

**Special Meeting of the Climate Action Plan Task Force
Meeting of October 19, 2011
Parks Beaches and Recreation Conference Room
1810 Francisco Boulevard
7:00PM - 9:00 PM**

ITEM NUMBER	DESCRIPTION	TIME ALLOTTED	ANTICIPATED ACTION
1	Call to Order	<i>One Minute</i> 7:00-7:01PM	INITIATE MEETING
2	Approval of Order of Agenda	<i>Five (5) Minutes</i> 7:01-7:06PM	TASK FORCE APPROVE AGENDA
3	Approval of Meeting Minutes	<i>Five (5) Minutes</i> 7:06-7:11PM	TASK FORCE APPROVE MINUTES
4	Discussion of results from meeting with City Manager, Administrative Services Director, Planning Director and Staff Liaison	<i>Twenty Minutes (20)</i> 8:31-8:51PM	DISCUSSION OF INPUT FROM STAFF ON LANGUAGE
5	CONTINUED~ Discussion with action: Task Force to Discuss proposed changes and edits to the Revised Draft CAP; and to review remaining staff comments and any related Task Force proposals presented to the group for consideration. To work on the document until it is ready for release to the public.	<i>One Hour-(60 minutes)</i> 7:11-8:11PM	PRESENTATION, DISCUSSION AND VOTE(S) ON STAFF COMMENTS AND ANY PROPOSALS RECEIVED AND ON DRAFT LANGUAGE, TO PREPARE FOR RELEASE TO PUBLIC
6	CONTINUED~ Discussion and possible action: on presentation format for City Council and the Planning Commission Meetings. To discuss how the Task Force will present an overview of the process and results related to drafting the CAP. Possibly allocate tasks to members of the Task Force and decide if PowerPoint will be used, what if any additional tools are necessary and how the presentation will be broken down between Task Force members.	<i>Twenty Minutes (20) 8:11-8:31PM</i>	DISCUSSION AND POSSIBLE ACTION ON TASK FORCE ROLE AND RESPONSIBILITIES IN CITY COUNCIL AND PLANNING COMMISSION MEETING PRESENTATIONS ON THE CAP
7	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>Three minutes (3) 8:51-8:54PM</i>	MEMBERS OF THE PUBLIC SPEAK AS NEEDED
8	Items for Next Agenda	<i>Two Minutes (2) 8:54-8:57PM</i>	SUGGESTION FOR NEXT AGENDA
9	Announcements	<i>Three Minutes (3) 8:57-9:00PM</i>	TASK FORCE MEMBERS ANNOUNCE EVENTS / TOPICS OF INTEREST
10	Adjournment	9:00PM	END MEETING
ATTACHMENTS	a. Meeting Minutes of October 5, 2011 meeting b. Remaining Staff Comments (updated from last meeting) c. CAP – Revised CAP with CAPTF and some clerical edits Dated 9/8/2011 d. Proposals from Task Force Members on Staff Comments		