



Sophie Hahn
Councilmember District 5

SUPPLEMENTAL AGENDA MATERIAL

Meeting Date: July 26, 2022

Item Number: 32

Item Description: Restoring and Improving Access to City of Berkeley Website and Archival Materials

Supplemental/Revision Submitted By: Councilmembers Hahn, Bartlett, Taplin

“Good of the City” Analysis:

The analysis below must demonstrate how accepting this supplement/revision is for the “good of the City” and outweighs the lack of time for citizen review or evaluation by the Council.

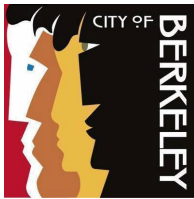
Due to illnesses in Council and City staff offices, consultation needed to refine this item took longer than usual. Given the importance of a transparent and accessible website, it is important that Council consider this revised supplemental prior to going onto Summer recess.

Consideration of supplemental or revised agenda material is subject to approval by a two-thirds vote of the City Council. (BMC 2.06.070)

A minimum of **42 copies** must be submitted to the City Clerk for distribution at the Council meeting. This completed cover page must accompany every copy.

Copies of the supplemental/revised agenda material may be delivered to the City Clerk Department by 12:00 p.m. the day of the meeting. Copies that are ready after 12:00 p.m. must be delivered directly to the City Clerk at Council Chambers prior to the start of the meeting.

Supplements or Revisions submitted pursuant to BMC § 2.06.070 may only be revisions of the original report included in the Agenda Packet.



Councilmember Sophie Hahn
City of Berkeley, District 5

To: Honorable Mayor and Members of the City Council

From: Councilmember Sophie Hahn (Author), Councilmembers Terry Taplin and Ben Bartlett (Co-Sponsors)

Subject: Restoring and Improving Access to City of Berkeley Website and Archival Materials

RECOMMENDATION:

The following supplemental recommendations supersede all recommendations in the originally submitted item.

1. Accept the report outlining results from consultation with the City Manager after introduction of this item and thank City Staff for their consideration.
2. As a means to support transparency and improve ease of access to historical/archival government records for policymakers, the press, and the general public, request that the City Manager continue developing and implementing measures that support efficient and effective searching, sorting, and identification of responsive materials through Records Online.
3. To support transparency and ease of access to government records, consider creating and disseminating a “style guide” with standards/conventions/protocols for accurately referencing and attaching City materials so they can be properly linked to or easily accessed in Records Online (or a successor/alternative program/database), allowing such materials to be referenced consistently by Councilmembers, Staff, members of the press, and other authors.
4. Refer to the November 2022 Budget Update up to \$50,000 for staff support for Council/Mayor offices to locate documents previously accessed via now-expired links, and request that the City Manager consult Councilmembers and the Mayor to offer the scope of assistance available and identify potential needs.
5. As a means to support transparency and restore ease of access to City materials referenced/attached via now-broken links in City reports, plans, items, and other documents created prior to launch of the new City website, request that the City Manager consider updating key plans, programs and reports by creating and

linking PDFs of previously linked documents and/or substituting broken links with footnotes/references in a standard format allowing referenced and attached materials to be quickly/directly located through Records Online (or a successor/alternative program/database).

6. To better fulfill the requirements of the City of Berkeley's Open Government Ordinance, request the City Manager retain materials such as Council, Committee, and Commission agendas, minutes, recordings, and other official documents on the website for a period at least 4 years, and preferably longer, before retiring them to Records Online.

BACKGROUND:

In April 2022 the City of Berkeley launched a newly redesigned website, the culmination of more than five years of hard work by Communications, IT and other staff. This change has brought many important improvements, in particular with respect to customer/resident services. The site has a clean, updated look and is much easier to navigate, with fresh information just a few clicks away. Community members are able to easily and quickly access relevant and updated materials about public-facing City services and facilities and get help with important functions such as requesting a service, applying for a permit, or paying a bill.

Unfortunately, the previous website's utility as a searchable database of historic records and materials, accessible via simple, intuitive, and almost instantaneous web searches, has been largely extinguished. Staff has reported that over 15,000 pages were consolidated into 500, in an attempt to gain control of a massive amount of information - much of it outdated - and to focus the website on a particular and important user experience.

As a result of this significant reduction in materials posted to the website, thousands of pages of materials once identifiable via Google-type search engines are now only accessible through the City's Records Online portal. Records Online is a deep and materials-rich archive, but is much less intuitively searched, slower to produce results, and difficult to navigate for generations of users accustomed to the ease, flexibility, and speed of web-based searches. This reduction in search functionality for a class of users who relied on the City's website for research and other database purposes - Council offices, journalists, researchers, and other community members - is a significant challenge for those users.

Another consequence of removing thousands of pages maintained on the City's "old" website is that almost all city-facing links in plans such as the Bicycle, Pedestrian, and Vision Zero Plans, Area Plans, the SOSIP Plan, the Climate Action Plan, Electric

Mobility Plan - and hundreds of other Plans generated prior to launch of the new website - are broken. Also broken are City-facing links in every Council, Committee, or Commission report, memorandum, study, regulation, footnote, press release, health order, or other document or statement generated by the City prior to launch of the new website - and many generated since the launch that incorporate or reference pre-launch materials, up to and including materials in the most recent Council meeting packet.

To address the loss of functionality with closure of the City's previous website, Councilmembers Hahn, Harrison, Taplin, and Bartlett introduced an item titled "Restoring and Improving Access to City of Berkeley Website and Archival Materials" to the June 14, 2022 Council Meeting. This item required both interim and long-term solutions to be implemented to address the critical reduction in website functionality and the broken connections to referenced and attached ("linked") resources across virtually all of the City's documents and materials generated in the 21st Century.

Upon introduction of this item, the City Manager convened a meeting of her office and the City Clerk, Communications, and IT departments to discuss the item's recommendations. She responded to the item's referrals and outlining projected costs. At a June 9, 2022 meeting, City Staff reviewed their responses to the specific recommendations made by the referral, almost all of which they found to be either redundant to existing efforts, infeasible, or too expensive to implement. The item was postponed to allow for more collaboration and communication between the author and City Staff. Later in June, consistent with one of the item's recommendations, the City Clerk provided a zoom-based training for Councilmembers and legislative aides on the effective use of Records Online.

Only July 27th Councilmember Hahn and her staff met again with the City Manager and her team to continue the conversation about the new website and potential improvements. Councilmember Hahn asked to set aside discussion of the specific "fixes" requested by the original item and sought a broad problem-solving-oriented discussion of the challenges faced by users who relied on the previous website's deep trove of historical materials, and of the significant loss of functionality precipitated by the failure of all web-based links to City documents included as references or attachments to City plans, reports, items, and other materials.

City Staff listened carefully to first and second-hand descriptions of challenges to research and write legislation, news articles, items, memos and other materials, and to following "daisy-chains" of information previously accessible by flowing seamlessly from linked-document to linked-document. In addition, staff considered the challenge of records, studies, plans, reports, and other materials with broken links, ending or

rendering significantly more time consuming the review of linked/referenced and attached resources.

Staff acknowledged these challenges, considered suggestions, and offered some resources to help Councilmembers and others navigate the transition to a website that no longer will function as a quasi-archive, and to a more accurate but also more cumbersome/less intuitive system for doing research and creating attachments and references to City documents.

