



CITY COUNCIL AND MANAGEMENT TEAM INITIATIVES FOR INNOVATION



Updated January 5, 2018

INTRODUCTION



Priority: **Citizen Engagement**

Definition: Encouragement of citizen participation in policy making and governance.

Champion: Brent Worthington



Priority: **Utilities and Transportation**

Definition: The components of our transportation system and delivery of utility services, including such things as streets, sidewalks, trails, pipes, pumps, poles, cables, etc.

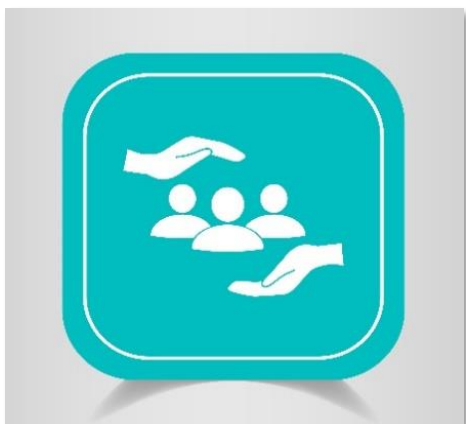
Champion: Jeff Bailey



Priority: **Economic Vitality**

Definition: The process of creating wealth through the mobilization of human, financial, capital, physical and natural resources to generate marketable goods and services.

Champion: Kelly Jones



Priority: **Public Safety**

Definition: Government's prime directive: Protect the public, provide safety from crime and other perils that threaten persons or property.

Champion: Bob Ticer



Priority: **Quality of Life**

Definition: The general well-being of our people and the livability of the community.

Champion: Rod Wensing



Priority: **Capacity and Organizational Excellence**

Definition: The organization's ability to attain and promote behaviors, culture and capabilities needed to achieve organizational goals.

Champion: Julia Holland



Priority: **Efficiency and Improvement**

Definition: Producing the required outcome with the appropriate amount of resources, time and cost to enhance our mission, goals and service to our customers.

Champion: Beverly Walker

CITIZEN ENGAGEMENT

External Priority: Citizen Engagement

Definition: Encouragement of citizen participation in policy making and governance.

Goal: Raise the City organization's public profile and maximize ways for citizens to respond.

Champion: Brent Worthington

Relevant Boards and Commissions: Citizen Finance Advisory Commission
Loveland Utilities Commission



Active Projects		Champion	Start	End
CE1	Develop program for public ballot process	Brent Worthington	Sept 2016	Nov 2018
CE2	Deploy new City Website	Tom Hacker	Jul 2016	Jan 2017
CE3	Develop Broadband Program	Briana Reed-Harmel	Jan 2015	Jan 2018
CE4	Work on Channel 16 programming	Tom Hacker	Jan 2017	June 2018
CE5	Provide staff assistance to LDP/DDA 2017 ballot language	Alan Krcmarik/City Attorney's Office	Jan 2017	Nov 2017
CE6	Arrange community listening sessions for Ward meetings	Tom Hacker	Jan 2017	Dec 2017
CE7	Work to enhance the community messaging process	Tom Hacker	Jan 2017	Dec 2018

- Strategies:**
1. Pursue marketing opportunities that match citizen desires.
 2. Listen to our citizens and provide opportunities for response.
 3. Find and use the best tools for communication, including listening, learning and distributing valid and accurate information.
 4. Continuously improve the transparency and accountability of City processes.

