

Public Works Commission

**Regular Meeting**  
**PUBLIC WORKS COMMISSION**  
**Agenda**  
**Thursday, July 6, 2017 at 7:00 p.m.**  
**Corporation Yard, 1326 Allston Way, Berkeley, CA**  
**Willow Room**

7:00 pm CALL TO ORDER: Chair will call the meeting to order; Secretary will call roll.

7:05 pm PUBLIC COMMENT: Each speaker is limited to three (3) minutes.

7:15 pm APPROVAL OF MINUTES: June 1, 2017

7:20 pm CHAIR REPORT: introduce new Temporary Secretary; report of 6/27/17 Council discussion on T1 Implementation Plan, status of 2017 PWC meetings

7:25 pm STAFF REPORT

7:30 pm PRESENTATION:

1. Berkeley Energy Assurance Transformation (BEAT) project – Katie van Dyke  
*Energy Assurance Transformation (BEAT) Project Technical Advisory Committee (TAC) project has been awarded nearly \$1.5M in funding through the California Energy Commission's Electricity Program Investment Charge (EPIC) program, and is a key component of the City of Berkeley's Resilience Strategy*

7:45 pm ACTION ITEMS: (Matters for discussion and possible action)

1. Sidewalk Plan Proposal to Transportation Commission\*\*
2. BEAT Project Technical Advisory Committee (TAC) participation
3. PWC Work Plan\*
  - a. Memo – Commission Work Plans Manual Page
  - b. Memo – Commission Work Plans Item
  - c. Subcommittee assignments
  - d. Meeting schedule
4. T1 Process Memo\*\*
5. Naming Referrals:
  - a. South Berkeley Senior Center\*\*

9:30 pm INFORMATION ITEMS: (Action may be taken on any information item at this meeting if a majority of Commissioners votes to move it to an action item. This vote may take place at or before the time the item is scheduled to come up).

1. AWWA Conference Report
2. Five year paving plan update
3. Standing Information Item: Subcommittee Reports
  - a. Utility undergrounding
  - b. Paving
  - c. T1
  - d. Watershed
  - e. Mission statement
  - f. Sidewalks

9:50 pm FUTURE AGENDAS:  
MRP GI Plan, Paving Plan

10:00 pm ADJOURNMENT

- \* Indicates written material included in packet.
- \*\* Indicates material to be delivered at meeting.

**A complete agenda packet is available for public review at the Engineering Division front desk.**

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**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:**

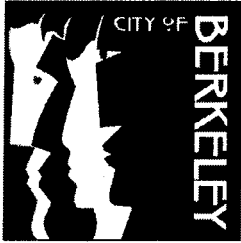
Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Public Works Department located at the address below.

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**Commission Secretary:**

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TDD: (510) 981-6903 email: abrozyna@cityofberkeley.info



Public Works Commission

Regular Meeting  
**PUBLIC WORKS COMMISSION**  
Action Minutes  
Thursday, June 1, 2017  
Corporation Yard, 1326 Allston Way, Berkeley, CA  
Willow Room

**CALL TO ORDER: 7:00 PM**

Present: Schueler, Freiberg, Smith, Yep, Henry, Dominguez, Kelley

Absent: Hitchen (excused)

Staff: Tracy J. Clay (PWC Secretary)

**PUBLIC COMMENT:**

- a. Mark Gilligan, a member of the public, handed out a brief memo entitled “Managing City Buildings With A Focus On Seismic Risk” and requested that the Public Works Commission (PWC) consider developing a metrics based plan for facilities, similar to the 5-Year Paving Plan as outlined in his memo.
- b. Dan Brekke, a Holy street resident, informed the PWC that Holy Street is in urgent need of paving, and requested that they review the email entitled “For 6/1 Public Works Commission Meeting” submitted by Jill Martinucci and included in the Agenda packet, and consider the comments made therein when developing the 5-Year Paving Plan.
- c. Roger Prichard, a member of the public, inquired about the status of the prior request to improve the PWC meetings to make them as good as the Transportation Commission Meetings. The Chair responded due to the commission’s commitment to the Measure T1 process year to date we have been unable to discuss this concern but will agendize a discussion of public comment and input rules in the future.

