

Memo

October 13, 2010

To: Beth Pollard

From: Isabelle Leduc

Subject: Feedback from Arts Committee on staff recommendations re changes to City Advisory bodies.

At their September and October meetings, the Arts Committee discussed the proposed changes to City Advisory Bodies. Following are their comments:

- 1) Public Access: Would like all members of Advisory bodies (Commission, Committee & Boards) to be sworn in publicly or none at all.
- 2) Evaluation: Evaluations are good if they are planned. Ok with council asking staff feedback prior to re-appointment process.
- 3) Training: Agrees to more and regular trainings. The Committee suggests that 2 training dates be offered to maximize participation.
- 4) Composition: Agree with the elimination of positions appointed at-large. Strive to consider demographics when making appointments, but may be difficult as it is very hard to find people to volunteer.
- 5) Neighborhood Forums: Feel like the Arts Committee is already meeting that goal through the public art process which demands that outreach be done.
- 6) Minutes: Strongly opposed to action minutes and prepared by Vice Chair. Minutes are useful to go back to when something controversial happens and especially when handling public funds. The Committee does not want to listen to a recording to get the information needed. The Committee wants real minutes.
- 7) Agendas: Committee Members should be able to put items on the agenda with approval of chair and staff liaison. Committee Members are the expert in the field. The committee liked the idea of a work plan and increased communication with Council.
- 8) Council referrals: Not sure if always able to include a pros/cons analysis for everything. Having a template would be helpful.

Other Comments:

The Committee does not lack direction, but could be more focused. The Arts Committee is a working group and will revise their Mission Statement to include the Percent for the Art Ordinance and the adoption of the Public Art Master Plan.

Satisfied with the committee composition of 12 members, but would like to see the Council and the Board of Education fill all appointments. The committee needs all members to divide the workload.

Broadcasting of the Arts Committee meeting when in the process of choosing public art.

FROM ALBANY LIBRARY BOARD, AS OF MEETING 10_27_2010

The Library Board has prepared the following comments in response to your memorandum of July 2010 concerning Changes to City Advisory Bodies Composition, Purposes and Practices. This topic was discussed at our meetings of July 28, 2010 and October 27, 2010. The Library Board voted 6 to 0 to approve these recommendations, with Robert Lieber abstaining. The comments reflect our discussion and public comment received at those meetings. Our comments are provided in three sections: responses to staff recommended changes to Advisory Bodies as a whole (Exhibit A from the City Council meeting of July 19, 2010 staff report on this topic), responses to staff recommended changes to specific Advisory Bodies (Exhibit B from the City Council meeting of July 19, 2010 staff report on this topic), and comments on recommendations contained in "Improving the Efficiency and Effectiveness of Albany's Commissions, Committees and Boards" submitted by Drennen Shelton which were not included in the two previously mentioned documents.

Responses to Exhibit A –

The Library Board endorses the recommended changes to Advisory Bodies as a whole, with the following additional comments, suggestions and exceptions:

- 1) Public Access – For each appointee, include the name of the appointer and date of appointment and the end of the appointment (if it is not the next Council election)
- 2) Evaluation – Individual appointers should be encouraged to collect informal feedback on their appointees from whatever sources they feel appropriate, rather than requesting specific staff feedback
- 3) Training – Bi-annual training should have a special session for Body Chairs as to the particular responsibilities of that position in addition to the training described in Exhibit A
- 4) Composition – no comments
- 5) Neighborhood forums – no comments
- 6) Minutes – The Library Board feels strongly that Minutes should be prepared by Staff, not a member of the Body. There should not be a requirement that a member of the Body have the necessary tools or skills to record the minutes. Preparing the minutes would be a distraction from the primary responsibilities of the Member. Action Minutes are not sufficient to provide a record of the discussion of the decision-making process. As a recent example, the Library Board had a situation documented in its minutes which provided the basis for an

adjustment in the County library services contract payment in the City's favor of \$2600. Recovery of that amount could have been substantially more difficult without that record. Digital recordings of meetings provide a complete record, but do not appear to be useful to anyone who was not present at the original meeting.

- 7) Agendas - City Council and City staff should also explicitly recognize that Members of the Body become subject matter experts and should be expected to work at a finer level of detail than the Council.
- 8) Council referrals – no comments

Responses to Exhibit B –

The Library Board supports the recommendation that the Council representative to the Alameda County Library Advisory Commission serves as an ex officio member of the Library Board. We agree that this will help to continue continued good communications among the various Bodies, without having a voting role in both Bodies.

The Library Board strongly recommends that the Friends of the Albany Library continue to have a voting member of the Board. We believe that the special relationship of the Friends and the Library as fund raisers and subject matter experts merits continuing the long-standing special appointment process. That position has provided significant leadership for the Board and has not presented a conflict of interest in the history of the Library Board. All agreed that it is not appropriate to have another ex officio member as that would inappropriately limit the influence of that Member.

