



Civic Arts Commission
Office of Economic Development

**Civic Arts Commission
Policy Subcommittee
Thursday, January 14, 2021 2:00 PM**

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Civic Arts Commission will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL <https://us02web.zoom.us/j/85799513621>. 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. To join by phone: Dial **1-669-900-9128** and enter Meeting ID: **857 9951 3621**. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair.

To submit an e-mail comment during the meeting to be read aloud during public comment, email civicsarts@cityofberkeley.info with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply.

Agenda

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CHAIR'S REPORT**
4. **DISCUSSION ITEMS WITH POSSIBLE ACTION**
 - a) Eligibility for Berkeley Art Works Projects grants
 - b) FY21 Civic Arts Commission Work Plan (Attachments 1, 2, & 3)

5. ADJOURNMENT

Attachments:

1. FY20 Civic Arts Commission Work Plan
2. Work Plan from Arts and Culture Plan
3. Commission Meetings During COVID-19 Emergency Memo Including Council Referrals to the Civic Arts Commission

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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 Civic Arts Office located at 2180 Milvia Street, First Floor, Berkeley, CA 94704.

ADA Disclaimer

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.



Civic Arts Commission

FY20 Civic Arts Commission Work Plan

Civic Arts Commission Date: 9/25/19

Policy Committee

1. Advocate to Council for one-third of Short Term Rental Revenues to be allocated to Civic Arts Grants.
2. (With Grants Committee) Review and approve Civic Art Grants Guideline Revisions for FY21 for Arts Organizations, Individual Artists, and Festivals.
3. (With Grants Committee) Develop guidelines for an Art Space Capital Projects Grant Program in preparation for any possible Significant Community Benefit Funds.
4. Advocate to Council for funding to support an Art Space Capital Projects Grant Program on an ongoing basis to help stem displacement of Berkeley-based arts and culture nonprofits.
5. (With Grants Committee and Berkeley Arts Education Steering Committee "BAESC") Develop guidelines for an Arts Education Grant Program and advocate to Council for funding for this program from Cannabis tax revenue.
6. (With Public Art Committee) Review and approve revised Public Art Guidelines updated to reflect best practices and recommend corresponding updates to the Municipal Code where relevant.
7. Advise Council on baseline grants funding of \$500,000 for Arts Organizations and Individual Artists.
8. Advise Council on waivers for construction related entitlement/building permit fees for Nonprofit Arts Organizations' building projects.
9. Create Guidelines for the selection of the City of Berkeley Poet Laureate.
10. Advise Council on the inclusion of Affordable Housing Strategies for Artists and Cultural Workers in the City's Affordable Housing Policy Framework.
11. Develop a process for certifying Artists and Cultural Workers for eligibility for

affordable housing.

Grants Committee

1. (With Policy Committee) Review and approve Civic Art Grants Guideline Revisions for FY21 for Arts Organizations, Individual Artists, and Festivals.
2. (With Policy Committee) Develop guidelines for an Art Space Capital Projects Grant Program in preparation for any possible Significant Community Benefit Funds.
3. (With Policy Committee and BAESC) Develop guidelines for an Arts Education Grant Program and advocate to Council for funding for this program from Cannabis tax revenue.
4. Review Grant Panel Scores and determine Civic Art Grant award amounts for FY21.
5. Review analysis prepared by staff of geographic spread of FY21 grants funds throughout City of Berkeley.

Public Art Committee

1. (With Policy Committee) Review and approve revised Public Art Guidelines updated to reflect best practices and recommend corresponding updates to the Municipal Code where relevant.
2. Review and approve selected artists and proposals for T1 Project at San Pablo Park.
3. Review and approve selected curator for Cube Space.
4. Review and approve 2020 Civic Center Exhibition artists and artwork purchases.
5. Review and approve Private Percent for Art Plans at the following phases: Conceptual, Preliminary, and Final.
6. Review and approve specific installation site for the donated Assyrian Queensculpture.
7. Review and approve the Call for Artists for the Homelessness Social Practice Public Art Project.
8. Determine the disposition of the "Berkeley Big People" sculpture

Commission Representative to the Berkeley Arts Education Steering Committee

1. (With Policy & Grants Committees) Develop guidelines for an Arts Education Grant Program and advocate to Council for funding for this program from Cannabis tax revenue.

2. Assist with grant application to the California Arts Council for additional funding for the BEARS Arts Summer Program.
3. Build relationships with Berkeley Unified School District Board Members by attending office hours and sharing Create CA student declaration of rights.
4. Research feasibility of arts organizations participating in Youth Works or obtaining workforce development funding for high school students to be summer arts instructors.
5. Explore feasibility of developing partnerships with colleges and universities to offer unit credit for teaching in BUSD afterschool and summer arts programs.
6. Discuss advocacy to BUSD Board to provide theater, dance, and visual arts education comparable to the district's successful music instruction program.

Commission Representative to the Design Review Committee

1. Ensure proposed building projects reviewed by DRC comply with the Private Percent for Art Ordinance.

Commission Representatives to the Civic Center Visioning Work Group

1. (With entire Commission) Participate in the Civic Center visioning process for the Veterans Building, City Hall, and Civic Center Park.

CHAPTER 4

Policy Improvements and Action Steps

This chapter outlines specific policy improvements and action steps for the City of Berkeley, the Civic Arts Commission, Berkeley Cultural Trust, other arts partners and the broader community to implement over the next ten years.

One of the most persistent themes of this cultural planning process is the pressure that artists and arts organizations are feeling as a result of increasing costs—of housing, performance and workspaces, and living—in the Bay Area. Goal 1 of this plan outlines a series of policies and actions designed to counter this trend by increasing stability and sustainability for Berkeley’s arts community.

Goals 2 through 4 relate to the three priority planning areas considered in the previous chapter: Civic Arts Grants, Arts Education, and Public Art.

It should also be noted that current staff capacity and administrative resources are limited, making it challenging to accomplish the numerous actions identified through this planning process. Currently, the City of Berkeley and its partners lack resources to implement many of the specific action steps identified through this community planning process. There is a clear need for additional staff capacity and continued collaboration among arts partners to support and implement the growing number of art-related programs, policies and desired actions in the City of Berkeley. Goal 5 of this Plan identifies strategies and specific action items to help expand the capacity of the Civic Arts Program staff.

The policies and action items laid out on the following pages represent an ambitious effort to build on and expand the existing work of the Civic Arts Program. For each action item, the matrix indicates whether funding or staffing resources are currently available to support implementation.

In addition, the matrix indicates the proposed lead and support roles, and lays out general timeframes for implementation. The timeframes include short-term (1-3 years), mid-term (3-6 years) and long-term (6-10 years). These timeframes should be re-evaluated as new funding streams and priorities emerge.

- Goal 1: Increase Access to Affordable Housing and Affordable Spaces for Artists and Arts Organizations
- Goal 2: Increase Investment in a Vibrant Arts Community
- Goal 3: Expand High Quality and Equitable Arts Education
- Goal 4: Produce More Public Art Throughout Berkeley
- Goal 5: Expand the City of Berkeley’s Organizational Capacity to Better Serve the Arts Community

GOAL 1: INCREASE ACCESS TO AFFORDABLE HOUSING AND AFFORDABLE SPACES FOR ARTISTS AND ARTS ORGANIZATIONS

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
Policy 1.1 Increase the availability of affordable performance and exhibition venues and studio spaces.	a. Facilitate partnerships and space sharing agreements among arts organizations and others.	Existing	Lead: Civic Arts staff Support: Berkeley Cultural Trust, Arts Organizations	Mid-term
	b. Support the creation of a centralized community arts center for performances, classes, art exhibitions and other activities.	Existing	Lead: Civic Arts Commission Support: Civic Arts Staff, Berkeley Cultural Trust, Public Works Department	Mid-term
	c. Facilitate the creation of artist workspaces through land use policy changes, such as encouraging use of ground-floor commercial spaces by individual artists and arts non-profits.	Not Identified	Lead: Berkeley City Council Support: Planning & Development Department, Planning Commission, Civic Arts Commission, Civic Arts Staff	Mid-term
Policy 1.2 Increase and protect permanently affordable housing for artists.	a. Conduct an inventory of existing housing for artists.	Not Identified	Lead: Not Identified Support: Civic Arts Staff, Civic Arts Commission, Housing Advisory Commission	Mid-term
	b. Identify vacant and underutilized buildings that could be converted for use as artist housing and workspaces.	Not Identified	Lead: Not Identified Support: Office of Economic Development, Planning & Development Department	Mid-term

