

Ad Hoc Open Government Subcommittee Topics Matrix

Created 10/25/11, Revised 11/29/11

Ref. #	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	Financial Impact	Current Status
1	Send out reserved meeting notices as soon as a meeting is set, with the agenda to follow	E-Notify, City Website	City Clerk	Scheduling of limited staff, unbudgeted expenses	None; exceeds legal minimum requirements		Staff is researching options
2	Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		City Attorney is Reviewing		
3	Train City Council and Staff on types of meetings (regular, special, emergency, etc)	1-page handout	City Attorney	None	None		
4	Include a schedule of upcoming meetings on each agenda	Modify the current Agenda Template	City Clerk	None	None		
5	Provide for meeting broadcasting capabilities at the Police/Fire Conference Room, Joslyn Center, Library	Purchase of necessary equipment, additional I.S. Division staff required	I.S. Manager	Scheduling of limited staff, unbudgeted expenses	None	Cost of I.S. staff	Staff is researching options, exploring the use of PEG funding for capital costs
6	Provide for interim recording of meetings held outside City Council Chambers	Small investment for equipment and ongoing staffing	I.S. Manager	Scheduling of limited staff, unbudgeted expense	None	Cost of I.S. staff	
7	Timely completion and posting of City Council, Subcommittee, and Commission meeting minutes	Staff will develop an administrative policy setting the desired turnaround time for meeting minutes and distribute to all departments responsible for commissions or development of minutes	City Clerk	Staffing, day to day operations interrupt this activity	None		

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8	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk	Staffing, day to day operations interrupt this activity				
9	Agenda Structure and Process							
10	Sticking to the Agenda							
11	Evaluate the policy on time limits for audience participation (currently policy of 3-min individual and 15-min cumulative is set by City Council resolution)	City Council Policy	City Clerk	None	City Attorney will review			
12	Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models	City Council Policy	City Clerk	None				
13	Consent Calendar content (include routine items only)	Mayor and City Manager currently work together to set the agenda	City Manager	None				
14	Pulling of Consent items: City Council should pull 1 st with staff introduction of the item included; clarifying questions and statements that could be addressed quickly vs. pulling an item.	City Council Policy	City Clerk	None				

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15	Follow-up of items that need to be agendized for a future meeting; ensuring that items are brought back	Staff will make a list of items requested to be agendized during each City Council meeting and the list will be discussed at the first Dept Head meeting immediately following City Council meetings and items will be placed on the upcoming agenda list	City Manager / City Clerk	None	None		
16	Councilmembers provide oral report of conferences/travel (first meeting after the event – per AB1234) and written reports with attachments (cover page or outline plus supplemental materials) available for public review	Staff will develop a 1-page cover sheet for use by Councilmembers. They will have the ability to attach supplemental materials. This will be kept on file in the City Clerk’s office for public review.	City Clerk	None	City Councilmembers will still be required to provide an oral report of their conferences / travel at the first meeting following a trip (per AB1234)		

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17	City Manager to report on conferences/travel of senior staff	Staff will develop a 1-page cover sheet for use by senior staff. They will have the ability to attach supplemental materials. This will be provided to the City Manager within 1-week of the event. City Manager will provide a brief oral summary of senior staff travel at the next City Council meeting under the City Manager's report.	City Manager		None			
18	Staff Reports: how to or not to include the public/stakeholders	The City could adopt an administrative policy outlining staff report procedures	City Manger					
19	Public Records Requests	Staff will develop an administrative policy setting Public Records Act procedures ensuring compliance with the law and timely response to all requests	City Clerk / City Attorney					
20	Provide written guidelines to staff and the public regarding the California Public Records Act and the Brown Act in accordance with the McKee settlement	Written guidelines in the form of a handout will be provided to staff and available for review by the public in the City Clerk's office	City Attorney	None	None			

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21	Electronic Community Discussion Board	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney will review	Cost of I.S. staff	
22	Evaluation of Meeting Management Software/Technology Tools to aid in meeting operation and audience participation	Staff will bring to City Council options for enhancing current meeting management software.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software; additional/dedicated I.S. staff support during City meetings	None	Cost of I.S. staff	
23	Voting Touch Device	(included as part of meeting management software/technology)	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software modules; additional/dedicated I.S. staff support during City meetings	None	Cost of I.S. staff	
24	Public Timer	Implement existing solution	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		
25	Electronic Agenda Packets	Staff will bring to City Council options for implementation of an electronic agenda packet.	City Clerk / I.S. Manager	unbudgeted expense, training of staff for new software and/or procedures; additional I.S. staff support	None		

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26	Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website	Modify the current Work Plan website page to a chart form that will be updated on an ongoing basis. An agenda item for “Work Plan Status Update” will be added to the City Council Agenda for the second regular meeting of each month: July, October, January, April.	City Manager	None	None			
27	Scheduling of Annual Work Plan Meetings	A Work Plan meeting to set the coming year’s goals typically occurs in January of each year so that items requiring budgetary consideration will be vetted and presented during the budget process.	City Manager	None	None			
28	City Council and Staff Training	Review current training offerings, budgets, and opportunities provided to City Council and staff	City Manager / Human Resources Director		None			