

Board and Commission Recommendations

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Agenda

- **Board and Commission Recommendations**
 - Board/BCIC Liaison responsibilities
 - SIRE/Agenda SPOC responsibilities
 - Q&A
- **Community Interest Announcements**
- **Board/Commission Meetings and the City Connection Calendar**
- **Q&A**

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Board and Commission Recommendations

Overview

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Resolution 20120301-049

- **Requires posting all Board and Commission Recommendations on the City's website via the Boards and Commissions Information Center (BCIC)**
- **Requires that the City Council be notified when Recommendations have been posted**
- **If a Recommendation is related to a Council agenda item, requires including the Recommendation in the item's backup**
- **Note distinction between approved Board *Recommendations* and Council *Resolutions***

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Goals

- **Increase transparency internally and externally**
- **Establish standardized practices, indexing conventions, and records management controls**
- **Ensure that the City Council is notified of all Board and Commission Recommendations**
- **Make the procedure as simple as possible, using existing processes**
- **Implementation Date: Monday, April 1**

Board and Commission Recommendations


**BCIC/Board Liaison
Responsibilities**

BCIC/Board Liaison Responsibilities

- Ensure all approved Board Recommendations are uploaded to BCIC
- Do not email documents to Candy Parham for distribution, or directly to Council offices
- Use Board Recommendation template and standard indexing conventions

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Recommendation Template



Recommendation Number

Name of Board or Commission

BOARD/COMMISSION RECOMMENDATION
 [Name of Board or Commission]
 Recommendation Number: yyyyymmdd-###
 [Brief Description of the Topic]

Brief Description of the Topic

Series of "WHEREAS" clauses to describe reasons for the Recommendation

"NOW, THEREFORE," clause states what the Board requests Council to do

WHEREAS, there is a significantly larger number of beds for homeless women, to the point that homeless women can stay in shelters for days, or even weeks; and

WHEREAS, Ending Community Homelessness Organization (ECHO) collaborating in an effort to address the urgent lack of shelter beds

WHEREAS, that coalition is advocating with the City of Austin for more beds available for homeless women.

NOW, THEREFORE, BE IT RESOLVED that the _____ encourages the Austin City Council to allocate funds and explore all available means in order to create short, medium, and long term solutions for homeless women in Austin.

Recommendation Template

WHEREAS, there is a significantly larger number of beds for homeless men in Austin than for homeless women, to the point that homeless women cannot find a safe place to spend the night, days, or even weeks; and

WHEREAS, Ending Community Homelessness Organization (ECHO) is a coalition of organizations collaborating in an effort to address the urgent lack of shelter beds for homeless women;

WHEREAS, that coalition is advocating with the City of Austin to dramatically increase the number of beds available for homeless women;

NOW, THEREFORE, BE IT RESOLVED that the _____ encourages the Austin City Council to allocate funds and explore all available means in order to create short, medium, and long term solutions for homeless women in Austin.

Date of Approval: _____

Record of the vote: _____

Attest: _____

Name of Board or Commission

Date of Approval: Meeting date

Record of the Vote

Attest: Staff or Board member can sign

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Recommendation Template

- **Board Recommendations use the same naming convention as Council Resolutions**
- **Every Recommendation must have a unique number in the format: yyyyymmdd-###**
 - yyyyymmdd = The meeting date
 - ### = The agenda item number, padded to three digits
 - Example: 20130315-001
- **If letters are also part of the agenda item number, use them as well**
 - Example: 20130201-003A

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Recommendation Template

- **Record of the vote - language could be copied directly from the meeting minutes**
 - If the vote is unanimous, for example:
 - Unanimously approved by the Electric Utility Commission on a 7-0 vote.
 - If a member abstains or is absent, for example:
 - Approved by the Arts Commission on a 6-0 vote with Commissioner Ash abstaining.
 - If a vote passes with opposition, state the names of the members who voted against, for example:
 - Approved by the Zero Waste Advisory Commission on a 5-2 vote with Commissioners Smith and Roberts voting against.