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
	c. Partner with housing advocates to explore and secure new funding sources for affordable artist housing.	Not Identified	Lead: Not Identified Support: Civic Arts Commission, Berkeley Cultural Trust, Housing Division, Affordable Housing Advocates, Rent Board	Mid-term
	d. Modify MULI, MUR Districts to incentivize development of affordable housing and live/work spaces for artists that are compatible with existing artisan and industrial uses.	Not Identified	Lead: Berkeley City Council Support: Planning & Development Department, Planning Commission, West Berkeley Artisans & Industrial Companies (WBAIC), Civic Arts Commission, Civic Arts Staff	Long-term
Policy 1.3 Enhance and support equity among artists and arts organizations in Berkeley, with a focus on race, gender, and socioeconomic conditions.	a. Map the demographics of Berkeley’s arts ecosystem to provide a basis for economic support for culturally and racially diverse organizations and artists.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission, Berkeley Cultural Trust	Short-term
	b. Identify and evaluate the barriers that limit the ability of culturally and racially diverse artists and arts organizations to sustain and grow their creative activities in Berkeley.	Existing	Lead: Civic Arts Staff Support: Civic Arts Commission, Berkeley Cultural Trust	Mid-term
	c. Invest in arts programming and public art in underserved areas of Berkeley.	Existing	Lead: Civic Arts Commission Support: Civic Arts staff, Berkeley Cultural Trust, Berkeley City Council	Mid-term
	d. Develop a new generation of culturally and racially diverse leaders in the arts community.	Not Identified	Lead: Civic Arts staff and Berkeley Cultural Trust Support: Civic Arts Commission, Bay Area Service Organizations on Non-Profit Development	Mid-term

GOAL 2: INCREASE INVESTMENT IN A VIBRANT ARTS COMMUNITY

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
Policy 2.1 Expand the Civic Arts Grant program by increasing funding and technical assistance for grantees.	a. Evaluate and pursue new revenue streams, such as a Transient Occupancy Tax (TOT) increase, short-term rental tax, cannabis tax etc.	Existing	Lead: Civic Arts Commission Support: Berkeley City Council, Civic Arts staff, Berkeley Cultural Trust	Short-term
	b. Pursue corporate sponsorships and other fundraising strategies for community festivals and other arts and cultural programming and events.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Mid-term
	c. Explore the feasibility of a program that would allow residents to donate funds directly to the Civic Arts Program.	Existing	Lead: Civic Arts staff Support: Finance Department, Civic Arts Commission	Mid-term
	d. Identify and pursue local, state, and federal funds with projects aimed at promoting equitable access to the arts.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term
Policy 2.2 Promote an equitable grant-making process and reduce application barriers.	a. Create a streamlined portal for arts and cultural grants to improve the efficiency and effectiveness of the grant-making process and reduce application barriers.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term
	b. Review and evaluate the annual results of the Civic Arts Grant Program to ensure an equitable grant-making process.	Existing	Lead: Civic Arts Commission Support: Civic Arts Staff	Short-term
	c. Prioritize investments in arts organizations and artists outside of Berkeley's downtown to ensure broad, citywide participation in funding opportunities.	Existing	Lead: Civic Arts Commission Support: Civic Arts Staff, Arts Community	Short-term

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
	d. Develop a festival grants policy to increase the transparency and equitable distribution of festival funding.	Existing	Lead: Civic Arts Commission Support: Civic Arts staff, Office of Neighborhood Services	Short-term
Policy 2.3 Promote the Civic Arts Grant Program to offer funding opportunities to a wider array of arts organizations and artists.	a. Create a stand-alone Civic Arts webpage to increase the visibility of Civic Arts programs and to promote grant recipients.	Not Identified	Lead: Civic Arts staff Support: Civic Arts Commission, IT Department	Mid-term
	b. Produce videos that promote the Grants Program, including examples of current projects.	Not Identified	Lead: Civic Arts staff Support: Civic Arts Commission	Mid-term
	c. Create networking opportunities for grant awardees to market the Civic Arts Grants Program and provide additional incentives for artists to participate.	Not Identified	Lead: Civic Arts staff Support: Civic Arts Commission, Berkeley Cultural Trust	Mid-term
	d. Develop a mentorship program to support small arts organizations.	Not Identified	Lead: Berkeley Cultural Trust Support: Civic Arts Commission, Civic Arts Staff	Mid-term
Policy 2.4 Increase marketing of the arts among Berkeley residents, regional audiences and tourists.	a. Evaluate how to improve marketing of Berkeley's cultural offerings to residents and audiences regionally.	Existing	Lead: Berkeley Cultural Trust Support: Civic Arts Staff, Visit Berkeley, Downtown Berkeley Association	Short-term
	b. Conduct marketing efforts Citywide to raise public awareness of the diverse art community in Berkeley.	Not Identified	Lead: Not Identified Support: Civic Arts staff, Civic Arts Commission, Berkeley Cultural Trust, Visit Berkeley	Mid-term
	c. Increase audience diversity through meaningful engagement with young people, seniors, people with disabilities, low-income people, and people of color.	Not Identified	Lead: Not Identified Support: Civic Arts Commission, Civic Arts Staff, Berkeley Cultural Trust	Mid-term

