




MEMORANDUM

TO: Mayor and Council

FROM: Lee Davila, Council Agenda Process Manager 

DATE: June 10, 2014

SUBJECT: Resolution No. 20140306-026 – Saturday Citizens Forum (CIUR 1240)

On March 6, 2014, Council adopted Resolution No. 20140306-026 which directed the City Manager to coordinate with the Office of the City Clerk (OCC) and the City Attorney to conduct a Special Called meeting one Saturday in 2014 for a three-hour Citizens Forum. The City Manager was further directed to report back to City Council on the actual costs of the event so that it may consider scheduling more in the future.

Staff presented their recommendations and addressed questions from Council at the April 15, 2014 Council Work Session. Council selected the date of May 31, 2014 to conduct the Citizens Forum meeting. Preparation for the meeting included process improvements based on an after action report for a similar event held in 2012. The meeting included general (pre-registered) and open communication segments from citizens. Twenty citizens pre-registered for general citizens communication, seventeen of which spoke at the meeting. An additional five citizens spoke during the open citizen communications segment. The meeting was highly publicized and included a limited fiscal impact to the City.

Staff from the City Manager's Office and the OCC discussed the following process improvements for future forums:

1. Accessible parking for handicapped individuals attending the forum;
2. Accessibility of City Hall; having the north and south entrance doors open during the forum; and
3. Include multi-language announcements in the outreach campaign for the forum.

The City Manager's Office will continue collaborating with the OCC and City Attorney in preparation of future forums. Should you have additional comments or questions, please do not hesitate to contact me at 974-2306 or via email at Leander.Davila@austintexas.gov.

cc: Marc Ott, City Manager
Ray Baray, Assistant to the City Manager
Jannette Goodall, City Clerk
Karen Kennard, City Attorney