



## AGENDA

Wednesday November 2, 2011

6:30 pm – 9:35 pm

(If necessary, meeting will carry over to Thursday Nov. 3, 7:00pm-9:30pm)

**West Conference Room**

**City Hall**

**456 West Olive Avenue**

**Sunnyvale**

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|---|-------------------------|
| <p><b>1. Open house on reduction measures (City and PMC staff circulating to answer questions)</b></p> <p>Large format prints of reduction measures, grouped by sector, are hung around the room. Participants are invited to review and provide comments via post-it note on all reduction measures. Additional comments may also be taken via comment card.</p> <p>Facilitator will continue to announce time warnings: “15 minutes remaining to provide comments on the measures this evening” and so forth.</p> | <p><b>6:30-7:00</b></p> |
| <p><b>2. Welcome, Workshop Overview, and Purpose (Staff/PMC)</b></p> <p>Welcome and Introduction of City Staff, PMC Project Manager and Staff</p> <ul style="list-style-type: none"> <li>• Overview of meeting agenda, purpose, and ground rules</li> <li>• What happens with outcome from tonight’s (and tomorrow’s) meeting</li> </ul>  | <p><b>7:00-7:10</b></p> |
| <p><b>3. Clarify Terminology</b></p> <p>Committee requested items for clarification</p> <ul style="list-style-type: none"> <li>• CCA (e.g. what is it, why do we want it?)</li> <li>• Others questions sent to staff before meeting</li> </ul>  | <p><b>7:10-7:20</b></p> |
| <p><b>4. Inventory and Reduction Measure Quantification: Technical Presentation (PMC)</b></p> <p>Presentation of the updated inventory results and quantification of proposed reduction measures (PowerPoint)</p> <ul style="list-style-type: none"> <li>• Baseline Inventory Results</li> <li>• Forecast Results</li> <li>• What is a Reduction Measure?</li> <li>• How are measures developed?</li> <li>• How do they relate to our reduction target?</li> <li>• Overview of measures by Sector</li> </ul>        | <p><b>7:20-7:40</b></p> |

- 5. Clarify What is Stated in Measures** **7:40-8:00**  
PMC will clarify, based on committee questions whether the evaluation for the measures is based on the committee’s January 2011 criteria
- 6. Polling on reduction measures (PMC)** **8:00-8:20**  
This exercise would allow the committee to provide and see support for/opposition to each reduction measure.  
**Turning Point Polling Exercise**  
Turning point polling devices are used to gauge support for or opposition to reduction measures using a “Green, Yellow or Red” rating system.  
○ Each polling slide will be followed by a results slide  
○ Multiple choices may be:  
● **Green:** I am fine with the measure  
● **Yellow:** I would like changes or clarification to the measure  
● **Red:** I would like to remove this measure
- 7. Committee discussion of key reduction measures (led by PMC and staff)** **8:20-9:00**  
Following polling, committee members will to discuss the “yellow” and “red” measures (based on the committee established ground rules). PMC will help direct discussion.
- 8. Prioritization Exercise (led by PMC and staff)** **9:00-9:25**  
Following discussion of measures, the Committee will prioritize measures using the Turning Point polling software and keypads. The PMC team will present each measure on a Power Point slide and ask the Committee to assess the implementation priority of each measure on high, medium, and low scale.  
  
● Immediate implementation (initiate in Years 1 or 2)  
● Mid-term implementation (initiate in Years 3-5)  
● Long-term implementation (initiate in Year 5 or later)  
  
Following the polling exercise, the measures will be sorted in high, medium, and low order within the key sectors. Measures with the same priority will be secondarily ranked in order of greenhouse reduction benefit.
- 9. Wrap-Up** **9:25-9:30**  
Staff and Committee will review progress and determine need for a 2<sup>nd</sup> meeting to continue and wrap-up Committee discussion and prioritization.  
  
Staff will provide overview of Next Steps for Committee
- 10. Public Comments** **9:30-9:35**
- 11. Adjourn** **9:35**