



Complete Packet

MEMORANDUM

TO: Mayor and Council
FROM: Marc A. Ott, City Manager
DATE: February 19, 2015
SUBJECT: Council Committee Operations

I have tasked my Executive Team to develop a plan to operationalize your new Council Committee structure to ensure that each Committee functions successfully. Working with a broader operational team (see the cc: list at the end of my memo), they have all pulled together to meet this challenge. I especially want to highlight Assistant City Manager Robert Goode's efforts in facilitating this effort.

Now that the Council Committees have been established and the membership slate determined, I wanted to describe some of the infrastructure that we have launched to support each Committee. I'll summarize the structure and process in this memo. The attached documents go into greater detail.

Council Committee Logistics

Scheduling - We assumed that Council Committees would be held in City Hall. With that premise, we began to look at constraints regarding the existing schedule for City Hall. Obviously Thursdays are preserved for City Council meetings. We tried to avoid setting Committee meetings on Fridays (realizing there are several outside agency commitments on Friday). Either the Planning Commission or the Zoning and Platting Commission meet on Tuesday evenings. Therefore, we came to the conclusion that **reserving Mondays and Wednesdays** for Council Committee meetings would result in the least disruptive adjustment to the existing facility schedule. We realize that other conflicts will certainly arise (both internal and external), but this schedule hopefully minimizes this challenge. I have attached the Master calendar showing all Committee meetings and a separate, personalized calendar showing your specific schedule.

Public Access - In support of your efforts to increase public input opportunities for Council Committees, we scheduled the primary monthly Committee meeting for the evening (6:00 - 9:00). If the Committee needed to meet twice a month, we also scheduled an optional work session meeting that would be held during the day two weeks prior to the evening slot. We will reserve the Council Chambers for the evening meetings and the Board/Commission Room for

the daytime meetings. My staff will meet with each Committee Chair to work out the remaining logistics.

Council Committee Staffing

I am assigning staff (see attachment) to support your Council Committees to ensure that you have the resources necessary for preparation, facilitation, and post meeting reporting requirements:

Executive Support – An Assistant City Manager will interface with each Committee Chair to coordinate staff's support efforts.

Committee Liaison – The Lead Department Head or Deputy Department Head will work with the Committee Chair to coordinate the Committee's agenda. Ensures fiscal impacts and legal analysis is provided for each Committee item.

Agenda Office – Leads the agenda posting process in the City's agenda processing system (SIRE).

Departmental/City Manager's Office Support Staff – Helps provide data required for each Committee Item, works with Council office to coordinate Committee items, ensure meeting rooms are prepared, manages speaker sign-up system, helps prepare summary meeting minutes and Final Committee Report.

City Council Meeting Changes

In support of your goal to expedite City Council meetings, we propose the following changes:

1. ZONING - The second City Council meeting of the month would be *primarily* reserved (*see exceptions below*) for Zoning matters.
 - a. Exceptions –
 - i. There may be Zoning matters from the Zoning Council Meeting (postponements, etc.) or Zoning items from the Planning and Neighborhoods Council Committee that would need to be taken up at regular Council meeting due to project timing.
 - ii. There may be emerging issues requiring non-zoning items to be placed on the Zoning Council Meeting. These would be exceptions to the rule, not general practice.
2. EXECUTIVE SESSIONS – Will be held after Tuesday Work Sessions during lunch.

With these changes, we hope the meetings will flow more smoothly. I recommend you try this schedule to assess improvements before we think about adding Council meetings to the existing schedule.

Next Steps

Although we have supported Council Committees in the previous structure, this new system is more complex, more intensive (especially regarding public engagement), and will require more staff support to ensure success. I have tasked my team to develop a Committee business process for this new Committee structure to ensure consistency, transparency, and predictability. So, in that vein, we are now working on operationalizing all the necessary steps to launching the Committee structure (speaker sign-up system, templates for Committee summary minutes, final Committee report, etc.). We expect to have most of this work completed in time for the April Committee meetings. We will be working directly with each Committee Chair to begin the coordination for these meetings. If there are pressing needs for a Committee to meet in March, we will likely not have everything in place to support these meetings (especially the early March Committee meetings), but we would certainly work with the Chair to provide as much information and support as we could at that time.