REPORT:

The City Manager's specific response to the original item addresses each element of the original referral. To summarize responses:

- Restoration of URLs for linked PDFs and re-establishing access to the old website for archival and search purposes is found to be infeasible for technical and cost reasons.
- Inputting 2-3 years of historical documents for Council, Commissions, and Committees would cost \$200,000 and take up to six months.
- Training on use of Records Online was already scheduled for June, and the Clerk is addressing "all issues" with training.
- The Records Online homepage already includes search instructions, and additional documentation is being prepared.
- Adding Rent Board and Housing Agency materials to Records Online would require those agencies to opt-in and commit staff to adding their materials to the database.
- Search functions are as robust as they can be at this time, and materials in Records Online cannot be searched via web-based search engines so there is no fix possible for this challenge.
 - OnBase, the software supplier for Records Online, will be contacted to inquire about any potential to improve functionality of their search system.
 - The City is updating to a newer version of OnBase and upgrade options will be explored; however, upgrades are costly and time consuming.
- 404 Error pages don't need general or specific "redirect" notices as requested; some links were already broken, some will never be visited more than once, Google is the reason for the error messages, and over time Google will stop sending people to broken links so the problem will resolve itself.¹

¹ Links from previous Council records and City Documents, however, will continue to direct to broken links indefinitely, even after Google indexes the new website.

- Staff have decades of experience in web usability and the vendor is highly experienced. SEO is as good as it can be; no further improvements are possible. Errors are already down by 81% and Google is adapting.

The City Manager also provided additional background including a clear statement of the City's commitment to helping address operations impacts to Councilmembers and their aides and reference to actions already taken by the Clerk's office to provide training and seek improvement to the search functions of Records Online. Purging old records from the website is noted as having been a practice for over ten years. Users are "encouraged to attach documents to council items instead of using links so that the referenced information is included in the public record."

In addition to these written responses received, through conversation with the City team, we learned that the previous website's evolution as a deep historical resource, in retrospect and perhaps also at the time it was being created, was not a best practice. Nevertheless, staff members' use of the website as a repository for agendas, minutes, plans, rules, regulations, reports, and a huge volume of other City materials persisted over several decades, resulting in more than 15,000 pages of accumulated materials. At the same time, staff, council members, the press, other researchers, and members of the public came to rely on the website for an archive-like function, with outdated, stale and at times incorrect information remaining accessible alongside a huge volume of useful, accurate, and interesting information.

We were reminded that simultaneous with the evolution of the previous website as a de facto repository of historic information, the City Clerk has continuously updated the City's Records Online database, which is considered one of the deepest and most comprehensive publicly-accessible City archives of official materials. In particular, Berkeley's database includes materials from the earliest days of Berkeley's history; a feature many City legislative databases apparently do not enjoy. The City Clerk has diligently and accurately maintained Records Online throughout, while a parallel unplanned repository of materials accumulated on the old website.

Reliance on the previous website as an historical resource may have been a misguided, if widespread, practice. The challenges currently being faced were suggested to flow from the habit of users relying on web-based search engines to search for and locate potentially stale or incomplete materials on the web when Records Online was always the recommended and reliable archive. This was compounded by the habit of linking to website pages in reports, items, plans, articles and other materials rather than attaching referenced City documents in full.

In sum, through written responses and conversation we learned that adjusting to the realities of the new website would be less challenging if users had not been following poor practices all along. While not categorically stated, it appears that changing the website in response to challenges raised and fixes recommended is considered by staff to be either impossible, expensive, or otherwise not recommended. The only possible conclusion understood through these conversations is that users, not the website, need to adapt.

The City Manager and staff are open to finding ways to help with the process of adapting to the new database and search functions, and a productive conversation ensued. The results of that conversation are captured in the revised referrals, which encourage staff to continue with training and other measures already undertaken, and request consideration of a variety of other possible measures to support adaptation to a different search function and to broken links across the organization's materials, including within Councilmember work products.

EXPLANATION OF REFERRALS:

Referral #1:

This referral thanks the City Manager and her team for consultation, and accepts the report.

Referral #2:

To ensure the public and all users are able to access documents proficient in use of Records Online, this item requests that the City Manager continue developing and implementing measures that support efficient and effective searching, sorting, and identification of responsive materials through Records Online.

Staff has already provided some training for Records Online, and is developing better written instructions including visual examples and screenshots. Staff may also consider creating one or more short informational videos and additional zoom/in-person training with real-time Q&A.

As noted above, staff will be requesting information from the Records Online vendor to determine if search functions can be upgraded.

Referral #3

To support authors and other users in the consistent use of "correct" attachment, reference, footnote and other protocols that formerly were achieved using links to the City website, the City Manager is requested to consider creating, posting, and disseminating a "style guide" with standards/conventions/protocols for accurately referencing and attaching City materials such that they can be linked to or easily

accessed in Records Online (or in a successor/alternative/supplemental program or database).

While staff was clear that the use of links to the City website - and to any materials found on the web - is not advisable, establishing common and effective protocols for “doing things right” will help all Records Online and website users fully, accurately, and consistently represent City materials when included as sources in footnotes and other references, or as attachments to other documents. It was noted that linking to materials on the new website is also not recommended, as these materials will be removed after a period of time and the only permanent, reliable record will be Records Online.

Referral #4

The City Manager very generously proposed making a clerk available through the City Manager’s office to assist Councilmembers in locating and re-establishing links/references to their own materials that were lost through the website transition. At this time, it is unclear how much utility various Council/Mayor offices would derive from such a service; the City Manager is requested to share the offer with all Council/Mayor offices to determine the scope of potential needs. A budget referral of up to \$50,000 is provided as a placeholder, pending the outcome of discussions with Council/Mayor offices to determine potential needs.

Referral #5

While not as specifically addressed in conversation with the City Manager, this referral requests that the City Manager consider updating key City plans, programs and reports by either recreating PDFs and linking to them or substituting broken links with footnotes/references in a standard format allowing referenced and attached materials to be quickly/directly located through Records Online.

Referral #6

During conversations with staff, it was discussed that a longer retention period of City Council, Committee, and Commission agendas, minutes, recordings, and other records on each body’s individual webpages might have been of better service to the public. However, the cost to restore the previous volume of listing was considered to be prohibitive. Going forward, it is requested that the City Manager retain these materials on the City Website for at least 4 years prior to their relocation solely to Records Online, to better comply with the City’s Open Government Ordinance (see below, and Attachment A).

WEBSITE FUNCTIONALITY AS A POLICY ISSUE

Transparency and public access to government materials and decision making has long been a policy matter of significant concern to the Federal government as well as to State and local governments. At the State level, California's Brown Act and Public Records Act provide statewide guarantees of access to public meetings and documents. Transparency and open government are also clear, long standing Berkeley community and City values.

Berkeley's Open Government Ordinance, also known as the "Sunshine Ordinance," ensures that community members have access to public meetings and public documents. The Ordinance prescribes key roles for the City website in supporting transparency and access to public documents. A full copy of the Sunshine Ordinance is included with this memo as Attachment A.

Article IV, Section 2.16.180 of the Ordinance states that:

“All documents submitted to the City Council, including but not limited to, the Agenda and Agenda Packet, communications, and any documents submitted at a meeting of that body, shall be available through the City's website no later than the close of business the following business day after the meeting for which the documents were submitted.”

No limitations, restrictions, expiration dates, or time periods are given to waive or reduce the requirement that Council materials be available through the City's website.

The Ordinance further enumerates in Section 2.06.140 records that must be available through the City's website, further establishing the website, including details as fine-grained as specific materials that must be accessible on the website, as integral to transparency, accountability, and access - all policy matters within the City Council's purview.

“The following shall be available through the City's website and shall be available in written form in the City Clerk Department:

- City Charter
- Berkeley Municipal Code
- General Plan and Area Plans
- Zoning Ordinance
- Landmarks Preservation Ordinance
- Citizen's Guide to Public Information Records Retention Schedule
- City Council Rules of Procedure
- Commissioner's Manual

Conflict of Interest Code
Statements of Economic Interest for filers under GC 87200
Agendas and Minutes of the meetings of all Legislative Bodies
Index of Regional Bodies on which the City is represented and the City
Representatives who serve on them

The same Section requires that:

“All communications from the City Manager and department heads to other agencies on behalf of the City shall be available through the City’s website at the same time they are provided to members of the City Council.”

