

**CITY OF PACIFICA  
CLIMATE ACTION PLAN TASK FORCE  
January 19, 2011  
7:00 P.M.**

**Parks Beaches and Recreation Department Conference Room  
1800 Francisco Boulevard**

ITEM NUMBER	DESCRIPTION	TIME ALLOTTED	ANTICIPATED ACTION
1	Call to Order	<i>Five Minutes</i>	INITIATE MEETING
2	Approval of Order of Agenda	<i>Five Minutes</i>	TASK FORCE APPROVE AGENDA
3	Approval of Meeting Minutes	<i>Five Minutes</i>	TASK FORCE APPROVE MINUTES
4	Update from Staff- Consultant work on CAP template and contract status, discussion and possible action on scheduling the consultant to attend a CAPTF meeting	<i>Five Minutes</i>	INFORMATION ONLY, POSSIBLE DISCUSSION
5	Update from Staff- CAP drafting process; inform the CAPTF of document drafting process; subcommittee language drafts, CAPTF approved drafts, consolidation process / for consultant review and CBA / Measures assessment , Draft for consideration by Council	<i>Fifteen Minutes</i>	INFORMATION ONLY, POSSIBLE DISCUSSION
6	Presentation and Discussion on revised draft language covering Energy Use from the Energy Subcommittee and possible decision on draft Energy Use language	<i>Thirty Minutes</i>	PRESENTAITON, DISCUSSION AND VOTE(S) ON LANGUAGE
7	Discussion and possible action on meeting process proposal attached and supporting documents including: a. Roberts Rules of Order- abridged version b. City Attorney memo to CAPTF- Brown Act c. Staff's role in meeting facilitation d. Chairs Role in meeting facilitation	<i>Twenty-five Minutes</i>	DISCUSSION AND POSSIBLE ACTION / VOTE ON MEETING PROCESS PROPOSAL
8	Discussion and possible action on what is preferred by the group for disclosure to the public including: a. Meeting minutes- posting on website b. Posting of other task force materials on website c. Preliminary draft CAP language- posting on website and sharing with other agencies	<i>Twenty Minutes</i>	DISCUSSION AND POSSIBLE ACTION / VOTE(S) ON THE METHOD OF SHARING PUBLIC INFORMATION
9	Oral Communications -This portion of the agenda is available to the public to address the Task Force on any issue within the subject matter jurisdiction of the Task Force that is not on the agenda.	<i>Ten Minutes or as per need</i>	MEMBERS OF THE PUBLIC SPEAK AS NEEDED
10	Announcements	<i>Two Minutes</i>	TASK FORCE MEMBERS ANNOUNCE EVERNTS / TOPICS OF INTEREST
11	Items for Next Agenda	<i>Three Minutes</i>	DISCUSSION / SUGGESTION FOR NEXT AGENDA
12	Adjournment	N/A	END MEETING
ATTACHMENTS	Attachments: (Task Force only) a. Action Minutes Meeting of December 15, 2010 b. Draft Energy Subcommittee Language with approved changes incorporated c. Comments from Carlos Davidson and Gil Anda- Draft Energy Subcommittee Language	N/A	Process proposal to be disseminated to Task Force at the CAPTF meeting

	d. Process Proposal- meeting facilitation e. Roberts Rules of Order, Abridged Version f. City Attorney Memo- Brown Act		
--	--	--	--

THE CITY OF PACIFICA WILL PROVIDE SPECIAL ASSISTANCE FOR DISABLED CITIZENS UPON AT LEAST 24 HOUR ADVANCE NOTICE TO THE CITY MANAGER'S OFFICE (738-7301). IF YOU NEED SIGN LANGUAGE ASSISTANCE OR WRITTEN MATERIAL PRINTED IN A LARGER FONT OR TAPED, ADVANCE NOTICE IS NECESSARY. ALL MEETING ROOMS ARE ACCESSIBLE TO THE DISABLED.