**APPROVAL OF MINUTES:** PWC made the following action:

**Action by Commission:** Recommend that the minutes of the Regular Meeting of May 4, 2017 be approved with the following changes:

- a. Change the date to May 4<sup>th</sup>.
- b. Revise bullet “e” of the Chair Report, to read as follows: “Undergrounding accomplishments – A status report was submitted to council with lots of interest and inspiration to move ahead, and support for new collaboration from UC Berkeley Goldman students.
- c. Revise the vote results for the Action by Commission for “Action Item 1. Five year paving Plan” to read as follows: M/S/C (Yep/Freiberg/7-1-0).

**M/S/C (Kelley/Henry/7-0-0).**

**CHAIR REPORT:** None

**STAFF REPORT:** Staff gave the following report. Comments by Commissioners are noted:

- a. The PWC report recommending the renaming of Keeler Walk and the Shortcut Path is tentatively agendaized for 7/27/17 City Council Meeting.
- b. Staff requested that the PWC finalize the work plan and submit to the secretary.
- c. Contrary to prior communication, staff does not keep a log of public request for street repaving. Discussion of this item by commission was deferred to the Five Year Paving Plan item.
- d. The work plan for the Green Infrastructure Plan has not been finalized. Mitch Buttress, City Environmental Compliance Specialist, will provide an update to PWC or Watershed Subcommittee once details with AECOM have been determined.
- e. Staff is working on a white paper to summarize work done to date on Alston Way Permeable Paver Project and develop a simple check list and schedule of items to monitor going forward as to best learn from this pilot project.
- f. The City Council report requesting 6 Special PWC meetings, as motioned at the January 12 Meeting, has not been agendaized at City Council for approval.
- g. Subcommittees should be formed to provide a specific work product and should be for a limited term of 6 months or so.

**PRESENTATION:** Staff gave an abbreviated presentation of the May 16<sup>th</sup> Public Works Department Capital Improvement Plan (CIP) Update that was originally provided at a City Council Work Session. The following comments were made by the PWC:

- a. The repair of rock armoring at Cesar Chavez Park should have been designed to protect against future Sea Level Rise.
- b. As we make bicycle transportation improvements to our street system, we need to be aware that traditional automobile users may have difficulties with the transition.

**ACTION ITEMS:**

**1. Final Recommendations for Measure T1 Implementation**

- a. ***PWC and PWFC Chair Recommendation memo*** – The PWC Chair distributed a final draft Memo entitled “Implementing Phase 1 of the Measure T1 Program, Public Input and Discussion by the Public Works and Parks and Waterfront Commissions, Draft June 1, 2017”. The PWC reviewed and discussed the memo. The following comments were made by PWC commissioners:
  - T1 was agendaized at the May 16, 2017 City Council Work session but due to the length of the CIP discussion, not much time was allocated to T1 deliberation.
  - Staff will provide their T1 recommendations to Council on June 27, 2017. This is the last day that the 2018/2019 Budget can be for approval. Time constraints may limit deliberation on this item again.
  - Revisions made to the “PWC and PWFC Chair Recommendation memo” were minor and so no formal action will be taken as the motion made at the May 4<sup>th</sup> meeting on this item still stands.
- b. ***PWC Chair T1 Process Concerns memo*** – The Chair reported that this document is still being finalized and that the final will be submitted by June 12, 2017.

**M/S/C (Yep/ Freiberg/7-0-0).**

**2. Five year paving plan**

- LH submitted revised report and summarized changes.
- Revisions include T1 streets and GI taken out since 5/4 meeting
- Now it is a 1+4 recommendation
- RY – How does staff implement
- AK – Keep 5 year paving plan report as is but put effort into revising paving policy and make sure it is specific so that the intent is implemented and not skirted.

**Action by Commission:** “Approve 5 Year Paving Plan recommendation drafted by the paving subcommittee and refer review of the Paving Policy to future workload.”

**M/S/C (Yep/Smith/7-0-0).**

**Action by Commission:** “Request all citizens communications, complaints, emails, letters related to street paving request, including staff’s responses, be provided to the public works commission for review and edification.”

**M/S/C (Kelley/Smith/7-0-0).**

**3. Naming Referrals:**

- a. Referral to the Public Works Commission and the Commission on Aging: Rename the South Berkeley Senior Center to the “Henry Ramsey Jr. South Berkeley Center”.

**Discussion:** PWC concurred that naming after Henry Ramsey is compliant with the Naming Policy but requests clarification on the exact name proposed. Staff will follow up.