Chapter IV, Section 2.06.160 addresses “Large document borrowing” and states:

“Large published documents produced by or on behalf of the City, such as City Budgets and environmental impact reports or statements prepared pursuant to the California Environmental Quality Act (CEQA) or the National Environmental Protection Act (NEPA), shall be available through the City’s website . . .”

As a final example, Chapter IV Section 2.06.170 address website technology directly:

“To provide for the accessibility of electronic information on the City’s website, the City shall:

1. Meet or exceed the guidelines for accessibility specified by the Federal General Services Administration pursuant to Section 508 of the Rehabilitation Act (29 U.S.C. 794d) as it may be amended from time to time.
2. When feasible within resource constraints, use open, non-proprietary, standards-based data formats on public facing information systems. When platform-specific formats must be used, provide an alternate format or a viewer to consume the file types.
3. Make audio and video available for both download and streaming using open, cross-platform, standards based formats, accessible by a broad range of computer operating systems and portable devices.
4. When feasible within resource constraints, avoid web content types that are not compatible across browsers (such as Flash).
5. Make substantive website changes trackable in an open, cross-platform, standards-based journal format (such as RSS).”

Though several portions of this Section are qualified by statements such as “when feasible” and/or “within resource constraints,” no such caveats apply to requirements for Council, Commission, and Large Documents to be available on the City Website.

It is unclear whether the new website meets all of the standards required in the Sunshine Act; regardless, what is clear is that the City’s website is central to policy issues of transparency, access, and good government. Further, the Sunshine Ordinance is very specific in its requirements of the City’s website, prescribing both the materials that must be posted to the website and the website’s functionality. Attention to this level of detail is integral to policies of transparency, access and good government.

Attachments

- A. Full Text of the City of Berkeley “Sunshine Ordinance,” Chapter 2.06 of the Berkeley Municipal Code
- B. Originally Submitted Item: Restoring and Improving Access to City of Berkeley Website and Archival Materials
- C. Screenshot of instructions for use of Records Online
- D. Documentation of challenges in Records Online search functionality

Chapter 2.06 OPEN GOVERNMENT

Sections:

Article I. General Provisions

- 2.06.010 Findings and purpose.**
- 2.06.020 Definitions.**
- 2.06.030 Severability.**
- 2.06.040 Implementation.**
- 2.06.050 No private cause of action.**

Article II. City Council Agenda Process

- 2.06.060 City Council agenda process.**
- 2.06.070 Agenda Packet distribution.**

Article III. Conduct of City Council Meetings

- 2.06.080 Number of meetings--Start time--Public hearings.**
- 2.06.090 Reports regarding regional bodies.**
- 2.06.100 Broadcast of meetings.**
- 2.06.110 Disclosure of ex parte contacts.**
- 2.06.120 Closed sessions and litigation.**
- 2.06.130 Presentation tools for the public.**

Article IV. Public Records

- 2.06.140 Records available through the City's website.**
- 2.06.150 Contributions to the City.**
- 2.06.160 Large document borrowing.**
- 2.06.170 Technology standards.**
- 2.06.180 Posting of documents.**

Article V. Oversight

- 2.06.190 Open Government Commission--Duties.**

Article I. General Provisions

2.06.010 Findings and purpose.

- A. Democracy in our representative form of government requires that the public have an opportunity to understand the government's activities and to communicate its concerns to its elected and appointed representatives, and that those representatives have an adequate opportunity to consider those concerns and then act effectively and in a timely manner.
- B. To the extent these goals are sometimes in tension with each other in a given case, the government's obligation is to balance them responsibly, under the circumstances, in such a way that it is able to function and carry out its mission of ensuring the public's health, safety and general welfare in a fiscally and environmentally sustainable manner.
- C. Accordingly, the purpose of this ordinance is to codify certain existing practices, as well as to adopt new practices, to ensure that the public has an adequate opportunity to be informed of the City's activities and to communicate its concerns to its elected and appointed officials. (Ord. 7166-NS § 1 (part), 2011)

2.06.020 Definitions.

The following words and phrases shall have the meanings specified below.

- A. "Agenda" means a document that informs the public about a Meeting, published in advance of the Meeting which at a minimum (1) identifies the Legislative Body conducting the Meeting, (2) specifies the time and location of the Meeting, and (3) lists each item of business to be discussed or transacted and describes the proposed action for each such item.
- B. "Agenda Packet" means the Agenda of a particular Meeting with all its relevant Supporting Documents.
- C. "Closed Session" means a Meeting that begins with a public comment period, followed by a session that excludes the public as permitted by state law, and ends with an open session at which a public report is made as and to the extent required by state law.
- D. "Legislative Body" shall have the meaning set forth in Government Code sections [54950](#) through [54960](#), as they may be amended, or any successor sections.
- E. "Meeting" shall have the meaning set forth in Government Code sections [54950](#) through [54960](#), as they may be amended, or any successor sections.
- F. "Supporting Documents" means all documents, regardless of form or medium or author, that are provided to members of a Legislative Body for their use in considering Agenda items for a particular Meeting.
- G. "Brown Act" means Government Code sections [54950](#) et seq., as they may be amended from time to time.

H. "Public Records Act" means Government Code sections [6250](#) et seq., as they may be amended from time to time. (Ord. 7166-NS § 1 (part), 2011)

2.06.030 Severability.

If any word, phrase, sentence, part, section, subsection, or other portion of this ordinance, or any application thereof in any circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this chapter, and all applications thereof, not having been declared void, unconstitutional or invalid, shall remain in full force and effect. The Council of the City of Berkeley hereby declare that they would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional. (Ord. 7166-NS § 1 (part), 2011)

2.06.040 Implementation.

The City Manager may promulgate regulations to implement this ordinance. (Ord. 7166-NS § 1 (part), 2011)

2.06.050 No private cause of action.

Nothing in this chapter shall limit any person's right to seek a writ of mandate or other available administrative or judicial remedy. (Ord. 7166-NS § 1 (part), 2011)

Article II. City Council Agenda Process

2.06.060 City Council agenda process.

- A. The City Council Agenda Committee shall meet 15 days prior to each City Council meeting and shall determine the agenda of that City Council meeting. After the conclusion of the Agenda Committee meeting, an item may be added to the Agenda only by the City Council as a whole at a duly noticed meeting that occurs after the Agenda Committee meeting.
- B. The Agenda Committee packet, including a draft agenda and Councilmember and Commission reports shall be distributed by 5:00 p.m. 4 days before the Agenda Committee meeting.
- C. The City Council Agenda Packet shall be distributed no later than 5:00 p.m. 11 days before the scheduled City Council meeting.

D. The powers of the Agenda Committee shall be as set forth in Rules of Procedure adopted by the City Council. The Rules of Procedure may allow for the addition of time-critical items at the Agenda Committee meeting provided they are accompanied by complete reports and statements of financial implications. (Ord. 7166-NS § 1 (part), 2011)

2.06.070 Agenda Packet distribution.

- A. The Agenda Packet shall consist of the Agenda and all supporting documents for the agenda items.
- B. No later than 11 days prior to a regular Meeting, the City Clerk shall:
1. Distribute the Agenda Packet to each member of the City Council;
 2. Post the Agenda Packet to the City's website;
 3. Place copies of the Agenda Packet in viewing binders in the office of the City Clerk and in the main branch of the Berkeley Public Library;
 4. Mail copies of the Agenda to any resident of the City of Berkeley who so requests in writing; and
 5. Make copies of the Agenda available free of charge in the City Clerk Department.
- C. Failure to post the Agenda Packet to the City's website shall not be a basis for cancelling a City Council meeting.
- D. The City Clerk may not accept any agenda item or revised agenda item after the established deadlines, except for items carried over by the City Council from a prior City Council meeting occurring less than 11 days earlier, which may include supplemental or revised reports.
- E. No item may be considered unless it is included in the Agenda Packet except that a correction or supplement to an item already included in the Agenda Packet may be considered, if either:
1. the City Council, by a two-thirds roll call vote, determines that the good of the City clearly outweighs the lack of time for citizen review or City Council member evaluation of an item; or
 2. the correction or supplement to an item is posted on the City's website with the City Council agendas no later than either:
 - (a) 5:00 p.m. on the fifth calendar day prior to the City Council meeting at which it is to be considered; or
 - (b) 5:00 p.m. on the day prior to the City Council meeting at which it is to be considered, subject to the receipt of the correction or supplement by the City Clerk by noon on the day prior to the City Council meeting for distribution at the meeting.