GOAL 3: EXPAND HIGH QUALITY AND EQUITABLE ARTS EDUCATION

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
<p>Policy 3.1 Advocate on local, state and national levels to further incorporate arts education into the curricular day and enhance equitable access to arts in extended learning programs.</p>	a. Build coalition of stakeholders to advocate for change to California state law which dictates structural features in the BEARS program, creating barriers to integration with students in the LEARNS program.	Not Identified	Lead: BAESC Support: Civic Arts Commission	Long-term
	b. Support and strengthen the partnership between BAESC, BCAC, BUSD, and Berkeley Cultural Trust.	Not Identified	Lead: Civic Arts Commission Support: BAESC, Berkeley Cultural Trust, Berkeley Unified School District	Short-term
	c. Advocate to BUSD to provide theater, dance and visual arts education comparable to the district's successful music instruction program.	Existing	Lead: BAESC Support: Civic Arts Commission, Berkeley Cultural Trust	Mid-term
	d. Advocate for improved arts opportunities for populations such as low-income families, English learners, people with special needs/disabilities, disconnected transitional age youth, and early childhood (0-5) students.	Existing	Lead: Civic Arts Commission Support: Berkeley Cultural Trust, BAESC	Mid-term
<p>Policy 3.2 Create innovative learning opportunities that connect students and young adults with career pathways in the arts.</p>	a. Develop and/or deepen existing partnerships for college students to receive training and supervision to mentor youth in the visual and performing arts during the curricular day and/or in extended learning settings.	Not Identified	Lead: BAESC Support: UC Berkeley, Berkeley City College, Other academic institutions, Civic Arts Staff, Civic Arts Commission	Mid-term

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
	b. Create fellowships, internships, professional mentorships, or other programs to train the next generation of arts educators and arts professionals.	Not Identified	Lead: BAESC, Berkeley Cultural Trust Support: Civic Arts Commission	Mid-term
Policy 3.3 Bolster arts education programming that complements the public school (K-12) context and lifelong education.	a. Raise funds to develop a pilot arts education program in the BEARS summer session.	Not Identified	Lead: Civic Arts Commission Support: BAESC, Berkeley Cultural Trust, Civic Arts Staff	Short-term
	b. Identify innovative strategies to improve outreach to special programming for teens and at-risk youth.	Not Identified	Lead: BAESC Support: Civic Arts staff, Civic Arts Commission, Berkeley Cultural Trust, Berkeley High	Long-term
	c. Explore changes to the Civic Arts Grants Program to increase grantee participation in afterschool arts programs.	Existing	Lead: Civic Arts Commission Support: Civic Arts Staff, Berkeley Cultural Trust	Short-term

