

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda Date: April 16, 2012
Reviewed by: BP

SUBJECT: Proposed amendment to Chapter II, Article IV of the Albany Municipal Code to revise meeting dates for the Planning and Zoning Commission to accommodate the Albany Unified School District Board of Education request to change meeting dates

REPORT BY: Nicole Almaguer, City Clerk

STAFF RECOMMENDATION

That Council authorize introduction and first reading of Ordinance No.2012-02 amending Chapter II, Article IV of the Albany Municipal Code to revise meeting dates for the Planning and Zoning Commission in order to accommodate the Albany Unified School District Board of Education request to change meeting dates.

BACKGROUND

Staff was contacted by the Albany Unified School District (District) to determine opportunities for changing the meeting dates for the Board of Education (Board) due to a number of upcoming concerns regarding conflicts with their existing meeting schedule of the 1st and 3rd Tuesdays of each month due to school holidays. Staff worked in collaboration with the District and identified opportunities for alternative schedules. The District took the item to the Board on April 3, 2012. The Board directed District staff to request use of the City Hall Council Chambers for the meeting dates of the 2nd and 4th Tuesdays of each month. The District has asked that this schedule take effect as of August 2012.

DISCUSSION

Rescheduling the Board of Education meeting dates to the 2nd and 4th Tuesdays of each month will conflict with the meeting schedule for the Planning & Zoning Commission, which currently meets on the 2nd and 4th Tuesdays. In order to avoid competing meetings, the Planning and Zoning Commission meeting schedule would need to be revised to comply with the request from the Board. In addition, the City's Municipal Code Chapter II Article IV pertaining to the Planning & Zoning Commission would need to be revised as it includes the meeting dates of the 2nd and 4th Tuesday. Should Council wish to accommodate the request of the Board, it is recommended that the Municipal Code be amended to allow the meeting dates of the Planning & Zoning Commission to be set by Resolution, allowing the Planning & Zoning Commission additional time to identify their preferred meeting dates and the flexibility to amend the scheduled meeting dates if needed.

The Planning & Zoning Commission discussed this item at their recent meeting on April 10, 2012, agreeing to change their meeting dates to the 2nd and 4th Wednesdays of the month, and have asked that as an alternative the 2nd and 4th Monday be considered. The 2nd and 4th Monday currently presents conflicts with the schedule of the Arts Committee and the Charter Review Committee meetings.

SUSTAINABILITY IMPACT

N/A.

FINANCIAL IMPACT

The District is charged approximately \$13,500 annually for meeting services including televising of Board meetings.

Conducting televised meetings in the Council Chamber has the least impact on City staff time for set-up and break down of tables, microphones, etc. Furthermore, there is a cost benefit to the City and the School District to share the equipment and operations associated with broadcasting the meetings, rather than the District setting up its own system. If the Board and the Commission were to meet on the same evening, it would require two staff persons for filming on the same night, and only one of the meetings could be broadcast live; currently both the Board and the Commission meetings are broadcast live on KALB and the City's website.

Attachments

1. Ordinance No.2012-02 Amending Chapter II, Article IV of the Albany Municipal Code to allow meeting dates of the Planning & Zoning Commission to be set by Resolution
2. Albany Unified School District Board of Education Existing Meeting Schedule (denoting meeting conflicts)
3. Albany Unified School District Board of Education Proposed Meeting Schedule