

City of Austin Independent Citizens Redistricting Commission

Quick Reference

Hiring

Hiring, removal, and contracting decisions require 9 votes. City Charter II.3.(K)(5)

The commission shall hire commission staff, legal counsel, and consultants as needed. II.3.(K)(5)

Compensation for staff, legal counsel, and consultants shall be limited to the period in which the commission is active. II.3.(K)(5)

The commission shall establish clear criteria for the hiring and removal of these individuals, communication protocols, and a code of conduct. II.3.(K)(5)

The commission shall apply the conflicts of interest listed in subdivision 3(I)(3) to the hiring of staff, legal counsel, and consultants. Conflict of interest considerations: Individuals in the following categories are ineligible to be hired as staff, legal counsel, and consultants:

- Within the five year immediately preceding the date of application, either the applicant or their spouse have:
 - Been appointed to, elected to, or have been a candidate for state or city office
 - Served as an officer, employee, or paid consultant of a political party or of the campaign committee of a candidate for elective state, county or city office
 - Been a registered state or local lobbyist
 - Contributed or bundled \$1,000 or more in the aggregate to candidates for City of Austin elective office in the last city election
- A person who has been, within the three years immediately preceding the date of application: a paid employee of the City of Austin; person performing paid services under a professional or political contract to the City of Austin, to the City Council, or to any member of the City Council; any controlling person of any such consultant; or a spouse of any of the foregoing. II.3.(I)(3)

Hiring staff

- “Staff” is generally internal to the city. The process is guided by the Human Resources Department.
- Due to the finite period of service, staff will be considered City of Austin temporary employees
- Temporary employees are required to comply with City of Austin Personnel Policies

Hiring consultants

- “Consultants” are generally external to the city. The process is guided by the Purchasing Department.
- “Nonprofessional” consultants are required to be competitively bid: contracts under \$2,500 require one bid, contracts from \$2,500 to \$5,000 require 3 bids, and contracts from \$5,000 to \$50,000 require an informal solicitation (office staff; printing; video; photography)
- “Professional” consultants under \$56,000 can be selected and approved without a competitive process (data research, community outreach, map services)

Hiring legal counsel

- “Legal counsel” is generally attorneys and those who work for their firm. The process is guided by the Law Department.
- Legal services can be selected and approved without a competitive process
- At least one of the legal counsel hired by the commission must have demonstrated extensive experience and expertise in implementation and enforcement of the federal Voting Rights Act. II.3.(K)(5)