

**City of Fort Collins 2007 Climate Task Force
Draft Process Proposal**

ROLES & RESPONSIBILITIES

City Council

- Authorize task force via resolution
- Final decisions on future actions

City Manager

- Appoint the Climate Task Force and receive recommendations on an updated Local Action Plan for 2010 and on a process to develop a future GHG goal for Fort Collins

Climate Task Force

- Participate with valuable expertise and perspective
- Recommend methods for gaining public and other input into the process
- Provide suggestions for new measures
- Ensure coordination with ongoing related measures in the community
- Consider the developments of the Colorado Climate Project
- “Develop an updated plan that will describe steps that the Fort Collins community could take to meet the greenhouse gas emissions target established by Resolution 99-137.”
- “Make recommendations on how the City should develop a future direction for climate protection after 2010”.

Consultant

- Provide technical expertise
- Research cost:benefit of select strategies; present information
- Provide consulting on strategy and logistics
- Assist with public outreach
- Assist with presenting recommendations to Council

Project Coordinator

- Assist City Manager in convening the Task Force
- Provide meeting support
- Gather, prepare and present information
- Plan and implement public outreach
- Prepare periodic City Strategic Initiatives Team and City Council updates
- Present recommendations to Council

City's Energy Management Team

- Assist with data collection on existing measures
- Provide suggestions on new measures
- Obtain feedback from their department
- Provide iterative feedback into process

DECISION-MAKING

- Strive for consensus
- Vote at key milestones (public outreach approach, recommendations for updated plan, process for setting future goal)
- Identify levels of support (unanimous, super majority, simple majority)
- If less than a (super majority), identify barriers to consensus, identify alternative solutions and seek to resolve barriers

Note: Minority opinion will be documented

Note: Task Force members, as citizens, always retain their right to address City Council

Draft SCHEDULE

Month	Tasks	Topics
May 24	1 st Meeting	<ul style="list-style-type: none">▪ Project Background▪ Review/Discuss Process▪ Discuss Public Outreach▪ Discuss Overall Approach▪ Introduce list of measures
June	Public Open House	
June	2 nd Meeting	<ul style="list-style-type: none">▪ Review Open House info▪ Discuss inventory and forecast▪ Review list of measures▪ Discuss filtering process if needed
July	3 rd meeting	<ul style="list-style-type: none">▪ Filter strategies for further analysis
Aug	4 th meeting	<ul style="list-style-type: none">▪ Review measure detailed analysis; is more info needed?
Sep	5 th meeting	<ul style="list-style-type: none">▪ Complete Review▪ Develop initial recommendation/prioritization▪ Discuss funding options
Oct	Public Open House	
Oct	Citizen Advisory Board input	
Oct	6 th meeting	<ul style="list-style-type: none">▪ Review public input▪ Finalize draft plan▪ Discuss Future Direction
Nov	Council work session	
Nov	7 th meeting	<ul style="list-style-type: none">▪ Finalize plan and future process
Dec	Citizen Advisory Board input	
Jan15, 08	Council Action	

Gray shading indicates Public Input