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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Status Update		Team Lead	Project Status
CE1	Develop program for public ballot process Consultants under contract for public outreach to assess feasibility for sales tax increase. Completed voter analysis, defined highest-priority community capital projects with City Council review, prepared FAQ and core messaging, developed branding for Community Improvement Program, developed key influencer database, identified possible Citizen Task Force members. Updated City Council on Dec. 19, 2017.	Brent Worthington	In Progress
CE2	Deploy new City Website Design and relaunch completed Q4 2016, training for City web publisher group continued through Q1 2017.	Tom Hacker	Complete
CE3	Develop Broadband Program Council in December received the Broadband Task Force recommendation to pursue municipal retail broadband initiative. Respondents to City's broadband RFP invited to appear before Council at Jan. 30 Study Session for further discussion.	Briana Reed-Harmel	In Progress
CE4	Work on Channel 16 programming HD signal now in operation, continue to add HD programming. Resolution of HD audio issues is pending, as Information Technology staff collaborates with Comcast.	Tom Hacker	In Progress
CE5	Provide staff assistance to LDP/DDA 2017 ballot language New financial estimates provided and all the background numbers for TABOR spending limits. General fund balances and outstanding debt updated. Debt question is the only issue on the 2017 ballot, with authorization of mill levy for operations and maintenance contingent on future election.	Alan Krcmarik/City Attorney's Office	Complete
CE6	Arrange community listening sessions for Ward meetings Project will move forward at request of City Council members.	Tom Hacker	In Progress
CE7	Work to enhance the community messaging process Formulating plan to add electronic/visual communication specialist to PIO staff. Expanded use of Open City Hall online public engagement platform is underway.	Tom Hacker	In Progress

INFRASTRUCTURE AND TRANSPORTATION

External Priority: Infrastructure and Transportation

Definition: The components of our transportation system and delivery of utility services, including such things as streets, sidewalks, trails, pipes, pumps, poles, cables, etc.

Goal: Make physical delivery of City services, and mobility in Loveland, as efficient and easy as possible.

Champion: Jeff Bailey

Relevant Boards and Commissions: Planning Commission
Transportation Advisory Board
Disabilities Advisory Board
Senior Advisory Board
Citizens Finance Advisory Committee
Loveland Utilities Commission
Outside boards: Downtown Development Authority, Loveland Downtown Partnership



	Projects	Champion	Start	End
IT1	Evaluate traffic calming techniques along Cleveland Avenue	Jeff Bailey	Aug 2016	Continuing
IT2	Continue work on City of Loveland Transit (COLT) system	Jeff Bailey	Jan 2016	Dec 2017
IT3	Implementation of Public Works Strategic Plan	Jeff Bailey	Apr 2015	2020
IT4	Downtown temporary electrification evaluation	Joe Bernosky	Jun 2016	Oct 2018
IT5	Evaluate widening Highway 34 bridge over I-25 and improve intersection at Highway 402 and I-25	Jeff Bailey	Jan 2016	Aug 2017
IT6	Update Larimer County Urban Area Street Standards (LUCASS)	Jeff Bailey	Jan 2016	Jan 2018
IT7	Conduct City-wide (minus P&R) ADA compliance survey and develop plan for implementation of compliance recommendations	Julia Holland	Apr 2017	Jul 2018

Strategies:

1. Identify transportation projects that offer the greatest benefit to the most people.
2. Make getting around Loveland easier for people who either do not have or do not want cars by investing in public transportation.
3. Continue to upgrade aging infrastructure, such as half-century-old water lines that make neighborhoods vulnerable to outages.
4. Think regionally while acting locally on City transportation improvements.

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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Status Update		Team Lead	Project Status
IT1	Evaluate traffic calming techniques along Cleveland Avenue Foundry segment on schedule. Other portions of project on hold indefinitely because of capital budget reductions.	Dave Klockeman	Delayed
IT2	Continue work on City Transit System Paratransit contract with Yellow Cab executed, with service scheduled to begin in March. Discussions are in progress with TransFort in Fort Collins regarding transit management.	Jeff Bailey & Jodi Lessman	In Progress
IT3	Implementation of Public Works Strategic Plan All of 22 initiatives underway and progressing ahead of schedule. Several additional projects have been added.	Jeff Bailey	In Progress
IT4	Downtown temporary electrification evaluation Preliminary scope and cost estimates complete. Next step: work with Public Works, Economic Development and the DDA among other stakeholders to fully develop solutions. Expected completion of project plan mid-to-late 2018.	Joe Bernosky	In Progress
IT5	Evaluate widening Highway 34 bridge over I-25 and improve intersection at Highway 402 and I-25 Council approval and funding secured. IGA with CDOT executed. CDOT construction schedule being finalized.	Jeff Bailey & Dave Klockeman	Complete
IT6	Update Larimer County Urban Area Street Standards (LUCASS) Consultant selected and contract in place. Project will dovetail with completion of Development Services' Unified Development Code project, with updated code serving as basis for LUCASS changes.	Justin Stone	In Progress
IT7	Conduct City-wide (minus P&R) ADA compliance survey and develop plan for implementation of compliance recommendations RFP document complete, ready for bid process in January 2018.	Julia Holland	In Progress

