RESOLUTION NO. 2010-63

A RESOLUTION OF THE ALBANY CITY COUNCIL REVISNG
COMPOSITION AND MODIFYING PROTOCOLS FOR CITY
COMMISSIONS/COMMITTEES/BOARDS.

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

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

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

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

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

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

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

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

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

1. Any member of a commission, committee or board may request an item be
placed on an upcoming agenda, with scheduling subject to availability of meeting time.
2. Commissions, committees and boards should be cognizant of and prudent with the use of staff time. Examples include members performing research and preparing minutes or expecting brief minutes whenever feasible. Appointees to committees are asked to work directly on projects, programs, community outreach, or other aspects of the committee’s work plan.

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

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

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

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

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

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

9. The City Council will review the advisory body composition and protocols in two years (2012).
BE IT FURTHER RESOLVED, that a copy of this Resolution is to be
sent to the staff liaisons to be distributed to all the advisory bodies and to be included in
the Commission/Committee/Board Handbook.

Joanne Wile
Mayor
RESOLUTION NO. 2010-63

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,
this 6th day of December, 2010, by the following votes:

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

NOES: None

ABSENT: None

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 7th
day of December, 2010.

JACQUELINE L. BUCHOLZ, CMC
CITY CLERK