Reports carried over as Old Business need not be reproduced again.

F. Matters not included on the published Agenda may be discussed and acted upon only if and to the extent authorized by the Brown Act, specifically Government Code section [54954.2\(b\)](#) as it may be amended from time to time. (Ord. 7588-NS § 1, 2018; Ord. 7473-NS § 1, 2016; Ord. 7396-NS § 1, 2015; Ord. 7257-NS § 1, 2012; Ord. 7166-NS § 1 (part), 2011)

Article III. Conduct of City Council Meetings

2.06.080 Number of meetings--Start time--Public hearings.

- A. The City Council shall hold a minimum of twenty-four (24) meetings, or the amount needed to conduct City business in a timely manner, whichever is greater, each calendar year.
- B. Regular City Council meetings shall begin no later than 7:00 p.m.
- C. Except at meetings at which the budget is to be adopted, no public hearing may commence later than 10:00 p.m. unless there is a legal necessity to hold the hearing or make a decision at that meeting or the City Council determines by a two-thirds vote that there is a fiscal necessity to hold the hearing. (Ord. 7166-NS § 1 (part), 2011)

2.06.090 Reports regarding regional bodies.

Councilmembers who represent the City on regional bodies and commissions shall provide to the City Council and the public a report that briefly summarizes the discussion and any action on any item that affects the City of Berkeley subject to the following provisions:

- A. If the webpage containing the Agendas and Minutes of the Regional Body is directly linked from the City of Berkeley web site, no additional report from the Councilmember is required.
- B. If the Agendas and Minutes of the Regional Body are not linked as described in paragraph A., the Councilmember must submit the required summary report to the Council agenda process no later than 15 days after the minutes of the Regional Body meeting have been approved and the report will appear on the next available Council agenda. Such reports shall state where additional information about the issues summarized may be obtained. (Ord. 7395-NS § 1, 2015; Ord. 7166-NS § 1 (part), 2011)

2.06.100 Broadcast of meetings.

- A. All regular and special meetings of the City Council, Redevelopment Agency, Rent Stabilization Board, and Zoning Adjustments Board, when held in the venue regularly used, shall be recorded, televised and video-streamed live as well as archived for replay. The live broadcasts shall be captioned.

B. It is the intent of the City to broadcast the meetings of the Planning Commission, Landmarks Preservation Commission, and Housing Advisory Commission, in the same manner as specified in paragraph A, as City resources become available.

C. The broadcast requirements shall not apply if necessary equipment malfunctions or if a public meeting is changed to a location that does not have the technological capacity to accommodate the broadcasting needs. (Ord. 7166-NS § 1 (part), 2011)

2.06.110 Disclosure of ex parte contacts.

Whenever a Legislative Body holds a public hearing on a zoning, landmarks, subdivision or other adjudicative matter, following any staff presentation, each member of the Legislative Body shall verbally disclose all ex parte contacts concerning the subject of the hearing. Members shall also submit a report of such contacts in writing prior to the commencement of the hearing. Such reports shall include a brief statement describing the name, date, place, and content of the contact. Written reports shall be available for public review in the office of the secretary to the Legislative Body prior to the Meeting and placed in a file available for public viewing at the Meeting. (Ord. 7166-NS § 1 (part), 2011)

2.06.120 Closed sessions and litigation.

A. Before any Closed Session, a Legislative Body shall meet in open session for the purpose of taking public comment solely on the subject(s) of the Closed Session.

B. Any member of a Legislative Body attending a Closed Session by teleconferencing is required to state at the beginning and end of the Closed Session that they are participating with no other person present and to file a signed statement to that effect under penalty of perjury, except that if a member of a Legislative Body is disabled and needs assistance to participate in a Closed Session, the City shall provide a staff assistant who is authorized to attend the Closed Session. Any specialized attendant or assistant, whom a disabled Council Member needs to have present in order to participate fully in the Closed Session shall be allowed to attend the Closed Session.

C. Immediately following the end of the Closed Session, the Legislative Body shall make a report in open session describing any final action taken as required by state law, as well as any other matter or statement the City Council decides to make. If the Closed Session is not followed the same day by a regular meeting of the Legislative Body, the report shall also be made at the next regular meeting.

D. The location of reports to the public after a Closed Session has ended shall be in a venue that is open to the public, and where practicable, one that supports video transmission, audio, and video-streaming.

E. Any report on final approvals taken in Closed Session shall be posted no later than the end of the following business day to the City's website.

F. When litigation involving the City is finally adjudicated or otherwise settled, the text and terms of any settlement shall be subject to disclosure. No attorney representing the City shall solicit or agree to any settlement

provision that would restrict disclosure of terms or communications between each party after settlement and any such provision shall be void.

G. When settlements are authorized by the City Council at a Closed Session but are not reported out immediately following the end of the Closed Session, the City Attorney shall prepare an information item for the City Council Agenda promptly upon execution of the settlement, which shall include a copy of any settlement agreement. (Ord. 7166-NS § 1 (part), 2011)

2.06.130 Presentation tools for the public.

Members of the public may use City equipment for audio/visual presentations for items on the meeting agenda of the City Council if the presentation is provided to the City Clerk no later than seven (7) days before the meeting, or five (5) days before for items carried over from a meeting that occurred the week immediately prior. Requests for presentation tools are subject to reasonable availability of any equipment that the proposed presentation would require. Presentations from the public shall comply with the time limits set forth in the City Council Rules of Procedure. (Ord. 7166-NS § 1 (part), 2011)

Article IV. Public Records

2.06.140 Records available through the City's website.

A. The following shall be available through the City's website and shall be available in written form in the City Clerk Department:

City Charter

Berkeley Municipal Code

General Plan and Area Plans

Zoning Ordinance

Landmarks Preservation Ordinance

Citizen's Guide to Public Information

Records Retention Schedule

City Council Rules of Procedure

Commissioner's Manual

Conflict of Interest Code

Statements of Economic Interest for filers under GC 87200

Agendas and Minutes of the meetings of all Legislative Bodies

Index of Regional Bodies on which the City is represented and the City Representatives who serve on them

B. All communications from the City Manager and department heads to other agencies on behalf of the City shall be available through the City's website at the same time they are provided to members of the City Council. (Ord. 7166-NS § 1 (part), 2011)

2.06.150 Contributions to the City.

Any gift of funds, goods, or services worth more than \$1000 in aggregate, which may be accepted or collected by the City or any of its functionaries or Legislative Bodies, for the purpose of carrying out or assisting any City function, shall be disclosed and approved on the Agenda of a regular Meeting of the City Council. (Ord. 7166-NS § 1 (part), 2011)

2.06.160 Large document borrowing.

Large published documents produced by or on behalf of the City, such as City Budgets and environmental impact reports or statements prepared pursuant to the California Environmental Quality Act (CEQA) or the National Environmental Protection Act (NEPA), shall be available through the City's website and made available at designated City offices with copies available for borrowing by the public at the Berkeley Central Public Library. (Ord. 7166-NS § 1 (part), 2011)

2.06.170 Technology standards.

A. To provide for the accessibility of electronic information on the City's website, the City shall:

1. Meet or exceed the guidelines for accessibility specified by the Federal General Services Administration pursuant to Section 508 of the Rehabilitation Act ([29 U.S.C. 794d](#)) as it may be amended from time to time.
2. When feasible within resource constraints, use open, non-proprietary, standards-based data formats on public facing information systems. When platform-specific formats must be used, provide an alternate format or a viewer to consume the file types.
3. Make audio and video available for both download and streaming using open, cross-platform, standards-based formats, accessible by a broad range of computer operating systems and portable devices.
4. When feasible within resource constraints, avoid web content types that are not compatible across browsers (such as Flash).