ECONOMIC VITALITY

External Priority: Economic Vitality

Definition: The process of creating wealth through the mobilization of human, financial, capital, physical and natural resources to generate marketable goods and services.

Goal: To make Loveland a better place to live and work.

Champion: Kelly Jones

Relevant Boards and Commissions: Planning Commission
Historic Preservation Commission
Transportation Advisory Board



	Projects	Champion	Start	End
EV1	Implement Highway 287 Strategic Plan	Jeff Bailey	Jan 2017	Continuing
EV2	Rehabilitate Pulliam Building	Michael Hogan	Aug 2016	Dec 2020
EV3	Evaluate and update current Economic Development Policy and Incentive Policy	Kelly Jones	Apr 2017	Dec 2017
EV4	Update Economic Development Strategic Plan	Kelly Jones	Apr 2017	Dec 2017
EV5	Rewrite Municipal Code Sections 16 (Subdivision of Land), 17 (Annexation) and 18 (Zoning)	Brett Limbaugh	Aug 2016	April 2018
EV6	HIP Street Plan modernization	Brett Limbaugh	Sept 2016	Dec 2018
EV7	Develop policy for Metro Districts	Clay Douglas	Jan 2016	Dec 2017
EV8	Highway 402 IGA with Larimer County	Brett Limbaugh	Oct 2016	Nov 2017
EV9	Create a Highway 402 Strategic Plan	Brett Limbaugh	Jan 2018	Dec 2018

- Strategies:**
1. Enact the goals and action of the Highway 287 and 402 Strategic Plans for safer and more attractive corridors for business and residential projects.
 2. Evaluate the 2012 Strategic Plan for Economic Development and update the goals, tactics and metrics with stakeholder group.
 3. Review the historic incentive projects by studying their ROIs and outcomes for business.
 4. Revise the current Incentive Policy to add efficiencies in the process and stricter requirements.
 5. Enact the goals of the HIP Street Plan to make the downtown safe and attractive for citizens and businesses.
 6. Redevelop the Pulliam Building with citizen support to bring it up to code and the standards of a respected community event center.
 7. Enact a Metro District Policy that sets a standard for this financing tool.

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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Status Update		Team Lead	Project Status
EV1	Implement Highway 287 Strategic Plan Project on hold indefinitely because of budget cuts.	Jeff Bailey	Delayed
EV2	Rehabilitate Pulliam Building Initial bids on the project did not yield a prospective contract. Project is being re-evaluated to fit within budget constraints.	Michael Hogan	In Progress
EV3	Evaluate and update current Economic Development Policy and Incentive Policy Both policies approved by City Council in October 2017.	Kelly Jones	Complete
EV4	Update Economic Development Strategic Plan Update of five-year strategic plan approved and adopted by City Council Oct. 17, 2017.	Kelly Jones	Complete
EV5	Rewrite Municipal Code Sections 16 (Subdivision of Land), 17 (Annexation) and 18 (Zoning) Unified Development Code set for Planning Commission review in March 2018, and for City Council consideration for adoption on April 17, 2018. First full draft available for public review during outreach period beginning in January 2018.	Brett Limbaugh	In Progress
EV6	HIP Street Plan modernization City Council on Dec. 5, 2017, approved resolution amending original 2009 HIP Streets Plan and adopted new provisions. The 2018 budget contains Public Works/Water and Power funds for subsurface analysis of downtown streets in advance of construction and reconstruction projects.	Brett Limbaugh	In Progress
EV7	Develop policy for Metro Districts Metro district policy and model will go before City Council for consideration for approval on Feb. 27, 2018.	Clay Douglas	In Progress
EV8	Highway 402 IGA with Larimer County Adopted by City Council in September 2017 and by Larimer County Commission in October 2017. Project complete.	Brett Limbaugh	Complete
EV9	Create a Highway 402 Strategic Plan 2018 Budget currently includes funding for 402 Strategic Plan. Council Budget hearings in October 2017.	Brett Limbaugh	In Progress

