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2
3 **ORDINANCE NO.**
4

5 **AN ORDINANCE AMENDING CHAPTER 2-5 OF THE CITY CODE RELATING**
6 **TO COUNCIL COMMITTEES AND PROCEDURES FOR COUNCIL**
7 **MEETINGS.**
8

9 **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**
10

11 **PART 1.** City Code Section 2-5-26 (*Agenda for Council Meetings*) is amended to read:

12 **§ 2-5-26 Agenda for Council Meetings.**

13 (A) The city manager shall have the administrative duty to compile the agenda for each
14 council meeting, and shall:

- 15 (1) group agenda items by council committee, or if an item has not been
16 considered by a council committee, by department or by topic;
- 17 (2) mark each action item, identifying an item that is an ordinance or a resolution;
- 18 (3) list items from the council in a separate section of the agenda, unless the item
19 has been reviewed by a council committee; and
- 20 (4) include the final committee report in the back-up information for each agenda
21 item that was reviewed by a council committee[; ~~and~~
- 22 ~~(5) include a specific notice for an item that was not reviewed by a council~~
23 ~~committee that the item was not reviewed by a council committee].~~

24 (B) The city manager may place an item on the council's agenda. The city manager
25 should not place an item on an agenda unless:

- 26 (1) the item has been considered by the appropriate advisory board [~~and council~~
27 ~~committee~~], if any;
- 28 (2) the item is [~~has been reviewed by a council committee, or the item has been~~
29 sponsored by four council members; or
- 30 (3) the item is an administrative matter, or, if due to exigent circumstances, the
31 city manager determines that the back-up material accompanying the item is
32 sufficient to provide the council with a full explanation of the item.

33 (C) Electronic publishing of draft agenda. The city manager shall:

- 34 (1) electronically publish a draft of the agenda on the City Web site not later than
35 the ninth day before the regularly scheduled council meeting and supplement
36 the initial posting with additional items that have been added;
- 37 (2) provide electronic mail notification of the electronic posting of the draft
38 agenda to any citizen who requests notification by the established electronic
39 notification system;
- 40 (3) include as much back-up information for each draft agenda item as is available
41 at the time of the initial electronic posting and supplement the initial posting
42 with additional back-up information as it becomes available; and
- 43 (4) label each draft agenda "Draft Agenda for Council Meeting" and indicate the
44 date on which each draft agenda is first electronically published and the date
45 on which each back-up item for each item is added to the draft agenda.

46 ~~[(D) If a council member, the city clerk, the city auditor, the clerk of the municipal~~
47 ~~court, a municipal judge, or a board created by Chapter 2-1 (City Boards) wishes to~~
48 ~~place an item on a council agenda, the council member, the city clerk, the city~~
49 ~~auditor, the clerk of the municipal court, the municipal judge, or board chair should~~
50 ~~follow the procedure set by this subsection.~~

- 51 ~~(1) The board chair must be acting on a vote of the board.~~
- 52 ~~(2) The council member, the city clerk, the city auditor, the clerk of the municipal~~
53 ~~court, the municipal judge, or board chair must submit the proposed item to the~~
54 ~~city clerk who shall provide a copy of the proposal to the mayor and city~~
55 ~~manager. The council member's proposal may include a preferred committee~~
56 ~~for assignment by the mayor.~~
- 57 ~~(3) The mayor shall, no later than the fifth working day after the date the mayor~~
58 ~~receives the proposal, or as soon thereafter as practicable, assign the item to a~~
59 ~~council standing committee. The mayor shall consider the proposing council~~
60 ~~member's preferred committee, if any. The mayor may assign an item to more~~
61 ~~than one committee. If an item is assigned to more than one committee, the~~
62 ~~mayor may ask the committee chairs to coordinate the committees' review and~~
63 ~~to consider the item either jointly or sequentially.~~
- 64 ~~(4) When the mayor has selected the appropriate committee, the city manager shall~~
65 ~~promptly provide the written proposal to the committee's staff liaison.~~
- 66 ~~(a) The liaison shall promptly submit the proposed item to the city~~
67 ~~attorney, the chief financial officer, and the appropriate City~~
68 ~~department director for review.~~

69 ~~(b) The city attorney, the chief financial officer, and the department~~
70 ~~director shall respond with comments not later than the fifth business~~
71 ~~day after receiving the proposal from the staff liaison. The city~~
72 ~~attorney's response should include a proposed posting for the item.~~