Recommendations Not Included in Exhibits A and B –

The Library Board believes that its staff support should be provided by a City employee for the reasons specified in the report. The County Librarian has recently communicated that it is improper for any member of the County staff to provide this resource.

The Library Board believes that the Consultant correctly understood comments from Board member about members having a background in public finance, etc. However, we also believe that it received undue emphasis to the exclusion of skills in library operations, community relations and other non-financial skills and commitment to public libraries which are also extremely important.

Beth Pollard

From: caryl_okeefe@comcast.net
Sent: Saturday, October 30, 2010 9:46 AM
To: Beth Pollard
Cc: Keiley-Roark, Liz, Riffer, Alan, Davis, Ronnie, Genser, Clara-Rae, Schinnerer, Betty, Skinner, Marsha, Larson, Joan, O'Keefe, Caryl, bpun@rcn.com, ajalbany@yahoo.com
Subject: Friends of the Albany Library Board comments re Advisory Groups Report

Hello Beth, please consider these comments in preparation for Council consideration of the Advisory Groups report. Comments are in the format of your letter to advisory groups for feedback, with all our comments in response to your question one. Thanks, Caryl for FAL

The Board of the Friends of the Albany Library discussed staff recommendations for advisory bodies at our September meeting, focusing on recommendations for the Albany Library Board. Our comments are all presented in response to your question 1.

1) Do you have any questions, comments, or suggestions about the recommended changes?

The Friends Board asks that Council continue to appoint a voting representative from the Friends Board to the Albany Library Board. The benefits to the City from this appointment include:

a perspective of serving the entire community, not representing the Friends;

a wider range of knowledge about the library and its services to the community itself due to work on library premises, a broader experience than patron use

a wider range of knowledge about library issues due to monthly reports from the Library Branch Manager

a commitment to enhance library operations and services for the City

a history of action to pass library taxes in Albany

Further, we discussed the notion of an "ex officio" Friends representative, and rejected it due to the need for attendance without the prospect of a vote. If the Council decides to remove the Friends' seat, then we urge that Friends Board membership be heavily weighted when Council-members consider Library Board applicants in the future.

Due to their impact on the Library Board, we offer comments on three other recommendations.

First, we concur with the report recommendation to assign a City employee as Staff Liaison, for the reasons cited in the report.

Second, we urge a modified version of action minutes, modified to save staff time without losing the gist of key discussions. The gist should not detail every comment; it should summarize, as the City Clerk does so well for Council, the key points considered. If staff resources are not available, we consider use of a Board member a better fallback than standard action minutes, and recommend a trial period for that alternative.

Third, we have a different view of the report's Library Board-specific suggestion that the only role of the Library Board is budget review, and that all Board members should have that professional experience (Ironically, the only Library Board member with such experience now is the member nominated by the Friends.) The Friends believe that a range of skills is better on the Board so long as at least one Board member understands budgeting. Members with a variety of backgrounds can consider a budget in terms of services, community needs, tradeoffs, etc, not just numbers. Skills such as digital media, education, and social services all enhance the ability of the Library Board to advise Council of issues, and how the library can most benefit the community

Report to City Council
Response to
“Improving the Efficiency and Effectiveness of Albany’s Commissions, Committees and Boards”
Charter Review Committee
October 25, 2010

At the request of the City Council, the Charter Review Committee (CRC) has reviewed the report, “Improving the Efficiency and Effectiveness of Albany’s Commissions, Committees and Boards,” and hereby submits its response to the recommendations of this report. The text of the report that pertains specifically to the Charter Review Committee is provided in Appendix 2.

Specific Recommendations for the Charter Review Committee:

1. The Committee should be directed to limit its activities to those that fall within its stated purpose of reviewing changes to the City Charter. The potential changes should be upon referral by or authorization of the City Council. Discussions related to the municipal code or proposed ordinances are outside of the Committee’s scope

This recommendation is similar to Recommendation #2 (Limit Agenda Access and Meet as Needed) for all committees and commissions.

The CRC has limited its activities to reviewing changes to the City Charter and issues effecting the operation of the Committee (such as the appointment process). When consideration of the City Charter also identifies problems that might be addressed through changes in the municipal code or proposed ordinances, the CRC has simply noted this in its communications with the City Council without further discussion of or recommendation concerning resolution of these problems.

The CRC does not agree that potential changes should always be upon referral by or authorization of the City Council. It is important that the CRC have the flexibility to discuss issues that are suggested by CRC members, or suggested by members of the public and subsequently placed on the agenda by CRC members, provided that those issues are directly related to changes in the City Charter

2 Eliminate the “at-large” members’ positions. At-large members are appointed by the City Council as a whole and only amplify the perspectives of the majority of the members of the City Council

The CRC does not agree that “at-large” members’ positions should be eliminated. To function effectively, the CRC needs to have a broad range of opinions represented, and this is best achieved by retaining the “at-large” positions, so that the CRC has a total of seven members. The “at-large” members have served as independent members of the CRC, and have not amplified the perspectives of the majority of the members of the City Council

When committees have only five members, three members constitute a quorum, and it is thus possible for decisions to be made by only two people. If the at-large members of the CRC (or any other committee or

commission) are eliminated, the CRC recommends that any motion that is passed by only two members be tabled for reconsideration at the next meeting if the dissenting member so requests.

