

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

Agenda date: 12/15/08

Reviewed by: BP

Subject: Review of City Commissions, Committees, and Boards

Report by: Beth Pollard, City Administrator

STAFF RECOMMENDATION

1. Review the charges and general composition of the City's commissions, committees, and boards, and if any changes are desired, refer the change to that group for comment and to staff for recommendation back to Council.
2. Consider reorganizing the Social & Economic Justice Commission and the Sustainability Committee into one commission.
3. Authorize establishing an Economic Development Working Group for a period of up to six months, and appoint two Council Members to the group.

BACKGROUND

The City has 11 commissions, committees, and boards (hereafter called "commissions"), as follows:

- Arts Committee
- Albany Library Board
- Charter Review Committee
- Civil Service Board
- Community Media Access Committee
- Parks & Recreation Commission
- Planning & Zoning Commission
- Social & Economic Justice Commission
- Sustainability Committee
- Traffic & Safety Commission
- Waterfront Committee

The commissions are established by charter, ordinance, resolution, or minute order. Most commissions are comprised primarily of individual Councilmember appointees, with some also having one or two members appointed at-large by the full Council, and some with student and/or adult appointees from the Albany School District Board of Trustees. Recently established commissions have specified dates for Council review: Social & Economic Justice Commission (SEJC) (January, 2007); Sustainability Committee

(January, 2010), and Community Media Access Committee (2013, and every five years thereafter). The SEJC was not reviewed in 2007.

DISCUSSION

By periodically reviewing the commission list, purposes, and general composition (i.e. not the individual members but how they are appointed) of the City's commissions, Council has the opportunity to consider whether changes are needed. Changes to consider include:

- Is there overlap or redundancy in any of the groups
- Can there be any restructuring to be more efficient with staff time and other resources. What is the financial and staffing position of the city to provide support for the commissions.
- Is the size of the commission appropriate to its purpose; commissions that are too small may not have a healthy spectrum of ideas; commissions that are too large may be unwieldy in making decisions
- Does the general composition suit the purpose. Do at-large members appointed by the Council assist in the purpose. Is the commission served by having appointees from the School Board. Do youth appointees contribute and receive a good experience from the service.

A more convenient time to review these questions is prior to the City Council election and the subsequent turnover in appointments. Therefore, staff recommends that in the future, this issue be agendaized no later than the month before the election with advance notice to commissions that the review will take place so that they may comment.

ANALYSIS

SEJC & Sustainability

When it came to staff's attention that the SEJC was to have been reviewed in January 2007, a discussion of that review was placed on SEJC's November 2008 agenda. The discussion was not completed and was continued to its December 10 agenda.

Staff has reviewed the resolution establishing the SEJC (attached) and notes that the purpose encompassed environmental issues. Further, the definition of "sustainability" typically includes the so-called three "E"'s: Environment, Social Equity, and Economy as being inter-related. By combining the issues of social and economic justice with environmental sustainability onto one commission, the City would have the full spectrum of sustainability considered in one body. It would have the further benefit of being more efficient with staff time.

If Council is interested in pursuing the reorganization, staff would work with the two groups and prepare a recommended resolution for the regular meeting of January 21, 2009.

Arts Committee

The Arts Committee is the largest commission, with two appointees from each Councilmember and one appointee from the School Board. The Committee discussed the issue of its composition at its December 8th meeting and has advised that it is satisfied with the status quo.

Traffic & Safety Commission

Staff is exploring with the Traffic & Safety Commission whether a modification in composition is warranted at this time. The Commission is now comprised of five members: one appointee from each Councilmember.

Economic Development

In June 2008, the City hired Neil Mayer and Darlene Rios Drapkin to assist in economic development strategies. Staff would like to agendize an economic development workshop for the City Council on Monday, January 5, 2009, so that Council can review the findings to date and engage in discussion on possible strategies.

In the meantime, staff recommends that an Albany Economic Development Working Group be established to help the City be more dynamically engaged on these issues and have direct and regular working relationships with the involved parties. The initial composition of this group would be the City's economic development consultants, the Executive Director of the Solano Avenue Association, the President of the Chamber of Commerce, two Councilmembers, the Sustainability Committee Chair or designee, the Arts Committee Chair or designee, and staff members on an as-needed basis. Assistant City Administrator Judy Lieberman would be the staff liaison. The proposal is that the group would meet for up to six months with a report back to Council at that time.

