

Work Group Template for Developing Preliminary Report

For its preliminary report, due in early March 2020, the Task Force needs focused information and recommendations from each Work Group to synthesize into the larger report. Each Work Group is asked to deliver four items that the Task Force can incorporate into a preliminary report/recommendations.

1) Findings

- A preliminary description and assessment of the status quo in the work group's designated area
- A preliminary assessment of what could be done based on examples from other counties/municipalities and other empirical evidence
- A description of challenges to overcome in order to meet the work group's goals

2) Recommendations for the Plan and Planning Process

- What a final comprehensive plan should include (for example, an inventory and tracking of emissions)
- What the one- or two-year long planning process should include (for example, hiring a consultant to help develop the comprehensive plan)

3) Monitoring and Accountability

- How the planning recommendations in the work group's area should be managed and overseen (for example, a city department reporting to an ongoing citizen committee)
- Who should be responsible for implementing each part of the planning process
- How stakeholders and the general public should be informed about and have opportunities to influence and engage in the process for developing a comprehensive plan
- When and how should periodic reporting on the planning process occur

4) Short Term Projects/Programs

Recommendations for projects/programs that further the Task Force goals and might be implemented during the immediate one to two years, before the comprehensive planning process is completed.