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3                   **RESOLUTION NO. 2010-63**

4 **A RESOLUTION OF THE ALBANY CITY COUNCIL REVISING**  
5 **COMPOSITION AND MODIFYING PROTOCOLS FOR CITY**  
6 **COMMISSIONS/COMMITTEES/BOARDS.**

7           **WHEREAS**, the Albany City Council hired an Intern to prepare a study on  
8 various aspects of the City's advisory bodies; and

9           **WHEREAS**, in July, 2010, the City Council reviewed the recommendations and  
10 referred them to all the advisory bodies for their comments; and

11           **WHEREAS**, in November, 2010, the City Council considered comments from  
12 the advisory bodies,

13           **NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby:

14           1.       Discontinues the at-large appointments of the City Council to the Charter  
15 Review Committee and Waterfront Committee.

16           2.       Discontinues the at-large appointments of the Albany Unified Board of  
17 Education to the Social & Economic Justice Commission and reduces its at-large  
18 appointment to the Arts Committee from two to one. The Board at-large seats on the  
19 Parks & Recreation Commission remain.

20           3.       Add two seats nominated by the Albany Board of Education for  
21 appointment by the City Council to the Community Media Access Committee (These  
22 seats may be held by students).

23           4.       Discontinues the Youth Task Force, with future task forces to be  
24 established on topics as needed.

25           **BE IT FURTHER RESOLVED** that the City Council makes the following  
26 clarifications and/or revisions to advisory body protocols to establish expectations for  
27 both appointees and staff:

28           1.       Any member of a commission, committee or board may request an item be  
29 placed on an upcoming agenda, with scheduling subject to availability of meeting time.

1           2.       Commissions, committees and boards should be cognizant of and prudent  
2 with the use of staff time. Examples include members performing research and preparing  
3 minutes or expecting brief minutes whenever feasible. Appointees to committees are  
4 asked to work directly on projects, programs, community outreach, or other aspects of the  
5 committee's work plan.

6           3.       Except as otherwise provided for (e.g. Planning & Zoning Commission),  
7 regular meetings of the advisory bodies shall occur no more frequently than monthly.  
8 Special meetings and subcommittee meetings may be scheduled from time to time, with  
9 staff in attendance on an as-needed basis. The regular meeting schedule of the Social &  
10 Economic Justice Commission shall be quarterly.

11          4.       Items referred to advisory bodies by the City Council shall take priority  
12 over other business.

13          5.       To provide the City Council with a full picture of issues, reports from  
14 advisory bodies should include alternatives, advantages and disadvantages, and other  
15 analysis.

16          6.       Advisory bodies may request the Council to agendize issues, ideas and  
17 recommendations.

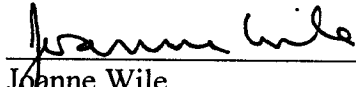
18          7.       Advisory bodies are encouraged to present issues or items to the Council  
19 that they are considering in advance of extensive analysis or development of  
20 recommendations. In this way, the Council has the opportunity to provide direction on its  
21 interest, ideas, and concerns before completion of the body's work.

22          8.       Regular meetings of advisory bodies shall not be scheduled to conflict  
23 with one another. While special meetings may conflict from time to time, efforts should  
24 be made to minimize those conflicts, especially on issues of significant community  
25 interest.

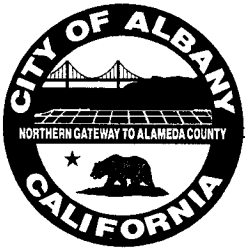
26          9.       The City Council will review the advisory body composition and protocols  
27 in two years (2012).

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1                    **BE IT FURTHER RESOLVED**, that a copy of this Resolution is to be  
2 sent to the staff liaisons to be distributed to all the advisory bodies and to be included in  
3 the Commission/Committee/Board Handbook.

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8                    Joanne Wile  
9                    Mayor

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# City of Albany

1000 SAN PABLO AVENUE • ALBANY, CALIFORNIA 94706-2295

**CITY ADMINISTRATOR**  
PH. (510) 528-5710  
FAX (510) 528-5797

**RESOLUTION NO.** 2010-63

**CITY ATTORNEY**  
PH. (510) 524-9205  
FAX (510) 526-9190

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

**CITY CLERK**  
PH. (510) 528-5720  
FAX (510) 528-5797

this 6<sup>th</sup> day of December, 20<sup>10</sup>, by the following votes:

**CITY COUNCIL**  
PH. (510) 528-5720  
FAX (510) 528-5797

AYES: Council Members Atkinson, Javandel, Lieber, Thomsen & Mayor Wile

**COMMUNITY DEVELOPMENT & ENVIRONMENTAL RESOURCES**

- Building
- Engineering
- Environmental Resources
- Maintenance
- Planning

NOES: None

PH. (510) 528-5760  
FAX (510) 524-9359

ABSENT: None

**FINANCE & ADMINISTRATIVE SERVICES**

**CITY TREASURER**  
PH. (510) 528-5730  
FAX (510) 528-2743

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 7<sup>th</sup>

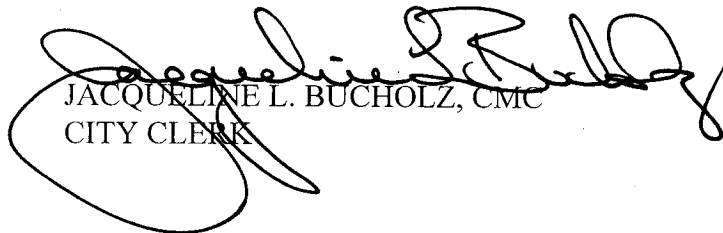
**FIRE & EMERGENCY MEDICAL SERVICES**

PH. (510) 528-5771  
FAX (510) 528-5774

day of December, 20<sup>10</sup>.

**PERSONNEL**

PH. (510) 528-5714  
FAX (510) 528-5797

  
JACQUELINE L. BUCHHOLZ, CMC  
CITY CLERK

**POLICE**

PH. (510) 525-7300  
FAX (510) 525-1360

**RECREATION & COMMUNITY SERVICES**

1249 Marin Avenue  
PH. (510) 524-9283  
FAX (510) 528-8914

- Friendship Club/ Childcare Program  
PH. (510) 524-0135
- Senior Center  
PH. (510) 524-9122  
FAX (510) 524-8940
- Teen Center  
PH. (510) 525-0576

*The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of the community, and providing a safe, healthy environment now and in the future.*



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