**INFORMATION ITEMS:**

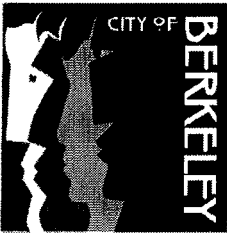
1. **Standing Information Item: Subcommittee Reports:** Subcommittee chairs gave brief verbal reports from the following subcommittees:
  - a. Utility undergrounding - Written summary was provided
  - b. Paving
  - c. T1 – requested staff schedule a University Ave Presentation from PWF
  - d. Watershed master plan
  - e. Mission statement
  - f. Sidewalks – Nick gave overview, extensive discussion ensued. ???

**FUTURE AGENDAS:** Final T1, Sidewalks, University Ave Presentation from PWF

**ADJOURN:**

**Action by Commission:** Meeting Adjourned.

**M/S/C (Yep/Henry/7-0-0)**



Lori Droste, District 8  
Susan Wengraf, District 6

CONSENT CALENDAR

July 19, 2016

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:

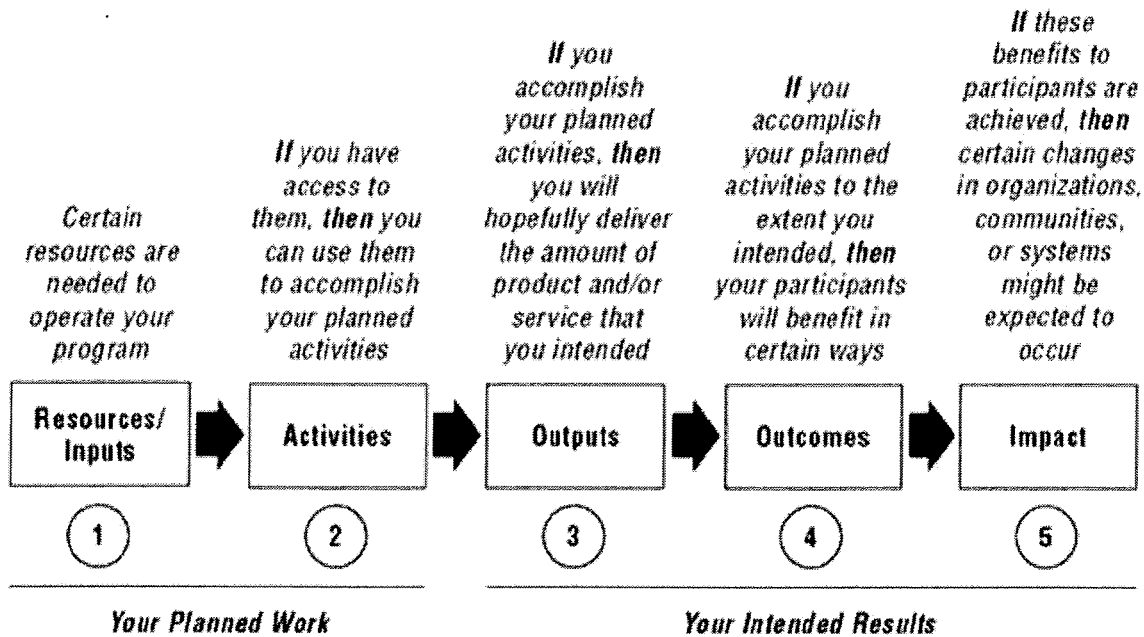
1: Logic Model Summary (W.K. Kellogg Foundation)

## Attachment 1

### 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:

W.K. Kellogg Foundation. "Logic Model Development Guide." (2004)