PUBLIC SAFETY

External Priority: Public Safety

Definition: Government's prime directive: Protect the public, provide safety from crime and other perils that threaten persons or property.

Goal: Make Loveland a community in which all residents can freely say, "I feel safe."

Champion: Bob Ticer

Relevant Boards and Commissions: Police Citizens Advisory Board
Construction Advisory Board



	Projects	Champion	Start	End
PS1	Evaluate, make recommendation and construct Police Training Facility	Bob Ticer & Michael Hogan	Aug 2016	June 2019
PS2	Study and make recommendation on an Nuisance Abatement Program	Brett Limbaugh	Aug 2016	Mar 2018
PS3	Evaluate purchase feasibility of property adjacent to LFRA Training Grounds	Michael Hogan	Sept 2016	Dec 2017
PS4	Develop Integrated Snow Removal Plan	Jeff Bailey	Oct 2016	Sept 2017
PS5	Rewrite Building/Municipal Codes to allow inspection of roofing, HVAC, water heaters and drinking fountains	Brett Limbaugh	Jan 2017	Mar 2018

- Strategies:**
1. Speed implementation of the Loveland Police Department's "Data-Driven Approach to Crime and Traffic Safety" (DDACTS).
 2. Ensure the highest-quality training for Loveland Police by building and maintaining the cooperative Police Training Facility.
 3. Support the Loveland Fire Rescue Authority's continuous improvement philosophy by encouraging innovative technology investment.
 4. Pursue a Property Abatement Program that strikes a sensible balance between public health and safety and rights of owners.

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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Status Update		Team Lead	Project Status
PS1	Evaluate, make recommendation and construct Police Training Facility IGA between Fort Collins and Loveland for design process approved in October 2017. Architect selected.	Bob Ticer & Michael Hogan	In Progress
PS2	Study and make recommendation on an Nuisance Abatement Program Proposed study session item for City Council/Construction Advisory Board joint meeting Jan. 23, 2018. With direction, City Council will consider for adoption on March 6.	Elizabeth Allen	In Progress
PS3	Evaluate purchase feasibility of property adjacent to LFRA Training Grounds Project delayed and on hold.	Michael Hogan	Delayed
PS4	Develop Integrated Snow Removal Plan Plan in place, based upon previous 2017-2018 plan.	Dave Klockeman	Complete
PS5	Rewrite Building/Municipal Codes to allow inspection of roofing, HVAC, water heaters and drinking fountains Proposed study session item for City Council/Construction Advisory Board joint meeting Jan. 23, 2018. With direction, City Council will consider for adoption on March 6.	John Schumacher	In Progress

QUALITY OF LIFE

External Priority: Quality of Life

Definition: The general well-being of our people and the livability of the community.

Goal: To improve the community environment and opportunities for citizens of Loveland.

Champion: Rod Wensing

Relevant Boards and Commissions: Planning Commission
Affordable Housing Commission
Community Marketing Commission



	Projects	Champion	Start	End
QL1	Evaluate homelessness situation in Loveland and recommend programs	Alison Hade	Aug 2016	Continuing
QL2	City sponsorship of community events	Cindy Mackin	Jan 2017	Continuing

- Strategies:**
1. Study the effects of homelessness on the citizens and economy of Loveland through data collection and current programming.
 2. Continue to contribute to the quality of life for Loveland residents through City sponsorship of community events.

