

IMPACT STATEMENT

Legislation title: Accept the report and recommendation to extend and modify the Early Agenda Pilot Project through December 21, 2016 (Report)

Contact name: Jasmine Wadsworth

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Presenter name:

Purpose of proposed legislation and background information:

On October 7, 2016 Council passed a resolution to conduct a six month pilot project to amend administrative procedures in order to increase time for public review of the City Council public meeting Agendas. Along with the temporary early filing deadline, it requires the Auditor, in collaboration with Commissioner Fritz and all Council members, to complete an evaluation of the pilot project after six months.

The Auditor's office received feedback from Commissioners staff, Clerks, and City Bureaus, and found staff had difficulty meeting the Monday deadline, which resulted in multiple four-fifths filings. Commissioner Fritz and the Auditor's Office would like to modify the pilot to move the filing deadline to Tuesday 12:00 PM, which allow Council offices more time to submit documents, and release the Agenda on Friday. The time of release for Friday will depend on length of Thursday meeting, staff availability, and the length of the agenda. This change will go into effect on June 21, 2016. With this new agenda deadline, Thursday council items can be set over to the next week, instead of waiting for two weeks. A draft agenda will be provided to Chiefs of Staffs on Thursday evenings. The draft will not have supporting documents linked.

After this six month pilot ends, Commissioner Fritz staff and Auditor's Office will evaluate the pilot and seek feedback from Clerks, Commissioners staff, and City Bureaus to determine if the filing deadline should be amended.

Financial and budgetary impacts:

There are no budget impacts

Community impacts and community involvement:

The Clerk's office has received one public comment regarding the early agenda release, but the call was made more out of curiosity than need for early agenda. The Clerks had approximately four public requests for maintaining the Thursday online agenda until the end of the meetings rather than removing it to post the new agenda. No other comments regarding the agenda have been received.

Commissioner Fritz and the Auditor will post the change for the new pilot on their website.

Budgetary Impact Worksheet

Does this action change appropriations?

- ☐ **YES:** Please complete the information below.
☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount