

**Boards, Committees and Commission Study Group: Summary Report  
Fall, 2017  
Tucson Residents for Responsive Government (TRRG)**

**TIMELINE**

**2015**

**June** TRRG members identified 5 areas of City of Tucson government (COT) which they believed would benefit from greater public participation: Planning and Development Services Department; Boards, Committees and Commissions; Department of Transportation; Means to Better Communication/Problem Solving; Office of Integrated Planning.

**July-August** TRRG Board took the list to Mayor and Council (M/C) offices to ask which area was a priority for them. BCC's was the unanimous first choice.

**November** During their Study Session, M/C directed the City Manager (CM) to form a BCC Study Group, including TRRG members.

**2016**

**January** BCC Study Group established: 2 CM staff members (James MacAdam, Elaine Becherer), 2 TRRG members (Colette Altaffer, Ruth Beeker) , 1 Ward aide (Amy Stabler). Group worked independently and in coordination on its goals: review the City Clerk's list of BCC's for purpose, relevancy and contribution; and provide stronger public participation practices.

**June** BCC Study Group reported progress made and recommendations to M/C at Study Session, given permission to continue.

**2017**

**April** TRRG members met with Mayor to ask assistance in implementing public participation recommendations.

**May-June** TRRG members visited Council Offices to gather support for recommendations.

**September** During their Study Session, M/C approved changes to their regular session agenda, moving BCC announcements from last to first and scheduling time for all BCC's to have 5 minutes to report to them each year.

## **ACCOMPLISHMENTS**

### **Review of BCC's**

- developed evaluation instruments for a BCC's membership to assess its group's effectiveness; utilized them with over 20 BCC's
- surveyed M/C to determine contact they had with BCC work; hardly any
- reviewed the list of BCC's on-line, categorizing the 50+ as being State/Charter Mandated (10); Joint City/County Commissions (8); Advisory Boards and Committees, primarily to a City department (16); Active BCC's addressing specific COT topics (17); potentially defunct boards, no members or no members/records (4)
- recommended to M/C to terminate 6 BCC's, consolidate 2, and create one

### **Improved Administration for Public Participation**

- researched other municipalities' on-line BCC website content
- developed a new COT prototype BCC website, including listing of vacancies for easy public access and on-line application for the City Clerk to use on COT's site
- created a new BCC Handbook for on-line use
- increased visibility of BCC participation during regular M/C regular session by announcing names of all BCC appointees and moving that item from last to first of the evening's agenda
- instituted a yearly scheduling for each BCC to have 5 minutes to inform M/C of its purpose, accomplishment, concerns, needs, etc. during the regular session

## **CONTINUING CHALLENGES**

### **Recruitment**

- Need to identify means to better publicize BCC vacancies to increase public awareness of the opportunity to serve
- Improve on-line application procedures to create a pool of potential appointees when specific BCC vacancies occur for appointers to draw upon

### **On-going evaluation**

- Encourage BCC self-evaluation for improvement of its effectiveness in meeting its City purpose
- Designate a public process to monitor and keep updated the current status of BCC's