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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	Status Update	Team Lead	Project Status
QL1	Evaluate homelessness situation in Loveland and recommend programs <ol style="list-style-type: none"> 1. Nine housing vouchers obtained for homeless youth through Alternatives to Violence, Matthews House and Loveland Housing Authority on Oct. 3, 2017. 2. Completed code changes for multi-family and single family incentives on Nov. 7, 2018. 3. Discussion continues concerning land acquisition for Permanent Supportive Housing. 	Alison Hade	In Progress
QL2	City sponsorship of community events Secure and retain City sponsorship of 11 Loveland events including the Sweetheart City Classic, Governors Art Show, Tour De Pants, Peoples Market, Front Range Rally, Cherry Pie Celebration, Loveland Loves BBQ Bands and Brews, Sculpture Show Weekend, Old Fashion Corn Roast Festival, Pastels on Fifth and Loveland Oktoberfest.	Cindy Mackin	In Progress

CAPACITY AND ORGANIZATIONAL EXCELLENCE

Internal Priority: Capacity and Organizational Excellence

Definition: The organization's ability to attain and promote behaviors, culture and capabilities needed to achieve organizational goals.

Goal: To retain employees and provide adequate resources to meet work load and customer demands. Benchmark safety and wellness programs against national and regional standards. Increase employee engagement in City programs.

Champion: Julia Holland

Relevant Boards and Commissions: None



Projects		Champion	Start	End
CO1	Continued succession planning	Julia Holland	Jan 2015	Continuing
CO2	Update Employee Wellness Incentive Program	Julia Holland	Jan 2016	Sept 2017
CO3	Evaluate existing staff workload capacity to accomplish City Council-desired work plans	Steve Adams	Jan 2016	Continuing
CO4	Complete City-wide safety assessment and implement phased recommendations	Jason Smitherman	Jul 2017	Dec 2018
CO5	Complete City-wide Engagement Survey in 3 rd quarter 2017 and implement survey results in 2018	Julia Holland	Sept 2017	Dec 2017
CO6	Pursue Human Resource Management System to integrate processes	Julia Holland	Apr 2017	Oct 2017

Strategies:

1. Increase education, marketing and communication for the benefits of employee programs.
2. Standardize a succession planning model for the organization.
3. Perform a gap analysis for safety standards and assessments.
4. Provide competitive total rewards program to attract and retain high performing employees
5. Empower and engage employees to support the organization and community's mission and values

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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Status Update		Team Lead	Project Status
CO1	Continued Succession Planning Planning, guidelines and templates provided and incorporated in several Management Team quarterly off-site meetings. Directors will identify key positions for focus, with initial and immediate succession planning efforts directed at high-impact and highly vulnerable positions.	Julia Holland	In Progress
CO2	Update Employee Wellness Incentive Program Completed in 2017. Outcomes communicated to employees in Q4 2017 for 2018 premium incentive eligibility.	Julia Holland	Completed
CO3	Evaluate existing staff workload capacity to accomplish City Council-desired work plans Current work plans match available staff capacity. Will review process for 2018.	Steve Adams	In Progress
CO4	Complete City-wide safety assessment and implement phased recommendations Phase 1 assessment complete. Phase 2: Additional site visits and assessment report are complete and delivered to Citywide Safety Committee. Recommended actions have been provided to City Manager and Executive Leadership Team.	Jason Smitherman	In Progress
CO5	Complete City-wide Engagement Survey in 3rd quarter 2017 and implement survey results in 2018 Engagement survey administered in Q4 of 2017. Results will be provided in Q1 of 2018.	Julia Holland	In Progress
CO6	Pursue Human Resource Management System to integrate processes City Council provided financial support and direction to implement a Human Resource Management System. Service contract with vendor executed in Q4 2017. Project kick-off set for Q1 2018.	Julia Holland	In Progress

EFFICIENCY AND IMPROVEMENT

Internal Priority: Efficiency and Improvement

Definition: Producing the required outcome with the appropriate amount of resources, time and cost to enhance our mission, goals and service to our customers.