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Recommendation Template

- **Must be signed by either a Board member (Chair preferred, but not required) or staff liaison**
 - Signature attests that it is the final, approved version of the document and that the vote is correctly recorded
 - Does not indicate agreement with the content of the Recommendation

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Posting Using BCIC

- **Draft Recommendations**

- Markings (such as a watermark) should be used to indicate drafts
- Draft documents should be uploaded to BCIC as Backup documentation for the meeting

- **Approved Recommendations**

- Upload as a “Recommendation”
- Upload for the meeting at which the Recommendation was approved
- Reminder to remove “Draft” watermarks, etc.
- Use the “Document Note” field for the Recommendation number and brief description of the subject matter

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Posting Using BCIC

The screenshot shows the 'Add Document/Link' form in BCIC. It includes the following fields and callouts:

- Upload Document/Link: *** with radio buttons for ☒ Upload Document and ☐ Link. Below this is the text '(WORD files and PDF files Only)' and a 'Browse...' button.
- Document Type: *** with a dropdown menu set to 'Recommendation'. A callout box points to this field with the text: 'Use the “Recommendation” document type'.
- Document Note:** with the text '20130319-002: Allocate funds and explore options to ch'. A callout box points to this field with the text: 'Recommendation Number'. Another callout box points to the same field with the text: 'Brief description of the subject of the Recommendation'.
- A 'Save' button is located below the Document Note field.

At the bottom left of the form, there is a partially visible label 'of Austin'.

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Posting Using BCIC

- **Document Note**

- Maximum of 150 characters including Recommendation number
- Recommendation Number + ":" + Description
- Example:
 - 20130315-002: Allocate funds and explore all available means to create short, medium, and long term solutions for homeless women in Austin (138 characters)

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Mayor and Council Notification

- **Affects all documents uploaded into BCIC as "Recommendations"**
- **At the next posting time (10:00am and 3:00pm), the document is posted to the Board's BCIC page on the public website**
- **An email notification is sent to Mayor and Council staff indicating:**
 - Name of the Board/Commission
 - Meeting/approval date
 - Brief description entered by the staff liaison, including the Recommendation number
 - A link to the posted document

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Board and Commission Recommendations

SIRE Agenda SPOC Responsibilities

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Responsibilities of a SIRE Agenda SPOC

- **Your responsibility as a SIRE Agenda SPOC**

- As an agenda SPOC, you are responsible for the following:
 - Assuring that an agenda item never goes to Council unless its relevant board or commission has reviewed it.
 - Assuring that any Board or Commission action is noted in a Request for Council Action (RCA).
 - Soliciting recommendations for inclusion into RCAs from the appropriate Board or Commission liaison.
 - Uploading all supporting documentation (such as Board and Commission Recommendations) into SIRE.
 - The naming convention for a Board or Commission recommendation file uploaded into SIRE is "Board or Commission Recommendation"

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Board or Commission Action in an RCA

- **Boards and Commission Actions on RCAs**

- If a Board or Commission has reviewed/supports an agenda item, it needs to be listed on the RCA under the “Boards and Commission Action” field in SIRE. It should include the following:
 - Date of the recommendation
(Example: January 1, 2050)
 - Action of a Board or Commission
(Example: Approved by, Not approved by, etc.)
 - Vote that the Board or Commission took
(Example: 7-0 vote, 5-2-0 vote, etc.)
 - If a vote is unanimous, state so and include the recommendation number
 - If a vote passes with opposition, state the names of the members who voted against the item and recommendation number
 - If a vote is not approved, briefly state why

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Board or Commission Action in an RCA

- Recommendation Number of the recorded action
- Action for a Board or Commission should appear as follows:
 - January 1, 2050 – Unanimously approved by the Electric Utility Commission on a 7-0 vote. Recommendation No. 20500101-001
 - January 1, 2050 – Approved by the Arts Commission on a 6-0 vote with Commissioner Ash abstaining from the vote. Recommendation No. 20500101-001
 - January 1, 2050 – Approved by the Zero Waste Advisory Commission on a 5-2 vote with Commissioners Smith and Roberts voting against the item. Recommendation No. 20500101-001
 - January 1, 2050 – Not approved by the Public Safety Commission on a 2-5 vote due to indecisiveness on the terms of the agreement.
- If a Board or Commission has yet to review/support an agenda item, it needs to be listed on the RCA under the “Boards and Commission Action” field in SIRE as follows:
 - To be reviewed by Name of the Board/Commission on Date to be reviewed.

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Recommendations Received After Posting

- **What happens when an agenda has been posted and I need to update the Board or Commission section of an RCA?**
 - The Agenda Manager is the only person who can make changes, note corrections, and upload revised or late backup into SIRE after the agenda has been posted.
 - If you need to upload a Boards or Commissions recommendation into SIRE, contact the Agenda Manager before 3:00 p.m. the Wednesday before the Council meeting.
 - If you need to update a Boards or Commissions recommendation in an RCA, contact the Agenda Manager before 9:30 a.m. the morning of the Council meeting.
 - Updated or late Board or Commission recommendations will also be noted on *Changes and Corrections*.

