



TRANSPORTATION COMMISSION

REGULAR MEETING

AGENDA

Thursday, January 21st, 2021 at 7:00 pm

Mission: Advise Council on transportation policies, facilities, and services

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH ZOOM VIDEOCONFERENCE AND TELECONFERENCE.

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, this meeting of the City of Berkeley Transportation Commission will be conducted exclusively through video- and tele-conference, and there will be no physical meeting location available.

To access the meeting remotely from a PC, Mac, iPad, iPhone, or Android device, please use this URL to join:

<https://us02web.zoom.us/j/82953751819?pwd=MnV6VHBtcS8rS3NJdUFYSnhCU0lqUT09>

Join Zoom Meeting

<https://us02web.zoom.us/j/86113873078?pwd=R0ZJT1dwdC9KYmxuU2h1UjJkxTFFJQT09>

Meeting ID: 861 1387 3078
Passcode: 472868

*If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen. If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair. Note: Your phone number will appear on the videoconference screen.*

A. PRELIMINARY BUSINESS

1. Call to Order
2. Roll Call
3. Public Comment on items not on the Agenda
4. Approval of Draft Action Minutes of **September 17, 2020***
5. Approval and Order of Agenda
6. Update on Administration/Staff
7. Announcements

B. DISCUSSION/ACTION ITEMS

- * Written material included in packet
- ** Written material to be delivered at meeting
- *** Written material previously mailed

The public may speak at the beginning of any item.

1. Vision Zero**

Update

Eric Anderson, Transportation Division Senior Planner

2. Berkeley Department of Transportation (BerKDOT)

Update

Farid Javandel, Transportation Commission Secretary

3. Transportation Commission 2021 Work Plan*

Discussion and Action

Transportation Commissioners and Staff

4. Transportation Commission Elections

Discussion; no action

Transportation Commissioners

C. INFORMATION ITEMS AND SUBCOMMITTEE REPORTS

Information items can be moved to Discussion or Action by majority vote of the TC.

1. Subcommittee Reports: Verbal Reports from Subcommittees, Liaisons to Public Works Commission, Commission on Disability, and goBerkeley Advisory Group
2. Council Summary Actions 2021*
3. Link to Council and Agenda Committee Agendas and Minutes
<https://www.cityofberkeley.info/citycouncil/>
4. Transportation Commission Mission Statement*
5. Transportation Commission Work Plan*
6. Transportation Commission Subcommittees and Liaisons*

D. COMMUNICATIONS


E. FUTURE AGENDA ITEMS

F. ADJOURNMENT 10:00 p.m.

Agenda Posted: January 19, 2021

A complete agenda packet is available for public review at the Main Branch Library and at the Transportation Division front desk.

ADA Disclaimer

 *This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.*

SB 343 Disclaimer

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Public Works Transportation Division offices located at 1947 Center Street, 4th Floor.

Communications Disclaimer

*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.*

Commission Secretary: Farid Javandel, Transportation Division Manager, 1947 Center St., 4th Floor, Berkeley, CA, 94704, Telephone (510) 981-7061 / Fax: (510) 981-7060 / TDD: (510) 981-6903 email: FJavandel@CityofBerkeley.info



TRANSPORTATION COMMISSION
REGULAR MEETING
DRAFT ACTION MINUTES
Thursday, September 17th, 2020 at 7:00 pm

A. PRELIMINARY BUSINESS

1. Call to Order
Meeting called to order at 7:01 pm by Chair Ghosh
2. Roll Call
Commissioners present: Anthony Bruzzone, Barnali Ghosh, Beverly Greene, Vivek Hutheesing, Donald Lathbury (arrived at 7:08), Karen Parolek, Terry Taplin (7:05), Sophia Zander
Commissioners absent: Andy Garcia
Staff present: Farid Javandel, Beth Thomas, Eric Anderson, Ryan P. Murray, Alisha Gard, Jesus Contreras
3. Public Comment on items not on the Agenda
4. Approval of Draft Action Minutes of **February 20th, 2020**
Action: It was Moved/Seconded (Zander/Parolek) to approve the Minutes of February 20th, 2020 as written.
Ayes: Bruzzone, Ghosh, Greene, Lathbury, Parolek, Taplin, Zander
Noes: None; Abstain: Hutheesing; Absent: Garcia
Motion carried 7-0-1-1
5. Approval and Order of Agenda
Action: It was Moved/Seconded (Bruzzone/Zander) to approve the order of the Agenda.
Ayes: Bruzzone, Ghosh, Greene, Hutheesing, Lathbury, Parolek, Taplin, Zander
Noes: None; Abstain: None; Absent: Garcia
Motion carried 8-0-0-1
6. Update on Administration/Staff
City of Berkeley Public Works welcomes new Director Liam Garland.
Ryan P. Murray started with Transportation as an Associate Planner for the Bicycle and Pedestrian Programs on 9/8/2020.
Transportation is seeking new candidates for two vacant Associate Civil Engineer Positions.
The Assistant Traffic Engineer position is currently vacant.
The City of Berkeley has had a hiring freeze as a result of COVID-19.
7. Announcements
Transportation Commission Chair Barnali Ghosh extends her gratitude to City of Berkeley staff for their work.

