

### Governance Committee Work Plan

| Topic  | Priority | Lead         | Description   | Timing | Deliverables |
|--|----------|--------------|---|--------|--------------|
| <b>Clarify council policy on delegation of authority to CM, and staff</b>  |          |              |   |        |              |
| Council seniority process  | 11       |              |   |        |              |
| Agenda setting process   | 1        |              | process created, use started. Review?                                   |        |              |
| Agenda posting process   | 1        |              |   |        |              |
| Council legislative advocacy positions   | 7        |              |   |        |              |
| Council policy statements and principles   | 2        | Teresa       | Review contents   |        |              |
| Council goal setting process   | 2        | Teresa       |   |        |              |
| Citizens Advisory Committee  | 4        | Teresa, Pat? | CAC reviewing MOU proposed by City.                                     |        |              |
| Responsibilities assigned to Commissions/Committees  | 6        |              |   |        |              |
| Communication between Council members, commissioners, and the public   | 3        |              | started improving communication process with council/commission dinners |        |              |
| Communication between Council members and staff  | 3        |              |   |        |              |
| Education on parameters of ministerial, quasi-judicial, and legislative roles of council and commissions   | 8        |              |   |        |              |
| Direction by consensus or formal motion--when?   | 9        |              |   |        |              |
| Individual email accounts for council members?   | 3        |              | Impacted by pending court case. Email addresses assigned.               |        |              |
| policy on free speech for community at public meetings   | 4        | Ren, Teresa  | resolved? New   |        |              |
| Should supermajority votes require an action item vote?  | 9        |              |   |        |              |
| Should there be a different model for council administrative staff and reporting structure?  | 10       |              |   |        |              |
| posting complete planning commission agenda and packets  | 5        |              |   |        |              |
| creating and approving minutes for commissions and committees--post tentative mins? Standards for time to get minutes done   | 6        |              |   |        |              |
| publishing constantly updating agenda calendar   | 1        |              |   |        |              |
| post tentative agendas for council and some commissions  | 1        |              |   |        |              |
| better descriptions of closed sessions, better criteria of what will be discussed in closed session.   |          |              |   |        |              |
| standard form for minutes, highlight recommendations from comm mtgs to council, timeline for minutes, posting tentative unapproved minutes, have agendas, meeting materials, and minutes posted on web page for each commission or committee |          |              | Templates created for minutes.  |        |              |
| Internal audit practices within the city to ensure compliance with all city and grant requirements and procedures, look for process improvements   |          |              |   |        |              |

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|---|---|--|--|--|--|
| Review of Auditor function, creation of Auditor General function to review all city departments, create process to have an audit plan                                 |   |  |  |  |  |
| Process for appointing commissioners and committee members  |   |  | Adjunct members to commissions? Residents on council committees? |  |  |
| Reconvene charter review committee for council election methods.  | 1 |  |  |  |  |
| Review of Auditor function, creation of Auditor General function to review all city departments, create process Review requirements for new agenda management systems | 2 |  |  |  |  |
| Time certain for agenda items hearings, adjustment on public comment process  |   |  |  |  |  |
| Review what items need to be on council agendas. Can some things, like tech specs, placement on salary schedules, etc. be removed from council agenda?                |   |  |  |  |  |