SUSTAINABILITY IMPACT

The recommendation to reorganize the SEJC and Sustainability Committee into one commission will help insure that the full spectrum of social, economic, and environmental sustainability are considered together.

FINANCIAL IMPACT

There is staff time required for every commission, at the minimum in preparing agendas, attending meetings, and writing minutes. Depending on the commission, there also can be staff research and reports required. There is also administrative overhead involved in the appointment process, records maintenance, and other support services.

Attachments

1. SEJC Resolution
2. Sustainability Committee Resolution
3. Descriptions of each commission

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RESOLUTION #07-46

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**A RESOLUTION OF THE ALBANY CITY COUNCIL ESTABLISHING A
"SUSTAINABILITY COMMITTEE" TO BE ADVISORY TO THE CITY
COUNCIL**

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WHEREAS, the Albany City Council is concerned about both the local and the world environmental situation and wishes to develop initiatives to inspire, empower and educate its citizens to create a community that promotes environmental sustainability; and

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WHEREAS, in January of 2007, the Albany City Council created a temporary "Clean and Green Business Task Force" to attract environmentally friendly businesses to Albany; and

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WHEREAS, the final June 2007 recommendations of the "Clean and Green Business Task Force" included the establishment of a permanent "Energy and Environment Commission;" and

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WHEREAS, the goal of the Albany City Council is to meet our community's needs as locally as possible with minimal impact on both the immediate and the planetary environments.

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NOW, THEREFORE, BE IT RESOLVED that the Albany City Council hereby establishes a "Sustainability Committee" to advise the City Council on policies, programs, and issues promoting environmental sustainability in the City of Albany and to provide leadership, technical assistance, education, and outreach to members of the public, schools, local businesses, and city agencies on innovative programs to promote environmental sustainability through energy conservation, solid waste reduction and

1 recycling, water conservation, pollution prevention, transportation efficiency, and other
2 means.

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4 **BE IT FURTHER RESOLVED:**

- 5 1. The Sustainability Commission shall be composed of seven members, one each
6 appointed by Council members, one at-large appointment, and one Youth member
7 appointed by the Albany Unified School District Board of Education. The term
8 of the City Council appointments shall be in accordance with the provisions of
9 Section 3.23 of the City Charter. The School District appointment shall
10 preferably be a Junior and the term shall begin at the end of the Sophomore Year,
11 and shall be for two years.
- 12 2. The charge of the Committee shall be to work with City staff, other City
13 Commissions, Committees and Boards, and with local and regional organizations
14 and community groups to develop and implement programs and policies, and to
15 engage in community building that promotes environmental sustainability for
16 residents, businesses, local government and other entities within the City of
17 Albany.
- 18 3. In creating the Committee, it is not the intent of the Council to duplicate or
19 overlap the functions, duties or responsibilities assigned to any other
20 Commission, Committee or Board. It is likely that the work of the Sustainability
21 Committee may involve the areas of concerns of other City Commissions,
22 Committees and Boards. In these situations, the Committee is urged to form work
23 groups that can work constructively with the relevant Commissions, Committees,
24 and Boards, keeping in mind the requirements of the Brown Act.
- 25 4. The City Council shall conduct a review of the Sustainability Committee in
26 January 2010 to determine its continued necessity and/or change in charge.
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ALBANY ARTS COMMITTEE

Committee Origin:

City Council Resolutions #82-24 and #82-56

Committee Purpose:

The Albany Arts Committee has the following scope of responsibilities:

- ◆ Advise the City Council on cultural and artistic activities within the City;
- ◆ Sponsor art programs and activities, as well as fundraising events to support these programs; and

Committee Composition:

Twelve members. Each Council Member appoints two, whose term runs until the next Municipal Election (2 years). The Albany Board of Education appoints two members.

The Committee members select one member to serve as Chairperson.

Meetings:

Regular meetings are held on the second Monday of each month, at 7:00 p.m. in the Albany Community Center (1249 Marin Avenue).

Responsible Department:

Recreation & Community Services.

ALBANY LIBRARY BOARD

Board Origin:

City Council Resolution #94-16.

