City of Rochester Energy Action Plan
Schedule

Task	Description	Wenck POC	Rochester POC	July				August					September					October					November					December					January 2016					Feburary 2016					March 2016				
				15-17	20-24	27-31		3-7	10-15	17-21	24-28	31	1-4	7-11	14-18	21-25	28-30	1-2	5-9	12-16	19-23	26-30	2-6	9-13	16-20	23-27	30	1-4	7-11	14-18	21-25	28-31	4-8	11-15	18-22	25-29	1-5	8-12	15-19	22-26	29	1-4	7-11	14-18	21-25	28-31
1	**Comprehensive Plan Overview**	Erin Heitkamp																																												
1a	Wenck to receive P2S update from HKGi	Bill Brown	HKGi/Brad Scheib																																											
1b	Wenck to complete review of P2S update																																												
2	**Benchmarking Analysis**	Sarah Braman	TBD																																											
3	**Assessment of City of Rochester GHG inventory, energy-related goals, regulations, mandates, policies, procedures and program participation**	Erin Heitkamp																																											
3a	REC to provide Wenck inventory data and background materials, as follow: - (via LHB) granular GHG inventory data as reported to the ULI Regional Indicators Program for the baseline years referenced below and the most current inventory year - RPU CROD contract - confirmation of baseline years for voluntary commitment to MN Next Generation Energy Act goals (reference 19A.01 Subd3) - list of relevant program commitments and documents detailing commitments i.e. MN Green Step Cities and Regional Indicators Initiatives - any other relevant documents	Bill Brown																																											
3b	Schedule first REC workshop/Project Kick-Off Meeting	Erin Heitkamp	TBD																																											
3c	Complete first REC workshop	Bill Brown																																												
3d	Schedule first technical workshop	Mike Shoemaker																																												
3e	Complete first technical workshop		REC/Edward Cohen																																											
3f	Schedule second technical workshop	Erin Heitkamp	RPU/Wally Schlink																																											
3g	Complete second technical workshop		Planning/Jeff Ellerbush																																											
3h	Schedule second REC workshop	Erin Heitkamp	REC/Edward Cohen																																											
3i	Complete second REC workshop	Bill Brown	RPU/Wally Schlink																																											
4	**Assessment of available incentives and alternative funding sources**	Alissa Lawler	Planning/Jeff Ellerbush																																											
5	**Community Engagement**	Erin Heitkamp	TBD																																											
5a	Wenck to interface with HKGi and RPU to identify opportunities for piggybacking on planned community engagement exercises and identify areas where additional, independent (of P2S) community engagement activities should be contemplated	Erin Heitkamp																																											
5b	Wenck to prepare Community Engagement Strategy	Bill Brown	TBD																																										
5c	Wenck to make an early education presentation during a City Council Committee Meeting of the Whole (public session) to communicate plans for developing the EAP and how it will be used in conjunction with and complementary to the P2S	Mike Shoemaker																																											
5d	Wenck to attend first public P2S public hearing (be available to respond to questions) **TBD**	Erin Heitkamp	TBD																																										
5e	Wenck to attend second public P2S public hearing (be available to respond to questions) TBD	Erin Heitkamp																																											
6	**Draft Energy Action Plan**	Bill Brown	TBD																																											
6a	Deliver draft Energy Action Plan to the REC and RPU	Mike Shoemaker																																											
6b	Deliver (pre-)Final Energy Action Plan to the REC and RPU for approval	Erin Heitkamp	REC/Edward Cohen																																											

WENCK ASSOCIATES
Responsive partner. Exceptional outcomes.