GOAL 4: PRODUCE MORE PUBLIC ART THROUGHOUT BERKELEY

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
Policy 4.1 Enhance Berkeley's environment by placing temporary and permanent public art in public spaces throughout the city.	a. Conduct site/condition assessments of current public art collection	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term
	b. Activate the newly renovated Downtown Berkeley BART Plaza with public art in a variety of media and forms.	Existing	Lead: Downtown Berkeley Association, Civic Arts Commission Support: Civic Arts Staff	Short-term
	c. Dedicate funding for performing arts, interactive, and participatory public art installations.	Existing	Lead: Civic Arts Commission Support: Civic Arts Staff	Short-term
	d. Provide technical assistance for community-created art projects throughout the city.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
	e. Fundraise for new public art throughout the city.	Existing	Lead: Civic Arts staff Support: Business Improvement Districts, Civic Arts Commission, City Council	Mid-term
Policy 4.2 Allocate City funds for public art citywide to ensure equity and access.	a. Identify priority locations for public art in communities with limited access to public art.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term
	b. Develop program practices that will encourage participation by Berkeley artists.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term
	c. Dedicate 1.5 % of all future public construction bonds and capital projects to public art, in compliance with existing City policy	Existing	Lead: Berkeley City Council Support: City Manager's Office	Short-term
Policy 4.3 Implement the recently established Public Art on Private Development Ordinance and program.	a. Develop tools and implement outreach activities to increase awareness of the program, and celebrate its successes.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission, Planning & Development Department	Short-term
	b. Implement a transparent and regular public process (annually or as-needed) for allocating in-lieu funds.	Existing	Lead: Civic Arts Commission Support: Civic Arts Staff	Short-term
Policy 4.4 Promote the City's public art collection.	a. Showcase the existing collection of public art and identify public art pieces that need targeted promotion.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission, Berkeley Historical Society	Long-term
	b. Utilize social media to promote the City's public art.	Not Identified	Lead: Civic Arts staff Support: Civic Arts Commission, Visit Berkeley	Long-term

GOAL 5: EXPAND THE CITY OF BERKELEY’S ORGANIZATIONAL CAPACITY TO BETTER SERVE THE ARTS COMMUNITY

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
Policy 5.1 Increase the capacity of Civic Arts staff.	a. Identify resources to increase staff capacity to administer, publicize and provide accountability for the increased arts investments being made in the city.	Not Identified	Lead: Berkeley City Council Support: Civic Arts Staff and Civic Arts Commission	Mid-term
	b. Dedicate 20% of all new funding for the arts towards administrative needs for these programs.	Existing	Lead: Berkeley City Council Support: Office of Economic Development, Civic Arts Commission	Short-term
	c. Expand staff and data systems capacity support and analyze the Grants Program with on-the-ground technical assistance, data collection, and more robust administrative and logistical support.	Not Identified	Lead: Civic Arts staff Support: Civic Arts Commission	Mid-term
Policy 5.2 Evaluate the reach and impact of each Civic Arts Program.	a. Establish performance measures and a systematic data collection process.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission, Berkeley Cultural Trust	Mid-term
	b. Conduct an annual evaluation of progress of implementation of the Arts & Culture Plan.	Existing	Lead: Civic Arts staff Support: Office of Economic Development, Civic Arts Commission, Berkeley Cultural Trust	Short-term
Policy 5.3 Use data to inform policy and raise public awareness of the economic benefit of the arts sector.	a. Update the Economic Impact Report every 5 years to regularly evaluate the economic stimulus that the arts industry provides to Berkeley’s economy.	Not Identified	Lead: Civic Arts staff Support: Office of Economic Development	Mid-term
	b. Educate decision-makers on the art sector’s contribution to Berkeley’s economy.	Existing	Lead: Berkeley Cultural Trust, Civic Arts Commission Support: Civic Arts Staff	Short-term

Policy Statement	Action Items	Resources	Proposed Implementation Team	Timeframe
	c. Create an annual arts dashboard to educate and engage business owners and the general public about the benefits of having a thriving local art scene.	Existing	Lead: Civic Arts staff Support: Civic Arts Commission	Short-term
Policy 5.4 Promote collaboration among City Departments to better integrate arts into the City's operations.	a. Coordinate communication about City art programs across departments.	Existing	Lead: Civic Arts staff	Mid-term
	b. Integrate culture and the arts into Berkeley's citywide economic development strategies.	Existing	Lead: Office of Economic Development, Civic Arts staff	Mid-term



Office of the City Manager

October 22, 2020

To: Berkeley Boards and Commissions

From: *DWR* Dee Williams-Ridley, City Manager

Subject: Commission Meetings During COVID-19 Emergency

This memo serves to provide a summary and update of the status of meetings of Berkeley Boards and Commissions during the COVID-19 emergency declaration.

On March 10, 2020, the City Council ratified the proclamation of the Director of Emergency Services for a state of local emergency related to the COVID-19 pandemic. The emergency proclamation has been renewed twice by the Council and remains in effect.

On March 17, 2020, the City Council adopted Resolution No. 69,331-N.S. which placed limitations of the meetings of City legislative bodies, including all boards and commissions. The resolution allows for commissions to meet to conduct time-sensitive, legally mandated business with the authorization of the City Manager. Since that time, several commissions have obtained this approval and held meetings; many other commissions have not met at all since March.

