Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	$$$ Impact	Current Status	
3	Public Forums, Hearings, and Meetings	**Short**	Train City Council and Staff on types of meetings (regular, special, emergency, etc)	1-page handout	City Attorney	None	None		Implemented.	
4	Public Forums, Hearings, and Meetings	**Short**	Include a schedule of upcoming meetings on each agenda	Modify the current Agenda Template	City Clerk	None	None		Implemented with 2-months of upcoming meeting dates included.	
7	Public Forums, Hearings, and Meetings	**Short**	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		Implemented.	
14	Public Forums, Hearings, and Meetings	**Short**	Pulling of Consent items: City Council should pull 1st 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			Implemented.	
16	Knowledge Acquisistion and Information Accessibility	**Short**	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 Attorney	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)		The City Attorney is finalizing the 1-page form that will be used.	
22	Public Forums, Hearings, and Meetings	**Short**	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	City Council approved on 1/3/12. Estimated completion by 7/1/12	
23	Public Forums, Hearings, and Meetings	**Medium**	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. & Clerk staff support during City meetings	None	Cost of I.S. staff	City Council approved on 1/3/12. Estimated completion by 7/1/12	
24	Public Forums, Hearings, and Meetings	**Medium**	Public Timer	Implement existing solution	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		City Council approved on 1/3/12. Estimated completion by 7/1/12	
25	Public Forums, Hearings, and Meetings	**Longterm**	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		City Council approved on 1/3/12. Estimated completion by 7/1/12	
27	Public Forums, Hearings, and Meetings	**Short**	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		Implemented.	