Transportation Commission Agenda
Thursday, September 17th, 2020

As part of the Shattuck Avenue reconfiguration project a two-block eastern area of Shattuck Avenue has been renamed “Kala Bagai Way” after a South Asian immigrant who was discriminated against in Berkeley.

AC Transit fares will resume on October 19th, 2020. PPE, hand sanitizers, and masks are provided for the AC Transit fleet.

The Healthy Streets program will be in place for the duration of the COVID-19 pandemic.

B. DISCUSSION/ACTION ITEMS

1. Draft Pedestrian Plan

Beth Thomas, Principal Planner, and Ryan P. Murray, Associate Planner for the Bicycle and Pedestrian Programs, gave a presentation on the current draft of the Pedestrian Plan.

Action: It was Moved/Seconded/Carried (Zander/Parolek) unanimously to recommend that City Council adopt the Pedestrian Plan with the following changes; that staff send a copy of the Pedestrian Plan to the Transportation Commission at least two weeks ahead of the deadline for submission of the report for the Council meeting on December 15th, 2020; and to designate Transportation Commissioner Sophia Zander as the primary representative to speak to Council, with Commissioner Anthony Bruzzone as a back-up.

a. Add a policy supporting providing marked crosswalks across both sides of intersections.

b. Remove recommendations related to traffic enforcement and instead refer to the Vision Zero Action Plan concerning traffic enforcement.

Ayes: Bruzzone, Ghosh, Greene, Hutheesing, Lathbury, Parolek, Taplin, Zander
Noes: None; Abstain: None; Absent: Garcia

Motion carried 8-0-0-1ⁱ

2. Vision Zero

Eric Anderson, Senior Transportation Planner for Vision Zero, provided updates. The Transportation Commissioners discussed reconvening the Vision Zero Task Force.

9:59 pm – Action: It was Moved/Seconded (Bruzzone/Parolek) to extend the meeting to 10:10 pm.

Motion carried 8-0-0-1

3. Measure T1 Phase 2

Christina Erickson, Deputy Director of Parks Recreation & Waterfront, gave a presentation on Measure T1 and provided information about the five upcoming community meetings which will take place on Zoom. Emails may be sent to T1@CityofBerkeley.info. The Transportation Commissioners suggested funding BeST (Berkeley Strategic Transportation) Plan projects such as the Ohlone Greenway using T1 money.

Transportation Commission Agenda
Thursday, September 17th, 2020

10:09 pm – Action: It was Moved/Seconded (Zander/Hutheesing) to extend the meeting to 10:15 pm.

Motion carried 8-0-0-1

C. INFORMATION ITEMS AND SUBCOMMITTEE REPORTS

1. Subcommittee Reports: Verbal Reports from Subcommittees, Liaisons to PWC, COD, and goBerkeley Advisory Group
2. Council Summary Actions 2020
3. Link to Council and Agenda Committee Agendas and Minutes
<https://www.cityofberkeley.info/citycouncil/>
4. TC Mission Statement
5. TC Work Plan

D. COMMUNICATIONS – none

E. FUTURE AGENDA ITEMS – not applicable

F. ADJOURNMENT

Action: It was Moved/Seconded (Parolek/Bruzzone) to adjourn the meeting.