### Berkeley Public Works Commission – Work priorities for 2017

	Issue	Components	Outcome objective	PWC Subcommittee
Active	Measure T1	<ul style="list-style-type: none"> <li>• Coordinate with Parks and Waterfront Commission</li> <li>• Lead robust community input process</li> <li>• Assist with project development criteria</li> <li>• Assist with having a Program Plan</li> <li>• Provide accountability/oversight</li> </ul>	Have the T1 program meet the commitment to the voters and to comply with Board resolutions.	Ray – chair Margo, Larry, Matt, John (alt.)
	Street paving	<ul style="list-style-type: none"> <li>• 5 year paving plan</li> <li>• Track paving technologies</li> <li>• Monitor Measure M</li> <li>• Referral from Council on effectiveness of Cape Seal (7/19/16)</li> </ul>	Recommendation of a 5-year street paving plan	Larry – chair, Kyle, John, Margo (alt.)
	Utility undergrounding	<ul style="list-style-type: none"> <li>• Referral from Council</li> <li>• Work with the Disaster &amp; Fire Safety and Transportation Commissions</li> </ul>	Preparation of a comprehensive utility undergrounding funding plan	Ray – chair Larry, Nic
	Watershed management plan	<ul style="list-style-type: none"> <li>• Green infrastructure plan framework</li> <li>• Update of Watershed Management Plan</li> <li>• Collaboration with EBMUD and LBNL on watershed basin impacts</li> </ul>	Update Berkeley's WMP	Margo – chair Matt, Ray, John
	Sidewalks	<ul style="list-style-type: none"> <li>• Respond to referral from Transportation Commission</li> </ul>	Review and update sidewalk policy, as needed	Nic – chair Andy, Kyle
	Mission statement		Update the PWC's mission statement	Matt – chair Kyle
	Street lighting		Review follow-up needs on LED street lighting	Matt – chair Andy
Inactive	Citywide infrastructure funding		Advise Council on infrastructure funding needs and the need to develop options.	None
	Sanitary sewers		Monitor progress with consent decree	None
	Customer service improvements	<ul style="list-style-type: none"> <li>• Improve web interface</li> <li>• Improve call center interface</li> </ul>	Evaluate options to improve customer interface	None
	Sustainable infrastructure	<ul style="list-style-type: none"> <li>• On-site water systems</li> </ul>	Recommendations to Council	None
	Citywide perspectives	<ul style="list-style-type: none"> <li>• Use of the triple bottom line</li> <li>• Use of Envision</li> </ul>	Recommendations to Council	None

PWC-July 6, 2017 Action Item: 3c (2- Pages)

## Public Works Commission 2017 Work Plan

The PWC “advises the Council on maintenance, repair, and capital improvements of streets, sidewalks, sanitary sewers, storm drains, City buildings, communications systems, vehicles, and undergrounding of utilities.”<sup>1</sup>

During the first half of 2017, the PWC will focus on providing input and recommendations to Council for the Implementation of Measure T1. The review of the staff proposed phasing, public process, and Phase 1 project recommendations will require exceptional commitments of commissioner time to meet the aggressive timeline set by staff and Council. Working to meet the June deadline will require up to six meetings of the full PWC in addition to our authorized ten annual meetings. Commissioners have committed to developing a recommendation in conjunction with the Parks and Waterfront Commission (PWFC) on Phase 1 project recommendations. This will require significant effort for the T1 Implementation Subcommittee.

The Paving Subcommittee will review the 2018-22 Five Year Paving Plan and provide feedback prior to developing a recommendation to Council. As there has not been an approved Plan for the full five years for the last 3 cycles, this will also require additional effort from the Paving Subcommittee and full commission review. This work will also be front loaded during the calendar year in the effort to provide a recommendation to Council with the budget request.

The Watershed Management Plan Update Subcommittee is also working to ensure that the watershed issues in the public right of way (ROW) are considered in both the T1 project work as well as integrated in the Paving Plan. With the final years of Measure M expenditures in 2018-9, the PWC seeks to ensure the public oversight of the green infrastructure (GI) components of Measure M expenditures on street projects.

As staff began incorporating storm and sidewalk improvements in the Paving Plan last year, the Sidewalk Subcommittee will work to review the overall sidewalk condition and make recommendations on the plan and policy.

The Undergrounding Subcommittee has provided a recommendation to Council for a path forward to develop a comprehensive plan to underground overhead utilities in collaboration with the UC Goldman School. The PWC will work with direction from Council and in collaboration with the Disaster and Fire Safety and Transportation Commissions to input on priorities and long term planning.

The intersection of T1 Plan, the Paving Plan, Measure M Plan, Watershed Management Plan, and Sidewalk Plan will be the focus of the PWC work in the first half of 2017. The PWC will continue to review competing infrastructure priorities and provide input to Council.

The PWC plans to finalize recommendations on the street lighting request procedure as well as revisions to the PWC Mission that will recognize changing realities including climate, demographics, financing, sustainability, and resiliency with respect to our city’s public infrastructure.

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<sup>1</sup> [http://www.cityofberkeley.info/Clerk/Commissions/Commissions\\_Public\\_Works\\_Commission\\_Homepage.aspx](http://www.cityofberkeley.info/Clerk/Commissions/Commissions_Public_Works_Commission_Homepage.aspx), Mission