

## OPEN GOVERNMENT TASK FORCE RECOMMENDATIONS - STATUS ON IMPLEMENTATION

Recommendation	Complete (Y/N/In Progress)	Implementation Notes
1.1 Set council goal of "open and transparent government"	Y	Goal 5 - Improve relationships between neighborhoods, community organizations, schools and the City to support and promote thriving, inclusive and diverse neighborhoods
1.2.1 Hire a Communications Director	Y	Director of Community Engagement hired Oct. 2015 and Mar. 2017. Public Information Officer hired Jan. 2018
1.2.3 Create a City mission statement which embraces community engagement	Y	Mission: To provide high-quality public services and cultivate a vibrant, resilient and livable City. Transparency as a value.
2.3.1 (a) Make time at the beginning of Council meetings for public comment	Y	2 times for public comment for items not on the agenda: no earlier than 5:00pm and again towards the end of the agenda.
3.1 Create a Communications Director Position	Y	Public Information and Governmental Affairs Officer hired 1/2018; Director of Community Engagement hired 3/2017 10/2015
3.2 Overhaul City's website to create an effective tool for residents	Y	Completed and launched 3/31/17

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<p>4.2D Website:</p> <p>a. Revise and update the City website to make it easier for the public to find information about the City, including guidelines for public access and participation.</p> <p>b. Make City policies and procedures available on the website.</p>	<p style="text-align: center;"><b>Y</b></p>	<p>a. Website revision complete.</p>
<p>2.1 Genuinely engage and partner with neighborhood, volunteers, businesses, institutions, and other organizations which support our community</p>	<p style="text-align: center;"><b>In process</b></p>	<p>Resilient Neighborhoods Network under development - includes leadership academy, neighborhood recognition, skills building</p>
<p>2.1.3 Look for opportunities to form partnerships with other community organizations and neighborhood groups</p>	<p style="text-align: center;"><b>In process</b></p>	<p>Resilient Neighborhoods Network</p>
<p>2.1.4 Create opportunities for partnerships and ask for help in getting people engaged</p>	<p style="text-align: center;"><b>In process</b></p>	<p>Resilient Neighborhoods Network</p>
<p>2.1.5 Further incorporate the Community Advisory Board (CAB) in civic engagement practices</p> <p>A. Clarify role and mission</p> <p>B. Education and outreach about participatory government</p> <p>C. <u>Work with Teen Council*</u></p> <p>D. Emergency Preparedness</p> <p>E. Regular communication with Council</p>	<p style="text-align: center;"><b>In process</b></p>	<p>A. Strategic planning process</p> <p>B. Strategic planning process and Resilient Neighborhoods Network</p> <p>C.* Not currently operating</p> <p>D. Resilient Neighborhoods Network</p> <p>E. CAB presents to Council 1-2 times per year</p>
<p>2.1.6 Explore reassessing and restructuring CAB so that it can help facilitate and activate more effective practices for community engagement</p>	<p style="text-align: center;"><b>In process</b></p>	<p>CAB is currently undergoing a strategic planning initiative which will be completed by December 2018.</p>

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<p>2.1.7 Build on excellent engagement model of the Santa Rosa Violence Prevention Partnership</p>	<p><b>In process</b></p>	<p>Resilient Neighborhoods Network</p>
<p>2.1.8 Make use of key strategies outlined in Matt Leighninger's discussion (also contained in National League of Cities Document entitled "Planning for Stronger Local Democracy: A Field Guide for Local Officials") to effectively engage the community during decision-making.</p> <p>A. Actively recruit diverse viewpoints</p> <p>B. Involve those citizens in structured, facilitated small-group discussions, interspersed with large forums for amplifying shared conclusions and moving from talk to action.</p> <p>C. Give the participants in these meetings the opportunity to compare values and experiences, and to consider a range of views and policy options.</p> <p>D. Produce tangible actions and outcomes.</p>	<p><b>In process</b></p>	<p>Staff will read the mentioned document</p> <p>B - D. Falls under Resilient Neighborhoods Network HUBs. D. Neighborhood Action Plans (as part of Resilient Neighborhoods Network)</p>
<p>2.2 Establish Santa Rosa as a leader in civic engagement with the goal of increasing Openness, Transparency and Accountability</p>	<p><b>In process</b></p>	<p>Resilient Neighborhoods Network</p> <p>Create and implement a citizens leadership academy.</p>

