Attachment E – Steps and Timeline for Local Climate Action Planning Process (LCAPP)

Steering Committee Establishment: Introductory phone call/conversation and follow up interview by staff or other known person.

Invitation to apply and official background information sent to potential member describing LCAPP and Steering Committee.

City Council and Board of Supervisors approve (if necessary) of Steering Committee membership.

Appointment Letter signed and sent by Gary O'Connel, Leonard Sandridge, and Bob Tucker. Invitee signs and sends Appointment Letter back to staff.

Completed 3/09

Focus Group Establishment: Steering Committee meets to discuss Focus Groups: topics, participants, and expectations.

Introductory phone call/conversation and follow up interview by staff or Steering Committee member.

Invitation to apply and official background information sent to potential member describing Focus Group and guidelines.

Focus Groups begin meeting

Completed 4/09

Focus Groups issue a collection of smaller reports and recommendations.

Completed 9/09

Steering Committee discusses Focus Groups' reports and recommendations.

Completed 10/09

Steering Committee makes recommendations for their report based on discussion outcomes.

Completed 11/09

Staff write and present Steering Committee Recommendations in Final Report.

Completed 12/09