Board Purpose:

The Albany Library Board advises the City Council on matters relating to the Albany Branch of the Alameda County Public Library.

Board Composition:

Seven members. Each Council Member appoints one member whose term runs until the next Municipal election (2 years); one member is appointed by the Friends of the Albany Library; and one Council Member appointed by the City Council serves on the Alameda County Library Commission and also serves on the Albany Library Board. The Board members select one member to serve as Chairperson.

Meetings:

Regular meetings are held on the fourth Wednesday of every odd numbered month (Beginning in January of each year) at 7:00 p.m. in the Edith Stone Meeting Room of the Albany Public Library.

Responsible Department:

Albany Library (Branch Manager).

CHARTER REVIEW COMMITTEE

Committee Origin:

City Council Minute Action, May 6, 1974.

Committee Purpose:

The Charter Review Committee advises the City Council on proposed changes to the City Charter. These proposed changes may be generated by the City Council or by the Charter Review Committee.

Committee Composition:

Seven members. Each City Council Member appoints one whose term runs until the next Municipal election (2 years). The full City Council appoints two additional members, whose terms shall extend until the next municipal election (per Charter Sec. 3.23a).

The Committee members select one member to serve as Chairperson.

Meetings:

Meetings are held, as needed, on the second Tuesday of each month at 7:00 p.m. in the Albany City Hall Conference Room.

Responsible Department:

City Clerk.

CIVIL SERVICE BOARD

Board Origin:

Albany City Charter, Section 8.01

Board Purpose:

The Civil Service Board was created by the City Charter with the following scope of responsibilities:

- ◆ Formulate rules and regulations governing the selection, promotion, reinstatement, reemployment and transfer of those employees in the Classified Service of the City (most employees in the Police and Fire Departments) in accordance with ordinances adopted by the City Council; and
- ◆ Hold written, oral and any necessary examinations for the fair selection and promotion of personnel in the Classified Service of the City.

Board Composition:

Five members, with one member appointed by each City Council Member whose term runs until the next Municipal election (2 years). No officer, employee or member of another Board, Commission or City Council shall be eligible for appointment to the Civil Service Board.

The Civil Service Board Members choose one member to serve as Chairperson.

Meetings:

Regular meetings are held as needed, on the first Monday of each odd numbered month, at 6:00 p.m., as needed, in the Albany City hall conference room.

Responsible Department:

City Administrator's Office (Personnel).

COMMUNITY MEDIA ACCESS (CABLE TV)

Committee Origin:

City Council Resolution No. 08-7

Board Purpose:

Council Resolution created the Community Media Access Committee with the following scope of responsibilities:

- Prepare five-year operation plans for KALB
- Advise City on changes to the Cable TV Access Policy
- Evaluate current goals, create new goals and suggest timelines for all goals
- Oversee funds that are spent on cable-related activities
- Encourage alternative funding sources for equipment and staff
- Provide video production training opportunities for Albany residents
- Create Albany-based programming for the channel
- Post KALB programming schedules in cable television guide channel and in other media
- Coordinate and recruit volunteers to participate in cable-related activities
- Recommend the allocation of funds from the new State Franchise 1% PEG Support fee
- Promote and publicize KALB

Board Composition:

Five members, with one appointed by each City Council Member whose term runs until the next Municipal Election (2 years)

Meetings:

Regular meetings are held on the 3rd Monday of the month, at 6 p.m. in the EOC room, Community Center, 1249 Marin Avenue, Albany.

Responsible Department:

Recreation & Community Services

PARK & RECREATION COMMISSION

Commission Origin:

Albany Municipal Code, Section 2-17 (Ordinances #58-042 and #75-04)

Commission Purpose:

The Park & Recreation Commission was created by City Council ordinance with the following scope of responsibilities:

- ◆ Advise the City Council on all matters of public recreation, public park facilities and public landscaping (including street trees and parkways) in the City;
- ◆ Formulate (review) the Master Plan for recreation;
- ◆ Make recommendations to the City Council regarding acquisition and maintenance of parks, playgrounds and recreation centers; and
- ◆ Promote recreation and encourage public agencies and private parties to develop recreational facilities and programs that benefit the citizens of Albany.

