

Ref. #	Effectiveness Area	Implementation Timeline	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
2	Public Forums, Hearings, and Meetings	Medium	Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		City Attorney is Reviewing		
5	Public Forums, Hearings, and Meetings	Medium	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. This item is being evaluated as part of the budget process.
6	Public Forums, Hearings, and Meetings	Medium	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	Staff is researching.
9	Knowledge Acquisition and Information Accessibility	Medium	Agenda Structure and Process	Survey other cities,	City Manager / City Clerk				Staff is researching.
19	Knowledge Acquisition and Information Accessibility	Medium	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				City Attorney is reviewing this.
20	Knowledge Acquisition and Information Accessibility	Medium	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		City Attorney is reviewing this.
21	Public Forums, Hearings, and Meetings	Medium	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	Staff is researching options.