



**Committee Members in attendance:**

Teresa O'Neill, Vice Mayor/Chair

Patrick Kolstad, Council Member

Debi Davis, Council Member

**Staff in attendance:**

Rajeev Batra, Acting City Manager

Rod Diridon, Jr., City Clerk

Richard (Ren) Nosky, Jr., City Attorney

Ruth Shikada, Assistant City Manager/  
Economic Development Officer

Yvonne Felix Galletta, Management Analyst  
to the City Manager

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**Matters for Council Action:** None

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1. **Call to Order:** The meeting was called to order by Chair O'Neill at 4:05 p.m.
2. **Approval of Minutes from January 15, 2016 and April 11, 2016 Meetings:**  
It was moved, seconded and passed by a 2-0 vote with Council Member Davis abstaining that the Committee approve the minutes of January 15, 2016 and April 11, 2016 meetings.
3. **Work Plan Update:** Chair O'Neill presented a revised Work Plan list with items ranked in order of priority. The Committee discussed specific documents and city handbooks, including the Elected Officials Handbook, Board and Commission Handbook and Survival Guide, Policies and Procedures, City Manager's Directives and City Charter. The Chair discussed the importance of providing in-service training for new Council Members as to what processes are established in the city. The Committee also discussed the opportunity to provide information regarding the city's processes to the public on our website. The discussion also centered on the need for memorializing the city's operating norms for Council Members; such as, Council seniority policy and establishment of expectations regarding the public's communications with City Hall when asking for items to be placed on the agenda. Committee Members and staff will be working together on Work Plan items to present at future Committee meetings.
4. **Review Processes for Establishing City Council Meeting Agendas:** The Committee discussed the city's Policy & Procedures handbook and City Manager's Directives related to setting items on the City Council meeting agendas.

The City Clerk distributed a handout entitled "Process for Placing an Item on the Agenda." The Committee reviewed the memorandum from the City Clerk along with handouts that were provided by staff of excerpts from the Council's Policy and Procedures handbook (P&P's) and the City Manager's Directives (CMD's). Committee Member Kolstad offered to work with staff to review the agenda setting and posting processes, and report back at the next meeting.

5. The Committee rescheduled the regularly scheduled Governance Committee from Monday, June 13, 2016 to Monday, June 20, 2016.
  - a. Future Topics for the Agenda:
    - i. Update on Work Plan items.
    - ii. Review of City Council meeting agenda setting process.
6. **Public Presentations**. No public presentations.
7. Adjourned at 5:25 p.m.

Prepared by:



Yvonne Felix Galletta

Management Analyst to the City Manager