**Taxation, Revenue, and Utilization**

**of Expenditures (TRUE) Commission**

**Niki Brunson, Chair**

**INTERNAL OPERATIONS COMMITTEE MEETING MINUTES**

**February 8, 2018**

**4:00 p.m.**

**City Council Conference Room B**

**Suite 425, City Hall**

**Attendance:** TRUE Commissioners Ben Wasson, Clayton Levins, Daniel Henry, Greg Rachal (arr. 4:09)

**Also**: Jeff Clements – Council Research Division

See attached sign-in sheet for additional attendees.

The meeting was called to order at 4:05 p.m.

The commissioners had staff review the minutes of the last meeting of the committee (May 16, 2017) to determine where the committee’s work stood when the Policies and Procedures Manual was last examined and revised. It appeared to the members that some of the revisions pending last May were geared to addressing concerns being discussed by the City Council at the time, when an ordinance amending the TRUE Commission’s legislative charter was under consideration. That ordinance was subsequently withdrawn.

Commissioner Wasson suggested that more attention could be given to beefing up the sections relating to communications and the process for commissioning and accomplishing special projects. Commissioner Levins suggested that provision be made for better commission communication with the CPACs, City Council and Mayor. The group agreed that TRUE Commission positions on issues must be carefully researched and well thought-out and clearly communicated once adopted. They noted that the commission has traditionally not publicized many of its actions to the media and the general public. The group talked about the proper bounds of the commission’s mission to be a fiscal advisory body to the City. Commissioner Levins suggested the need for better communication with City Council members to clarify the body’s mission and relevance and noted that credibility and informed opinions will be important.

The consensus of the group was that pages 1-8 of the manual are in fairly good shape, with more work needed in the areas of strengthening the communications section and refining the processes for undertaking special projects. The language regarding communication of commissioners with their appointing at-large City Council members will need to be changed if the current appointment process of all City Council representatives by the Council President is retained.

The group discussed whether the commission should be more rigorous in appointing members to and operating its standing committees than has traditionally been the case. The number of unfilled positions at present makes it difficult to have enough members to enforce formal attendance requirements.

The group discussed changing the meeting schedule to have the full commission meet on the fourth Thursday of each month (Thursday of the second Council meeting of the month) and having the Legislative Tracking Committee meet on the Thursday following the both Council meetings of the month (second and fourth Thursdays). The monthly TRUE Commission could be rearranged to have the Audit Committee meet at 2 p.m., the Legislative Tracking Committee at 3 p.m. and the full commission at 4 p.m., or the Audit and Legislative Tracking committees could meet on the Thursday of the first council meeting of the month and just the Legislative Tracking Committee could meet on the fourth Thursday immediately prior to the full commission meeting. The latter option was determined to be more feasible.

Recommendations to the full TRUE Commission:

* Pages 1-6 of the draft Policies and Procedures are largely satisfactory in their current state
* Additional work needs to be done regarding rearranging the meeting schedule
* Additional work is needed on the communications section
* Additional work is needed on the special projects section

The committee scheduled its next meeting for Tuesday, February 20th at 2:00 p.m.

The meeting was adjourned at 5:15 p.m.

Jeff Clements, City Council Research Division

Posted 02.08.18 5:30 p.m.