



**CHARTER REVIEW COMMITTEE  
SPECIAL MEETING  
December 15, 2009  
Community Center, EOC Room  
1249 Marin Avenue  
7:00 p.m.**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

**3-1.** September 28 & November 23, 2009.

**4. PUBLIC COMMENT**

For persons desiring to address the Committee on an item that is not on the agenda please note that each speaker is limited to three (3) minutes. The Brown Act limits the Committee's ability to take and/or discuss items that are not on the agenda; therefore, such items are normally referred to staff for comment or to a future agenda.

**5. DISCUSSIONS AND POSSIBLE ACTION ON MATTERS RELATED TO THE FOLLOWING ITEMS:**

**5-1.** City Attorney position – elected v. appointed (1 hour)

- a. Discussion with City Attorney, Robert Zweben
- b. Discussion with City Administrator, Beth Pollard
- c. Discussion on meeting date to meet with City Manager of Pinole regarding experience with contracting with a firm for City Attorney services.

**5-2.** City Administrator position (10 minutes)

- a. The City Council referred to the Charter Review Committee the matter of changing from a City Administrator to a City Manager and asked the Committee to investigate the typical roles of a City Administrator and City Manager in other cities to report back to the Council in three (3) months.

**5-3.** City Treasurer qualifications (10 minutes)

- a. Report from subcommittee.

**6. ANNOUNCEMENTS/COMMUNICATIONS**

**7. FUTURE AGENDA ITEMS**

(Committee Member announcement of requests for future agenda items. No public comment will be taken on announcement of future agenda items.)

**8. ADJOURNMENT**

*Please note that if you provide your name and address when speaking before the Committee it will become part of the official public record, which will be posted on the Internet.*

## Meeting Agenda

Any writings or documents provided to a majority of the Committee regarding any item on this agenda will be made available for public inspection at the City Clerk's Office at City Hall located at 405 Kains Avenue, Albany during normal business hours.