Date:  July 15, 2010

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

From:  Mike Smith, Community Development Director

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.