Motion carried 8-0-0-1

Public present: 2

Speakers: 0

Commission Secretary: Farid Javandel, Transportation Division Manager, 1947 Center St., 4th Floor, Berkeley, CA, 94704, Telephone (510) 981-7061 / Fax: (510) 981-7060 / TDD: (510) 981-6903 email: Fjavandel@cityofberkeley.info

Please note that, as Donald Lathbury's term expired on July 9, 2020, his vote on item B-1 was invalid. Donald Lathbury's participation in the September 17, 2020 meeting of the Transportation Commission was not official and therefore his vote is not counted for official purposes.

Draft Work Plan FY21

Updated draft created on 1/14/21

Mission: Advises the Council on transportation policies, facilities, and services.

Goals – Ongoing projects/UPDATES		Resources	Program activities	Outputs	Outcomes
1.	goBerkeley Program	Staff updates	Public meetings Update April 2021 Liaison	Guidance on roll-out	Successful roll-out
2.	I-80 Gilman Interchange & Pedestrian Overcrossing Project Northwest Berkeley	Staff updates	Public meetings Update June 2021	Policy guidance on technical decisions	Successful project delivery (Ongoing)
4.	Shared Mobility (Bikes, scooters, mopeds, etc.)	Staff updates	Policy Guidance Update April 2021	Bike Share Policy Guidance	Successful shared mobility projects
5.	Adeline Corridor follow-up	Staff updates	Information on projects within the corridor Report back on summary of plan results and related activities Update TBD	Commission feedback Discussion	Monitor activity in the corridor
6.	Grants – Annual Updates Comprehensive discussion of all grant applications, including Measure BB Grants and Berkeley Strategic Transportation (BeST) plan updates RR Safety/Quiet Zone funding in FY 19 for seoping	Staff updates	Review active grants Update June 2021	Commission feedback on grant scope	Successful grant funding
7.	Traffic Calming / Healthy Streets	Staff Updates	Policy guidance on technical decisions Update September 2021	Recommendations to Council if needed	Successful delivery of calm streets projects
8.	ACTC annual report showing Measure BB fund distribution	Staff updates	Policy guidance on technical decisions Update February 2021	Funding transparency	Successful project funding
9.	Transit Agency updates	AC Transit BART	Public meeting Update June 2021	Discussion	Inform the Transportation Commissioners Improved coordination and collaboration

Draft Work Plan FY21

10.	Traffic Bureau update		Public meeting Update April 2021	Discussion	Inform the TC
Goals – TC Work Items					
		Resources	Program Activities	Outputs	Outcomes
a.	Vision Zero	Staff update	Public meetings Liaison Update January 2021	Discussion	Monitor implementation
10.	<i>Southside (Complete Streets) and Telegraph</i>	<i>Staff Updates</i>	<i>Public Meeting Discussion Update TBD</i>	<i>Provide feedback on design</i>	<i>Support project delivery</i>
11.	Bike Plan update	Staff presentation and reports	Public meeting and Bike Pedestrian Advisory Committee (BPAC) update 1 st meeting April 2021 2 nd meeting September 2021 3 rd meeting November 2021	Recommendations	Successful completion of bike plan updates
12.	<i>Pedestrian Plan Update</i>		<i>Public meetings</i>	<i>Recommendations to Council</i>	<i>Comprehensive Pedestrian Plan</i>
13.	Prepare for new/emerging mobility technologies & services, including Equitable TNCs	Subcommittee	Research data and policy	Recommendations to Council	Respond to Council referral (date?)
14.	Council Referral: Stop Sign Criteria (1/18/18)	Subcommittee	Research to data and policy	Recommendation to Council	Successful completion of Council assignment
15.	ACTC/MTC Review Grant Proposals		Review ACTC/MTC grant-proposals (required activity) As needed	Provide comments to staff	Ensure successful grant funding
16.	Climate Action Plan and Fossil Fuel Free Berkeley; Collaborate with other relevant commissions e.g. Energy, Housing, PWC)	Subcommittee	Clarify CAP goals and timelines. Conduct transportation emissions and analysis reviews.	Recommendation to Council	Respond to Council referral; Achieve timely Climate Action Plan goals
17.	Transit First Policy – Review and report	Subcommittee Staff provided links	Review current policy and language	If needed, recommend updates	Reaffirm Transit First Policy priorities to Council