The City Manager has periodically reviewed the status of commission meetings with the City Council Agenda & Rules Committee. Recently, at the October 12, 2020, Agenda & Rules Committee meeting, the City Manager presented a proposal to allow all commissions to meet under limited circumstances. The Committee voted to endorse the City Manager's recommendation.

Effective October 12, 2020, all City boards and commissions may meet once to develop and finalize their work plan for 2021 and to complete any Council referrals directly related to the COVID-19 pandemic response. A second meeting may be held to complete this work with specific authorization by the City Manager. It is recommended that the meeting(s) occur by the end of February 2021.

Commissions that have been granted permission to meet under Resolution No. 69,331-N.S. may continue to meet pursuant to their existing authorization, and may also meet to develop their 2021 work plan.

Commissions that have not requested meetings pursuant to the Resolution No. 69,331-N.S. may meet pursuant to the limitations listed above.

To assist commissions with the development of their work plan and to provide the City Council with a consistent framework to review the work plans, the City Manager has developed the following items to consider in developing the work plan that is submitted to the City Council agenda.

Prompts for Commissions to use in work plan:

- What commission items for 2021 have a direct nexus with the COVID-19 response or are the result of a City Council referral pertaining to COVID-19?
- What commission items for 2021 are required for statutory reasons?
- What commission items for 2021 are required for budgetary or fund allocation reasons?
- What commission items for 2021 support council-adopted or voter-adopted mission critical projects or programs?
- What are the anticipated staff demands (above and beyond baseline) for analysis, data, etc., to support commission work in 2021 (baseline duties = posting agendas, creating packets, attend meetings, minutes, etc.)?

The limitations on commission meetings are due to the need to direct staff resources and the resources of city legislative bodies to the pandemic response. Many of the staff assigned as commission secretaries are engaged in work with the City Emergency Operations Center or have been assigned new specific duties related to the impacts of the pandemic.

Meeting frequency for boards and commissions will continue to be evaluated on a regular basis by the City Manager in consultation with Department Heads and the City Council. More frequent meetings by commissions will be permitted as the conditions under COVID-19 dictate.

Thank you for your service on our boards and commissions. The City values the work of our commissions and we appreciate your partnership and understanding as we address this pandemic as a resilient and vibrant community.

Attachments:

1. Resolution 69,331-N.S.
2. List of Commissions with Meeting Data

cc: Mayor and City Councilmembers
Senior Leadership Team

Commissions FAQs
Supplemental to City Manager Memo on Meeting Under COVID-19

1. Is this meeting a requirement or am I supposed to ask the Commission chair/vice chair if they want to meet/poll the commissioners to see if they are available and want to meet? Our only regularly scheduled Commission meeting for the remainder of the year falls on the week of Thanksgiving, so I am not sure if all Commissioners will want to meet if they have already made other plans around the holidays.

The requirement for commissions to submit an annual work plan to the City Council is still in effect. The expectation is that the commissions will take action on their work plans at these specifically authorized meetings, and that the work plans will be submitted to the Council agenda process per the existing requirement.

If conditions improve, there will be more frequent commission meetings and it will help guide the commission's work to adopt a work plan. It is recommended that the commission complete the work plan by the end of February. The commission may meet on its regularly scheduled date or schedule a special meeting.

2. Does the meeting need to be scheduled on the previously approved meeting schedule (I.e. the 4th Monday of the month in November?) or can they choose another day/date if not enough of them are available on that date? The Commission is usually on recess in December. Could they meet in early Dec if that is their preference?

The commission may meet on its regularly scheduled date or schedule a special meeting. You may meet in December if that is the will of the commission.

3. I was told this meeting is supposed to be focused on the Commission's work plan. Is this correct? The Commission usually approves their work plan in April for the upcoming fiscal year. So are they supposed to be working on their work plan for 2021 earlier than usual? Or are they revising their current FY 2020 work plan?

The commission may meet to discuss their work plan or any COVID-19 referrals received from the City Council. You can use this time to develop your next FY work plan. There may also be significant amendments to the previous year's work plan given the pandemic.

For the purposes of meeting management (and managing expectations), secretaries may want to explicitly share these goals with their chair when reviewing the agenda, and again with the full commission at the outset of the meeting so that everyone is focused on achieving the same goal.

4. How are Commissioners supposed to approach a work plan if they don't know yet how many meetings will be scheduled in 2021? Should we assume that the regular meeting schedule will resume January, 2021?

