RESOLUTION NO. 2012-80

A RESOLUTION OF THE ALBANY CITY COUNCIL ESTABLISHING
POLICIES AND PROCEDURES FOR TASK FORCES AND COMMISSION,
COMMITTEE, AND BOARD RECOMMENDATIONS, AND MODIFYING
CERTAIN OF THE ADVISORY BODIES

WHEREAS, in 2010, the City conducted a comprehensive analysis and review of
its commissions, committees, and boards (hereafter “advisory bodies”) for the purpose of
improving efficiency and effectiveness; and

WHEREAS, the review resulted in the City Council adopting Resolution No.
2010-63 revising composition and modifying protocols for advisory bodies and calling
for a subsequent review in two years; and

WHEREAS, City staff has conducted a review of the advisory bodies using
guiding principles of efficiency, effectiveness, and quality, and has recommended
changes in composition and meeting schedule, as well as new policies and procedures for
establishing task forces and advisory body recommendations to the City Council,

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

1. Establishes policies and procedures for creating Task Forces, and guidelines for
recommendations from advisory bodies to the City Council, as shown on Exhibit
“A.”

2. Continues the practice of reviewing the advisory bodies bi-annually.

3. Modifies the regular meeting schedules of the Charter Review and Waterfront
Committees to every other month, unless more frequent meetings are needed due
to the press of business.

4. Modifies the composition of the following bodies:
   a. Arts Committee: One appointee per Council Member, one appointee at-
large by the City Council, and one appointee at-large by the Board of
   Education
   b. Library Advisory Board: One appointee per Council Member
   c. Sustainability Committee: Authorize the Board of Education to appoint
someone other than a student if it enhances the effectiveness of the
Committee’s work

5. Continues the two appointees from the Social & Economic Justice Commission
on the Homeless Task Force, and extend the Social & Economic Justice
Commission for 1 year with review.
Task Force Policies and Procedures

1. The City Council may establish Task Forces by minute action or resolution.
2. The City Council shall designate the purpose of the Task Force, the issue(s) to be considered; frequency and format for reporting back to the City Council; the number of members and appointing authority; the target conclusion date; and any other direction to bring clarity to Council’s purpose and expectations.
3. Unless time is of the essence, in order to allow interested and informed members of the public the opportunity to apply to serve, there shall be at least ten days between the establishment of the Task Force and appointments by City Council Members or other appointing authority.
4. Task Forces may begin to meet after a majority of appointments have been made, but consideration shall be given to conducting the first meeting when most or all the appointments are in place, when feasible.

Advisory Body Recommendations

The City Council is the policy making body of the City. Policy recommendations from commissions, committees or boards to the City Council should be made in the form of options, their “pros and cons,” and other considerations that are relevant to the Council policy decision. The exception would be those matters for which Council has requested an alternative approach, or if the City Charter or Municipal Code otherwise provide.
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PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

The 17th day of December, 2012, by the following votes:

AYES:  Council Members Atkinson, Maass, Vice Mayor Wile & Mayor Thomsen
NOES:  Council Member Barnes
ABSENT: none
ABSTAINED: none
RECUSED: none

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 18th

Day of December, 2012.

Eileen Harrington
DEPUTY CITY CLERK

The City of Albany is dedicated to maintaining its small town ambiance, responding to the needs of a diverse community, and providing a safe, healthy and sustainable community.