At the request of the City Council, the CRC has discussed methods for ensuring that the "at-large" members of committees and commissions are selected through a process that does not result in amplifying the perspectives of the majority of the members of the City Council. The CRC memo on that issue was submitted to the City Council in June 2009, but no action on that report has yet been taken. This memo is attached as Appendix 1.

General recommendations for all committees and commissions:

Recommendation #1 Eliminate Staff Minute Taking and Implement "Action Minutes"

The CRC agrees with this recommendation. In order to maintain a record of our discussions, we may use minutes that contain more detail than formal actions.

Recommendation #2. Limit Agenda Access and Meet as Needed

The CRC disagrees with this recommendation. See discussion above.

Recommendation # 3 Adopt Pro/Con Analysis and Provide Deadlines for Input

The CRC agrees with this recommendation.

Recommendation #4 Provide Public with Direct Access to Advisory Bodies

The CRC agrees with this recommendation.

Recommendation #5. Evaluate Advisory Bodies and Appointees Bi-Annually

The CRC agrees with this recommendation, and notes that the current system effectively provides for annual review of appointees by the appointing City Council Members.

Recommendation #6 Organize Advisory Body-Sponsored Forums

The CRC agrees with this recommendation.

Recommendation # 7. Update Advisory Body Handbook and Practices

The CRC agrees with this recommendation.

Appendix 1.

MEMORANDUM

To: Albany City Council
From: Charter Review Committee
Subject: Appointment Process for At-Large Committee Members
Date: June 9, 2009

On February 2nd, 2009, the City Council referred the prospect of cumulative voting for making multiple, simultaneous Council-as-a-whole appointments to the Charter Review Committee (CRC) for its consideration and development of a recommendation. The Council directed the Committee to provide this recommendation no later than June, 2009. At the current time, only the Charter Review and Waterfront Committees have multiple, Council-as-a-whole appointees, with two such appointees each. Our recommendations are given below.

It was generally agreed that committees need to reflect the diversity and strength of opinion in the community to function effectively in developing recommendations to the Council. It was noted that a cumulative election process provides for more diversity of opinion in its result than a simple majority election process.

Recommendation 1. The CRC recommends that the City Council use cumulative voting to appoint members of Committees in situations where there is more than one Council-as-a-whole position to be filled. In cumulative voting, each Council Member casts votes equal to the number of positions to be filled, and may cast multiple votes for one applicant. These votes shall be cast simultaneously.

Recommendation 2. The CRC recommends that the City Council, in cumulative voting, conduct elections as follows:

1. The two applicants receiving the most votes shall be appointed
2. If there is a three-way or greater tie, then reballoting shall occur.
3. If there is a tie for second place, then the applicant receiving the most votes shall be appointed and a new poll conducted to fill the second position. Each Councilor shall be afforded one vote in this poll.
4. If the appointment process has not been completed after two rounds of balloting, a new poll shall be conducted according to the current process (each Councilor has two votes to cast for different applicants with the applicants receiving the most votes being appointed)

Recommendation 3. The CRC recommends that the City Council adopt these recommendations by resolution.

Recommendation 4. The CRC recommends that the City Council vote on all persons who submit applications to be members of committees, and that Council provide an opportunity for all applicants to make public statements before the vote takes place.

Recommendation 5. The CRC recommends that the City Council encourage its members to discuss their preferences among the applicants for committee membership and provide an opportunity for Council Members to speak for or against any applicant prior to voting.

Appendix 2. Improving the Efficiency and Effectiveness of Albany's Commissions, Committees and Boards

Charter Review Committee (pp.15-16)

Purpose, Authority, Scope and Duties

Established in 1974 by City Council action, the Charter Review Committee advises the Council on proposed changes to the Albany City Charter. The Committee discusses, researches, and analyzes proposed changes, identified either by the Committee or by referral from the Council.

While the Committee's stated purpose is restricted to the City's charter, issues identified by the Committee for research and discussion often venture beyond the charter, into issues relating to the City's municipal code and/or proposed ordinances.

Committee Composition and Organization

The Committee is comprised of seven members. Each City Council member appoints one Committee member and the Council as a whole appoints two "at-large" members.

This past June, the Committee created a work plan of operational goals for the year. This increased the Committee's efficiency in identifying, prioritizing and reaching resolution on its issues. Though the Committee did not assign target dates or deadlines for work plan issues it identified, the City Council recently began assigning deadlines along with its referred issues. These deadlines have further improved the Committee's efficiency, enabling members to focus and reach resolution in a timely manner.

