

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
1	Public Forums, Hearings, and Meetings	Short	Send out reserved meeting notices as soon as a meeting is set, with the agenda to follow (e.g. color coded posting boards)	E-Notify, City Website	City Clerk	Scheduling of limited staff, unbudgeted expenses	None; exceeds legal minimum requirements		Staff is researching.
8	Public Forums, Hearings, and Meetings	Short	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk	Staffing, day to day operations interrupt this activity			Staff is researching. Action minutes along with individual speaker timestamps will be possible with the Granicus implementation by 7/1/12.
11	Public Forums, Hearings, and Meetings	Short	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		Staff is researching.
12	Public Forums, Hearings, and Meetings	Short	Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models	City Council Policy	City Clerk	None			Staff is researching.
13	Public Forums, Hearings, and Meetings	Short	Consent Calendar content (include routine items only)	Mayor and City Manager currently work together to set the agenda	City Manager	None			Staff is researching.
15	Public Forums, Hearings, and Meetings	Short	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		Staff is researching. Possible electronic integration with future meeting agendas via Granicus modules being implemented by 7/1/12.
17	Knowledge Acquisition and Information Accessibility	Short	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		Staff is researching. Will likely follow a similar format to that being developed for the City Council members.
18	Public Forums, Hearings, and Meetings	Short	Staff Reports: how to or not to include the public/stakeholders	The City could adopt an administrative policy outlining staff report procedures	City Manger				Staff is researching