

# **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.