Goal: Be proactive to identify, analyze and improve upon existing business processes within the organization for optimization and to meet standards of quality.

Champion: Beverly Walker

Relevant Boards and Commissions: All Boards and Commissions



	Projects	Champion	Start	End
EI1	City Municipal Code system acquisition for electronically maintaining and updating City's Municipal Code	Beverly Walker	Jan 2017	Mar 2018
EI2	Develop revised performance and feedback process for City Attorney, Municipal Court Judge and City Manager	Julia Holland	Jul 2016	Nov 2016
EI3	Develop revised budget process for 2018 including how Priority-Based Budgeting will incorporate into the budgeting process	Brent Worthington	Jan 2017	Dec 2017
EI4	Develop new City Council agenda format that features use of pros/cons, alternatives analysis with cost and decision impacts along with remaining fund balance	Beverly Walker	Jan 2017	Dec 2017
EI5	Develop and implement economic development communication process providing timely flow of information, balancing confidentiality with transparency to minimize executive session time.	Rod Wensing	Aug 2016	Dec 2016
EI6	Review roles and mission statement of all City boards and commissions along with role of City Council	Steve Adams	May 2017	Dec 2017
EI7	Evaluate Financial Internal Control Policies throughout City Departments	Brent Worthington	Aug 2015	Mar 2018
EI8	Develop and implement Communication Plan with City Council	Steve Adams	Aug 2016	Continuing
EI9	Update Records Retention Schedule including email policy	Beverly Walker & City Attorney's Office	Jul 2017	Mar 2018

	Projects	Champion	Start	End
EI10	Rollout employee benefits portal	Julia Holland	Jan 2016	Nov 2016
EI11	Transition to iCompass City Council online agenda system	Beverly Walker	Jan 2016	Aug 2017
EI12	Implement Raw Water Management Plan between Water and Power and Parks & Recreation	Joe Bernosky & Elizabeth Kayl	Jan 2016	Sept 2016
EI13	Develop a Capital Improvement Plan prioritization process for CIP projects that addresses previous City Council commitments, grant matches, public safety, utilities and transportation	Brent Worthington, Steve Adams, Rod Wensing	Jan 2017	Nov 2017
EI14	Schedule City Council Study Session to discuss information management system for utility billing, Information Technology, Human Resources and Development Services	Bill Westbrook	Jan 2017	Dec 2017
EI15	Modify City Council Rules of Procedure	Beverly Walker	Jan 2017	Apr 2017
EI16	Staff identification of all current resolutions that guide or shape City Council decision making with policy or fiscal obligations	Steve Adams	Jan 2017	Mar 2018
EI17	Enhance City Council's ability to download, review and view City Council meeting agenda packets	Bill Westbrook	Apr 2017	Jul 2017
EI18	Evaluate Land Records Management Approach	Brett Limbaugh	Mar 2017	Aug 2017
EI19	Downtown City services overview	Jeff Bailey	Aug 2016	Dec 2018

- Strategies:**
1. Budget for technology enhancements.
 2. Engage all stakeholders in technology implementations.
 3. Update the IT Strategic Plan.
 4. Continually update processes to achieve efficiencies and current standards.
 5. Utilize existing technology and consider future technology for process improvement.

Action Status	Complete – Action Item Completed on schedule	In Progress – Action Item In Progress and on Schedule	Delayed – Action Item Delayed
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	Status Update	Team Lead	Action Status
EI1	City Municipal Code system acquisition for electronically maintaining and updating City's Municipal Code Agreement with vender EnCode in progress, with implementation planned in Q1 2018.	Beverly Walker	In Progress
EI2	Develop revised performance and feedback process for City Attorney, Municipal Court Judge and City Manager	Julia Holland	Complete