Meetings, Process and Public Interface

The Committee meets monthly. Historically, meetings have lasted in excess of two hours, but the Committee recently began assigning time limits to agenda items and limiting meeting duration to ninety minutes. The Committee uses parliamentary procedure during voting, but discussions often dissolve into animated debates that allow the fastest and loudest talking members to be heard from most often.

Staff liaison and City Clerk Jacqueline Bucholz attends meetings, prepares agendas and packets, and records summary minutes for the Committee. Bucholz estimates the production of the agenda, meeting packet, and summary minutes takes 1.5 hours per month.

Agenda items come by way of both City Council referral and by member identification. Each agenda item requires thorough research, deep analysis and thoughtful consideration. There are no "quick" agenda items for this Committee. Each item undertaken is quite time consuming.

According to Committee members, it is rare for members of the public to attend meetings.

Areas of Substantial Overlap with other Advisory Bodies

None

Recommendations for the Charter Committee

1. The Committee should be directed to limit its activities to those that fall within its stated purpose of reviewing changes to the City Charter. The potential changes should be upon referral by or authorization of the City Council. Discussions related to the municipal code or proposed ordinances are outside of the Committee's scope.
2. Eliminate the "at-large" members positions. At-large members are appointed by the City Council as a whole and only amplify the perspectives of the majority of the members of the City Council.

To: Beth Pollard, City Manager

Oct. 12, 2010

From: Jack Rosano, Chmn.

Civil Service Board

Re: Civil Service Board Elimination

Madam City Manager,

We, the C. S. Board, met recently and discussed your recommendation regarding dissolving said Board. We find your recommendation quite disheartening, to say the least. Having been involved with this Board, myself for over 24 years, I feel we do serve a purpose for the uniformed employees in our City. We are that little extra effort that oversees the sanctioning of lists for promotions, as well as, entry positions. HR normally does a good job setting up and establishing exams to create a final list. Uniformed personnel have and still do rely on the Board to certify said list. This system has worked for many years and as yet we have had no mishaps. As it is often said, "If it isn't broken, don't fix it!" We are of no cost to the City, nor have we ever hampered staff actions.

We urge you to reconsider your recommendation to dissolve the Civil Service Board and allow the continuance of a long standing tradition that works!!

Respectfully Submitted,

Jack Rosano, Chairman

cc: Board Members



Memo

To: Beth Pollard, Albany City Manager
From: Jeremy Allen, Youth Services Manager
CC: Penelope Leach, Recreation Director
Date: 11/9/2010
Re: Changes to Advisory Bodies composition, purposes, practices, etc

Community Media Access Committee Comments

The committee wishes to share the following comments/concerns

- 1 The consultant's report includes proposals to limit committee member's ability to place items on the agenda and to allow staff to evaluate committee members' performances. The committee would like to ensure that members are able to place items on the agenda
- 2 The consultant's report includes proposals to allow staff to evaluate committee members' performances. The committee would like to know upon what basis they would be evaluated
- 3 The committee is concerned that preparation of action minutes could create problems on committee's that deal with controversial matters since one member might interpret the discussion at the meeting differently from another. The committee feels that the best way to get accurate minutes is to have an objective, disinterested staff person prepare the original minutes
- 4 The committee believes that one of the reasons that CMAC is productive and efficient is because of the informal round table setting of the meetings. Often meetings are held in the staff kitchen at city hall as opposed to the formal setting of the council chambers. While there is little opportunity for the public to participate when meeting in this particular location, the committee members feel comfortable and relaxed

Youth Task Force Recommendations

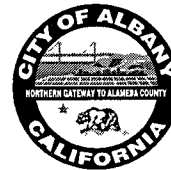
The members of the Youth Task Force wish to share the following recommendations

- 1 That the current Youth Task Force be disbanded for the following reasons
 - a Most objectives of the previous Youth Master Plan have been met
 - b The current Youth Master plan is out of date and needs more than just regular updates
 - c Members are not appointed and do not have a clear mandate from their parent organizations as to their responsibility to the Task Force. Most participation is voluntary and attendance for some members is inconsistent

d Albany youth do not regularly participate in the advisory body and have little to no input

There are many positive aspects to the group meeting on a quarterly basis including round table information sharing, collaborative participation on many events over the years and the sharing of community resources - but ultimately this is not enough reason to sustain voluntary participation of the task force members

- 2 That a new Albany Youth Master Plan is created and new goals/objectives be identified
- 3 That the City consider creating an alternative "Childcare Committee" to look specifically at and deal with issues in Albany relating to childcare options including before and after school care for infant toddler, elementary, middle and high school youth AUSD, UC Childcare, City Recreation and Community groups would potentially be involved
- 4 That any new youth focused committee have members appointed by the Albany City manager, AUSD Superintendent, and City Council/AUSD Board of Education so that there is a clear mandate for participation, attendance, goals and member roles