Attachments: Council Committee Operations, Council Committee Agenda Process, Council Committee Staff Assignments,

CC: Janette Goodall, City Clerk
Corrie Stokes, Acting City Auditor
Anthony Snipes, Assistant City Manager
Rey Arellano, Assistant City Manager
Bert Lumbreras, Assistant City Manager
Robert Goode, Assistant City Manager
Sue Edwards, Assistant City Manager
Ray Baray, Chief of Staff
Elaine Hart, Chief Financial Officer

City Council Meeting/ Council Committee Meeting

Operations

Council Meeting Changes -

1. CITY COUNCIL MEETINGS - Will continue per the existing schedule (no additional meetings at this time).
2. ZONING - The second City Council meeting of the month would be *primarily* reserved (*see exceptions below*) for Zoning matters.
 - a. Exceptions –
 - i. There may be Zoning matters from the Zoning Council Meeting (postponements, etc.) or Zoning items from the Planning and Neighborhoods Council Committee that would need to be taken up at regular Council meeting due to project timing.
 - ii. There may be emerging issues requiring non-zoning items to be placed on the Zoning Council Meeting. These would be exceptions to the rule, not general practice.
3. EXECUTIVE SESSIONS – Will be held after Tuesday Work Sessions during lunch.

Council Committee Schedule/Location -

1. Council Committee meetings will be held on Mondays or Wednesdays (both day and evening slots will be reserved). With the exception of the Council Committee on Austin Energy which will be held on Thursday (day and/or evening) when a City Council meeting is not scheduled.
2. Council Committee evening meetings will be held in the Council chambers.
3. Council Committee daytime Work Session meetings will be held in the Boards/Commissions room.

Council Committee Operations -

1. Council Committee meetings will be televised and streamed live.
2. Closed-Captioning will be provided for each Council Committee meeting.

Council Committee Staffing -

1. City staff members will support each Committee's operations (additional staff members will also support applicable Committee Agenda Items).
 - A. City Manager's Staff:
 - i. City Manager's Office –
 - Assistant City Manager – serves as Executive Lead, or in some cases as Committee Liaison, for City staff.
 - Executive Lead's Executive Assistant – prepares Summary minutes; ensures Committee Items have been routed to Chief Financial Officer (CFO), Law, and applicable departments for preliminary review prior to Item being placed on Committee agenda. (Note – Agenda Office will ensure Finance and Law review are completed prior to posting Council Committee agenda.); works with applicable Department Head, Committee Chair, and/or sponsoring Council Member (IFC's) to complete Item revisions prior to posting; reviews and approves Items in the SIRE system for posting; attends Committee meetings as appropriate; works with

Department staff and Committee Chair to prepare draft Final Committee Report.

- Agenda Office - Leads SIRE agenda process; approves items in SIRE; posts Council Committee agendas.
- ii. Chief Financial Officer (CFO) – will serve as Executive Lead and/or Committee Liaison for Audit/Finance Committee. Provides financial impact reviews for Committee Items.
- iii. Departmental Support
- Lead Department Head/Deputy Department Head – will serve as Committee Liaison to coordinate Agenda with Committee Chair.
 - Departmental Staff support – Helps provide data required for Item (previous actions, previous public input, results from Boards, etc.); works with Departmental staff and Council Committee Chair’s policy aide to coordinate Committee Agendas; works with Executive Lead’s Exec Assistant to ensure meeting room is prepared for Committee meeting; manages speaker sign-up during Committee meetings; helps prepare draft Summary minutes and Final Committee Report; keeps their ACM/CFO informed as to potential Committee Agenda items.
- B. City Clerk – uploads Posted agendas; provides transcripts (if meetings are close-captioned).
- C. City Auditor – Works jointly with the Chief Financial Officer as “Committee Liaison” for the Audit and Finance Council Committee.

Council Committee AGENDA Process

PRIOR to Posting:

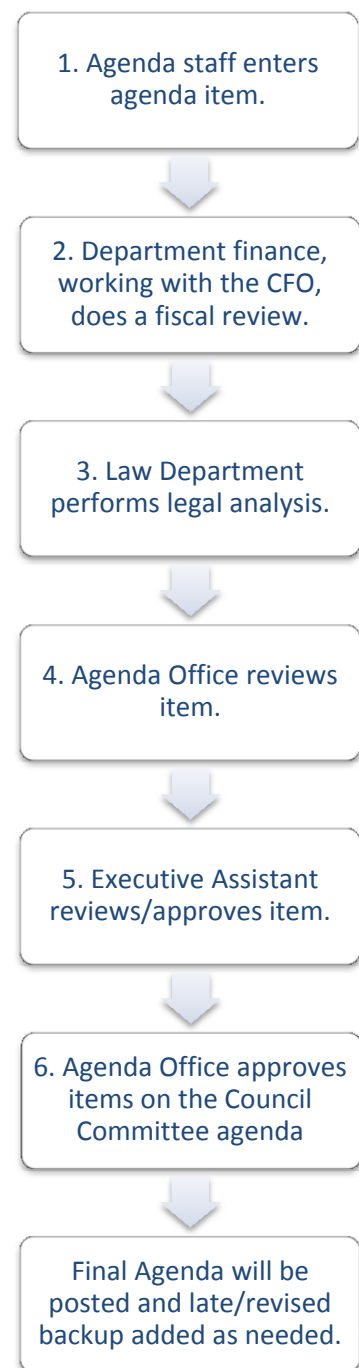
IFC/Board –

1. Council office identifies issue needing Council consideration
2. Council office submits Item to City Clerk who provides copy to the Mayor and City Manager.
3. Mayor assigns Item to Committee, informs City Manager and Committee Chair of assignment.
4. The Committee Liaison will route the Item to the Chief Financial Officer (CFO), City Attorney, and applicable Department for preliminary review. The Liaison will then work with the Council sponsor or Board Chair to make any revision to the Item. After revisions are complete, the Committee Liaison will communicate with Committee Chair to inform him/her that the Item will be placed on the next available Committee Agenda. Committee Liaison informs Agenda staff to launch posting process.

Council Committee Posting Process

The SIRE system will be used for posting Council Committee agendas. The council committee workflow process:

1. Agenda staff enters items in SIRE, using the same process for regular council meetings.
2. The applicable department financial reviewer, working with the CFO, performs final fiscal analysis of the item assessing any fiscal impacts.
3. The Law Department performs a final legal analysis to assess any legal risks and creates legal backup such as ordinances, resolutions, interlocal agreements, etc.
4. The Agenda Office reviews the agenda item in its entirety.
5. The Executive Lead's Exec Assistant reviews/approves items in SIRE.
6. The Agenda Office approves the item onto the Council Committee agenda.



Council Committee Staff Assignments

<u>Standing Council Committee</u>	<u>Executive Lead</u>	<u>Committee Liaison</u>	<u>Department Lead</u>
Audit/Finance	Elaine Hart/Corrie Stokes	Elaine Hart/Corrie Stokes	Finance/Audit
Mobility	Robert Goode	Rob Spillar	Transportation
Public Utilities	Robert Goode	Greg Meszaros	Water
Austin Energy	Robert Goode	Larry Weis	Austin Energy
Health and Human Services	Bert Lumbreras	Shannon Jones	Health
Public Safety	Rey Arellano	Rey Arellano	EMS
Planning/Neighborhoods	Sue Edwards	Greg Guersney	PDRD
Open Space, Environment, Sustainability	Sue Edwards	Joe Pantalion	Watershed
Housing and Community Development	Bert Lumbreras	Betsy Spencer	Housing
Economic Opportunity	Sue Edwards	Kevin Johns	Economic
<u>Task Forces</u>			
Public Engagement	Ray Baray	Doug Mathews	PIO
Affordability	Elaine Hart	Greg Canally	Finance

Typical Council/Committee Monthly Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
First Monday <i>[Optional - Planning/ Neighborhoods Work Session]</i> <u>Health/Human Services</u>	2 Work Session + Executive Session	First Wednesday <i>[Optional - Public Utilities Work Session]</i> <u>Clean Air Force (11:30) quarterly</u> <u>Mobility</u>	4 Council	5 <u>Lone Star (10:00) quarterly</u>
Second Monday <i>[Optional - Economic Opportunity Work Session]</i> <u>CAMPO (6:00)</u> <u>Audit/Finance</u>	9 Work Session + Executive Session	Second Wednesday <i>[Optional - Housing Work Session]</i> <u>CAP Metro (10-2:00)</u> <u>CAPCOG Exec (10:00)</u> <u>CAPCOG CAC (12:00)</u> <u>Open Space/Environment</u>	11 ZONING Council	12 <u>CAN (1-3:00)</u>
Third Monday <i>[Optional - Health/Human Services Work Session]</i> <u>Planning/ Neighborhoods</u>	16 Work Session + Executive Session	Third Wednesday <i>[Optional - Mobility Work Session]</i> <u>Police Retirement Board (11:30)</u> <u>Public Utilities</u>	18 Council	19 <u>AISD Joint (11:30-3:00) quarterly</u>
Fourth Monday <i>[Optional - Audit/Finance Work Session]</i> <u>CAP Metro (12-3:00)</u> <u>Economic Opportunity</u>	23 <u>COA Employee Retirement System (1:30)</u>	Fourth Wednesday <i>[Optional - Open Space/Environment Work Session]</i> <i>Public Safety*</i> <u>Housing</u>	25 Austin Energy	26
Fifth Monday	30	Fifth Wednesday		
		Note: Regional Affordability Committee is not scheduled. Possible alternatives are the 3rd Monday or the 1st, 2nd, or 4th Fridays.		
*Public Safety Committee will be scheduled as a day meeting on the 4th Wednesday of the month. Optional Evening Meetings can be held on the Fifth Monday or Wednesday of the month as needed.		NOTES: <i>Optional Daytime Committee Work Session Meetings shown in RED</i> <u>Evening (6:00-9:00) Committee Meetings shown in Blue</u>		
		<u>External Agency</u>		