Draft Work Plan FY21

	(Transportation Element of General Plan and Transit First Policy)				
18.	Traffic Calming – Reassessing Traffic Calming Policy	Subcommittee	Policy guidance on technical decisions Activities on hold	Recommendation to Council	Successful delivery of revised calm streets policy
19.	Scooter Share Program – 90-day Council Referral to CM	Council Report 7/10/18; Consider staff input	Develop TC Recommend ordinance/permit process for Scooter Sharing in PROW	Recommendation to Council	Completed
20.	On street parking: Appropriate regulation of parking in residential areas to restrict # of cars parked on the street	Subcommittee	Review current policy; provide guidance	Recommendation to Council	Respond to Council Referral (date?)
21.	BerkDOT		Policy guidance Updates in February, April, June 2021	Recommendation to Council	Successful implementation of BerkDOT goals
22.	Ashby/I-80 interchange	Liaison	Technical guidance As needed	Report to Transportation Commission	Facilitating TC input to ACTC design process
23.	Community Advisory Group (CAG) BART development at Ashby and North Berkeley parking lots	Liaison	Policy and technical guidance As needed	Report to Transportation Commission	Facilitating TC input to CAG design process

Completed:

Regular Meeting of the City of Berkeley City Council – January 26th, 2021

Consent Calendar:

4. **Contract: Sposeto Engineering Inc. for Central Berkeley Transportation & Infrastructure Improvements Project**
From: City Manager
Recommendation: Adopt a Resolution: 1. Approving plans and specifications for the Central Berkeley Transportation & Infrastructure Improvements Project, (“Project”), Specification Nos. 21-11411-C, 21-11416-C, and 21-11417-C; 2. Accepting the bid of Sposeto Engineering Inc., the lowest responsive and responsible bidder; and 3. Authorizing the City Manager to execute a contract with Sposeto Engineering Inc. and any amendments, extensions, and/or change orders until completion of the Project in accordance with the approved plans and specifications, in an amount not to exceed \$3,477,475, which includes a contingency of fourteen percent for unforeseen circumstances.
Financial Implications: See report
Contact: Liam Garland, Public Works, (510) 981-6300

6. **Contract: Toole Design Group for Planning, Design, and Engineering of the Southside Complete Streets Project**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Toole Design Group for Planning, Design, and Engineering of the Southside Complete Streets Project, for a not-to-exceed amount of \$979,349 for the period February 1, 2021 through March 31, 2024.
Financial Implications: See report
Contact: Liam Garland, Public Works, (510) 981-6300

7. **Approval of Berkeley Strategic Transportation Plan Second Addendum**
From: City Manager
Recommendation: Adopt a Resolution: 1. Approving the Berkeley Strategic Transportation Plan Second Addendum. 2. Authorizing the City Manager to submit unfunded Five-Year Priority Projects from the Berkeley Strategic Transportation Plan Second Addendum to the Alameda County Transportation Commission for inclusion and funding in the County’s Fiscal Year (FY) 2022 – FY 2026 Comprehensive Investment Plan. 3. Authorizing the City Manager to execute agreements as needed for accepting the awarded grant funds.
Financial Implications: See report
Contact: Liam Garland, Public Works, (510) 981-6300

Council Action Calendar:

13. **[Berkeley 2020 Pedestrian Plan](#)**

From: City Manager

Recommendation: Adopt a Resolution approving the Berkeley 2020 Pedestrian Plan, and directing the City Manager to pursue implementation of the Plan as funding and staffing permit.

Financial Implications: See report

Contact: Liam Garland, Public Works, (510) 981-6300

15. **[Amend BMC Chapter 14.52 Authorizing goBerkeley Parking Program at All Parking Meters](#)**

From: City Manager

Recommendation: Conduct a public hearing, and upon conclusion adopt first reading of an Ordinance amending Berkeley Municipal Code (BMC) Chapter 14.52 to add all parking meter areas to the goBerkeley parking program, thereby authorizing the use of demand-responsive parking management citywide under the existing goBerkeley fee structure and program guidelines.

Financial Implications: See report

Contact: Liam Garland, Public Works, (510) 981-6300

City of Berkeley
Transportation Commission

Statement of Mission of Transportation Commission:

To be published with each agenda packet per TC action on 2/21/2019

The Berkeley City Council established this Transportation Commission to advise the City Council on matters related to transportation policies, facilities, and services in the City. We are empowered to hold hearings, gather information, and provide recommendations to the City Council in order to help them make informed transportation decisions. The Transportation Commission's work is guided by several transportation-related documents and policies implemented by the City Council, including the Transportation Element of the General Plan, Bike Plan, Pedestrian Plan, Climate Action Plan, West Berkeley Circulation Master Plan, Complete Streets Policy, and BeST Plan.