To: Beth Pollard, City Manager

From: Penelope Leach, Recreation and Community Services Director

Subject: Feedback from Parks and Recreation Commission Regarding Commissions, Committees, and Boards Report

Date: September 17, 2010

At the Parks and Recreation Commission meeting on September 9, 2010, the Commission reviewed and commented in the report drafted by Drennen Shelton. There were five members present: Nick Pilch, Gary Class, Heather Cunningham, Joe Como, and John Kindle. Richard Trout was absent and there has been no new appointment for Christine Mullarkey. For each of the seven recommendations in the report the Commission has made the following recommends:

1. Eliminate use of staff for minute taking and implement "action minutes":

The Commission supports using action minutes with the understanding that the audio file of each meeting will be available to the public on the City's website.

2. Limit agenda access and meet as needed:

The Commission felt this recommendation was not clearly stated, but generally felt the system we have now works well. One Commissioner stated and the others agreed that each Commissioner takes an oath to represent the community and did not feel the Parks and Recreation Commission had problems with items on the agenda that represented personal interests. They also felt that requiring Council to authorize agenda items would bog down the system and such a recommendation did not fit well with the efforts being made towards making the system more efficient.

Staff suggested that when the Commission agrees to agendize an item that will require a considerable amount of research that the Commissioners take a more significant role in assisting with the research. Commissioners were not opposed to assisting staff with research

3. Adopt pro/con analysis and provide deadlines for input:

The Commission felt that this recommendation is already happening. Staff reports to Council relating the Commission's recommendations describe the pros and cons discussed at the meetings. Additionally, deadlines have not been an issue as the Commission has been able to clear the "to do list" without leaving issues unresolved for long periods of time.

4. Provide public with direct access to advisory boards:

The Commission fully supported having an email address on the City's website specifically for each Commissions/Committees/Boards.

5. Evaluate advisory bodies and appointees bi-annually:

The Commission fully supported this recommendation. Additionally, they would like the School Board members to receive the evaluation information for those appointed by the School Board.

6. Organize advisory body-sponsored forums:

The Commission was split on this recommendation. Two Commissioners felt that Albany is small enough that zones are not needed and that the meetings and agendas are available to everyone and attending meetings at the Community Center or Council Chambers is within a short distance for all Albany residents. Three Commissioners felt that zoning and having special meetings for each zone is a good idea. The Commissioners in support of the zones felt the meetings should be open for community members to discuss all topics. In other words, the community meeting would be for all topics relating to any of the Commissions/Committees/Boards. If each Commission/Committee/Board had its own meeting, that would be too many meetings per year.

7. Update advisory body handbook and practices:

The Commission fully supported this recommendation and felt the when workshops/training have been offered in the past, they have been very helpful.

Additional Feedback:

The Commission supported the recommendation to discontinue "**at-large**" members where they exist. They recommend keeping **student appointees** as the Commission supports student involvement in local government.

Regarding **attendance at meetings**, the Commission felt that it is difficult to know why attendance is low at times. However, over the past few years the Commissioners have seen good attendance at meetings that deal with CIP projects, dogs in the parks, and Measure WW to name a few. There are the less interesting topics that require discussion and recommendations such as updating the City Tree List, tree removals, and the Community Garden Policy. Such topics do not draw a crowd, but are an important and necessary part of the Commission's work. There are also those topics that one would think would draw a crowd such as switching the Teen Center/Childcare Center which has been a huge success with the community, the field modifications proposed by the school district, the Joint Use Agreement, and the use of bounce houses in the parks. All topics the Commission has handled in the last year that appeared to be of interest to the community due to community correspondence with staff as well as Council/School Board input, but did not draw an audience at the meetings.

Regarding the recommendation on **page 20** referring to the collection of data from the public in order to identify community-driven topics, the Commission discussed using community events to talk with citizens and possibly get a "how are we doing" conversation started, but generally did not support handing out surveys at

City parks. Going back to recommendation #2, the Commission feels that the topics they discuss are community driven based on their own involvement in what is going on in Albany and generally felt that they are connected to the community and therefore did not need to add more events or surveys to what they already do.

The Commission recommends **disbanding the Waterfront Committee** and having the Parks and Recreation Commission work on waterfront issues. Additionally, the Commission recommends keeping the current Commission members. If current Commission members are to be replaced the recommendation is to use the appointment procedure already in place to either appoint new members or appoint members from the current Waterfront Committee.

MEMO

TO: Beth Pollard, City Manager

FROM: Kim Denton, ^{LD} Chair of Board of Police and Fire Pension Board Commissioners

DATE: September 29, 2010

RE: Pension Board Feedback on Report for Improving the Efficiency and Effectiveness of Albany's Commissions, Committees and Boards

The Board of Police and Fire Pension Fund Commissioners (Pension Board) met on Tuesday September 28, 2010 at its regular monthly meeting and discussed Drennen Shelton's recommendations which relate to the Pension Board. We specifically discussed the recommendations of moving to action minutes, and whether to consider changing to quarterly rather than monthly meetings, as is stated in the City Charter.