73 ~~(c) The committee's staff liaison shall consult with the proposing council~~
74 ~~member, the city clerk, the city auditor, the clerk of the municipal~~
75 ~~court, the municipal judge, or board chair and make any revision to~~
76 ~~the proposed item that the proposing member, the city clerk, the city~~
77 ~~auditor, the clerk of the municipal court, the municipal judge, or~~
78 ~~board chair requires. A substantive change must be reviewed by the~~
79 ~~city attorney and the chief financial officer.~~

80 ~~(d) After the proposing member, the city clerk, the city auditor, the clerk~~
81 ~~of the municipal court, the municipal judge, or board chair has~~
82 ~~approved the item the committee's staff liaison shall work with the~~
83 ~~committee chair to place the item on the next available committee~~
84 ~~agenda, which shall be no later than the thirtieth working day after~~
85 ~~the date the item was assigned to the committee, or as soon thereafter~~
86 ~~as it is practicable to meet the posting requirement.~~

87 ~~(5) The item shall be considered by the committee and sent for consideration to the~~
88 ~~full council as provided by Section 2-5-108 (Committee Actions).]~~

89 (D) ~~[(E)]~~ Four ~~[If four]~~ council members may ~~[wish to bypass the committee process~~
90 ~~and]~~ place an item directly on the council agenda:

91 (a) The council members should submit items for inclusion on an agenda
92 not later than the sixth business day in advance of the council
93 meeting.

94 (b) If an item is submitted later than the time prescribed by this section,
95 a sponsor of the item shall certify that the item is time sensitive
96 because it is immediately critical to the interests of the City. The
97 certification shall be on a form provided by the city manager.

98 (c) An item submitted for inclusion on the agenda should include
99 posting language and a resolution, ordinance, agreement, City board
100 report, written and oral public testimony, and other supplemental
101 information.

102 (E) ~~[(F)]~~ A council member may place an item on a work session agenda for the
103 purposes of:

- (5) discussion and identifying three other council members who wish to place the item directly on a council agenda; or
- (6) discussion and identifying three other council members who wish to open the item for public comment at a council meeting.

PART 2. Subsection (A) of City Code Section 2-5-29 (*Speaker Registration and Speaking Time*) is amended to read:

- (A) For an item that has been considered by a council committee, public comment shall be taken in the same manner as for an item that has not been considered by a council committee ~~[up to eight speakers shall be allowed to speak for two minutes each, with four speaking slots allowed for speakers in favor and four speaking slots allotted for speakers against the item to be assigned on a first come, first serve basis. A speaker signed up as neutral counts toward the total of eight speakers allowed. Each neutral speaker is counted on an alternating basis toward the four speakers allowed in favor and the four speakers allowed against. Separately, any further public comment shall be taken at the request of four council members. The method in which this comment will be taken is at the discretion of the council. The remainder of this section applies only to an agenda item that has not been considered by a council committee].~~

PART 3. City Code Section 2-5-29 (*Speaker Registration and Speaking Time*) is amended by adding a new subsection (I) to read:

- (I) The total time for public comment on an agenda item may not exceed two hours unless the council votes to extend the time for comment on the item. This subsection does not apply to:
- (1) a public hearing subject to Article 3 of this chapter (*Procedures for Public Hearings and Appeals*);
 - (2) a public hearing subject to Chapter 25-1, Article 6, Division 2 (*Public Hearing Procedure*); or
 - (3) a public hearing required by state or federal law.

PART 4. Subsection (C) of City Code Section 2-5-102 (*Membership of Council Committees*) is amended to read:

- (C) The term of a committee member is the term of the council member ~~[one year]~~ beginning on the date the committee appointments are ratified by the council.

PART 5. City Code Section 2-5-104 (*Staff Support*) is amended to read:

137 **§ 2-5-104 Staff Support.**

138 (A) The city manager and city clerk shall provide appropriate staff support to each
139 council committee.

140 (B) The city manager and city clerk shall each appoint a staff liaison for each
141 committee to assist the committee [~~chair~~]:

142 (1) organizing meeting times and places;

143 (2) preparing and posting the agenda;

144 (3) preparing the minutes and any other documents created by the committee; and

145 preparing data to be presented to the committee, including:

146 (a) public involvement and comment received to date;

147 (b) fiscal effects, including:

148 (i) capital requirements; and

149 (ii) ongoing operational expenses, such as, for example, staffing
150 requirements, for the current and future budget years;

151 (c) legal analysis; and

152 (d) any other information requested by a vote of the committee
153 [~~member~~].

154 (C) The city auditor shall provide staff support to the Council Audit Committee and
155 perform the duties required by Subsection (B). The city auditor shall provide
156 support to another council committee as requested by a vote of the committee
157 [~~chair~~].

