City of Ellensburg EECS & LDCU Work Plan 0812010

Task Ref.	Done	Action	Description	Who	Consultant Due	City Review	Final Due Date	Notes, Comments, Progress
EECS 1.7B	√	Kickoff Workshops	All team meeting with Council & PC, Pm	all	N/A	N/A	7/21/2010	
LDCU 2	√	Code Redline & maps	Complete Code redline & post maps to	Mike,	N/A	N/A	8/13/2010	
PM	√	Compile and distribute project team contact	Compile list of all City and Consultant staff	Yvonne	N/A	N/A	8/13/2010	
PM	√	Draft work plan and upload to Google Docs	Refine and finalize draft project work plan	Yvonne	8/13/2010	Mike: 8/20/2010	8/24/2010	City staff reviews and approves format.
PM	√	File sharing FTP site, Google Docs, & PM	Invite team members to Google docs to	Yvonne	8/13/2010	N/A	8/25/2010	Mike to confirm naming convention. 8/24.
PM	√	Create project communications & accounts	Project Communication "Cheat Sheet"	Yvonne	8/13/2010	N/A	8/13/2010	complete as of 8/24. yvonne will maintain
EECS 2.1B	√	Draft Community Survey Questions	Questions addressing both projects for the	Bob, Nora,	8/13/2010	Mike: 8/20/2010	8/24/2010	Survey to go live in September
PM		Create outlines of Gap analysis tables		Yvonne	8/19/2010	n./a		
2	√	Create Project Look & Feel Template	Overall document template to be used for	Yvonne	8/20/2010	Mike reviews and	9/10/2010	
EECS 2.1B	√	Draft Community Involvement Plan	Brief plan outlining all PI activities	Nora	8/13/2010	Mike: 8/26/2010	9/10/2010	8/24: Nora to work with Mike to finalize
LDCU 2		Meeting with NMTC	Review proposed NMT plan and interview	Bob	8/26/2010	n/a	n/a	
EECS 2.1B		Record Stakeholder Interview Feedback	Develop Template for Stakeholder	Bob,	8/26/2010	n/a	n/a	This will include a form and an Excel
EECS 2.1B		Develop Project Fact Sheet	Overview (handout) of project to distribute	Nora / Mike	9/1/2010	9/10/2010	9/15/2010	Mike reviews draft text and finalizes. Will be
EECS 2.1B	√	Write project description for website	Simple overview of work to be completed	Kathleen	9/1/2010	9/10/2010	9/15/2010	Mike and Lance review Kathleen's writeup
EECS 2.1B	√	Create templates for community survey and	Excel sheet to compile all stakeholder and	Nora	8/20/2010	8/25/2010	9/1/2010	
EECS 2.1B		Website setup	City develops static website to report on	Mike	N/A	9/5/2010	9/10/2010	
EECS		Conduct Research for EE&CS	literature, web, reports, calls. Brief team on	Kathleen	8/31/2010	N/A	N/A	Internal Consultant Team task
LDCU 2		Conduct Stakeholder Interviews		Bob	08/26 - 09/30	N/A	N/A	in person and via phone
EECS 2.1B		Conduct Stakeholder Interviews		Kathleen /	09/01 - 10/05	N/A	N/A	in person and via phone
LDCU 2	√	Gap Analysis	Review Bob's preliminary gap analysis	Katie,	8/20/2010	N/A	N/A	Internal Consultant Team task
LDCU 2		Prepare Initial LDCU Gap Analysis	Bob creates tables 1 and 2 for team review	Bob	8/27/2010	9/20/2010	10/31/2010	Prepare findings and recommendations
EECS 2.1B		Send recommendations on Approach	Submit recommendations on approach	Bob, John	9/15/2010	9/20/2010		Survey will be live from September 15th
EECS 2.1B		Prepare SurveyMonkey website	Set up the site and send link to City staff	Nora	9/10/2010	N/A	N/A	Survey will be live from September 15th
LDCU 2		Prepare materials for Council Presentation 1	Send drafts of presentation and	Bob,	9/30/2010	10/5/2010	10/12/2010	Final Materials must be complete by
LDCU 2		**Council Presentation 1 (w. Planning**	**Gap analysis Findings and**	**Bob,**	**10/11/2010**		**6/1/2010**	
EECS		Community Energy Baseline	Develop a Baseline of Energy	Kathleen,	October 2010		12/31/2010	interview staff to collect data, present
EECS		Current Initiatives review	Identify current initiatives to build on code,	Yvonne,	October 2010		1/31/2010	interview staff to collect info, review
EECS 2.1B		CloseSurveyMonkey	Take down survey and compile results for	Nora	11/31/2010	N/A	N/A	
EECS 2.1B		Prepare materials for Community Meeting 1	Submit draft materials to City 2 weeks in	Nora / Bob	1/15/2011	1/25/2011	1/31/2011	
EECS		EECS opportunities recommendations	Identify new opportunities to save energy +	Yvonne /				Identify What's happening? • What's
LDCU 2		Prepare materials for Council meeting 2	Prepare overview for City staff review	Bob,	9/30/2010	10/5/2010	10/12/2010	
EECS 2.1B		**Community Meeting 1**		**all**	**N/A**	**N/A**	**1/31/2011**	
LDCU 2		Prepare materials for Council meeting 2		Bob,	9/30/2010	10/5/2010	10/12/2010	
LDCU 3		**Council Presentation 2**	**Alternative Regulatory Concepts**	**Bob, Katie,**	**N/A**	**N/A**	**1/31/2011**	
4		Draft Strategy Layout	Set up Strategy structure & outline and			Approve structure	late 2nd quarter	Graphic Design completed by City staff
4		**Draft Strategy**	**(Text Only)**	**OBCO**			**3rd quarter**	review at Sustainable September. Have
LDCU 4		**Council Presentation 3: Pulse Check**	**Pulse Check on recommended elements**	**Bob,**	**N/A**	**N/A**	**5/2/2011**	
EECS 2.1B		Prepare materials for Community Meeting 2	Submit draft materials to City 2 weeks in	Nora / Bob	5/20/2011	5/25/2011	06/08/10/31/2011	
EECS 2.1B		**Community Meeting 2**				N/A	**Early June, 2011**	
LDCU 4		60 day adoption period for LDCU		June, July				
LDCU 4		SEPA Process		June, July				
EECS 2.1B		**Community Meeting 3**	Present final draft of EECS for public	OBCO staff		N/A	**Fall 2011**	
EECS 4		**Revisions and strategy finalization**					**4th Quarter, 2011**	
EECS 4		Create draft action plan	list of actions to implement	Kathleen			Fall 2011	
EECS 4		Pilot	test projects for new strategy	Katie,			Fall 2011	
EECS 2.1B		**Council Presentation 4: Final Draft of**	**Final Review before Code Updates are**	**Bob,**	**N/A**	**N/A**	**Spring 2012**	
		Deliver Final Strategy	**Compile all documents into final report**				**Spring, 2012**	
NA		**Media involvement / releases?**	**City is responsible for this task - add**	**Mike,**	**N/A**		**TBD**	
NA		**Other Project "promotional" needs?**	**City is responsible for this task - add**	**Mike,**	**N/A**		**TBD**	