Background

The Pension Fund is a closed plan, with no new members entering since July 1971. There are no active members to the plan, and in essence, the Pension Plan is in a "winding down" state. The Pension Board is not an advisory body to the City Council, but is a fiduciary body which is mandated by the City Charter. It has full power to make whatever decisions are in the best interest of the Pension Fund. In addition, back in the late 1980's the City Council voted to require that the Pension Board pay a monthly administrative fee to the City for the time the City Treasurer, City Clerk, Pension Board Secretary, and Finance Department staff are taken away from City work in order to administer the pension fund. This monthly fee (currently set at \$1,887.68) goes up each July according to the June Consumer Price Index. To my knowledge, this is the only body who reimburses the City for staff time taken away from the City to do committee work.

Action Minutes

The Board had already voted unanimously at its August 31, 2010 Board meeting to change to action minutes, with the caveat that if a Board member felt it important to include anything of importance, they may do so "for the record." We also record each meeting in full, and the tapes are now to be kept permanently. After reading Ms. Shelton's report, the Board agreed at its September 29, 2010 meeting, that since the report stated on page 37 there would be an annual savings to the City of \$170.46 if the Pension Board changed to action minutes, this savings should be deducted (pro-rated) for the monthly administrative fee the Board already pays to the City for administering the City pension plan. The Board then voted unanimously to start deducting a pro-rated amount of the annual \$170.46 from this monthly administrative fee. City Council could decide that the Pension Board should eliminate the staff position for its secretary, and while the Board would miss the current secretary's professionalism, I believe we would work fine sharing the duties of preparing the minutes. The current City Charter does state, however, "The Board shall appoint a person to serve as secretary and administrative assistant to the Pension Board."

Changing to Quarterly Meetings

It was a consensus of the Board members that they would prefer meeting monthly, rather than changing to quarterly meetings. Several reasons were stated for this decision. One is that changing to quarterly meetings would mean that the Board would have to pre-approve or ratify three months of pension payments at once. In the past there have been numerous errors to pensioners' pay amounts, which had to be either collected back or paid back to the pensioner. Meeting quarterly would mean that it would take that much more time to either give the pensioner the pay they were correctly due, or to collect back the amount they were paid in error. Changing to quarterly meetings would not save staff time in attending the meetings either, but would just shift the time spent to one longer day rather than three shorter ones. Additionally, it would take a charter amendment to make the change to quarterly meetings, and why spend the cost of a doing ballot measure when it is not necessary? There is only one board member or alternate who has to drive in from out of Albany to attend the monthly meetings. The member stated in a phone conversation before the meeting that it is no problem coming in, and she would rather that the Board continue meeting monthly.

I believe this memo sums up the feelings of the Board, but if you have any questions, I will be happy to discuss them with you and/or relay them to the Pension Board.

cc: Board of Police and Fire Pension Fund Commissioners



**SUSTAINABILITY COMMITTEE
REGULAR MEETING
MINUTES**

**City Hall Conference Room
1000 San Pablo Avenue
September 15, 2010 – 7:30 p.m.**

1. CALL TO ORDER

The meeting was called to order by Chair Cooper at 7.30 p.m.

2. ROLL CALL

Members Present: Cooper, Kitahara, Lieberman, Price, Schrift, Smith Heimer, Yang

3. APPROVAL OF MINUTES

3-1. Approve minutes from May, 2010 meeting (attached)

Minutes approved unanimously.

4. PUBLIC COMMENT

For persons desiring to address the Commission/Committee/Board 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. ANNOUNCEMENTS/COMMUNICATIONS

5-1. Program update – grants, staffing, Albany Farmers Market, CaliforniaFIRST

Almaguer provided a program update.

5-2. Events update – 10/10/10 Albany Climate Protection Contest, Arts & Green Festival

Almaguer announced 10/10/10 event. Cooper provided status on Arts & Green Festival to be held May 1

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

6-1. Advisory Bodies Study – receive update regarding proposed changes to Sustainability Committee

The Committee discussed the findings and recommendations within the study. The Committee agreed that they would like to remain the Sustainability Committee, and not merge with SEJC, particularly to ensure the effectiveness of CAP implementation. The Committee will work to further engage the public regarding sustainability/CAP items including educational events, public study sessions, and other venues.

6-2. Climate Action Plan implementation – funding, staff update & next steps, reports from subcommittees

Almaguer provided an overview of the request from City Council that the Committee research funding opportunities for CAP implementation and provide information back to City Council in six months. This item will be discussed in detail over the next several Committee meetings.

