infrastructure is installed next summer. Funds for this portion of the project have been included in the 2024 Capital Projects budget.

**Alignment with Strategic Plan:** This project closely aligns with the Environmental Sustainability and Quality Core Services section of the Strategic Plan by converting the vehicles Public Works relies on daily from internal combustion engine powered to electric powered.

**Environmental Sustainability:** This project closely aligns with the Environmental Sustainability goals of Town Council by converting the vehicles Public Works relies on daily from internal combustion engine powered to electric powered, thus significantly reducing the Towns greenhouse gas emissions.

**Staff Recommendation:** Staff recommends the Council approve ordinance 23-23, on second reading, granting an easement to Xcel Energy and authorize the Mayor to sign the EVSI agreement.

**Approved By:**

Tom Fisher, Town Manager  
Diane McBride, Assistant Town Manager  
Leslie Edwards, Finance Director  
Chris McGinnis, Town Engineer  
Thad Renaud, Town Attorney

**Attachments:**

Attachment 1 – Ordinance 23-23

Attachment 2 – Exhibit A, easement map

Attachment 3 – Easement legal description

Attachment 4 – EVSI Agreement