Commission Composition:

Seven members. Each City Council Member appoints one member whose term runs until the next Municipal election (2 years). Two members appointed by the Board of Education. Such members serve for two-year staggering terms.

Annually, the Commission members select one member to serve as Chairperson and one to serve as Vice-Chair, as well as any other officers as the Commission may deem necessary.

Meetings:

Regular meetings are held monthly, on the second Thursday of the month, 7:15 p.m. at the Albany Community Center (1249 Marin Avenue). Special meetings may be called by the Chair or a majority of the members of the Commission.

Responsible Department:

Recreation & Community Services.

PLANNING & ZONING COMMISSION

Commission Origin:

Albany City Charter, Section 3.16.

Commission Purpose:

The Planning & Zoning Commission was created by the City Charter to make recommendations to the City Council regarding all provisions of the General Plan, to advise the City Council regarding the physical development of the City and to exercise functions with respect to land subdivisions, planning and zoning as specified by City Council ordinance. The scope of authority of the Planning and Zoning Commission has been further clarified by City ordinance to include actions prescribed by the State Government Code and the California Environmental Quality Act.

Commission Composition:

Five members. Each Council Member nominates one of the five Commissioners for ratification by the City Council as a whole. Commissioners serve until the next Municipal election (2 Years). Annually the Commissioners select a Chairperson and Vice-Chairperson.

Meetings:

Regular meetings are held twice monthly, on the second and fourth Tuesday of the month, at 7:30 p.m. in the City Council Chamber. Special meetings may be called by the Chair or a majority (three members) of the Commission.

Procedural Requirements:

Meetings are governed by rules of parliamentary procedure as set forth in Roberts' Rules of Order. Three voting members constitute a quorum for all matters except amendment to the Zoning Code and election of Commission officers, which circumstances require four voting members to constitute a quorum.

Responsible Department:

Community Development

SOCIAL & ECONOMIC JUSTICE COMMISSION

Commission Origin:

City Council Resolutions #05-15 & 05-21

Commission Purpose:

The charge of the Commission shall be to research, analyze, discuss and evaluate a broad range of data and opinions on social and environmental issues affecting the welfare of the residents of Albany, as inhabitants of both a local and a global community, and make recommendations to the City Council on positions and/or actions to take to address these issues.

Recommendations to the City Council shall state the relevance, important and/or particular impact that the issue has on the welfare of the residents of Albany.

Commission Composition:

Each Council Member appoints one member whose term runs until the next Municipal election (2 years), two (2) appointments from the Albany School Board, with one being either a Junior or Senior and the term shall begin at either the end of the Sophomore Year or at the end of the Junior Year.

The Commission Members select one member to serve as Chairperson and one member to serve as Vice Chairperson.

Meetings:

The Social & Economic Justice Commission meets the 2nd Wednesday of the month, at 8:00 p.m. in the City Council Chamber.

Responsible Department:

Administration

SUSTAINABILITY COMMITTEE

Committee Origin:

City Council Resolution #07-46

Committee Purpose:

The Sustainability Committee is established to advise the City Council on policies, programs and issues promoting environmental sustainability in the City of Albany.

To provide leadership, technical assistance, education and outreach to members of the public, schools, local businesses and city agencies on innovative programs to promote environmental sustainability through energy conservation, solid waste reduction and recycling, water conservation, pollution prevention, transportation efficiency and other means.

Committee Composition:

Composed of Seven members, one each appointed by Council Members, one at-large appointment and one Youth Member, appointed by the Albany Unified School District Board. The term runs until the next Municipal Election (2 years).

The School District appointment shall preferably be a Junior and the term shall begin at the end of the Sophomore Year, and shall be for two years.

Meetings:

To be determined

Responsible Department:

Administration.

TRAFFIC & SAFETY COMMISSION

Commission Origin:

Albany Municipal Code, Section 2-20 (Ordinance #60-010 and #71-024).

Commission Purpose:

The Traffic & Safety Commission was created by City Council Ordinance to advise the City Council on matters relating to traffic flow, traffic safety and transportation policy within the City of Albany.

Commission Composition:

Five Members. Each Council Member appoints one member, whose term runs until the next Municipal election (2 years). The Police Chief, Fire Chief and City Engineer serve as ex-officio members of the Traffic & Safety Commission.