The frequency of meetings will be determined by the conditions the city is experiencing under the pandemic and the emergency proclamation. Commissions may develop a full work plan with the proviso that work may be limited due to fewer meetings. Prioritization of work for the coming year will be a valuable exercise.

Commissions FAQs
Supplemental to City Manager Memo on Meeting Under COVID-19

6. Does the meeting agenda need to be posted physically on the bulletin board in front of Old City Hall like usual? Are there other special posting requirements for virtual meetings – i.e. I assume we will post the Zoom meeting invite on the Community Calendar?

There are no changes to the requirements for posting the agendas. The only new practice is to add the Zoom link to the Community Calendar item. There are some wording changes to be made to the agenda template to reflect that it is a virtual meeting. The new wording can be borrowed from the agendas for commissions have held Zoom meetings. As there is no physical meeting location for virtual meetings, the requirement that the agenda be posted at the meeting location does not apply.

7. Between now and January, all commissions should meet at least once (and possible twice, if it is approved by Dee) to discuss their 2021 work plan and any **COVID-19** items that have been assigned to them by City Council during the past several months. How can we confirm what has been assigned to each commission in the past several months?

Secretaries can search the Minutes and/or Annotated Agendas. The City Clerk Department is working on a list for secretaries to cross-reference with their own tracking.

If the commission has COVID related items that were referred by Council, It is understandable that the commission may not be able to draft their responses to Council in 1-2 meetings. One option is for the commission to designate one or two commissioners to finalize and submit the report/communication to Council. Under this option, the full commission take action to send the response to Council.

8. The meeting should be held virtually on Zoom. Is there a training available from the Clerk's Office, for Commission Secretaries who haven't yet conducted a virtual commission meeting?

Several departments and other commission secretaries are currently managing meetings on Zoom. Consult with experienced staff in your department about the Zoom license that your department manages and which staff can offer guidance on managing a Zoom meeting or webinar. The City Clerk Department can offer some limited training if needed.

9. What plans should be made for the 2021 year regarding meetings? Should staff be setting a schedule for meetings?

There is no established schedule for 2021. After these 1 or 2 meetings, the situation will be re-evaluated.

10. In one case, we have student commissioners who have graduated and not been replaced. How should we proceed with those vacancies, given the direction?

There is no change in how vacancies are handled. The appointing Councilmember is informed when they have a new vacancy.

Commissions FAQs
Supplemental to City Manager Memo on Meeting Under COVID-19

11. Should Commission Secretaries be expected to resume some of their regular commission duties? Some commission secretaries have been assigned temporary work through the EOC or to conduct work to cover vacant positions, and this additional workload will impact what they can/cannot do.

For the 1 or 2 meetings, the commission secretaries would have regular pre-meeting, in-meeting, and post-meeting duties.

Council Referrals to Boards and Commissions

Below is a sample search for finding Council referrals. You may adjust the date parameters or the commission name to narrow or widen your search.

Records Online – <https://www.cityofberkeley.info/recordsonline/paFiles/cqFiles/index.html>

Search

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Number	Referral Topic	Recommendations	Meeting Date	Commission
DMND0003821	Referral to the Civic Arts Commission to develop Creative Spaces Capital Grant Program	Referral to the Civic Arts Commission to prioritize within their current Work Plan creating a process for awarding competitive grants to Berkeley-based arts and cultural organizations that will help support their ability to stay in Berkeley.	10/29/2019	Civic Arts Commission
DMND0003810	Referral: Telegraph Crosswalk Art Installations	Refer to the Civic Arts Commission to develop and return to Council with a plan to: 1. Create a public contest to design new crosswalk art on Telegraph at the intersections of Bancroft, Durant, Channing, Haste, and Dwight Streets. 2. Build the winning design on the intersections.	9/24/2019	Civic Arts Commission
DMND0003766	Referral to the Civic Arts Commission to create	Refer to the Civic Arts Commission to create interactive family-friendly art attractions in the City of Berkeley.	10/30/2018	Civic Arts Commission
PRJ0012424	Flag for the City of Berkeley	Refer to the Civic Arts Commission to select a flag for the City of Berkeley from submissions from the public.	9/12/2017	Civic Arts Commission
PRJ0012416	Replacement Mural for Center for Independent Living (CIL)	Request the Arts Commission to consider, with CIL representatives, potential locations and suggestions for a new mural to replace that which was at the CIL Telegraph site.	6/13/2017	Civic Arts Commission