Status Update		Team Lead	Action Status
	Completed in fourth quarter of 2016. Committee including City Council members recommended quarterly process to replace annual reviews. Approved by resolution in November 2016.		
EI3	Develop revised budget process for 2018 including how Priority-Based Budgeting will incorporate into the budgeting process Based on discussions with the City Manager, Management Team and City Council, City will no longer use the proprietary system offered through the Priority-Based Budgeting Center.	Theresa Wilson	Complete
EI4	Develop new City Council Agenda format that features use of pros/cons, alternatives analysis with cost and decision impacts along with remaining fund balance Agenda format changed to include tables for budget impact, Council action options and analysis. Other changes include addition of defined summary items, previous Council, board or commission reviews and public outreach/notification efforts. Final step, refinement of PowerPoint presentations to Council, is underway.	Beverly Walker	In Progress
EI5	Develop and implement economic development communication process providing timely flow of information, balancing confidentiality with transparency to minimize executive session time. Executive sessions shortened, with more information provided in open session.	Rod Wensing	Complete
EI6	Review roles and mission statement of all City boards and commissions along with role of City Council Survey tool developed for all boards and commissions. City Council update scheduled for Jan. 9, and joint meeting of City Council and Citizens Finance Advisory Council set for Feb. 13.	Steve Adams	In Progress
EI7	Evaluate financial internal control policies throughout City departments Field work with individual departments completed, policy drafts in progress, targeting completion March 31, 2018.	Brent Worthington	In Progress
EI8	Develop and implement Communication Plan with City Council City Manager initiated weekly City Council memo and one-on-one meetings with council members.	Steve Adams	Complete
EI9	Update Records Retention Schedule including email policy The City Clerk's Office and City Attorney's Office have been working together on this project. It is expected to be completed in 2018.	Beverly Walker	In Progress
EI10	Rollout employee benefits portal Completed in fourth quarter of 2016 with temporary solution for online, self-service portal for enrollment in benefit programs. System provides for open enrollment and on-going updates to benefit program elections. Temporary system will be in use until funding is secured for Human Resource Information System.	Julia Holland	Complete

Status Update		Team Lead	Action Status
EI11	Transition to iCompass City Council online agenda system The Clerk's office started using iCompass/CivicWeb for agenda formatting in May 2016. CivicWeb went live in August 2016 with instructions Council members on system use and agenda access.	Beverly Walker	Complete
EI12	Implement Raw Water Management Plan between W&P and P&R This project developed an operating plan between the Department of Water and Power and the Parks and Recreation Department that consolidated raw water acquisition, water rights management, and reporting under a bilateral Staff Advisory Group.	Joe Bernosky & Elizabeth Kayl	Complete
EI13	Develop a CIP prioritization process for CIP projects that addresses previous City Council commitments, grant matches, public safety, utilities and transportation Budget Office staff, City Manager and Management Team developed prioritization worksheet used in the 2018 budget process. Based on that outcome, the worksheet will be used in the 2019 process.	Theresa Wilson	Complete
EI14	Schedule City Council Study Session to discuss information management system for utility billing, Information Technology, Human Resources and Development Services Joint study session presentation delivered July 2017.	Bill Westbrook	Complete
EI15	Modify City Council Rules of Procedure Council approved the addition of "Rule of Four" provision to the Rules of Procedure Resolution.	Beverly Walker	Complete
EI16	Staff identification of all current Resolutions that shape City Council decision-making with policy or fiscal obligations Former City Clerk Terry Andrews completed review of all Council Resolutions since 2007, determining impact of each. Report will be scheduled for City Council review in Q1 2018.	Steve Adams	In Progress
EI17	Enhance City Council ability to download, review and view City Council agenda packets A combination of solutions were implemented to ensure City Councilors could get the most recent agenda packet. Changes in process ensure that Councilors have access to the most recent version when needed.	Bill Westbrook	Complete
EI18	Evaluate Land Records Management Approach Recommendations from a Management Team subcommittee will go to the City Management Team, then scheduled for presentation at City Council Study Session. Staff recommendations formulated in 2017 with any additional funding pursued during 2018 budget cycle.	Brett Limbaugh	In Progress
EI19	Downtown City services overview 2018 budget contains funding for downtown aesthetic amenities such as benches, litter cans, bike racks, plantings and additional public art.	Jeff Bailey	In Progress