5. Make substantive website changes trackable in an open, cross-platform, standards-based journal format (such as RSS).
- B. Nothing in this Section shall require programming a computer to respond to a request for information or to release information that would violate a licensing agreement or copyright law. (Ord. 7166-NS § 1 (part), 2011)

2.06.180 Posting of documents.

All documents submitted to the City Council, including but not limited to, the Agenda and Agenda Packet, communications, and any documents submitted at a meeting of that body, shall be available through the City's website no later than the close of business the following business day after the meeting for which the documents were submitted. (Ord. 7166-NS § 1 (part), 2011)

Article V. Oversight

2.06.190 Open Government Commission--Duties.

A) There is hereby created the Open Government Commission, which shall have authority for oversight of this Chapter and Chapter [2.09](#), the Lobbyist Registration Act, as set forth in this Section. The Open Government Commission shall consist of the members of the Berkeley Fair Campaign Practices Commission established by Berkeley Municipal Code section [2.12.170](#) who shall be ex officio members of the Open Government Commission.

- 1) The Open Government Commission shall:
 - a) hear complaints by any person concerning alleged non-compliance with this Ordinance, the Brown Act, the Public Records Act, or the Lobbyist Registration Act, by the City or any of its legislative bodies, elected or appointed officials, officers or employees;
 - b) consider ways to informally resolve those complaints and make recommendations to the Council regarding such complaints;
 - c) seek advice from the City Attorney concerning those complaints;
 - d) advise the City Council of its opinion, conclusion or recommendation as to any complaint; and
 - e) take any action authorized by the Lobbyist Registration Act under Chapter [2.09](#).

To be considered by the Open Government Commission, complaints shall be submitted in writing using a form provided by the City, and must be submitted to the Secretary of the Commission no less than 14 days prior to the Commission meeting at which it will be considered.

- 2) In addition, the Commission may advise the City Council concerning the report prepared pursuant to subdivision [\(C\)](#), propose additional legislation or procedures that it deems advisable to ensure the City's

compliance with this Ordinance, the Brown Act, the Public Records Act, and the Lobbyist Registration Act, and advise the City Council as to any other action or policy that it deems advisable to enhance open and effective government in Berkeley.

B) The power and authority of the Open Government Commission with respect to oversight of this Chapter shall be limited to the functions set forth in this Section, and the Commission shall not have any of the additional authority or powers set forth in Chapter [2.12](#) with respect to oversight or enforcement of this Chapter.

C) Each year, the City Manager shall prepare and submit to the Open Government Commission a report that contains at least the following information:

- 1) The number of Public Records Act requests received by the City;
- 2) The average length of time taken to respond to those requests;
- 3) The approximate number of pages produced in response to those requests;
- 4) The number and resolution of all written complaints received by the City concerning its compliance with the Public Records Act with respect to such requests;
- 5) The number and resolution of all complaints received by the City concerning its compliance with the Brown Act; and
- 6) Any other information the City Manager deems appropriate that relates to the City's compliance with this Ordinance, the Brown Act, the Public Records Act, the Lobbyist Registration Act, or open and effective government in Berkeley.

D) Notwithstanding anything to the contrary in Section [2.04.075](#) or Chapter [3.02](#), the appointment and tenure of members of the Commission shall be governed by Chapter [2.12](#). (Ord. 7629-NS § 2, 2018; Ord. 7166-NS § 1 (part), 2011)

The Berkeley Municipal Code is current through Ordinance 7812-NS, passed May 24, 2022.

Disclaimer: The City Clerk's Office has the official version of the Berkeley Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Note: This site does not support Internet Explorer. To view this site, Code Publishing Company recommends using one of the following browsers: Google Chrome, Firefox, or Safari.

[City Website: www.berkeleyca.gov](http://www.berkeleyca.gov)

[Code Publishing Company](#)



Sophie Hahn
Councilmember
District 5

ACTION CALENDAR

July 26, 2022

(Continued from July 12, 2022)

To: Honorable Mayor and Members of the City Council

From: Councilmember Sophie Hahn (Author), Councilmembers Terry Taplin, Ben Bartlett and Kate Harrison (Co-Sponsors)

Subject: Restoring and Improving Access to City of Berkeley Website and Archival Materials

RECOMMENDATION

Direct the City Manager to:

1. Restore at previous URLs all PDF documents previously hosted on the City of Berkeley website.
2. Create a publicly accessible archival copy of the City's previous website, CityofBerkeley.info, that can be accessed without logins and via internet search engines. Include a prominent disclaimer noting the date the website, page, or document was archived, with links redirecting to the active website or other responsive resource.
3. On the new website, update Commission pages to include a minimum of 2 years of historic agendas and other materials and update City Council and Council Committee pages to include at least 3 years of complete materials.
4. By July 15, 2022 develop and make available to all City staff and to the public training at beginner to expert levels on use of the City's Records Online search function and create more extensive and less technical self-help resources covering basic and expert use.
5. In recognition of increased public traffic, update the Records Online homepage to explain how the portal works and link to more robust self-help resources and alternative search functions.
6. Coordinate with agency staff to include all relevant records (agendas, minutes, etc.) from Rent Board and Housing Authority in Records Online Portal.

7. Update any remaining 404 pages to explain that the City's website has been moved/updated, and provide links to helpful pages, search functions and/or pathways to access responsive materials. As quickly as possible, consider implementing redirects with wildcards to direct as many old links to relevant new website pages in lieu of the standard 404 page. E.g. cityofberkeley.info/planning* to the Planning Department site map/homepage, or Department Specific 404 page explaining new navigation.

Refer to the City Manager the following additional improvements to Records Online:

1. Within Records Online, provide unique archival/search categories for each City Commission, Board, Committee and Rent Board, and consider other useful categories, to assist users in narrowing results and identifying responsive materials.
2. Allow Records Online search *results* to be sorted by date and by other searchable factors. Consider means to integrate records online into default site search bar.
3. Explore and report back to Council options for improving the scope of Records Online, improving search options and sorting, and making all materials – or materials from January 1, 2000 (or an earlier recommended date) forward, searchable using internet search engines.

BACKGROUND

The recently launched new City Website has brought many important improvements, in particular with respect to customer/resident services. It's much easier for users to find help with important functions such as requesting a service, reporting a pothole, or paying a bill, and to learn about public-facing services and facilities. It also includes well-organized foundational information about City departments and special projects. All of this represents a huge improvement for these users and uses.

The new website's utility as a resource and archive for specialized or in-depth records and materials, however, has been severely hobbled. Staff has reported that over 15,000 pages were consolidated into 500, in an attempt to focus the website on a particular and important user experience. Unfortunately, other functionalities were severely reduced and users who have long relied on the website to access a broad range of important materials have limited opportunities to search for and find responsive documents.