The Commission members select one member to serve as Chairperson.

Meetings:

Regular meetings are held monthly, on the fourth Thursday of the month, at 7:00 p.m. in the Albany City Council Chamber.

Responsible Department:

Community Development.

WATERFRONT COMMITTEE

Committee Origin:

City Council Minute Action, April 29, 1974.

Committee Purpose:

The Waterfront Committee advises the City Council on issues related to the preservation and enhancement of the Albany Waterfront.

Committee Composition:

Seven members. Each City Council Member appoints one whose term runs until the Municipal election (2 years and two appointed at large. The At Large appointments shall extend until the next municipal election (per Charter Sec. 3.23a).

The Committee members select one member to serve as Chairperson.

Meetings:

Regular meetings are held, as needed, on the first Thursday of each month at 7:30 p.m. in the Albany City Council Chamber.

Responsible Department:

Community Development.

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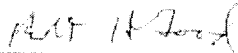
RESOLUTION NO. 05-21

**A RESOLUTION OF THE ALBANY CITY COUNCIL AMENDING
RESOLUTION NO. 05-15 WHICH ESTABLISHED THE SOCIAL &
ECONOMIC JUSTICE COMMISSION.**

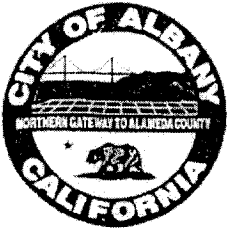
WHEREAS, on April 4, 2005, the Albany City Council established the
Social & Economic Justice Commission; and

WHEREAS, on April 12, 2005, the Albany School Board discussed this
Commission and requested an amendment; and

WHEREAS, the amendment would change the language in Section 1 as
follows: the Commission shall be composed of seven members, one each
appointed by Council Members whose terms shall run consecutive with the terms
of the appointing Council Members, and two appointments from the Albany
Unified School District Board of Education, including one Youth Member who
shall serve for a one-year term. The appointment shall be either a Junior or Senior
and the term shall begin at either the end of the Sophomore Year or at the end of
the Junior Year. The term of the other appointee of the Albany Board of
Education shall be two years.



ROBERT GOOD
MAYOR



City of Albany

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COMMUNITY DEVELOPMENT & ENVIRONMENTAL RESOURCES
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• Engineering
• Environmental Resources
• Maintenance
• Planning
PH: (510) 528-5760
FAX: (510) 524-9359

FINANCE & ADMINISTRATIVE SERVICES
CITY TREASURER
PH: (510) 528-5730
FAX: (510) 528-2743

FIRE & EMERGENCY MEDICAL SERVICES
PH: (510) 528-5771
FAX: (510) 528-5774

PERSONNEL
PH: (510) 528-5714
FAX: (510) 528-5797

POLICE
PH: (510) 529-7300
FAX: (510) 525-1360

RECREATION & COMMUNITY SERVICES
180 Main Avenue
PH: (510) 524-8263
FAX: (510) 528-8914
• Friendship Club
• Childcare Program
PH: (510) 524-0135
• Senior Center
PH: (510) 524-8122
FAX: (510) 524-8940
• Teen Center
PH: (510) 525-0575

RESOLUTION NO. 05-21

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

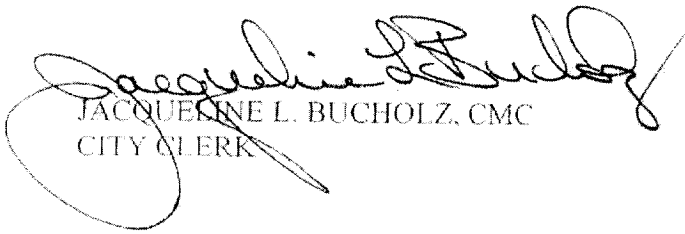
this 18th day of April, 20 05, by the following votes:

AYES: Council Members Javandel, Lieber, Maris & Mayor Good

NOES: None

ABSENT: Council Member Okawachi

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 19th
day of April, 20 05.


JACQUELINE L. BUCHOLZ, CMC
CITY CLERK

The City of Albany is dedicated to maintaining its small town ambience, responding to the needs of the community, and providing a safe, healthy environment now and in the future.

