

I. ROLL CALL:

Mr. Stratton called the meeting to order at 5:05. At this time, Ms. Hosken asked for a roll call:

Present: Lee Kennedy, Darryl Nind, Richard Rogero, Greg Stratton
Absent: Dean Kunicki
Staff: Eric Levitt, City Manager; Rebekka Hosken, Budget Officer; Jody Kershberg, Administrative Services Director; Linda Swan, Deputy City Manager; Matt Cuevas, Management Analyst

II. PUBLIC STATEMENTS: None**III. REVIEW AND APPROVE THE MINUTES FROM THE 10/24/2017 MEETING**

Mr. Nind moved, and Mr. Kennedy seconded, to approve the minutes, which were approved 3-0 with Mr. Rogero, who was not at the prior meeting, abstaining.

IV. REVIEW SAMPLE PUBLIC INPUT SURVEY OPTIONS

Mr. Cuevas shared a draft survey he prepared on SurveyMonkey.com with the group. The group went through the various question types and made suggestions for improvement. Suggestions were made to improve clarity by better defining specific City programs on the survey. Otherwise, the Committee felt the survey was well done and could be finalized.

Ms. Hosken asked how long the survey should be open, suggesting a close date be shown on the marketing materials and flyers. The Committee agreed to close the survey on December 8, which would provide time to analyze results and get them to the Committee, leaving time for them to make recommendations to the City Council.

V. REVIEW PLANNED MEETINGS/PRESENTATIONS

Ms. Hosken shared a list of public outreach and the group noted the survey must be open for the three upcoming public presentations to the Council on Aging on November 13, to two Neighborhood Councils on November 14, and to the other two Neighborhood Councils on November 16. Assignments for presenting were as follows:

November 13, 1 p.m. – Mr. Stratton, Ms. Swan
November 14, 7 p.m. – Either Mr. Kunicki or Mr. Nind, Ms. Swan
November 16, 7 p.m. – Mr. Kennedy, Ms. Kershberg

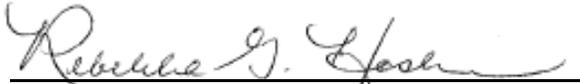
Ms. Hosken agreed to provide a presentation outline at the next meeting, along with marketing flyers so outreach could begin.

VI. ADDITIONAL BUDGET/FINANCIAL DATA

City staff agreed to provide the supplemental information pages that should be linked to the outreach website at the next meeting. No additional budget or financial data was requested from the Committee at this time.

VII. ADJOURNMENT

The meeting was adjourned at 5:49 p.m. The next meeting is scheduled for Tuesday, November 7, at 5 p.m.


Rebekka G. Hosken, Budget Officer