



DEPARTMENT OF COMMUNITY DEVELOPMENT
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MEMO

Date: July 15, 2010

To: City Council
Planning Commission
Utility Advisory Committee
Involved City Staff

From: Mike Smith, Community Development Director

A handwritten signature in black ink, appearing to be "MS", is written next to the name "Mike Smith" in the "From:" field.

Re: **Kickoff Workshop**
Energy Efficiency and Conservation Strategy and Land Use Code Update Projects
Wednesday, July 21, 2010
8:30 a.m. until 12:00 p.m.
City Council Chambers

The purpose is for the consultant team to meet with all of the directly involved individuals for an initial kickoff meeting to:

- make introductions
- outline the projects, the processes, and the expected time commitment involved from each of you
- reach consensus as to the expected outcomes for each project.

It is very important that you attend this initial meeting if at all possible so that everyone is moving forward on the same page as these projects begin to move forward.

I have attached the following background materials:

- Agenda
- Workplan and Timeline Matrix
- Process-Matrix that shows tasks broken down by seasons over the next two years
- Roles and Responsibilities Matrix that identifies each entity's roles with a timeline and project number of hours necessary for the projects
- Land Use Code Update Project Task descriptions
- Energy Efficiency and Conservation Strategy Project's Activity and Task descriptions
- Background material on the consultant team as submitted in the Qualification Submittal

If you have any questions please do not hesitate to contact me.