



## W E S T M I N S T E R

### Staff Report

TO: The Mayor and Members of the City Council  
DATE: June 10, 2010  
SUBJECT: Briefing and Post-City Council Briefing Agenda for June 14, 2010  
PREPARED BY: J. Brent McFall, City Manager

***Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.***

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner 6:00 P.M.

Council Briefing (*The public is welcome to attend.*) 6:30 P.M.

CITY COUNCIL MEETING 7:00 P.M.

POST BRIEFING (*The public is welcome to attend.*)

#### PRESENTATIONS

None at this time

#### CITY COUNCIL REPORTS

1. Report from Mayor (5 minutes)
2. Reports from City Councillors (10 minutes)

#### EXECUTIVE SESSION

None at this time

#### INFORMATION ONLY

1. Memorandum of Understanding with the Governor's Energy Office for the Small Business Efficiency Program

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall  
City Manager



W E S T M I N S T E R

## Staff Report

Information Only Staff Report  
June 14, 2010



**SUBJECT:** Memorandum of Understanding re: Governor's Energy Office for the Small Business Efficiency Program

**PREPARED BY:** Thomas Ochterski, Energy and Facilities Project Coordinator

### Summary Statement

This report is for City Council information only and requires no action by City Council.

The City Manager has entered into a Memorandum of Understanding with the Governor's Energy Office. This agreement enables Staff to move forward with the Small Business Efficiency Program that is a partnership with the Governor's Energy Office (GEO) and the City to provide energy education and rebate-type incentives for small businesses located in Westminster.

### Background Information

The City Council approved the Energy Efficiency Conservation Strategy (EECS) in June 2009, that was approved by the U.S. Department of Energy in September 2009. Subsequently, American Recovery and Reinvestment Act (ARRA) funds were granted for a number of programs and projects through the Energy Efficiency and Conservation Block Grant (EECBG) allocated to the City of Westminster. One of the programs included in the approved EECS is a partnership with the GEO on a program to help Westminster small businesses afford efficiency upgrades. Small businesses are defined as being 25,000 square feet or less in facility size.

This Memorandum of Understanding (MOU) formally establishes a partnership between the GEO and the City of Westminster, and defines the scope and responsibilities of each organization. Similar to the Residential Rebate Partnership with the GEO previously authorized by City Council (implemented April 19), this program educates small business owners about their energy usage and helps them to create their own energy profile. It will then develop recommendations for efficiency upgrades and offer percentage based refunds for equipment installed. This program will be fully administered by GEO and their subcontractors. Outreach to qualifying businesses will be facilitated by the City's Economic Development Office based upon recommendations from GEO. This will be a first come, first served process until the funds are exhausted.

No Council action is requested at this time. This Staff Report is provided to inform Council of the efforts Staff is making to conserve energy, retain businesses, and reduce energy consumption within the community through the EEGBG funds. This MOU has no financial obligations associated with it; it simply outlines the general provisions to be incorporated into the final contract with the GEO. Staff entered this MOU in order to move forward with the GEO program commencing in June with the

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other three cities (Arvada, Littleton and Pueblo) participating. In the upcoming months, a contract for the \$50,000 EECBG grant funds associated with the Small Business Efficiency Program will be finalized and brought to City Council for approval. City Council allocated \$50,000 of EECBG funds for this program through the approved EECS.

Respectfully submitted,

J. Brent McFall  
City Manager