

TFOGS recommendation # 6: Immediately create an Administrative Services Team to support the BCC system and improve resident engagement.

While the City works toward establishing ORENS, the Task Force recommends immediately creating an Administrative Services Team consisting of staff from the offices of the Council, Mayor, Human Resources, and City Clerk who are already involved with BCC support. This Administrative Services Team should be housed in the Council Office and be **charged with working on the issues listed above** for which ORENS would ultimately be responsible. The Team should also be charged with developing systems for BCCs to use for resident participation in decision making and ensuring that prompt and direct feedback is given to issues about which residents have expressed interest. (p. 29)

List of Topics for Possible Action

Create an organizational chart of all BCCs and organize BCCs around lead committees

Eliminate or combine BCCs that are redundant or have outlived their purpose

Reorganize BCCs to increase accountability

Review BCC enabling ordinances and resolutions to ensure clarity of purpose and authority

Create an Office of Resident Engagement and Neighborhood Support (“ORENS”) to support BCC system staffing, training, and resident engagement

Ensuring that meetings are recorded by video or audio and that the recordings are posted to Legistar.

Scheduling of virtual meetings for both Type 1 and Type 2.

Making sure correct meeting locations are listed in Legistar

Clear process for timely entering of BCC actions, referrals, into Legistar

Process for timely publishing draft minutes; and BCC recommendation visibility in Legistar

Review policy for creating subcommittees in Legistar

The team should provide a regular update to CCEC (once a quarter?) about vacancies on BCCs along with details about how long those vacancies have existed and prospects for getting them filled.

Implement *President's Work Group To Review Council Communication Tools & Processes* recommendation relating to electronic public comment.

Reinforcing the expectation that agendas are published by EOD Friday for the following week really needs to be a priority action for the BCC Admin Team.