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Questions?

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Community Interest Announcements

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Community Interest Announcement

- **New Document Type**
- **Replaces the “Event Notice” Document Type and the “Event” Meeting Type**
- **Goals:**
 - Increase transparency internally and externally
 - Ensure compliance with the Texas Open Meetings Act
 - Make the procedure as simple as possible, using existing processes
- **Implementation Date: Monday, April 1**

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Community Interest Announcement

- **Use for**
 - Ceremonial occasions and activities
 - Social gatherings
- **Examples:**
 - Ribbon cuttings
 - Dedications
 - Receptions

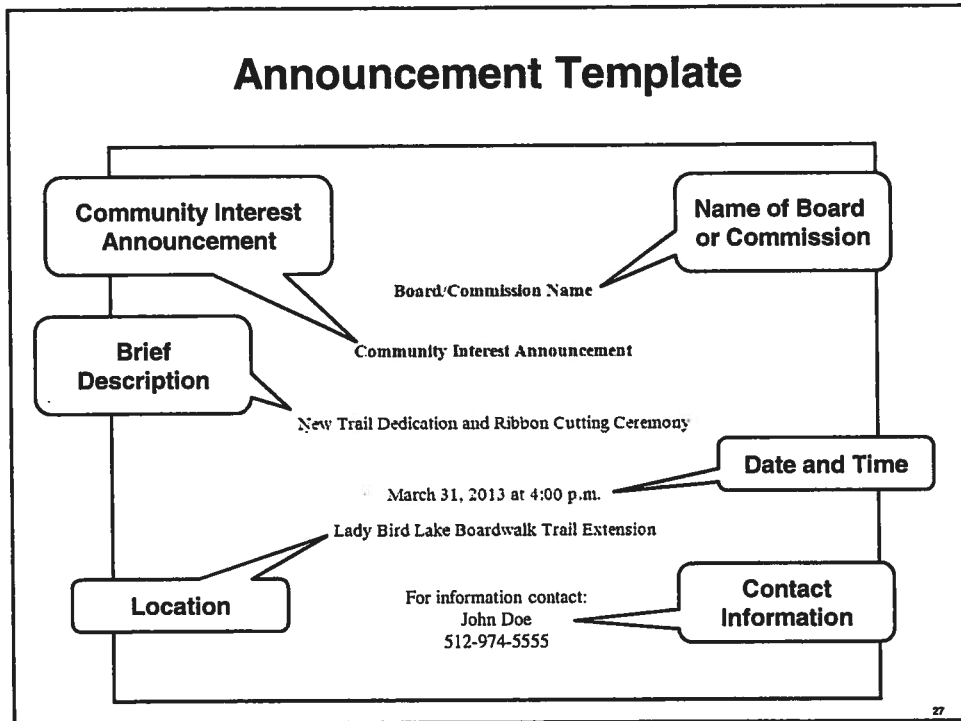
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Community Interest Announcement

- **Do not use for**
 - Retreats
 - Special Called Meetings (including Budget Work Sessions)
 - Discussions
 - Briefings
 - Any gathering of a Board or Commission if it involves discussion of public business, regardless of whether there is any action or vote taken
- **These are all meetings**

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Announcement Template



Announcement Template

- **Includes**

- Board/Commission Name
- Title: Community Interest Announcement
- A brief description of the announcement
- Location, date, and time

- **Does not include**

- The City Seal
- The word "Agenda"
- ADA compliance statement
- Statement regarding the possibility of a quorum

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Posting Using BCIC

- **Creating the “meeting”**
 - Meeting Type: Announcement
 - Meeting Note:
 - Enter a brief description
 - Maximum of 150 characters
 - Examples:
 - Dedication and Ribbon Cutting of John Doe Memorial Bus Stop
 - Groundbreaking Ceremony at New Homeless Shelter

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Add New Meeting

The screenshot shows a web form titled "Add New Meeting" with a "Close Window" button in the top right. A note at the top states "All fields marked with an * are required". The form is divided into two main sections: "Board Information" and "Meeting Information".

Board Information:

- Board Name:** * (required), with a dropdown menu showing "[Please Choose a Board]".
- Committee Name:** (optional), with a dropdown menu showing "[No Committee Found]".

Meeting Information:

- Meeting Date:** * (required), with a date picker icon.
- Meeting Type:** * (required), with a dropdown menu showing "Announcement".
- Meeting Note:** (optional), with a text area containing the text "Ribbon Cutting Ceremony for the John Doe Memorial Bus Stop".