Related Plans and Policies:

- A. [Transportation Element](#) (2001) of the [General Plan](#) (2003)
 - a. Transit-First Policy (General Plan Policy T-4 "Transit-First Policy")
- B. [Bike Plan](#) (2017)
- C. [Pedestrian Plan](#) (2010, update in process)
- D. Vision Zero
- E. [Climate Action Plan](#) (2009, 2018 update)
- F. [West Berkeley Circulation Master Plan](#) (2009)
- G. [Complete Streets Policy](#) (2012 Council Resolution)
- H. [BeST Plan](#)(2016)
- I. [Berkeley Bike Boulevard Design Guidelines](#) (2000)

Mission: Advises the Council on transportation policies, facilities, and services.

Goals – Ongoing projects/UPDATES	Resources	Program activities	Outputs	Outcomes
1. goBerkeley Program	Staff updates	Public meetings	Policy guidance FY 2019	Next Update April
2. I-80 Gilman Interchange & Pedestrian Overcrossing Project Northwest Berkeley	Staff updates	Public meetings	Policy guidance on technical decisions	Successful project delivery (Ongoing)
3. Safe Routes to Schools Projects (John Muir redesign)	Staff updates	Public meetings	Pedestrian Subcommittee	Successful project delivery (Ongoing)
4. Bike Share – Phase 2 Expansion beyond Berkeley/Oakland/Emeryville	MTC project funding	Policy Guidance	Recommendations for Council approval	Expanded Bike Share resource
5. Adeline Corridor Specific Plan (grant planning) Est. 1 year to complete process	Staff updates	Coordination between Berkeley BEST Plan & Adeline Specific Plan	Guidance on funding opportunities	Ensure successful grant funding \$ and encourage equitable stakeholder involvement
6. Grants – Annual Updates; Comprehensive discussion of all grant applications (includes: Measure BB Grants); RR Safety/Quiet Zone funding in FY 19 for scoping	Staff updates	Commission will review language to improve outcomes	Policy guidance on technical decisions	Ensure successful grant funding \$500k for RR Safety
7. Traffic Calming – Update with annual table of projects	Staff Updates	Policy guidance on technical decisions	Recommendations to Council if needed	Successful delivery of calm streets projects
8. ACTC annual report showing Measure BB fund distribution (May 2017 and every January)	Staff updates	Policy guidance on technical decisions	Funding transparency	Successful project funding

Goals – TC Work Items		Resources	Program Activities	Outputs	Outcomes
9.	Vision Zero + Complete Streets Policy Development- Transit/Bike/ Pedestrians First, Parking Removal	Subcommittee	Public meetings Review Crash Data (SWITRS report) & annual safety goals; Coordinate w/PWC on Paving Plan & Opportunities for Complete Streets; Prioritize Citywide access to Schools policy via all modes; Simplify parking removal	Make recommendations to Council	Adoption of Vision Zero policy Action Plan; augment Pedestrian Plan & Complete Streets Policy
10.	Two-way Telegraph Avenue & Southside (Complete Streets) 2018: Telegraph Yellow zones Ph. 2: Design Telegraph/Dana Couplet; Ph. 3: Upper Bancroft	Staff Updates Monthly	Policy guidance on language	Make recommendations to Council	Consensus on Telegraph by TBID/AC Transit/COB
11.	Bike Plan Implementation (Using Complete Streets Filter)	Assigned to Bike subcommittee	Review of bike grant funding; Track Projects e.g. monitor Milvia	Consultation with staff	Successful completion of goals; Bike project funding \$
12.	Pedestrian Plan Update	Pedestrian subcommittee	Public meetings	Recommendations to Council	Comprehensive Pedestrian Plan
13.	Prepare for new/emerging mobility technologies & services, incl. <i>Equitable TNCs</i>	Subcommittee	Research data and policy	Recommendations to Council	<i>Respond to Council referral</i>
14.	Council Referral: Stop Sign Criteria (1/18/18)	Subcommittee	Research to data and policy	Recommendation to Council	Successful completion of Council assignment
15.	ACTC/MTC Review Grant Proposals	Subcommittee	Review ACTC/MTC grant-proposals	Provide comments to staff	Ensure successful grant funding
16.	Climate Action Plan and <i>Fossil Fuel Free Berkeley</i> ; Collaborate with other relevant commissions e.g. Energy, Housing, PWC)	Subcommittee	Clarify CAP goals and timelines. Conduct transportation emissions and analysis reviews.	Recommendation to Council	<i>Respond to Council referral; Achieve timely Climate Action Plan goals</i>
17.	Transit First Policy – Review and report (Transportation Element of General Plan and Transit First Policy)	Subcommittee Staff provided links	Review current policy and language	Recommend updates if needed	Reaffirm Transit 1 st Policy priorities to Council

