

Streamlining Government Recommendations

Item	Referral	Status/Recommendation
Citizen Boards		
1. (A) Eliminate requirements for monthly meetings; (B) When possible use resolutions/motions to establish/modify boards.	5/12/08: Refer to City Manager & GM staff liaisons to change as necessary.	
2. Single place to find board members, terms, etc.		City Clerk in the process of completing.
3. (A) Review or change method of appointing quasi-judicial boards; (B) Expand mapping of residency to other boards; (C) Receive annual report of geographic, racial, and gender diversity of boards.	Future City Commission discussion.	
4. Use special magistrate in some or all cases before the Code Enforcement Board.	Future City Commission discussion.	Staff is in the process of drafting a City Commission agenda item to address this recommendation and refer it to the Community Development Committee.
5. Review or change method of appointing advisory boards.	Future City Commission discussion.	
6. (A) Combine Water Mgt. Committee and GEAC into one Utility Advisory Committee; (B) Consider specifying certain membership requirements to insure broad representation.	(A) & (B) 5/12/08: Refer to GM, separate referral to GEAC.	
7. Direct staff to review attendance policies for boards and recommend revisions as necessary.	5/12/08: Refer to GM, City Manager and City Clerk.	

8. Require each committee to submit an annual work plan and brief report to the City Commission.	5/12/08: See guidelines now in existence.	Add provision to City Commission Rule VII to include language similar to Sec. 5 of Alachua County's Guidelines for Boards and Committees.
--	---	---

Student Adjuncts		
9 – 12	5/12/08: Approve	Completed

City Commission Committees		
13. Review or change City Commission Committee System	Future City Commission Discussion.	
14. Make the status of all referrals available on the City's intranet.	5/12/08: Available now in Legistar; with more work could be made more generally available.	Add provision to City Commission Rule VI to include language stating that referrals shall be made available on the City's intranet. Rule VI currently provides that outstanding referrals should be included on all Standing Committee Agendas as well as two City Commission Agendas per year.
15. Designate the Chair or other committee member the sponsor of any items on the City Commission agenda.	5/12/08: Approved.	Add a provision regarding committee item sponsorship by the Chair or designee to City Commission Rule VI.
16. Eliminate the P&O Structure Committee.	5/12/08: Either eliminate now or appoint one more year with intent to work themselves out of job when Personnel Policies are completed.	Currently addressed.
17. Allow Law Enforcement Contraband Funds to be placed directly on the City Commission agenda.	5/12/08: Approved.	Staff has ceased bringing FLECTF items to the PSC.
18. Determine if the powers of committee Chairs need to be included in City Commission Rules.	Future City Commission discussion per suggestion of City Clerk.	Chair currently has the ability to call Committee Meetings based on City Commission Rule VI, Sec. E. Add to Rule VI powers such as: Chair is responsible for review of agendas/minutes prior to presenting them to the Committee for approval; Chair or designee is the sponsor of Committee items brought to the Commission (see #15).

<p>19. Use the “six month rule” to allow things to die in committee without future action.</p>	<p>5/12/08: Already allowed. Reinforce as okay.</p>	<p>Clarify what is currently allowed in City Commission Rule VI. Change Sec. I to state that referrals are required to be returned to the Commission with a recommendation or a request to either reauthorize or remove the item from the referral list by the City Commission within 6 months of the date the referral was created.</p>
--	---	--

<p>City Commission Meetings</p>		
<p>20. (A) Authorize the Mayor to develop the most sensible order for items at agenda review; (B) Allow non-controversial resolutions and ordinances to be taken up in the afternoon session; (C) Focus one meeting per month on land use and the second on other items; or rotate the order in which Charter Officer’s items are considered so the burden of waiting is spread more evenly; (D) Institute schedules that estimate agenda times for each item; to be shown on the agenda if possible.</p>	<p>(A) – (D) 5/12/08: Refer to Mayor & Charters for recommendation.</p>	<p>(A) & (B) City Commission Rule VIII currently allows the Mayor or the Commission to change the order of the agenda during the adoption of the agenda to allow greater citizen participation. A provision can be added to this portion of Rule VIII to allow the Mayor to change the order of items during the Mayor’s agenda review as long as it has the intent to allow greater citizen participation.</p> <p>(C) Due to City Commission meetings being scheduled the 1st and 3rd Thursday of each month, land use and zoning petitions will generally only appear on the 1st meeting of the month’s agenda. It has been recommended that ordinances related to land use not have a once a month restriction placed on them.</p> <p>(D) Current practice is to estimate times during the Mayor’s agenda review session. Including times on the agenda document itself has the potential to create a false sense of certainty of when an item will be heard which may cause interested parties to falsely estimate when they need to be in attendance. Additionally, attempting to maintain the schedule may inadvertently hinder the Commission’s full vetting of an item.</p>
<p>21. At some pre-determined frequency, take a forward looking approach at agenda review and schedule big items in advance.</p>	<p>5/12/08: Refer to Mayor & Charters for recommendation.</p>	<p>A system is being implemented by each Charter Office to have a general idea of what agenda items will be scheduled in the future. Once the system is refined information can be made available as a regular part of the Mayor’s agenda review.</p>

22. Eliminate or strongly discourage “take appropriate action” as a recommendation.	5/12/08: Refer to Mayor & Charters for recommendation.	Staff is reviewing items to ensure that clear decision points are included in each agenda item along with clear and concise recommendations/alternatives.
23. Stop soliciting for faith leaders.	Future City Commission discussion.	
24. Consistently use two microphones during controversial items and employ other techniques for keeping the speakers moving.	5/12/08: General approval. Refer to City Manager & City Clerk for implementation.	Communications staff was consulted and the City Commission chamber is not conducive to installing two microphones to achieve the recommended outcome.
25. (A) Insist on cards for “free form” citizen comment, ask speakers to line up; (B) Refrain from asking staff to respond on the spur of the moment, except to go outside with a speaker to get more information; (C) Do not enter into discussion from the dais or take action based on limited information other than to refer to the appropriate Charter Officer or committee.	(A) – (C) Future City Commission Discussion.	(A) Citizen cards are already included in Commission Rule XIII, Sec. I Part C although they are not required. Amend Part C to require a speaker’s card to be filled out if participating in citizen comment.
26. Expect that City Commissioners will get their individual questions answered before City Commission meetings.	Future City Commission discussion.	Ideally, moving the City Commission meetings to Thursdays and releasing the agenda earlier than previously available should give Commissioners additional time to review agenda and present questions to staff.
27. (A) Consider moving “free form” citizen comment out of prime time; (B) Eliminate the second citizen comment section of the agenda.	(A) & (B) Future City Commission discussion.	
28. Discuss whether the City Commission wish to limit their own discussion on agenda items.	Future City Commission discussion.	

29. Set a timetable and budget funds for a comprehensive revision of the land development code.	5/12/08: Refer to City Manager.	In progress.
30. Consider whether the form, length, and clarity of reports from staff and advisory boards are meeting the decision making needs of the City Commission.	Future City Commission discussion.	