Another consequence of removing the City's "old" website is that all links in plans such as the Bicycle, Pedestrian, and Vision Zero Plans, Area Plans, the SOSIP Plan, the Climate Action Plan, Electric Mobility Plan - and all other Plans generated prior to launch of the new website - are broken. Links in every item, memorandum, study,

regulation, footnote, press release, health order, or other document or statement generated by the City prior to launch of the new website are also dead.

Materials previously accessible via simple search engine queries are no longer accessible, except via an “old school” portal that requires time and expertise to navigate. Unlike 21st Century search engines, Records Online works best when a user knows exactly what they are looking for, including the title and date a document or topic was generated, severely limiting its utility. Broader searches generate voluminous results that cannot be easily browsed, adding significant time to locate materials that previously could be identified instantaneously. For members of the public curious about a City topic or policy, and in particular for staff and Council Members involved in research or writing memos, policies, programs, plans, and other in depth items, the extra time involved searching for responsive documents can add up to hours, and important documents are likely to be missed.

Compounding this problem, website pages that previously linked to years’ worth of archived documents, press releases, memos, regulations, plans and similar materials either no longer exist, or contain only shallow archives. As a result, a veritable trove of documents and reports important to understanding the history and current status of the City and its programs and policies, while technically still available via expert use of Records Online, are functionally beyond reach.

Addressing the loss of critical transparency and functionality with closure of the City’s previous website requires urgent action. This item requires both interim and long term solutions to be implemented on an expedited basis.

FINANCIAL IMPLICATIONS

Significant reduction in staff time across the organization chasing broken links and searching for materials in Records Online. Staff time to implement requested changes and research additional solutions.

CURRENT SITUATION AND ITS EFFECTS

The updated website presents significant challenges for important users and uses. Members of the public, staff, and elected officials are no longer able to reliably locate or navigate current and historic materials. Critical transparency is vastly decreased, and user time across the City and among members of the public is increased, rendering both work and public participation more difficult and time consuming.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

N/A

CONTACT PERSON

Councilmember Sophie Hahn Council District 5 510-981-7150

ATTACHMENT C:


SCREENSHOT OF INSTRUCTIONS FOR USE OF RECORDS ONLINE



Welcome to the City of Berkeley's Records Online

Records Online contains Election information, Ordinances, Resolutions, Staff Reports, Meeting Minutes, Contracts, Communications and other City documents. Review the [date ranges](#) of specific document types found in Records Online.

Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A "**full text**" query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A "**keywords**" query searches in the specified data fields associated with the document type.
4. *Asterisks* around a search term find that term where it is part of the data field (e.g. *parking* or *signs* or *sidewalk*).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the  icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Exercise: searching Records Online

Focus: BMASP Off-Agenda from December 13, 2018 (below)

Results: 10 attempts. All unsuccessful. Document not found.

The document being searched for:



City Manager's Office

December 13, 2018

To: Honorable Mayor and Members of the City Council

From:  Dee Williams-Ridley, City Manager

Re: Waterfront / Marina Fund Update

SUMMARY

The Marina Enterprise Fund – the mechanism for managing all Waterfront revenues and expenditures – cannot support ongoing basic operating costs and overdue maintenance. The fund has annual revenues of approximately \$6.2 million and annual expenditures of approximately \$7.2 million. Years of deferred maintenance have yielded an estimated \$106 million in Marina infrastructure needs, \$10.33 million of which are for immediate concerns. This report updates the Council on the projected insolvency of the Marina Fund, the contributing factors, and potential solutions as we approach the next budget cycle. This report builds on previous reports regarding this issue over the last year¹ and two decades of reports dating back to 1999 documenting a long history of the Marina Fund revenues struggling to cover basic operating costs, leaving little to no room for capital or maintenance work.²

Recent safety issues and deteriorating infrastructure have accelerated a fiscal crisis at the Waterfront. There have been sharp declines in berth rental revenue as boat owners have left the Berkeley Marina. Berth occupancy rates declined from 85% in 2016 to 79% in 2018. Lease revenue also fell, with revenue from the Doubletree Hotel down more than 4% in FY18 over the prior year. At the same time, long-deferred infrastructure repairs are rapidly increasing expenditures as pilings, docks, building systems, parking lots and street paving begin to fail.

The combination of falling revenue and increasing expenditure have strained the relatively small Marina Fund to a breaking point:

¹ [July 1, 2018: Off-Agenda Report](#); May 8, 2018: [Worksession Report](#) and [Budget Report: April 12, 2018: Off-Agenda Report; November 7, 2017: Worksession Report](#)

² See Council Minutes, Item 38, 11/9/99; Marina Master Plan, 6/1/03, p.61; FY 2006 & FY 2007 Biennial Budget Update – First Quarter, 12/13/05, p.10; Fees: Marina Fee Increases for FY 2007, 6/20/06, p.1; FY 2009 Mid-biennial Budget Update - Pres, 5/6/08, see Slide 21; Fees: Marina Fee Increases for FY 2012, 5/17/11, p.2; Parks, Recreation and Waterfront Department Budget Presentation, 3/5/13, p. 8; Parks, Recreation and Waterfront Department Budget Presentation, 3/5/13, p. 6; Marina Fee Increases, 5/26/15, p.2.

Search space: All Records Query (Full Text)
Search Term: waterfront / marina fund update
Date Range: 11/01/2018 to 12/18/2018

Search #1 - Begin with wide date range, November through December 2018
Use exact wording of document subject: waterfront / marina fund update



Welcome to the City of Berkeley's Records Online

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Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A **"full text"** query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. "parking" or "signs" or "sidewalk").
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type
 Public – All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term
 waterfront / marina fund update

From Date 11/01/2018 **To Date** 12/18/2018

[Search](#) [Reset](#)

Results

Sc...	Name
83.3	11/15/2018; CLK - Communication; Public; ; SPECIAL; Communications
83.3	11/27/2018; CLK - Communication; Public; ; REGULAR; Communications
82.29	11/15/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Parks, Recreation & Waterfront Dep
79.39	12/6/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Semi-Annual Report on Measure T1 C
79.11	12/6/2018; CLK - Communication; Public; ; SPECIAL; Supplemental Communications 3
78.57	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Referral Process – 2018 Interim Update
70.38	12/6/2018; CLK - Agenda Packet (Public); City Manager; ; SPECIAL; Update on the Berkeley Strategic Plan
63.28	11/27/2018; CLK - Agenda Packet (Public); City Manager; ; REGULAR; FY 2018 Year-End Results and FY 2019 First Quarter I
63.01	11/27/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; REGULAR; Contract No. 10217 Amendment: T
62.84	11/27/2018; CLK - Minutes; City Council; ; REGULAR;
62.67	CLK - Voter Information Pamphlet for General 11/6/2018
62.67	11/13/2018; CLK - Agenda Packet (Public); Finance; ; REGULAR; Contract No. 9821 Amendment: First Alarm Security & Patr
62.67	12/11/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Confirming the Results of the November 6, 2018, General
62.67	12/11/2018; CLK - Resolution; City Council; 68704; ; To achieve more resilient and climate-smart, technologically advanced inf
62.47	12/11/2018; CLK - Agenda Packet (Public); Public Works; ; REGULAR; Contract: Disability Access Consultants for ADA Self E
62.37	11/27/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Minutes for Approval
61.38	12/5/2018; CLK - Minutes; Energy Commission; ; ;
60.32	11/15/2018; CLK - Agenda Packet (Public); Public Works; ; SPECIAL; Update on Department of Public Works Capital Improver
59.8	12/11/2018; CLK - Resolution; City Council; 68713; ; Contract: Disability Access Consultants for ADA Self Evaluation and Tran
55.7	12/6/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Semi-Annual Report on Measure T1 C
55.38	11/13/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Revised Records Retention Schedule
55.02	11/13/2018; CLK - Resolution; City Council; 68661; ; Revised Records Retention Schedule
54.56	12/11/2018; CLK - Agenda Packet (Public); District 4; ; REGULAR; Referral to City Manager to establish Recreational Vehicle V

Search #2 - Same search term. Narrow the date range to December 2018.



