

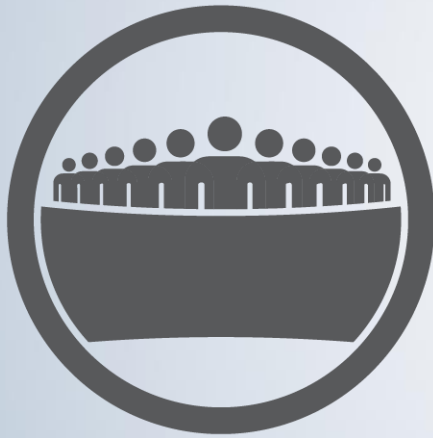
# AUSTIN CITY COUNCIL ORIENTATION



## The Making of a City Council Meeting

Ray Baray-Chief of Staff

# THE COUNCIL MEETING



- **Elements of a meeting**
- **Process leading up to a meeting**
- **Meeting day**

## COUNCIL MEETING GOALS



**It's how the Council expresses the policy values of our community.**

**It's how the City of Austin conducts its business:**

- **Procurement**
- **Board/commission appointments**
- **Zoning cases**
- **Funding for City priorities**
- **Changes to City code**

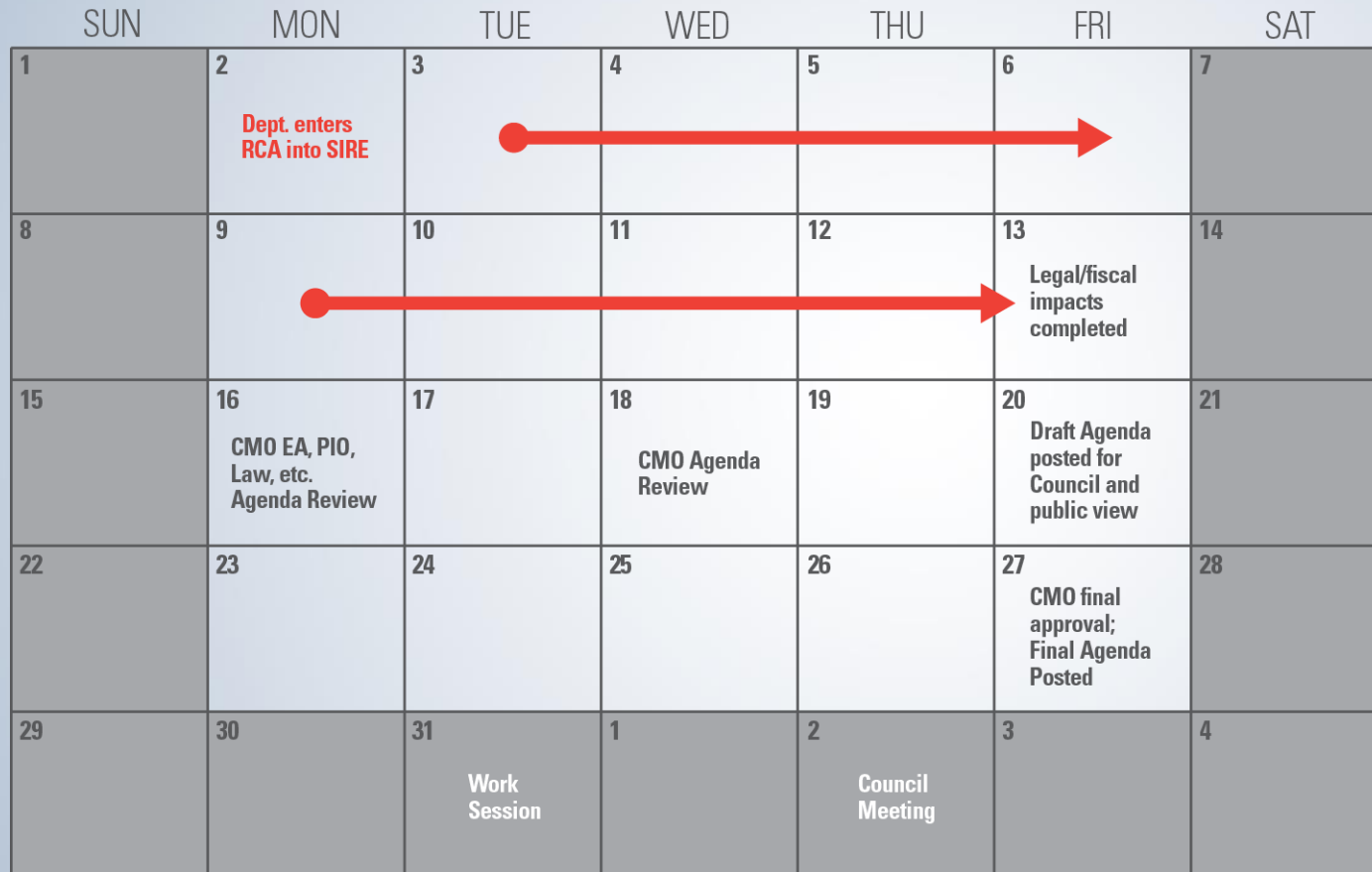
# COUNCIL MEETING ELEMENTS



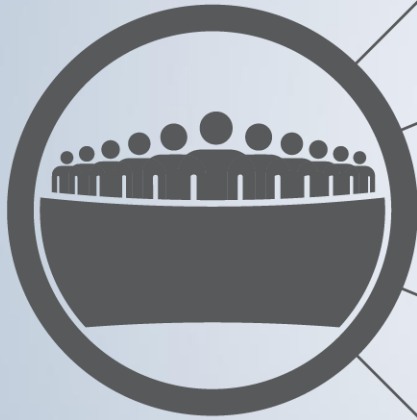
# REQUEST FOR COUNCIL ACTION (RCA)



# REQUEST FOR COUNCIL ACTION (RCA) LIFECYCLE



## ITEM FROM COUNCIL (IFC)



### **Council-initiated action item**

#### **Seeks Council's decision on:**

- Policy direction
- Fee waivers
- Appointments to boards/commissions

**Assessed for fiscal impact to the City**

**Requires a legal analysis**

**Requires a minimum of 2 Council sponsors**

# ITEM FROM COUNCIL (IFC) LIFECYCLE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 ACM EA, PIO, Law, etc. Agenda Review	17	18 CMO Agenda Review	19	20 Draft Agenda posted for Council and public view	21
22	23 Suggested start date for IFCs	24 Legal/fiscal work begins	25 Last day to submit IFCs to the Agenda Office	26	27 Legal/fiscal work completed; Final Agenda Posted	28
29	30	31 Work Session	1	2 Council Meeting	3	4



## STAFF BRIEFINGS



### Purpose

1. Informational
2. Seek Council's feedback and policy direction
3. Share project/initiative/program results

\* No public comment is permitted on briefings,  
**except for economic development briefings.**

\* Under current rules, only 2 briefings are permitted per Council meeting

# GENERAL CITIZEN COMMUNICATIONS



- **Takes place at 12 noon**
- **Max 10 individuals may address council on topics of their choice**
- **Speakers must register in advance with the Office of the City Clerk**
- **Registration begins 14 days prior to the meeting and ends the following Thursday**
- **Speakers listed in the order their registrations were received**
- **A person may not speak at general citizen communication more than once out of every three regularly scheduled council meetings.**

## EXECUTIVE SESSION



**Closed-door session permitting  
Council to seek legal advice on  
