

Date: April 5, 2024
To: Megan Ong, Program Coordinator, Sustainability and Mobility Department
From: Jeff Kavar, Franchise Compliance Review Committee

Subject: Draft FCRC Report Outline for Committee Consideration

At the FCRC meeting on March 22nd, Committee members asked that I send a draft outline of the report format I suggested for Committee discussion on our April 11th meeting. This is draft report outline:

FCRC Report Outline

Section 1 – Introduction: Origin and charge of the FCRC

Section 2 – Overview of what has this inaugural FCRC has done to date

Section 3 - Public Comment Overview (submitted written comments in an appendix)

Section 4 - Comments and thoughts regarding the independent auditor's report

Section 5 - Other comments or recommendations the Council may wish to consider

Section 6 - Recommendation on automatic renewal of the secondary term

With regard the Committee's April 11th discussion related to Section 5 above, I would offer the following topics/recommendations related to support of the next appointed FCRC:

Support for the next FCRC:

- The Ordinance and Resolution creating the FCRC calls for the City Council to appoint three members, yet this Committee has operated with only two City Council appointees. Understanding that finding good appointees can be challenging, recommend the City Council begin the appointee solicitation process well in advance of the next FCRC so the Committee can be fully appointed as contemplated.

- With capable staff support, this FCRC endeavored to make our meetings accessible to the public in person and online. Meetings were videotaped, recorded, and posted online for public review. Despite best efforts by staff and the FCRC, we repeatedly heard from the public that there were meeting room and audio/visual challenges that made online participation challenging for those members of the public who participated online. Recommend staff be provided with a meeting room and equipment resources to help the next FCRC improve audio and video for online public participation. Could the FCRC use the Council Committee Room, or other meeting rooms better equipped for audio/video, for FCRC meetings?
- The hiring of the Independent Auditor and the delivery of their final report was significantly delayed for this FCRC. We recommend the next independent audit be delivered much earlier to the next FCRC. This will allow the next FCRC (and members of the public) a more reasonable timeframe to review and comment on the final audit report.

Other Recommendations:

To follow