

**APPENDIX A - POLICY CROSS REFERENCE MATRIX
IMPLEMENTED OPEN GOVERNMENT INITIATIVES**

Ref. #	Effectiveness Area	Implementation Timeline	City Council Approval Date	DESCRIPTION	How will this be accomplished	Project Lead	Admin. Challenges	Legal Challenges	\$\$\$ Impact	Current Status
1	Public Forums, Hearings, and Meetings	Short	1/3/2012	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		IMPLEMENTED
2	Public Forums, Hearings, and Meetings	Medium		Explore concept and limits of the use of special meetings (policy)	City Council Policy	City Attorney		Follow Brown Act		RESOLVED
3	Public Forums, Hearings, and Meetings	Short	1/3/2012	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	1/3/2012	**Include a schedule of upcoming meetings on each agenda. *Resolution 15-0048 supercedes this section.	Modify the current Agenda Template	City Clerk	None	None		IMPLEMENTED
5	Public Forums, Hearings, and Meetings	Medium	6/5/2012	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	IMPLEMENTED
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	IMPLEMENTED
7	Public Forums, Hearings, and Meetings	Short	1/3/2012	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
8	Public Forums, Hearings, and Meetings	Short	4/15/2014	Policy on the format of minutes (action vs. summary)	City Council Policy	City Clerk				RESOLVED
9	Public Forums, Hearings, and Meetings	Short	6/5/2012	**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). *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
10	Public Forums, Hearings, and Meetings	Short	6/5/2012	**Evaluate the order/placement of audience participation on the agenda; review other cities' audience participation models. *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED City Council Revised Agenda Procedures
11	Public Forums, Hearings, and Meetings	Short	1/3/2012	**Consent Calendar content (include routine items only). *Resolution 15-0048 supercedes this section.	Mayor and City Manager currently work together to set the agenda	City Manager	None			IMPLEMENTED; 7/21/2015
12	Public Forums, Hearings, and Meetings	Short	1/3/2012	**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. *Resolution 15-0048 supercedes this section.	City Council Policy	City Clerk	None			IMPLEMENTED
13	Public Forums, Hearings, and Meetings	Short	7/21/2015	**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 is discussed at the first Dept Head meeting immediately following City Council meeting.	City Manager / City Clerk	None	None		IMPLEMENTED
14	Public Forums, Hearings, and Meetings	Short		** Staff Reports: how to or not to include the public/stakeholders	A public outreach section was added to Staff Report template to describe any outreach efforts conducted by staff to stakeholders as necessary.	City Manager				IMPLEMENTED 1/12/2015
15	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Electronic Community Discussion Board **The City has chosen to implement a new solution for an Electronic Community Discussion Board. See Matrix Item No. 20.	Staff will bring options to the subcommittee and City Council for consideration	City Manager		City Attorney has reviewed None	Cost of I.S. staff	IMPLEMENTED; 3/12/2013 & 5/7/2015
16	Public Forums, Hearings, and Meetings	Short	1/3/2012	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	IMPLEMENTED

