

ad hoc CLIMATE AND ENERGY ACTION PLAN IMPLEMENTATION COMMITTEE

Thursday, May 17, 2018 | 5:00 PM – 7:00 PM

Siskiyou Room, 51 Winburn Way

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**Meeting Goals**

- Review and Give Input on Draft Community Outreach and Education Campaign

**Meeting Agenda**

1. Call to Order
2. ASSIGN roles for timekeeper and action item keeper (5 min)
3. CHECK IN – SHARE your answer to “check in” question (5 min)
  - 3.1. “What is one thing you or your household have done in past 6 months to reduce carbon emissions?”
  - 3.2. Please keep your answer to 30 seconds or less.
4. RECEIVE Public Forum input (10 min)
  - 4.1. Receive additional public input
5. APPROVE consent agenda (5 min)
  - 5.1. APPROVE meeting minutes from 4/15/18
  - 5.2. ANNOUNCE next regular meeting is scheduled: Thursday June 21<sup>st</sup>, 2018
  - 5.3. REVIEW meeting Look-ahead
    - 5.3.1. May – Draft Community Engagement Plan review
    - 5.3.2. June – Co-benefits and Equity Considerations
    - 5.3.3. July – TBD
    - 5.3.4. Aug -- TBD
  - 5.4. **Preparation:** Review attached minutes from 4/15/18
6. RECEIVE updates relevant to CEAP Implementation (10 min)
  - 6.1. Council Liaison update
  - 6.2. Commission Liaisons
  - 6.3. Staff Update
7. RECEIVE Staff update on 10 by 20 implementation. (20 minutes)

8. REVIEW Draft CEAP Outreach and Education Strategy and GIVE INPUT as appropriate. (30 min)
  - 8.1. **Preparation:** Review Attachment - “Draft Community Outreach and Education Campaign”.
9. DISCUSS Equity criteria for CEAP Implementation (20 min time permitting)
10. CHECK OUT – DISCUSS meeting process (5 min)
  - 10.1. Focus questions:
    - 10.1.1. What did we do well at this meeting?
    - 10.1.2. What could we improve at the next meeting?
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### **Ad hoc Climate and Energy Action Plan Implementation Committee**

#### **Charge and Scope of Work:**

The Ad-Hoc Climate and Energy Action Plan Implementation Committee shall be charged with the following scope of work:

- Review, provide input and make recommendations as appropriate on the following:
  - Development of benchmarks and indicators for identified actions within the [Climate and Energy Action Plan](#).
  - Phase I implementation plans presented to the committee by staff.
  - Co-benefits and equity considerations for all phase I action implementation.
  - Development of measurement and reporting protocols and systems.
  - Development of a public outreach and education plan for the Climate and Energy Action Plan and its implementation progress
  - Coordination and communication structure between Climate and Energy Action Plan ad-hoc and other existing City Advisory Commissions in Climate and Energy Action Plan implementation
  - Long term structure and format for citizen advisory role in Climate and Energy Action Plan implementation



- Review, analyze and address public input received by the committee.