7. FUTURE AGENDA ITEMS

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

7-1. Select next meeting date & location

The next meeting will be held on October 20th in the Conference Room at City Hall. Agenda items to include: CAP implementation – identify tasks for Committee assistance/lead, CAP implementation funding, and an Arts & Green Day update.

8. ADJOURNMENT

The Committee packet is available for public inspection at the Albany Library, Fire Department and City Hall. The agenda and supporting staff reports, if available, can be found on our web page at www.albanyca.org

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. Agenda related writings or documents provided to a majority of the Sustainability Committee regarding any item on this agenda will be made available for public inspection in the Community Development Department, 1000 San Pablo Avenue, Albany CA



**TRAFFIC AND SAFETY COMMISSION
REGULAR MEETING
MINUTES
City Council Chambers
1000 San Pablo Avenue
September 23, 2010**

1. Call to Order Meeting was called to order at 7:00 pm by Chair Anderson

2. Roll call. Members present: Lubov Mazur, Ray Anderson, Marsha Atkinson, John Miki. Ken McCroskey Staff present: Chaney, Chavez, Leptien, and Officer O'Connor.

3. Approval of Minutes. Approval of Minutes for July 23, 2010. Minutes were approved with one minor correction.

4. Public Comment

Alan Riffer, 630 Jackson Street. Asked the Commission to analyze the green and white curb parking at 720 Jackson St. for Children Center Issue recommended for October or November agenda.

Michael Wallace, 715 Hillside, Chairman of the Charter Review Committee, encouraged Commissioners to vote yes on Measure M regarding the election versus appointment of a City Attorney.

Ken McCroskey commented on the following: Stop sign with no pavement markings at Kams Avenue near El Cerrito Plaza, lack of stop sign or marked crosswalks at Dartmouth and Pomona intersection, because this intersection is a route to school The issue will be put on a future agenda

5. Presentation

5-1 Police Reports

Officer O'Connor presented report for July and August A total of 15 collisions were reported, 4 non-injury, 11 injury collisions, 2 involved hit/run, 6 collisions on Marin Avenue, none at the schools. There was one collision involving a bicycle, and none involving pedestrians. During this period, the APD issued 110 moving citations. The Commission acted to place Red Signal Indicator Lights at the next meeting.

6. Discussion and Possible Action on matters related to the following items:

6-1 Change the date for the November and December Traffic and Safety Commission meeting—Dates proposed: November 18 and December 16, 2010.

The Commission discussed their availability on the proposed dates. Allan Griffin, Albany resident said that November 18 is showing this date as a rescheduled meeting for the Parks and Recreation Commission The Commission decided to reconsider this item at the October meeting

The Commission decided to move item 6-4 up as Reverend Charles Blue was not present

6-4 Marin-Santa Fe Intersection Improvements—65% plans attached

Discussion: Chavez introduced Geoff Rubendall of AECOM to present this item. After the presentation, the following people spoke. Sally Heinz, Sherry Reineman, Swarna Matz, Nick Pilch, Peggy Lee, Lorna Winn, Dennis Myers, Frank Szults, Frank Gonzalez.

The following were the comments received

- Marin Avenue speeds have to slow down.
- The design presents a conflict between the northwest corner of Santa Fe and Marin and cyclists traveling westbound
- Implement the NRTOR during school times only.
- Extend the bulb out onto Santa Fe to prevent two cars beside each other.
- Support for the pedestrian lead time.
- Pull the bulb outs in, so they do not encroach into bike lanes.
- Use reflective edge on the bulb outs so they can be easily seen at night.
- Do not support implementation of NRTOR for limited hours. There is no precedent in limiting the hours of the NRTOR in other cities.
- Investigate if speed detection could be implemented on the proposed signal.
- Implement the right turn after a full stop.
- Problems occur in the morning along the school loading/unloading area Parents double park, make illegal u-turns, etc.
- Do not eliminate on street parking on Marin. Parking in the area is limited and if spaces are eliminated through this project, it would be more difficult to find parking
- On average, about 60 people cross the street at that intersection every morning.
- Support for the speed humps.
- Residents have a difficult time getting out of their driveways because there is a long queue along Santa Fe every morning due to the NRTOR restriction.
- Alignment of the intersection is a little bit skewed in the last design Move the bulb outs to align the intersection.
- Extend the centerline through the intersection because it does not seem aligned. We need to see the centerline before we can approve these plans
- The gutters along the bulb out seem to be encroaching into the bike lane. This needs to be re-examined at the four sides of the intersection to make sure conditions are safe for cyclists.
- Although parking is important, the safety of the children should be first.
- There are a lot of violations of the existing NRTOR restriction.
- Show a plan of the existing sidewalk compared to the proposed sidewalk.
- NRTOR encourages speeding through the intersection approach to avoid the red.
- Is the project for the safety of the children or for the whole neighborhood? At what time does speeding happen on Santa Fe Avenue?
- Make the proposed southernmost speed hump a raised crosswalk that is aligned to the south entrance of the school to provide for a mid block crossing.
- Include an existing alignment plan to compare with the proposed plans.

