



Public Works Department  
Transportation Division

**RE: Procedures for correspondence with Transportation Commissioners:**  
*Adopted by the Transportation Commission June 11, 2009*

1. Written communications addressed to the Transportation Commission should be directed to the Transportation Commission Secretary.

Transportation Commission Secretary  
City of Berkeley  
Public Works/Transportation Division  
1947 Center Street, 3<sup>rd</sup> Floor  
Berkeley, CA 94704

or

By email: [transportation@cityofberkeley.info](mailto:transportation@cityofberkeley.info) or  
[fjavandel@cityofberkeley.info](mailto:fjavandel@cityofberkeley.info)

2. For correspondence to be included in the Commissioners' mailed agenda packet prior to the meeting date, submit comments by 12:00 noon, seven (7) days before the meeting date. Please provide 15 copies of any correspondence of more than ten (10) pages or that includes color images.
3. Any correspondence received after this deadline will be given to Commissioners on the meeting date just prior to the meeting.
4. Staff will not copy any additional written or email materials received after 12:00 pm on the day of the meeting.
5. Members of the public may submit written comments themselves prior to the start of the meeting. Please provide 15 copies to the Transportation Commission Secretary before the meeting begins.

Written material received in time for inclusion in the Agenda packet may be viewed in advance of the meeting at the front counter of the Public Works/ Transportation Division, 1947 Center Street, 3<sup>rd</sup> Floor M-F 8-5, or at the Reference Desk of the Central Library, 2090 Kittredge at Shattuck during regular library hours.