



Office of the City Manager

August 5, 2019

To: Honorable Mayor and Members of the City Council

From: David White, Acting City Manager *DW*

Re: Commission Work Plans

This memo responds to a request made by the City Council at the July 9, 2019 City Council meeting regarding the status of Commission Work Plans. Council requested staff to return with an update as to which commissions have submitted Works Plans.

On July 19, 2016, the City Council approved an item directing each Berkeley Commission, except for 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.

A Commission Work Plan should contain the commission's mission statement, goals, resources, activities, outputs, and desired outcomes. This planning document specifies how and when the commission plans to accomplish its objectives (by specifying outcomes) during the fiscal year. Goal statements explain the nature and scope of the work to be performed and the time needed to accomplish the goal.

There are currently 38 active city commissions and/or boards. Each year, commission secretaries submit the Commission Work Plan through the City Clerk Department to be included on the next available City Council agenda. After the Work Plans appear before the Council on the Information Calendar, the Work Plans are posted to the City's website:

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

As of July 30, 2019, the following Commissions have submitted Work Plans for Fiscal Year 2020:

1. Commission on the Status of Women
2. Community Health Commission
3. Disaster and Fire Safety Commission
4. Fair Campaign Practices Commission
5. Human Welfare and Community Action Commission
6. Open Government Commission

7. Public Works Commission
8. Zero Waste Commission

Additionally, several Commission Work Plans cover the remainder of the 2019 calendar year and were recently adopted in the last three months. The commission secretaries have been notified to address their plans for the first half of 2020. Those commissions include:

1. Animal Care Commission
2. Commission on Disability
3. Community Environmental Advisory Commission

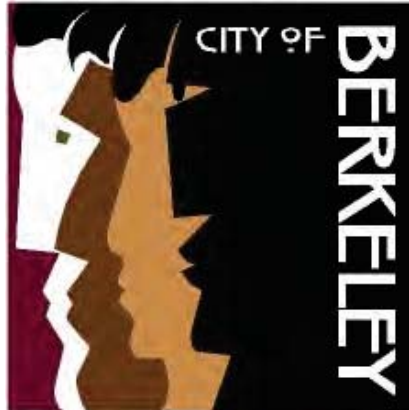
In addition to those listed, there are several commissions that are currently in the process of drafting and adopting Work Plans for submission to the City Council in the near term.

Attachment: Roster Cover of Boards, Commissions, Committees, Elected and Appointed Officials.

cc: Dee Williams-Ridley, City Manager
Paul Buddenhagen, Deputy City Manager
Jenny Wong, City Auditor
Mark Numainville, City Clerk
Matthai Chakko, Assistant to the City Manager

City of Berkeley

Roster of Boards, Commissions, Committees, Elected and Appointed Officials



Prepared by the City Clerk Department

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