



Council in attendance:

Jamie Matthews, Mayor
Teresa O'Neill, Chair/Councilmember
Patrick Kolstad, Councilmember

Staff in attendance:

Julio Fuentes, City Manager
Richard E. Nosky, Jr., City Attorney
Rod Diridon, Jr., City Clerk
Ruth Shikada Assistant City
Manager/Economic Development
Officer

Yvonne Felix Galletta, Management
Analyst to the City Manager
Jennifer Yamaguma, Public
Communications Manager

Matters for Council Action: None

1. Call to Order and Introduction.

The meeting was called to order by Chair O'Neill at 1:05 p.m.

2. Work Plan Update.

Chair O'Neill and Council Member Kolstad requested this item to be continued.

3. Board and Commission Interview Process.

The Committee discussed the need for the City's board and commission interview process to be updated. Staff will be proposing a more efficient process to manage board and commission interviews.

In further discussions, Committee members discussed established Council policies and procedures pertaining to current practices of the City that would assist in responding to topics and issues under the Committee's review. A summary of review by staff will be presented to the Committee.

4. Process for Establishing Council Agendas.

City Clerk Diridon provided an outline and review of the City's agenda process. The Committee spoke of possible clarification to residents/public regarding the current agenda process for written petitions for Council review at regularly scheduled meetings, referrals by Council committees, and service opportunities received by the public/community.

5. **Council Goal Setting Process.**

Staff reviewed the bi-annual goal setting schedule with the Committee. The Committee would like to see the Council's goal setting sessions scheduled annual.

6. **Public Presentations.** No public presentations.

7. Adjourned at 2:20 p.m.

Dated: January 20, 2016

Prepared by:

Yvonne Felix Galletta
Management Analyst to the City Manager