Real Estate, Litigation and Personnel\***

**Citizens do not have a right to attend**

**\*Council can go into executive session on any item on the  
Council meeting agenda.**

## ZONING ITEMS



**Categorization of land into use-based districts**

**Establishes permitted uses and site development regulations via various zoning categories, Restrictive Covenants and Neighborhood Plans**

**The process begins with initiation by the City or a property owner, typically includes a stakeholder component, and culminates in Council action.**

## MUNICIPAL CORPORATIONS



**Council Members are also “Board Members” on the following municipal corporations:**

- **Austin Housing and Finance Corporation**
- **Mueller Local Government Corporation**
- **ABIA Local Government Corporation**
- **Tax Increment Financing Board**

**Corporation meetings are held during regular Council meetings**

# PUBLIC HEARINGS



## **Public input on a variety of issues:**

- Review City-related master plans
- Setting of utility & tax rates
- Ordinance Revisions
- Budget hearings
- Naming of City facilities

**Council will **set** a Public Hearing date at a Council Meeting, but won't **conduct** the hearing until a subsequent Council Meeting.**

# Preparing for a Council Meeting

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Dept. enters RCA into SIRE	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Draft Agenda posted	21
22	23	24	25	26	27 Final Agenda Posted	28
29	30 Addendum Posted Council Q&A Process Begins	31 Work Session	1 Q&A Report distributed Round 1 Changes & Corrections	2 Round 2 Changes & Corrections Council Meeting	3	4

**Week leading up to the Council meeting**

## CHANGES AND CORRECTIONS

**Correct errors to the posting language after the agenda has been posted.**





Lists any  
withdrawn or  
postponed items



**CHANGES AND CORRECTIONS**  
**THURSDAY, NOVEMBER 20, 2014**

**ACTION ITEMS:**

Items #4, #5, and #85: Withdrawn

Item #25: November 17, 2014 - Unanimously approved by the Electric Utility Commission

Items #49, #57, and #100: Postponed to December 11, 2014

Item #69: November 17, 2014 - Unanimously approved by the Electric Utility Commission

Item #93: SPONSOR: Council Member Mike Martinez CO 1: Council Member Kathie Tovo CO 2: Mayor Pro Tem Sheryl Cole

