

ALBANY CALIFORNIA



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

January 3, 2022

MEMORANDUM

To: Albany City Council Members

From: Council Member Peggy McQuaid

Re: Update to City Council Procedures & Policies

RECOMMENDATION

Council Member McQuaid Recommendation: That the Council approve the proposed amendment to the City Council Procedures & Policies to add additional policy language regarding submittal of agenda items.

BACKGROUND

It is critical to good governance that members of the City Council receive complete information on each item on the agenda. To codify this process the following changes to the City Council Procedures & Policies are suggested.

DISCUSSION

Adding the following text (in red) would assist the City Council in their decision making.

Section B-1 PREPARATION OF AGENDA

Procedure for Bringing Matters Before the City Council

Any Council Member may request items of business for the City Council agenda, and the Mayor shall accommodate the requests subject to the timing of availability of space on Council agendas. Items of business may also be placed on the agenda by the City Manager or the City Attorney.

The City Council Member requesting an agenda item shall provide the Mayor and City Manager written materials on the background of the agenda item and recommended action. Council Member requests for agenda items and associated written materials are to be submitted to the Mayor and City Manager by the Friday before the Wednesday posting of the agenda.

Any Council member wishing to place an item on the agenda shall discuss the item with the City Manager to explore all options and unintended consequences, including impacts to City operations. It should be noted that ample time will be needed for staff to review requests and the amount of time needed may vary based on the type of initiative being proposed.

Recommendations should be supported with data, pro/con analysis, or other relevant background material to help inform other members of the City Council. When possible, the recommendation should include options for the City Council as a whole to consider. Staff shall also have the ability to submit information regarding the agenda item to further detail any operational or related issues that should be considered by the Council.

Recommendations should reflect Albany's Council/City Manager form of government with proposals approved by the City Council being referred to the City Manager for implementation.

SUSTAINABILITY CONSIDERATIONS

N/A

SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS

N/A

FINANCIAL CONSIDERATIONS

N/A