

Midcoast Community Council

An elected Advisory Council to the San Mateo County Board of Supervisors representing Montara, Moss Beach, El Granada, Princeton, and Miramar

PO Box 248, Moss Beach, CA 94038

www.MidcoastCommunityCouncil.org

Chris Johnson, Chair
Lisa Ketcham, Vice Chair
Erin Deinzer, Treasurer
Dan Haggerty, Secretary
Dave Olson
Laura Stein
Claire Toutant

AGENDA for Special Meeting: Administrative and Planning Retreat

Saturday, January 23, 2016, 10:00 a.m.

Granada Community Services District, 504 Avenue Alhambra, 3rd Floor, El Granada

Call to Order (10:00 a.m.) — Councilmember self-introductions.

1. **Public Comment and Announcements** (*Members of the public may speak up to three minutes on any topic not on the agenda. Please fill out a speaker slip. The Council may not discuss or take action on items not on the agenda.*)
2. (10:10 a.m.) **Supervisor Don Horsley's Midcoast Priorities for 2016.**
3. (11:15 p.m.) **Brown Act Seminar** by Brian Wong, County Counsel's office.
4. (11:45 a.m.) **MCC Issues and Priorities for 2016** — Review prior year actions, evaluate for effectiveness, and update priorities and work plan for 2016.
5. (12:30 p.m.) **Break for Lunch**
6. (1:15 p.m.) **Budget** — The MCC receives an annual County appropriation of \$3,000 to be used for meetings, records, equipment, and public outreach. Year-end budget surplus may be used for the general welfare of the Midcoast community.
 - a. Review and confirm preapproved expenditures.
 - b. Establish budget priorities for 2016.
 - c. Consider using 2015 budget surplus for general welfare of the community.
7. (1:45 p.m.) **Policies and Procedures** — Discussion of how to efficiently accomplish MCC work without staff and within the requirements of the Brown Act (correspondence, research, reports, and presentations).
8. (2:15 p.m.) **Councilmember Tasks and Assignments** — Review and update the following:
 - a. Councilmember monitoring and reporting of other government meetings
 - b. Council representation on government agency boards and committees
 - c. In-house task assignments
9. (2:45 p.m.) **Public Outreach** — Review current methods and results and explore ideas for improved community engagement (meeting attendance, website traffic, public awareness and feedback, and councilmember recruitment).

Adjournment (3:30 p.m.)

NOTE: The Council reserves the right to re-order the agenda. All indicated start times are estimates. Supporting documents for agenda items are available 72 hours in advance of meetings at www.MidcoastCommunityCouncil.org.

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