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Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A "**full text**" query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A "**keywords**" query searches in the specified data fields associated with the document type.
4. *Asterisks* around a search term find that term where it is part of the data field (e.g. *parking* or *signs* or *sidewalk*).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S(term); Fuzzy: F(term); Near: N#(term1, term2)
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public - All Records Query (Full Text) ▾

Search for documents by entering a search term and any other fields, then click Search.

Search Term

waterfront / marina fund update

From Date **To Date**

12/01/2018 12/31/2018

Results

Sc...	Name
79.39	12/6/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Semi-Annual Report on Measure T1 C
79.11	12/6/2018; CLK - Communication; Public; ; SPECIAL; Supplemental Communications 3
78.57	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Referral Process - 2018 Interim Update
70.38	12/6/2018; CLK - Agenda Packet (Public); City Manager; ; SPECIAL; Update on the Berkeley Strategic Plan
62.67	12/11/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Confirming the Results of the November 6, 2018, General I
62.67	12/11/2018; CLK - Resolution; City Council; 68704; ; To achieve more resilient and climate-smart, technologically advanced infr
62.47	12/11/2018; CLK - Agenda Packet (Public); Public Works; ; REGULAR; Contract: Disability Access Consultants for ADA Self Ev
61.38	12/5/2018; CLK - Minutes; Energy Commission; ; ;
59.8	12/11/2018; CLK - Resolution; City Council; 68713; ; Contract: Disability Access Consultants for ADA Self Evaluation and Trans
55.7	12/6/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Semi-Annual Report on Measure T1 C
54.56	12/11/2018; CLK - Agenda Packet (Public); District 4; ; REGULAR; Referral to City Manager to establish Recreational Vehicle V
54.24	12/6/2018; CLK - Agenda Packet (Public); Planning and Development; ; SPECIAL; Climate Action Plan Update
53.99	12/11/2018; CLK - Agenda Packet (Public); Mayor; ; REGULAR; Establishment of Traffic Circle Policy Task Force
53.99	12/11/2018; CLK - Minutes; City Council; ; REGULAR;
53.92	12/4/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Referral Response: Reclassifying the zonin
53.92	12/4/2018; CLK - Communication; Public; ; REGULAR; Supplemental Communications 3
53.92	12/11/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Referral Response: Reclassifying the zon
53.92	12/11/2018; CLK - Resolution; City Council; 68724; ; Referral Response: Reclassifying the Zoning and Amending the Berkeley
53.92	EXPENDITURE Contract - # 9674C - Date Executed: 12/14/2018 - Direct Line Tele Response - After hours answering services
53.85	12/6/2018; CLK - Minutes; City Council; ; SPECIAL;
53.67	12/11/2018; CLK - Agenda Packet (Public); Mayor; ; REGULAR; Establishment of Traffic Circle Policy Task Force - Supp
53.67	12/11/2018; CLK - Communication; Public; ; REGULAR; Supplemental Communications 2
53.17	12/11/2018; CLK - Agenda Packet (Public); Zero Waste Commission; ; REGULAR; Referral Response: Berkeley Single Use Fo

Search #3 – Update search term to use double quotes to restrict to exact phrase. Still constrained to December 2018



Welcome to the City of Berkeley's Records Online

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Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A **"full text"** query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. "parking" or "signs" or "sidewalk").
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public – All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

"waterfront / marina fund update"

From Date 12/01/2018 **To Date** 12/31/2018

Results

No documents found.

Search #4 – Remove the spaces on both sides of forward-slash. Keep double quotes. Still constrained to December 2018



Welcome to the City of Berkeley's Records Online

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Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A **"full text"** query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. *Asterisks* around a search term find that term where it is part of the data field (e.g. "parking" or "signs" or "sidewalk").
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public – All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

"waterfront/marina fund update"

From Date

12/01/2018

To Date

12/31/2018

Search

Reset

Results

No documents found.

For reference:

CITY OF BERKELEY

Housing Authority Public Library Rent Board School District

City Services Community & Recreation Safety & Health Construction & Development Doing Business Your Government

Your Government > City Council > Off-Agenda Memos

Off-Agenda Memos

Read off-agenda memos sent by the City Manager to the Mayor and City Council.

NAME	DATE
Berkeley Marina Area Specific Plan Update	06/08/2022
Pools Renovation Update	06/02/2022
FPPC Biennial Notice	06/01/2022
Strategic Plan 01 Report	05/31/2022
Electric Micromobility	05/10/2022

Search #5 - Try new search term: off-agenda



Welcome to the City of Berkeley's Records Online

Records Online contains Election information, Ordinances, Resolutions, Staff Reports, Meeting Minutes, Contracts, Communications and other City documents. Review the [date ranges](#) of specific document types found in Records Online.

Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A **"full text"** query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. **"parking"** or **"signs"** or **"sidewalk"**).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S(term); Fuzzy: F(term); Near: N#(term1, term2)
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public - All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

off-agenda

From Date 11/01/2018 **To Date** 12/18/2018

[Search](#) [Reset](#)

Results

Sc...	Name
79.36	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Referral Process - 2018 Interim Update
78.16	11/15/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Parks, Recreation & Waterfront Dep
77.98	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Short Term Referral Process - Monthly Update
77.26	11/15/2018; CLK - Communication; Public; ; SPECIAL; Communications
77.26	11/27/2018; CLK - Communication; Public; ; REGULAR; Communications
61.04	11/1/2018; CLK - Minutes; Landmarks Preservation Commission; ; ;
61.04	12/4/2018; CLK - Minutes; City Council; ; REGULAR;
60.42	12/6/2018; CLK - Minutes; Landmarks Preservation Commission; ; ;
60.24	11/27/2018; CLK - Agenda Packet (Public); Human Resources; ; REGULAR; Memorandum of Understanding: International Bro
60.24	11/27/2018; CLK - Resolution; City Council; 68670; ; Memorandum Agreement: International Brotherhood of Electrical Workers
60.05	12/11/2018; CLK - Agenda Packet (Public); Human Resources; ; REGULAR; Memorandum of Understanding: Public Employe
60.05	12/11/2018; CLK - Resolution; City Council; 68709; ; Memorandum of Understanding (MOU): Public Employees Union PEU Lo
59.8	12/4/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Referral Response: Reclassifying the zoni
59.8	12/11/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Referral Response: Reclassifying the zoni
59.8	12/17/2018; CLK - Minutes; Rent Stabilization Board; ; REGULAR; Minutes
59.68	11/13/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Revised Records Retention Schedule
59.68	11/13/2018; CLK - Resolution; City Council; 68661; ; Revised Records Retention Schedule
59.68	12/11/2018; CLK - Resolution; City Council; 68725; ; Adopt Findings under CA Environmental Quality Act (CEQA) and a mitiga
59.24	11/27/2018; CLK - Communication; Public; ; REGULAR; Supplemental Communications 2
59.24	12/4/2018; CLK - Communication; Public; ; REGULAR; Supplemental Communications 2
57.68	EXPENDITURE Contract - # 31900013 - Date Executed: 11/29/2018 - The Library Corporation - Integrated Library System
56.18	11/13/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Request to Reduce the In-Lieu Provision
56.18	12/4/2018; CLK - Agenda Packet (Public); Community Environmental Advisory Commission; ; REGULAR; Referral Response:

For reference:

CITY OF BERKELEY

City Services | Community & Recreation | Safety & Health | Construction & Development | Doing Business | Your Government

Your Government > City Council > Off-Agenda Memos

Off-Agenda Memos

Read off-agenda memos sent by the City Manager to the Mayor and City Council.