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17	Public Forums, Hearings, and Meetings	Medium	1/3/2012	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	IMPLEMENTED
18	Public Forums, Hearings, and Meetings	Medium	1/3/2012	Public Timer	Implement solution related to Granicus	City Clerk / I.S. Manager	Granicus software configuration and training of staff	None		IMPLEMENTED
19	Public Forums, Hearings, and Meetings	Longterm	1/3/2012	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		IMPLEMENTED
20	Public Forums, Hearings, and Meetings	Short		**Open City Hall	The previous Electronic Community Discussion Board (MB Forum) was removed at the request of City Council. City Manager has decided to implement a new electronic community discussion board (Open Town Hall) which is a much more robust platform in order to increase community discussion and participation regarding policy making decisions.	City Manager/Department Heads	None	None		IMPLEMENTED; 5/07/2015
21	Public Forums, Hearings, and Meetings	Short		**Budget Transparency Platform	This new online application was introduced at the November 5, 2014, City Council meeting as a component to the new quarterly financial information presentations implemented by the City Manager and Finance Director. This online application allows the public to query results and view historical financial data in order to improve fiscal transparency.	Finance Director	None	None		IMPLEMENTED; 11/1/2014
22	Public Forums, Hearings, and Meetings	Short		**Closed Captioning of City Council Meetings	The City recently implemented closed captioning of City Council meetings to better improve transparency efforts.	City Clerk	None	None		IMPLEMENTED; 3/4/2015
23	Public Forums, Hearings, and Meetings	Longterm	10/16/2012	**Sticking to the Agenda. *Resolution 15-0048 supercedes this section.	Facilitated teambuilding after new agenda process is tested.	City Manager				IMPLEMENTED/ONGOING City Council Teambuilding Meeting on March 21, 2013; Meeting Management Reso. 15-0048
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24	Knowledge Acquisition and Information Accessibility	Short	1/3/2012	**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. *Resolution 15-0048 supercedes this section.	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)		IMPLEMENTED
25	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	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		IMPLEMENTED In Conjunction with Matrix Item No. 32. This will be provided in City Manager Weekly Report.
26	Knowledge Acquisition and Information Accessibility	Medium	10/16/2012	**Agenda Structure and Process. *Resolution 15-0048 supercedes this section.	Survey other cities.	City Manager / City Clerk				IMPLEMENTED City Council Revised Agenda Procedures
27	Knowledge Acquisition and Information Accessibility	Medium		Public Records Requests	Staff developed an administrative policy setting Public Records Act procedures ensuring compliance with the law and timely response to all requests. City Manager approved a Public Records Act protocol.	City Clerk / City Attorney				IMPLEMENTED
28	Knowledge Acquisition and Information Accessibility	Short	8/13/2013	**Tentative Agenda Forecast. *Resolution 15-0048 supercedes this section.	This forecast will be distributed along with City Council meeting agendas and agenda packets, via hard copies, E-Notify and City website. Provides members of the public a tentative preview of future items to be discussed at future Council meetings.	City Manager/City Clerk	None	None		IMPLEMENTED; 7/21/2015
29	Knowledge Acquisition and Information Accessibility	Short		**Quarterly Budget Updates	Presented at the November, 2014, City Council meeting, City Manager announced the implementation of quarterly budget update reports to provide more interactive discussion and increase transparency.	City Manager/Finance Director	None	None		IMPLEMENTED; 11/5/2014

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30	Knowledge Acquisition and Information Accessibility	Short		**Regular Information Memos	A new method of communicating with the Council and Community more often when items are important to share, and either do not need to be placed on a Council Agenda, or do not want to wait until the item is agendaized to inform the public. These are being distributed via our e-notify process as well as the City's social media sites (Facebook and Twitter).	City Manager/City Clerk	None	None		IMPLEMENTED; 11/17/2014
31	Knowledge Acquisition and Information Accessibility	Short	7/21/2015	**Early Notification of Planning Commission Decisions. *Resolution 15-0048 supercedes this section.	Staff will distribute early notifications of recent Planning Commission decisions through the City's eNotification and on the City's website.	Community Development Director	None	None		IMPLEMENTED
32	Knowledge Acquisition and Information Accessibility	Short		Public Distribution of City Manager Weekly Report	City Manager will send out a weekly update on Fridays that will provide information on any events which occurred during the week.	City Manager	None	None		IMPLEMENTED In Conjunction with Matrix Item No. 25
33	Knowledge Acquisition and Information Accessibility	Short		**Increased Use of other Online Tools	The City primarily uses its social media sites (Facebook and Twitter) for information distribution purposes only (one way communication). Recently, the Parks and Recreation Department has expanded its use of social media to reach out to residents. The City overall is looking to expand its social media presence and increase two way communication with its residents by using new avenues such as eComment on Agenda, Open City Hall, and new public records software GovQA.	City Manager/City Clerk	The City has already created a comprehensive social media policy; however, the policy needs to be fully implemented in order to provide a framework for users to adhere to, and to expand upon the current uses of the City's social media platforms.			IMPLEMENTED/ONGOING
34	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 has been provided to staff. In addition, City Attorney has provided training on the Public Records Act.	City Attorney	None	None		IMPLEMENTED
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35	Open Government Consensus and Commitment Building	Medium		City Council and Staff Training	Review current training offerings, budgets, and opportunities provided to City Council and staff	City Manager / Human Resources Director		None		IMPLEMENTED/ONGOING Ongoing training will be provided to Staff. Annual training provided to Commissions on Brown Act, Public Records Act and Conflicts

ADDITIONAL OPEN GOVERNMENT INITIATIVES MATRIX ITEMS

	Public Forums, Hearings, and Meetings	Longterm		Quarterly Work Plan updates at City Council meetings and ongoing updates posted to the City website. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	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. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan	City Manager	None	None		IMPLEMENTED
	Public Forums, Hearings, and Meetings	Short	1/3/2012	Scheduling of Annual Work Plan Meetings. **The City adopted a "Strategic Plan" and no longer utilizes the quarterly work plan concept.	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. **The City adopted a Strategic Plan and has a Strategic Plan Session every 6 months.	City Manager	None	None		IMPLEMENTED

Although not specifically outlined within the Sunshine Policy, these remaining items may have already been implemented or are ongoing

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