The Commission was in support of the NRTOR during limited time only. Concern that pavement treatment and ramp width may not accommodate the number of pedestrians and children on scooters. McCroskey suggested implementation of an unprotected left turn from northbound Santa Fe Avenue onto westbound Marin Avenue. Chavez said that in conversation with the consultant, it was determined that inclusion of the left turn lane would not add to pedestrian safety because it would not be a "protected" left turn. Protected left turns could not be added because it would break the equilibrium of the Marin Avenue roadway system However, inclusion of the pedestrian lead phase feature would improve safety at this intersection.

Action The Commission moved to refine the design based on the comments received and come back next month to the Commission for discussion.

6-2 Request by Reverend Charles Blue of Church on the Corner to implement an in-pavement "Yield to Pedestrians" sign at the intersection of Solano and Pomona Avenues.

Discussion: Reverend Blue did not respond to two voice messages left by staff on this issue

Action: The Commission postponed this issue until Rev. Blue communicated with City staff on this issue again.

**6-3 Feedback on the analysis of the roles of the city Commissions, Committees and Boards—
Report excerpt and related information attached**

Discussion: Chavez went through the highlights of the recommendations and emphasized what was pertinent to T&S. For instance, they wanted to know what type of feedback was requested under item 2. They recommended the addition of the phrase "every two years" in parenthesis next to "bi-annual," There was also concern about how responsible a Commission member would be in writing the minutes and recommended adding the evaluation of a project impacts on cyclist and pedestrians in numeral 8.

Action: The Commission asked staff to write and submit a report to the City Manager about their comments to the Staff Recommended Changes to Advisory Bodies as a Whole

7. Reports

Chavez asked the Commission if they could start with Item 7-2.

7-2 Pierce Street Pavement Rehabilitation and Multi Use Path

Chavez introduced Randy Leptien, City Engineer on Contract for this item Leptien said that the project was currently in design stage for construction plans The project cost is estimated at \$1 5 million. He said that the call for bids will be held in December, construction award in January or February and construction to start in March or April.

7-1 Buchanan Bicycle and Pedestrian Path Right of Way Agreements

ROW agreements are being processed. The School District is the first agency that is moving along, with USDA and UC Berkeley still reviewing their documents

7-3 Pedestrian and Bicycle Master Plans. Update on Existing Conditions Workshop.

Chavez said that the workshop held on September 14 was a success About 47 people in attendance and that the floor map was a great addition to the discussion She invited the Commission member to the next event for these plans, a design study session scheduled for October 23, 2010 from 9:00 am to 4:00 pm at the Council Chambers.

7-4 Double Yellow Line on Jackson, south of Buchanan Street

Anderson asked the Commission to put this item on the agenda for October. He suggested implementation of a double-double yellow line to deter vehicles from crossing to the other side to park. The Commission decided to research the facts in preparation for the discussion in October

8. Announcements and Communications

8-1 Email from Ken McCroskey regarding the City of El Cerrito Traffic Management Plan McCroskey said that he was interested in the "pace car" program and that he would keep an eye on what they are doing to see if this program would be feasible in Albany

9. Future agenda items

The Subway 20-minute parking follow up was moved to November. It was recommended to discuss the police lights in October and Chavez asked to add the speed hump policy discussion in October

10. Meeting Adjourned at 10:00 pm –Next meeting is September 23, 2010 at the City Council Chambers.

Beth Pollard

From: Kathy Diehl [kathy.diehl@yahoo.com]
Sent: Saturday, November 06, 2010 10:59 AM
To: Ann Chaney
Cc: Beth Pollard
Subject: Response to Advisory Bodies Study

Hi Ann and Beth,

The following is a summary of the WFC response to the Advisory Bodies Study recommendations as listed in the August, 2010 memo from Beth.

First, the WFC voted unanimously to retain the Committee rather than parcel its responsibilities out to the Park and Recreation and I believe the Planning and Zoning Commissions.

Second, each committee member was asked which one recommendation they particularly supported and which one they especially opposed.

Some members expressed support and opposition to more than one recommendation.

There was particular support for the following recommendations:

- 3 members supported action minutes
- 3 members supported two year review
- 2 members supported retaining at large
- 2 members supported training on running meetings
- 1 member supported demographics
- 1 member supported enhancing public presence but in the future

There was special opposition to the following recommendations:

- 1 member opposed the minutes preparation by the vice chair
- 1 member opposed demographics
- 1 member opposed at large members
- 1 member opposed council direction for advisory bodies agendas

Each member was encouraged to provide additional comment on the recommendations to staff or the Council.

Please let me know if the Council or staff require even more information on the position of the WFC members on the recommendations.

Thank you,

Kathy
WFC Chair

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