At the bottom of the form is a "Save" button. Two callout boxes provide additional information:

- A callout box points to the "Meeting Type" dropdown, stating: "Meeting Type: Announcement".
- A callout box points to the "Meeting Note" text area, stating: "Brief description, maximum of 150 characters".

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Uploading the Document

The screenshot shows a web form titled "Add Document/Link" with a "Close Window" button in the top right. Below the title, it states "All fields marked with an * are required." The form has two main sections: "Upload Document/Link: *" and "Document Type: *". The "Upload Document/Link" section has two radio buttons: "Upload Document" (selected) and "Link", with a note "(WORD files and PDF files Only)" below them. The "Document Type" section has a dropdown menu that is open, showing a list of options: "Community Interest Announcement", "Agenda", "Agenda Addendum", "Revised Agenda", "Approved Minutes", "Backup", "Cancellation Notice", "Recommendation", and "Community Interest Announcement" (repeated at the bottom). A callout box points to the selected option in the dropdown, stating "Document Type: Community Interest Announcement". At the bottom left of the form, it says "© 2013 Source: City of Austin".

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Community Interest Announcement

- Does not require minutes
- Post link to Channel 6 video if one is available
- Requires a Cancellation Notice
- Post a revised announcement if necessary
 - Revised announcements must be identified in the Document Notes field

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City Connection Calendar

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City Connection Calendar

- **Issue**

- Concerns calendar was not being updated in a timely manner
- Errors in calendar events

- **New process is being implemented**

- Events will be placed in the Connection Calendar at the same time documents are posted to the City website
- Automated process that uses the data entered by the board liaison when creating a meeting in BCIC

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City Connection Calendar

- New process begins April 1
- Meetings are created in BCIC exactly as before, except:
- Two new pieces of information are required:
 - Meeting start time
 - Meeting location

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New Required Fields

The screenshot shows a web form titled "Add New Meeting" with a "Close Window" button in the top right. A note at the top states: "All fields marked with an * are required." The form is divided into two sections: "Board Information" and "Meeting Information".

Board Information:

- Board Name: *** (dropdown menu): [Please Choose a Board]
- Committee Name:** (dropdown menu): [No Committee Found]

Meeting Information:

- Meeting Date: *** (calendar icon)
- Meeting Time: *** (dropdown menu): [12:00 PM]
- Meeting Location: *** (dropdown menu): [Austin City Hall]
- Meeting Type: *** (dropdown menu): [Regular Meeting]
- Meeting Note:** (text area)

A "Save" button is located at the bottom of the form. The "Meeting Time" and "Meeting Location" fields are circled in red, highlighting the new required information.

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Meeting Start Time

All fields marked with an * are required.

Board Information

Board Name: *
[Please Choose a Board]

Committee Name:
[No Committee Found]

Meeting Information

Meeting Date: *

Meeting Time: *
12:00 PM

Meeting Location: *

Meeting Type: *

Meeting Note:

Save

- Choose meeting start time from drop-down list.
- List goes from 7:00am through 8:00pm
- Defaults to noon

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Meeting Location

All fields marked with an * are required.

Board Information

Board Name: *
[Please Choose a Board]

Committee Name:
[No Committee Found]

Meeting Information

Meeting Date: *

Meeting Time: *
12:00 PM

Meeting Location: *
Austin City Hall

Meeting Type: *

Meeting Note:

Save

- Choose meeting location from drop-down list.
- List includes most common meeting locations
- Defaults to "Austin City Hall"
- Specific rooms are not identified
- If location is not on the list, choose the "See agenda" option

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City Connection Calendar

- **If you have created meetings:**
 - Scheduled for April 1 and after, and
 - That have not yet been posted to the web
- **You must update the location and start time in BCIC**
- **After 30 days OCC will remove meetings that have no location and start time**

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Corrections and Revisions

- **Until a meeting has been posted to the web and the calendar, you can edit the meeting information in BCIC**
- **No need to upload a revised agenda until an agenda is actually posted to the web and the calendar**

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Corrections and Revisions

- Once a meeting has been posted to the web and the calendar, you will not be able to edit the meeting information in BCIC
- Examples
 - Meeting information entered incorrectly
 - Revised agenda that updates the meeting start time or location
- Notify OCC at BCIC@austintexas.gov or call x42210
 - Provide:
 - Board/Commission name
 - Meeting date
 - Required changes

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Questions?

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Thank You

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