**TIME CERTAIN ITEMS:**

10:30 MORNING BRIEFING

**1. BRIEFING ON THE SOBRIETY CENTER**

12:00 GENERAL CITIZENS' COMMUNICATION

2:00 DISCUSSION AND POSSIBLE ACTION ON BOND SALES

2:00 ZONING MATTERS

3:00 AUSTIN HOUSING FINANCE CORPORATION BOARD OF DIRECTORS MEEETING

4:00 PUBLIC HEARINGS

5:30 LIVE MUSIC AND PROCLAMATIONS, SALVATION ARMY BAND

**ITEMS PULLED OFF THE CONSENT AGENDA**

Items #11, #12, and #15: Pulled by Council Member Morrison

Item #27: Pulled for a brief presentation

**LATE BACKUP**

Item #8: Revised Draft Ordinance (AWU)

Item #47: Backup (Ratification Memo) (HHSD)

Item #49: Revised Draft Ordinance, Board Recommendation (LAW)

Item #56: Letters (DAA, Ballet Austin) (PDRD)

Item #68: Matrix (PURCHASING)

Informs Council  
of recent board/  
commission  
actions



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# Updates Council of any sponsorship changes



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# Sets out the order of business for the Council Meeting



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Shows which  
items have  
been pulled  
for discussion



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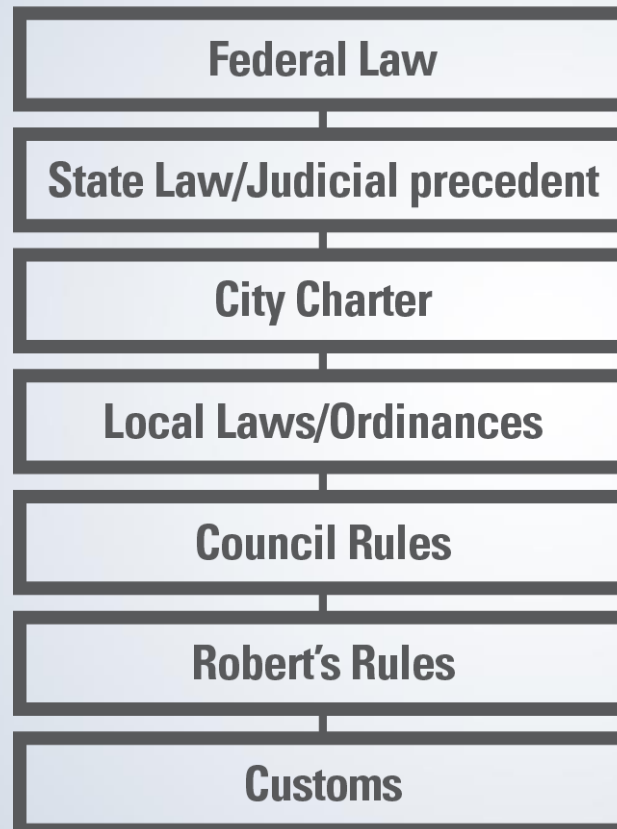
Identifies which  
items have  
late back-up  
documentation

# MEETING DAY ORDER OF BUSINESS



- 10 a.m.    Call to Order**  
**Establish Consent Agenda**  
**Approval of Consent Agenda**  
**Discussion of Consent Items Pulled**
- 10:30 a.m. Morning Briefings**
- 12 p.m.    General Citizen Communication**  
**Executive Session**  
**Continuation of Items from the Morning\***
- 2 p.m.     Zoning**  
**Bond Sales (as needed)**
- 3 p.m.     Municipal Corporations (as needed)**
- 4 p.m.     Public Hearings**
- 5:30 p.m. Live Music and Proclamations**
- 7 p.m.     Resume Council Meeting**

# HIERARCHY OF RULES





## HELPFUL LOCAL RULES TO KNOW



- **Each newly-elected Council may adopt new procedural rules.**
- **Unless otherwise required, meetings should be conducted according to Robert's Rules of Order.**
- **6 members of the Council constitutes a quorum, and 6 votes for Council action**
- **Current rules do not allow for more than 2 briefings on the agenda.**
- **Consent Agenda ("non-controversial" items)**
- **1 Council Member may request that an agenda item or hearing be set at a time certain if they receive approval of 1 additional Council Member.**
- **Time Certain Items cannot be considered UNTIL the time noticed on the agenda.**
- **Council must vote to extend a Council Meeting past 10 p.m.**
- **Council may recess a meeting that continues past 12 midnight; may reconvene the meeting at a time certain the next day.**

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**2,563**

**?**

**?**

**2,563**

**354**

**?**

**2,563**

**354**

**278.25= 11 DAYS  
14 HOURS  
23 MIN.**



[austintexas.gov/departments/city-manager](https://austintexas.gov/departments/city-manager)  
[ray.baray@austintexas.gov](mailto:ray.baray@austintexas.gov)