

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

Agenda Date: January 4, 2021

SUBJECT: Review of Advisory Bodies to the City Council

REPORT BY: Anne Hsu, City Clerk
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SUMMARY

Beginning in 2010, the Council has conducted a review of the City’s Advisory Bodies every two years. In 2016 the Council authorized the review of advisory bodies to be conducted on an “as needed basis”.

STAFF RECOMMENDATION

That the Council:

1. Conduct a review of the advisory bodies to the City Council and provide direction to staff regarding any changes; and
2. Adopt Resolution No. 2021-01, Amending the Arts Committee At-Large Appointment

BACKGROUND

In 2010, the Council conducted a comprehensive review of the City’s Advisory Bodies, and adopted Resolution No. 2010-63, which changed the composition and other elements of the various advisory bodies. Since 2010, a review of the City’s Advisory Bodies has occurred every two years. In 2016 the Council authorized the review of advisory bodies to be conducted on an “as needed basis”.

In 2018 the City Council conducted a review of advisory bodies, adopting Resolution No. 2018-137 modifying the charge and meeting procedures for certain advisory bodies to the City Council and establishing training standards for appointees to advisory bodies, and Resolution No. 2018-138 renaming the Sustainability Committee to the Climate Action Committee. In 2019, the Council updated the Park and Recreation Commission to the Parks, Recreation & Open Space Commission (Ordinance No. 2019-02), and in 2020 updated the Traffic & Safety Commission to the Transportation Commission (Ordinance No. 2020-02). The most recent change to advisory bodies by the Council was on September 21, 2020, to approve an increase in the Social & Economic Justice Commission’s membership of 2 at-large members, for a total of 7 Members.

DISCUSSION

As defined in the Advisory Body Handbook, the City Council’s philosophy regarding Advisory Bodies to the City Council is as follows:

The primary purpose of Albany’s Advisory Bodies is to provide judicious advice to the City Council. Advisory bodies can build community consensus for proposals or projects, review written materials, facilitate study of critical issues, guide the implementation of programs, and assess the alternatives regarding issues of community concern.

The City currently has 11 Advisory Bodies to the City Council: Arts Committee, Charter Review Committee, Climate Action Committee, Community Media Access Committee, Economic Development Committee, Financial Advisory Committee, Library Board, Parks Recreation & Open Space Commission, Planning & Zoning Commission, Social & Economic Justice Commission, and the Transportation Commission. In addition, the Police and Fire Pension Fund Board is defined within the City’s Charter and is tasked specifically with oversight of the investments and stability of the retirement plan for public safety employees who were hired prior to July 1, 1971.

Review of Advisory Bodies

The City Council is currently making appointments to advisory bodies for the 2-year term of 2021-2022. As appointments are made and advisory bodies begin meeting, each advisory body will develop a work plan for the 2-year term focused on furthering the Strategic Plan Goals identified by the City Council for review and approval by the City Council.

For this particular review of advisory bodies to the City Council, some items for Council consideration include but are not limited to:

- 1) Existing Advisory Bodies to the City Council: are any changes to the charge of the advisory bodies needed? Should any of the advisory bodies be sunset at this time?
- 2) “City Council At Large” Appointments and Board of Education appointments to Advisory Bodies to the City Council: should the procedure for the at large appointments be revised, and/or the procedure for appointments made to advisory bodies to the City Council as made by the Board of Education? Currently, City Council At-Large appointments and Board of Education appointments are as follows:

Advisory Body	City Council At Large Appointment	Board of Education Appointment
Arts Committee	1	1
Climate Action Committee	1	1
Community Media Access Committee		2

Parks, Recreation & Open Space Commission		2
Social & Economic Justice Commission	2	

- 3) Arts Committee “City Council At Large” Appointment: as raised at the City Council meeting on December 21, 2020, should this appointment allow for a member of the business community to serve on the Committee without the requirement for the member to be a resident of the City (a draft Resolution on this matter is included as Attachment 1 to this staff report)
- 4) Replacement Appointment timing: if an appointee resigns from an advisory body near the end of the 2-year term, should there be a certain date that a reappointment will be held until the next term starts? (i.e. an appointee resigns in November just prior to the 2-year term ending)
- 5) Work Plan development, review and approval process: does the process for work plan development and approval require any modifications?

The current procedure for development of work plans is defined as follows:

ANNUAL WORK PLAN

All standing Advisory Bodies shall develop an annual work plan for submittal to the City Council. The work plan should be reviewed by the Advisory Body annually in January. Advisory Bodies are encouraged to focus on a reasonable number of work plan items to accomplish in a given year, recognizing the potential workload associated with each item. Additionally, Advisory Body work plans are to focus on furthering the Strategic Plan goals identified by the City Council.

City Council Review of Work Plans

Work plans shall be presented to the City Council every two years. The Chair of the Advisory Body or a designee should attend the Council meeting to respond to any questions raised by the City Council regarding the work plan.

The Council may choose to revise work plans as necessary to ensure Advisory Bodies remain focused on their respective charge and on implementation of City Council Strategic Plan goals.

CHANGES/ADDITIONS TO ANNUAL WORK PLAN

Any changes or proposed additions to the annual work plan must be submitted by the Advisory Body to the City Council for review. The submittal shall be prepared using the attached form “REQUEST TO AMEND ADVISORY BODY WORK PLAN”. Changes to a work plan may be requested by the Advisory Body at any time during the

2-year term by the affirmative vote of the majority of appointees. No changes can be made after November 1st in the 2nd year of the work plan per City Council Policies.

NEXT STEPS

Pending direction by Council, staff will return with a Resolution and/or Ordinance as needed to affirm amendments to the existing advisory bodies to the City Council.

Attachments:

1. Resolution No. 2021-01
2. Request to Amend Advisory Body Work Plan Form

ALBANY CALIFORNIA



CITY OF ALBANY
1000 SAN PABLO AVENUE
ALBANY, CA 94706
www.AlbanyCA.org

REQUEST TO AMEND ADVISORY BODY WORK PLAN FORM

INSTRUCTIONS: ADVISORY BODIES ARE REQUIRED TO COMPLETE FORM
AND SUBMIT TO THE CITY COUNCIL VIA THE STAFF LIASION

Attach additional pages as needed

DATE: _____

ADVISORY BODY: _____

STAFF LIAISON: _____

PROPOSED AMENDMENT TO WORK PLAN: _____

**DOES THE PROPOSED AMENDMENT ADD TO THE ADVISORY BODY'S
OVERALL WORK LOAD?** _____

HOW WILL THE EXTRA WORK LOAD BE MANAGED?

NOTE: Changes to a work plan may be requested at any time during the 2-year term by the affirmative vote of the majority of appointees. No changes can be made after November 1 in the second year of the work plan.

WHAT IS THE ANTICIPATED TIMEFRAME FOR COMPLETION OF THE PROPOSED ITEM? _____

EXPLAIN HOW THE AMENDMENT IS IN LINE WITH THE ADVISORY BODY'S ROLE AS DEFINED BY THE CITY COUNCIL:

PLEASE PROVIDE PRO/CON ANALYSIS REGARDING THE PROPOSED AMENDMENT:

RECORD OF COUNCIL ACTION

ACTION TAKEN: _____

ATTEST: _____ **DATE:** _____
CITY CLERK