NAME	DATE*
Berkeley Marina Area Specific Plan Update	06/08/2022
Pools Renovation Update	06/02/2022
FPPC Biennial Notice	06/01/2022
Strategic Plan Q1 Report	05/31/2022
Electric Micromobility	05/10/2022

Search #6 - Add the word 'memo', search term now: off agenda memo



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Search Tips and Instructions:

1. For all date fields, the proper search format is **mm/dd/yyyy**.
2. A **"full text"** query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. "parking" or "signs" or "sidewalk").
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public - All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

off agenda memo

From Date

11/01/2018

To Date

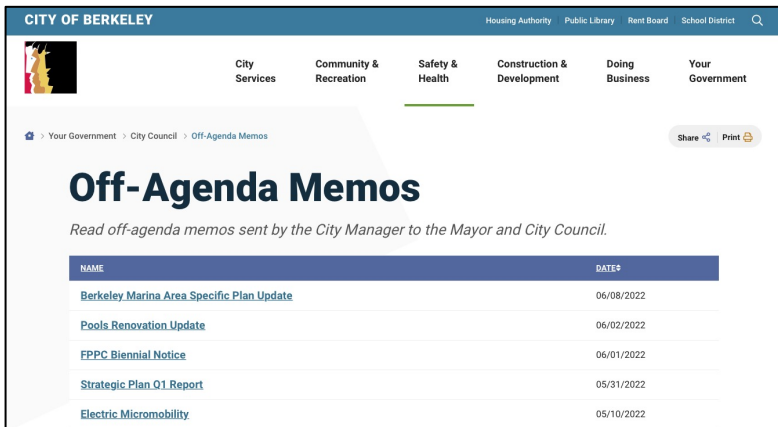
12/31/2018

Search Reset

Results

Sc...	Name
78.49	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Referral Process - 2018 Interim U
76.93	11/15/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Parks, Recreation & Wal
76.45	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Short Term Referral Process - Mo
65.14	12/4/2018; CLK - Agenda Packet (Public); City Manager; ; REGULAR; Structure for City Council Standing Policy C
65.14	12/11/2018; CLK - Agenda Packet (Public); City Manager; ; REGULAR; Structure for City Council Standing Policy C
64.37	11/28/2018; CLK - Minutes; Human Welfare and Community Action Commission; ; ;
63.59	11/27/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Amendment: FY 2019 Annual Appropriations C
63.59	11/27/2018; CLK - Communication; Public; ; REGULAR; Supplemental Communications 1
54.15	11/13/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; ZAB Appeal: 3000 Shattuck ,
54.15	11/27/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; ZAB Appeal: 3000 Shattuck ,
49.27	12/11/2018; CLK - Agenda Packet (Public); Human Resources; ; REGULAR; Memorandum of Understanding: Pub
49.27	12/11/2018; CLK - Resolution; City Council; 68709; ; Memorandum of Understanding (MOU): Public Employees Ur
45.47	11/1/2018; CLK - Minutes; Landmarks Preservation Commission; ; ;
45.47	12/4/2018; CLK - Minutes; City Council; ; REGULAR;
45.04	12/6/2018; CLK - Minutes; Landmarks Preservation Commission; ; ;
44.92	11/27/2018; CLK - Agenda Packet (Public); Human Resources; ; REGULAR; Memorandum of Understanding: Inter
44.92	11/27/2018; CLK - Resolution; City Council; 68670; ; Memorandum Agreement: International Brotherhood of Electr
44.62	12/4/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Referral Response: Reclassify
44.62	12/11/2018; CLK - Agenda Packet (Public); Planning and Development; ; REGULAR; Referral Response: Reclassi
44.62	12/17/2018; CLK - Minutes; Rent Stabilization Board; ; REGULAR; Minutes
44.53	11/13/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Revised Records Retention Schedule

For reference:



CITY OF BERKELEY

Housing Authority Public Library Rent Board School District

City Services Community & Recreation Safety & Health Construction & Development Doing Business Your Government

Your Government > City Council > Off-Agenda Memos

Off-Agenda Memos

Read off-agenda memos sent by the City Manager to the Mayor and City Council.

NAME	DATE
Berkeley Marina Area Specific Plan Update	06/08/2022
Pools Renovation Update	06/02/2022
FPPC Biennial Notice	06/01/2022
Strategic Plan Q1 Report	05/31/2022
Electric Micromobility	05/10/2022


Search #7 - Try new Boolean: off AND agenda AND memo.
Constrain date to just December 2018



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3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. ***parking*** or ***signs*** or ***sidewalk***).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the  icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public - All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

off AND agenda AND memo

From Date

12/01/2018

To Date

12/31/2018

Search

Reset

Results

Sc...	Name
 78.49 12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Referral Process - 2018 Interim Upda	
 76.45 12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Short Term Referral Process - Monthl	

Search #8 - Try Boolean: waterfront AND marina AND fund AND update. Date range November to December 2018



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3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. **"parking"** or **"signs"** or **"sidewalk"**).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N# {term1, term2}
7. To open a document in a new window, click the icon.

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Search

Search Type

Public – All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

waterfront AND marina AND fund AND update

From Date

11/01/2018

To Date

12/31/2018

Search

Reset

Results

Sc...	Name
83.3	11/15/2018; CLK - Communication; Public; ; SPECIAL; Communications
83.3	11/27/2018; CLK - Communication; Public; ; REGULAR; Communications
82.29	11/15/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Parks, R
79.39	12/6/2018; CLK - Agenda Packet (Public); Parks Recreation and Waterfront; ; SPECIAL; Semi-Ann
79.11	12/6/2018; CLK - Communication; Public; ; SPECIAL; Supplemental Communications 3
78.57	12/4/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; City Council Referral Process –

Search #9 - New Boolean: marina AND enterprise AND fund. Limit date range to December 2018



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2. A "**full text**" query locates a specified search term in the record. The search term can be combined with other data fields associated with the document type.
3. A "**keywords**" query searches in the specified data fields associated with the document type.
4. *Asterisks* around a search term find that term where it is part of the data field (e.g. *parking* or *signs* or *sidewalk*).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S(term); Fuzzy: F(term); Near: N#(term1, term2)
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Search Type

Public - All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

marina AND enterprise AND fund

From Date

12/01/2018

To Date

12/31/2018

Search

Reset

Results

Sc...	Name
77.95	12/4/2018; CLK - Agenda Packet (Public); City Manager; ; REGULAR; Amendment: FY 2019 Annual Appropriations Ordinance No. 7617-N
77.95	12/4/2018; CLK - Ordinance; City Council; 7634; ; Amending the Annual Appropriations Ordinance No. 7617-N
73.52	12/11/2018; CLK - Agenda Packet (Public); City Clerk; ; REGULAR; Minutes for Approval

Search #10 – Try exact phrase in double quotes: “marina fund update”.

Limit date range to December 2018



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3. A **"keywords"** query searches in the specified data fields associated with the document type.
4. **"Asterisks"** around a search term find that term where it is part of the data field (e.g. *parking* or *signs* or *sidewalk*).
5. Narrow your search as much as possible by choosing the correct record category (ordinance, contracts, etc.)
6. For full-text queries, you may use the following search tools: Exact Phrase: "term1 term2"; Boolean: term1 AND term2 OR term3 NOT term4; Soundex: S{term}; Fuzzy: F{term}; Near: N#{term1, term2}
7. To open a document in a new window, click the icon.

For assistance in using Records Online, contact the [City Clerk Department](#)

Search

Results

Search Type

Public – All Records Query (Full Text)

Search for documents by entering a search term and any other fields, then click Search.

Search Term

"marina fund update"

From Date

12/01/2018

To Date

12/31/2018

Search

Reset

No documents found.