158 **PART 6.** City Code Section 2-5-105 (*Committee Meetings*) is amended to read:

159 **§ 2-5-105 Committee Meetings.**

160 (A) The agenda and the back-up materials for a council committee meeting must be
161 posted and open to the public in the same manner as a meeting of the full council
162 for the committee to take action, receive live public comment, or meet as a
163 committee with another person.

164 (B) Except as otherwise provided, three members of a committee are a quorum. The
165 favorable votes of a majority of the quorum present at the meeting are required for
166 a committee to take action.

(C) A member of the council may attend a meeting of any committee and participate in the deliberation, however only a member of the committee may vote and contribute to the formation of a quorum for a committee meeting.

~~[(D) At the committee chair's direction, the staff liaison shall notify a council member when a matter directly affecting property in that council member's district is on the committee's agenda.]~~

(D) ~~[(E)]~~ The chair of a committee shall preside over each meeting~~[, and, in consultation with other committee members and with the assistance of staff, shall:~~

(1) ~~set the time and place of each meeting of the committee;~~

(2) ~~prepare the agenda for each meeting;~~

(3) ~~prepare the minutes; and~~

(4) ~~prepare the final committee report which shall include any reports, resolutions, and other documents created by the committee, any reports from City boards, public written and oral testimony, minutes, and transcripts or video or audio recordings of proceedings].~~

(E) ~~[(F)]~~ The chair of a committee may allow the chair of a City board to participate in the deliberation of an item.

(F) ~~[(G)]~~ The vice chair of a committee shall perform the duties of the chair in the chair's absence.

PART 7. City Code Section 2-5-106 (*Committee Agendas*) is amended to read:

§ 2-5-106 Committee Agendas.

A majority of a committee must sponsor an item on a committee agenda. The committee [chair] may place an item on the committee's agenda during a future items discussion on a committee agenda, or the staff liaison may coordinate among potential co-sponsors of an agenda item for placement on a committee [, and shall place an item on the committee's] agenda [:

~~(1) as assigned by the mayor under Section 2-5-26(D);~~

~~(2) at the request of the mayor;~~

~~(3) at the request of a member of the committee;~~

~~(4) at the request of two council members who are not members of the committee; and~~

(5) ~~at the request of the city manager~~].

PART 8. Subsection (D) of City Code Section 2-5-107 (*Citizen Participation*) is amended to read:

- (D) A person may donate the person's speaking time on an agenda item, during a public comment period, or at a public hearing to another speaker if the person donating the time is present when the speaker begins to address the committee.

PART 9. City Code Section 2-5-107 (*Citizen Participation*) is amended by adding a new subsection (J) to read:

- (J) The total time for public comment on an agenda item may not exceed one hour unless the committee votes to extend the time for comment on the item. This subsection does not apply to:
- (1) a public hearing subject to Article 3 of this chapter (*Procedures for Public Hearings and Appeals*);
 - (2) a public hearing subject to Chapter 25-1, Article 6, Division 2 (*Public Hearing Procedure*); or
 - (3) a public hearing required by state or federal law.

PART 10. City Code Section 2-5-108 (*Committee Actions*) is amended to read:

§ 2-5-108 Committee Actions.

- (A) A committee's vote is only advisory to the full council.
- (B) For an item that has been considered by a committee to go to a council agenda, the item must be sponsored by four council members. A committee may take one of the following actions on an agenda item that may ~~[is intended to]~~ be placed on a future council agenda:
- (1) recommend the item ~~[send the item to the council with a recommendation]~~;
 - (2) make no ~~[send the item to the council without a]~~ recommendation on the item;
 - (3) recommend against the item;
 - (4) ~~[(3)]~~ hold the item for further committee review; or
 - (5) ~~[(4)]~~ refer the item to a City board[;
(5) ~~refer the item to another council committee~~].

(C) The city clerk shall post a final committee report publically. When an item that has been heard by a committee goes to the council, a City board, or another council committee, the city clerk shall send a copy of the final committee report to the council, board, or committee.

~~[(D) With respect to a zoning matter reviewed by the Planning and Neighborhoods Committee, the committee shall attempt to determine disputed facts, identify policy issues in controversy, and allow for mediation as appropriate.]~~

(D) ~~[(E)]~~ The Economic Opportunity Committee shall review monthly, and provide an update to the council quarterly, on progress towards meeting the City's minority and women owned business contracting goals.

(E) A committee may not direct City staff beyond the council's right of inquiry.

PART 11. This ordinance takes effect on _____, 2016.

PASSED AND APPROVED

February 25, 2016 §
 §
 §
Steve Adler
Mayor

APPROVED: _____ **ATTEST:** _____
Anne L. Morgan Jannette S. Goodall
City Attorney City Clerk