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<p>2.2.1 Recommendations for Increasing Transparency</p> <p>A. Develop a cross-departmental framework in order to institutionalize a more collaborative approach to public engagement, including a mission statement and measurable outcomes</p> <p>B. Expand use of City mailing lists</p> <p>C. Increase direct communication from the City Council and City Manager</p> <ul style="list-style-type: none"> <li>- Brown bag lunches</li> <li>- Electronic newsletters</li> <li>- Coffee with a Council member or local leader</li> <li>- Listening forums</li> </ul> <p>D. Create strategically located, electronic, and bilingual kiosks for public information.</p> <p>E. Overhaul City website</p> <p>F. Encourage next charter review committee to explore</p> <ul style="list-style-type: none"> <li>- District Elections</li> <li>- Pay for Council</li> </ul>	<p><b>In process</b></p>	<p>A-C. Resilient Neighborhoods Network</p> <p>D. Recommending not implementing based on cost</p> <p>E and F. Complete except Pay for Council. Will defer to Council on pay issue.</p>
<p>2.3 Close the communication loop - Acknowledge the value of community input, wisdom, and participation</p>	<p><b>In process</b></p>	<p>PIO hired</p> <p>Can be included in Resilient Neighborhoods Network</p>
<p>2.3.3 Foster a spirit of collaboration in problem solving and decision-making</p>	<p><b>In process</b></p>	<p>Resilient Neighborhood Network</p>
<p>2.3.5 Start critical conversations earlier with the community and hold such meetings at times and places conducive to public participation</p>	<p><b>In process</b></p>	<p>Resilient Neighborhood Network</p>
<p>2.4 Increase opportunities for diverse community engagement and effective participation</p>	<p><b>In process</b></p>	<p>Resilient Neighborhood Network</p>

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2.5 Build a strong civic infrastructure - educate people about how to best engage	<b>In process</b>	Resilient Neighborhoods Network - Resident Leadership Academy
4.1 Draft and adopt a Sunshine Ordinance that supports transparency and open government through policies that exceed minimum requirements and statutes for meeting public records	<b>In process</b>	Looking at minimum req. vs what City is already doing. Working with City Clerk and City Attorney to find out what we can and cannot do
<p>4.2 Policy recommendations that exceed minimum requirements for meetings and public records</p> <p><u>A. Council agenda and comment:</u></p> <ul style="list-style-type: none"> <li>- Formally adopt and codify existing practices and procedures to provide earlier notice of City Council agendas, as well as supporting documents, staff recommendations, and potential impact on budget and City services.</li> <li>- Publish written guidelines - in print and on the website - to help the citizenry interact more effectively with the City, including public comments at City Council meetings.</li> <li>- Establish time certain periods for public comment that are more accommodating to the public, while balancing the need for time-certain schedule of public hearings.</li> <li>- Move Council reports to the end of the meeting or at a more flexible time.</li> </ul>	<b>In process</b>	<p>A. Not recommending earlier noticing. Time certain public comment periods already established. Time certain public comment already being implemented.</p> <p>Will defer to Council on moving reports to end of meeting.</p>
<p>4.2B Closed Meetings:</p> <ul style="list-style-type: none"> <li>- Require that the governing body disclose the reason for any closed meeting as part of the agenda, or verbally announce the reason for emergency items being discussed prior to the closed session.</li> <li>- Expand requirements for disclosure of settled litigation, including a quarterly public report, identifying settlement agreements over a certain size.</li> </ul>	<b>In process</b>	

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<p>4.2C Public Records:</p> <ul style="list-style-type: none"> <li>- Hire or designate a public records coordinator to ensure each department is compliant with open-government statutes, and expedite response times.</li> <li>- Provide clear guidelines on how to make a request for public records, maintain a public records index that identifies records that are maintained by the City, and establish a formal appeals process when the request for a public record is denied.</li> </ul>	<p><b>In process</b></p>	<p>Public Records Coordinator in place in City Clerk's Office.</p> <p>Checking to see what guidelines are already in place.</p>
<p>1.2 Set three strategic objectives for the municipal organization</p>	<p><b>In process</b></p>	<p>Staff believe that recommendations will be implemented as part of the Resilient Neighborhood Network</p>
<p>1.2.2 Adopt a Sunshine Ordinance based on Task Force recommendations</p>	<p><b>N</b></p>	<p>Convening City Council Open Government Taks Force Implementation Subcommittee to receive public input and guide staff in the development of recommendations for consideration and adoption by the full Council.</p>
<p>2.1.1 Shift definition of partnership to include Community Involvement</p>	<p><b>N</b></p>	

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2.1.2 Coordinate use of volunteers City-wide	N	
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Key:
Green = implementation has been completed.
Yellow = implementation is in process and will be completed as time permits and staff resources exist.
Red = Has not been implemented; may not be implemented but will come as a staff recommendation with an explanation as to why.