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**RESOLUTION NO. 2012-80**

**A RESOLUTION OF THE ALBANY CITY COUNCIL ESTABLISHING  
POLICES 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.

*Leggy J. Hansen*  
MAYOR

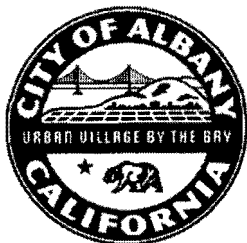
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Task Force Policies and Procedures

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.



# City of Albany

1000 San Pablo Avenue • Albany, California 94706  
(510) 528-5710 • [www.albanyca.org](http://www.albanyca.org)

**RESOLUTION NO. 2012-80**

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.*