

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

Agenda Date: May 7, 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

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**STAFF RECOMMENDATION**

That Council adopt Ordinance No. 2012-02, amending Chapter II, Article IV of the Albany Municipal Code to set meeting dates for the Planning and Zoning Commission by Resolution in order to accommodate the Albany Unified School District Board of Education request to change meeting dates – Second Reading - Pass to print.

**BACKGROUND**

On April 16, 2012 Council introduced for first reading Ordinance No. 2012-02. As discussed at the Council meeting, staff was contacted by the Albany Unified School District as directed by the Board of Education to request use of the City Hall Council Chambers for the meeting dates of the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. The District has asked that this schedule take effect as of August 2012.

**DISCUSSION**

Municipal Code Chapter II Article IV currently identifies the meeting dates of the Planning & Zoning Commission as the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. Ordinance No. 2012-02 is intended to revise Chapter II Article IV to set meeting dates for the Planning & Zoning Commission by Resolution of the City Council. The Planning & Zoning Commission has agreed to change their meeting schedule to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month.

If the Council takes action to adopt the ordinance on May 7, it will become effective in 30 days. Staff will return to Council at the meeting of June 18, 2012 with a draft resolution to change the meeting schedule of the Planning & Zoning Commission to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays.

**SUSTAINABILITY IMPACT**

N/A.

## **FINANCIAL IMPACT**

As included in the April 16, 2012 staff report, 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