18.	Traffic Calming – Reassessing Traffic Calming Policy	Subcommittee	Policy guidance on technical decisions	Recommendation to Council	Successful delivery of revised calm streets policy
19.	Scooter Share Program - 90-day Council Referral to CM	Council Report 7/10/18; Consider staff input	Develop TC Recommend ordinance/permit process for Scooter Sharing in PROW	Recommendation to Council	<i>Completed</i>
20	<i>On street parking: Appropriate regulation of parking in residential areas to restrict # of cars parked on the street</i>	Subcommittee	Review current policy; provide guidance	Recommendation to Council	<i>Respond to Council Referral</i>

TRANSPORTATION COMMISSION – Ad Hoc Subcommittee Assignments		
Subcommittee	Appointees	Assignment/Due Date
ACTC/MTC Review (Transportation Commission may also fill the MTC- required role of Bike/Pedestrian Advisory Committee)	Ghosh, Zander	Review TDA Article 3-funded Bike & Ped project plans as assigned in 2019 (Staff: advise in advance if BPAC needs to meet)
Bicycle Plan Implementation	Greene, Parolek	Monitor Bike Plan projects through 6/2019
Fossil Fuel Free Berkeley		Develop recommendations for Council; report to TC by 5/2019
Pedestrian Plan Update	Ghosh, Zander	Follow, coordinate Ped Plan issues, attend public meetings; report to TC by 6/2019
Vision Zero	Ghosh, Greene	Develop recommendations for VZ policy to supplement Ped Plan and Complete Streets Policy; Report to TC by 6/2019
Legislative Body	Liaison	
Alameda CTC (Ashby/I-80 interchange)	Zander Ghosh (Alternate)	Attend ACTC meetings re Emeryville's Ashby/I-80 Project; Update TC
Energy Commission	Zander	Attend EC meetings re electric mobility; provide comments; Update TC
Public Works Commission	Bruzzone	Attend PWC meetings re Undergrounding Utility wires, paving, Lighting, and Measure T-1 projects
goBerkeley Advisory Group	Ghosh Bruzzone (Alternate)	Attend meetings; Report to TC re: value-priced parking program
Commission on Disability		Report to TC on issues of common concern
Council Policy Committee on F.I.T.E.S.	Parolek Ghosh	Attend meetings; Report to TC re: Transportation issues

Ad Hoc Subcommittees (there are no standing subcommittees):

- Must have at least two commissioners present to hold a subcommittee meeting, but never a quorum of the current total TC membership
- *Must be reviewed annually by the Commission to determine if a subcommittee is needed, to specify work assignments, and to establish response times. (Reso. 60,504-N.S.)*
- Do not have officers or submit minutes
- May submit their recommendations as written or verbal reports to support an Action or Discussion item. [The Commission Secretary needs to receive written material 10 days before the meeting date for inclusion in the agenda packet. Late arrivals will be delivered at meeting and published with next agenda.]
- May submit written summary meeting notes for inclusion in the TC agenda packet under Information item or as a Communication.
- Provides staff secretary with agenda content based on TC adopted Work Plan and/or specific assignment by full commission.

Commission Secretary

- Is directly responsible to the Public Works Department Director and City Manager
- Assists the commission by providing available information, ensuring compliance with Brown Act requirements, but is neither a voting member nor an employee of the commission
- Maintains agenda subscription lists, if any; formats, publishes and (e)mails agendas; reserves meeting room
- Coordinates communications between commission and staff, the public, and other commissions
- May attend, but not required to attend subcommittee meetings