Energy Efficiency & Conservation Strategy Activities and Tasks

Activity 1: Project Initiation

Task 1.7: Identify Advisory Bodies

Task 1.7.A - Identify and Assign Internal City Staff Project Review Leads
Consultant Team assists City in identifying key City Staff to be included in development & implementation of EECS.

Task 1.7.B - Establish, Engage, and Facilitate Strategy Development Advisory Body
Identify members, utilizing the existing Energy Advisory Committee and other stakeholders, to participate in the Energy Strategy Advisory Body. Recruit and establish the Advisory Body and engage them in a minimum of three structured and consultant facilitated activities to collect stakeholder feedback on energy conservation and efficiency strategies. Advisory Body activities could include focus groups, interactive energy walk through/audit or strategy review meeting.

Activity 2: Develop EECS and Implementation Activities

Task 2.1: Initiate EECS Process and Develop Public Participation Plan

Task 2.1.A - Project Kick-off Workshop with City Staff to Initiate EECS Process
Consultant Team & City Staff meeting to identify Advisory Body for project, utilizing the Energy Advisory Committee members. Confirm all project tasks and responsibilities, review strategy components, clarify goals and objectives, refine the project work plan and schedule, and discuss community outreach activities.

Task 2.1.B - Develop & Implement Community Participation Plan
Prepare and deliver community particpation plan. Conduct three workshops to collect early community feedback and ideas for strategy, review of draft and final strategies, and collect prioritization suggestions.

Task 2.2: Develop Draft EECS Strategy

Task 2.2.A - Identify Strategy Challenges and Opportunities & Develop Framework
Identify potential regulatory and other challenges to incorporating an Energy Efficiency and Conservation (EE&C) Strategy. Recommend opportunities to resolve challenges.

Task 2.2.B - Draft Strategy
Utilize Community, Advisory Group, and City Council feedback to prepare and deliver a draft EE&C Strategy. Present draft to community and Council for initial feedback.

Task 2.2.C - Final Strategy and Council Adoption
Develop Final strategy based on feedback to the draft and completion of the strategy implementation "test." Assist City staff in presenting the Strategy to City Council to obtain formal approval, adoption, and funding for the high priority implementation suggestions. Final Strategy will be unique to the City and will have detailed instructions for community implementation tasks, as well as an internal progress reporting and implementation successes tracking system.

Task 2.3: Land Development and Building Code Update and Regulations Review & Recommendations

Compile a set of land development and building code update recommendations based on Community and Advisory Group feedback. Present findings by category with preliminary level of priority and implementation urgency. Recommendations will address land development and building code updates that directly affect the EE&C Strategy as well as code and regulation considerations that indirectly affect energy use. Deliver packaged report of all project findings up to this time and present findings to City Council.

Task 2.4 and Task 2.5: Strategy Implementation Plan, Testing and Recommendations, Including Optional Implementation Activities & Training

Details of these two tasks will depend on the outcomes of tasks 2.1, 2.2, and 2.3. At minimum, we will develop an implementation plan based on community, Advisory Body, Council, and City staff feedback, including implementation recommendations. We will conduct a variety of implementation and training activities to: address land development and building codes; assist the City's natural gas and electricity utilities; provide energy audits and recommendations for the renewable energy program; and provide detailed energy policy and code enforcement actions. Optional and potential activities may include general sustainability and green building education, historic preservation training, or development of informational materials. We will test the Strategy, the new code language, and new policies by moving one or two mock projects (scenarios) or pilots (real time projects) through the new system.