INFORMATION CALENDAR
September 13, 2018

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: Referral Response: Referral to City Manager to consolidate all City Commission work plans in one place for easy access for staff, the public and elected officials

INTRODUCTION
Annually, most City of Berkeley Boards and Commissions are required to submit work plans detailing their goals and objectives for the year. Work plans are generally submitted at the beginning of the fiscal year and are useful in affirming that the commissions’ goals and objectives align with the City of Berkeley’s overall mission.

CURRENT SITUATION AND ITS EFFECTS
This report responds to a referral for consolidation that originally appeared on the July 10, 2018, regular council meeting agenda, Item 33 - Commission Work Plans. The item was sponsored by Councilmembers Droste, Wengraf, Maio and Worthington.

In response, the City Clerk Department has created a dedicated web page for City Boards and Commissions work plans. The web page provides centralized, electronic access for the public, elected officials, and staff. Currently, the Boards and Commissions Work Plan web page contains all plans received to date and relevant to the fiscal year 2018-2019.

The new web page can be viewed at –

https://www.cityofberkeley.info/Clerk/Commissions/Board__and_Commission_Workplans.aspx

BACKGROUND
On July 19, 2016, the City Council approved and directed each Berkeley Commission, with the exception of the Board of Library Trustees, Design Review Committee and the Zoning Adjustments Board, to submit a work plan detailing its goals and objectives to the City Council at the beginning of each fiscal year. The staff report provides guidance for creating and structuring a useful work plan with valuable content.

On July 10, 2018, the Council approved consolidation of all relevant City Commission work plans into a centralized, electronic location.
ENVIROMENTAL SUSTAINABILITY
There are no identifiable environmental effects associated with this report.

POSSIBLE FUTURE ACTION
The City Clerk will maintain and update the webpage on a continual basis as commission work plans are submitted to the Council agenda.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION
Staff time associated with tracking and posting City Commission work plans.

CONTACT PERSON
Mark Numainville, City Clerk, City Clerk Department, (510) 981-6909

Attachments:
1: Referral Report: Referral to City Manager to consolidate all City Commission Workplans [sp] in one place for easy (electronic) access for staff, the public, and elected officials, July 10, 2018, Item 17
CONSENT CALENDAR
July 10, 2018

To: Honorable Mayor and Members of the City Council
From: Councilmembers Wengraf, Hahn, and Droste
Subject: Referral to City Manager to consolidate all City Commission Workplans in one place for easy access for staff, the public, and elected officials.

RECOMMENDATION
Make a referral to the City Manager to consolidate all City Commission Workplans in one place for easy (electronic) access for staff, the public, and elected officials.

FINANCIAL IMPLICATIONS
Minimal – staff time.

BACKGROUND
On July 19, 2016 Council voted to have all City Commissions, with the exception of BOLT, ZAB, and Design Review Committee, submit an annual workplan at the beginning of each fiscal year.

Currently workplans are posted on the Commission’s webpage. Workplans should be consolidated in one place to simplify Council’s and the public’s access to the proposed annual work of each Commission.

ENVIRONMENTAL SUSTAINABILITY
No impact

CONTACT PERSON
Councilmember Wengraf Council District 6 510-981-7160

Attachments:
1: Commission Work Plan Council Item July 19, 2016
2: City Clerk’s Reminder of Workplan to Commission Secretaries
TO: Honorable Mayor and City Council

FROM: Councilmembers Lori Droste, Susan Wengraf, Linda Maio, and Kriss Worthington

SUBJECT: Commission Work Plans

RECOMMENDATION
Commissions—with the exception of the Board of Library Trustees, Design Review Committee, and the Zoning Adjustments Board—will submit a work plan detailing its goals and objectives for the year. Plans will be submitted at the start of the fiscal year, annually.

FINANCIAL IMPLICATIONS
Although additional staff time will be needed to assist commissions in drafting work plans, staff time will be reduced overall if misaligned commission referrals are reduced. In addition, if boards and commissions do not direct city staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not aligned with the City’s Strategic Plan, staff will be able to make more efficient use of their time.

BACKGROUND
The City of Berkeley is in the process of introducing its first strategic plan. To ensure that Berkeley’s commissions are in alignment with the overall mission of the City, commissions should submit annual work plans. Each work plan should contain the following information:

1. Commission mission statement

2. What are the commission’s goals? In order to achieve these objectives, please specify:
   a. Resources
      i. What specific resources are needed and available to achieve desired change? (i.e. staff time, $, time, materials, equipment)
   b. Program activities
      i. What will the commission do with its resources?
      ii. Processes, tools, events, technology, actions that are employed to bring about the intended objectives.
c. **Output(s)**
   i. What will be the direct results of commission activities?
   ii. How much will be done? (i.e. Number of forums/meetings held, # of participants reached, etc.)

d. **Outcomes**
   i. The specific changes desired/achieved in the short-term (1-3 years) and long-term (4-6 years)

Outcomes should be measurable, action-oriented, and realistic (W. K Kellogg Foundation, 2004).

**ENVIRONMENTAL SUSTAINABILITY**
Not applicable

**CONTACT PERSON**
Lori Droste, City Councilmember District 8, 510-981-7180
Susan Wengraf, City Councilmember District 6, 510-981-7160

Attachments:
1: Logic Model Summary (W.K. Kellogg Foundation)
Logic Model Summary

A logic model brings program concepts and dreams to life. It lets stakeholders try an idea on for size and apply theories to a model or picture of how the program would function.

The program logic model is defined as a picture of how your organization does its work – the theory and assumptions underlying the program. A program logic model links outcomes (both short- and long-term) with program activities/processes and the theoretical assumptions/principles of the program.

The Basic Logic Model components shown above are defined below. These components illustrate the connection between your planned work and your intended results.

They are depicted numerically by steps 1 through 5.

**YOUR PLANNED WORK** describes what resources you think you need to implement your program and what you intend to do.
1. **Resources** include the human, financial, organizational, and community resources a program has available to direct toward doing the work. Sometimes this component is referred to as Inputs.

2. **Program Activities** are what the program does with the resources. Activities are the processes, tools, events, technology, and actions that are an intentional part of the program implementation. These interventions are used to bring about the intended program changes or results.

   YOUR INTENDED RESULTS include all of the program’s desired results (outputs, outcomes, and impact).

3. **Outputs** are the direct products of program activities and may include types, levels and targets of services to be delivered by the program.

4. **Outcomes** are the specific changes in program participants’ behavior, knowledge, skills, status and level of functioning. Short-term outcomes should be attainable within 1 to 3 years, while longer-term outcomes should be achievable within a 4 to 6 year timeframe. The logical progression from short-term to long-term outcomes should be reflected in impact occurring within about 7 to 10 years.

5. **Impact** is the fundamental intended or unintended change occurring in organizations, communities or systems as a result of program activities within 7 to 10 years. In the current model of WKKF (W.K. Kellogg Foundation) grantmaking and evaluation, impact often occurs after the conclusion of project funding.

Compiled from: