



**BERKELEY CITY COUNCIL BUDGET & FINANCE COMMITTEE
SPECIAL MEETING**

**Monday, December 14, 2020
9:00 AM**

Committee Members:

Mayor Jesse Arreguin and Councilmember Lori Droste
Alternate: Councilmember Kate Harrison

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH
VIDEOCONFERENCE AND TELECONFERENCE**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the City Council Budget & Finance Committee will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL - <https://us02web.zoom.us/j/87092687380>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen.

To join by phone: Dial **1-669-900-9128** or **1-877-853-5257 (Toll Free)** and Enter Meeting ID: **870 9268 7380**. If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair.

Written communications submitted by mail or e-mail to the Budget & Finance Committee by 5:00 p.m. the Friday before the Committee meeting will be distributed to the members of the Committee in advance of the meeting and retained as part of the official record. City offices are currently closed and cannot accept written communications in person.

AGENDA

Roll Call

Public Comment on Non-Agenda Matters

Minutes for Approval

Draft minutes for the Committee's consideration and approval.

1. Minutes – December 10, 2020

Committee Action Items

The public may comment on each item listed on the agenda for action as the item is taken up. The Chair will determine the number of persons interested in speaking on each item. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Chair may limit the public comment for all speakers to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes.

Following review and discussion of the items listed below, the Committee may continue an item to a future committee meeting, or refer the item to the City Council.

2. FY 2020 and FY 2021 Budget Update:

a. FY 2020 General Fund Year-End Excess Equity

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

b. Amendment: FY 2021 Annual Appropriations Ordinance

From: City Manager

Recommendation: Request that the Budget & Finance Policy Committee:

1. Discuss and determine funding allocations for inclusion in the Amendment to the FY 2021 Annual Appropriations Ordinance based on re-appropriation of committed FY 2020 funding and other adjustments since July 1, 2020.

2. Authorize staff to present the approved Amendment to the FY 2021 Annual Appropriations Ordinance to the full Council on December 15, 2020, for consideration and adoption.

Financial Implications: See report

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

c. FY 2021 General Fund Revenues Update

Contact: Henry Oyekanmi, Finance, (510) 981-7300

Committee Action Items

3. General Fund Reserves Replenishment

From: City Manager

Recommendation: Request that the Budget & Finance Policy Committee:

1. Discuss and determine funding allocations for FY 2021 based on the FY 2020 General Fund Excess Equity and Excess Property Transfer Tax to:

a) Fund the General Fund Reserves to meet long-term target funding goals;

and b) Replenish the \$11.4 million (Catastrophic - \$4.5 million and Stability - \$6.9 million) in General Fund Reserves used to balance the FY 2021 budget.

2. Authorize staff to present the approved General Fund Reserves allocations to the full City Council on December 15, 2020, for consideration and adoption.

Financial Implications: See report

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

4. Assignment of Unassigned General Fund Balance to Reserves

From: Councilmember Hahn (Author)

Referred: October 26, 2020

Due: March 28, 2021

Recommendation: Refer to the Budget Committee and City Manager to:

1. Consider a recommendation that the City Council allocate no less than 80% of remaining FY2020 unassigned General Fund Balance to General Fund Reserves, with 55% going to the Stabilization Reserve Fund and 45% to the Catastrophic Reserve Fund, to replenish and increase reserves available for the current and future years to address the COVID-19 crisis and possible additional Catastrophic Events and/or Economic Downturns.

2. Carefully scrutinize and minimize all non-COVID/ Emergency-related funding requests to the November Annual Appropriations Ordinance (AAO) update, to maximize funds available to be allocated to Reserves and available for Reserves purposes.

Financial Implications: See Report

Contact: Sophie Hahn, Councilmember, District 5, (510) 981-7150

Committee Action Items

5. **“Step Up Housing” Initiative: Allocation of Measure P Funds to Lease and Operate a New Permanent Supportive Housing Project at 1367 University Avenue**

From: Councilmember Bartlett (Author), Councilmember Kesarwani (Co-Sponsor), Councilmember Wengraf (Co-Sponsor), Mayor Arreguin (Co-Sponsor)

Referred: October 13, 2020

Due: March 15, 2021

Recommendation: Adopt a resolution allocating approximately \$900,000 per year for 10 years, as well as a one-time allocation of approximately \$32,975 from Measure P transfer tax receipts to support the lease and operation of a new permanent supportive housing project for the homeless at 1367 University Avenue. This resolution is put forward out of consideration that the City Council has already approved in its FY 2020-21 budget—on June 30, 2020—an allocation of \$2.5 million for permanent housing subsidy, a portion of which is available to be spent on the 1367 University Avenue project.

Refer to the next meeting of the Budget and Finance Policy Committee to confirm the availability of requested funding for the 1367 University project and to set priorities for other Measure P-funded programs and services as part of the mid-year budget process.

Financial Implications: See report

Contact: Ben Bartlett, Councilmember, District 3, (510) 981-7130

Unscheduled Items

These items are not scheduled for discussion or action at this meeting. The Committee may schedule these items to the Action Calendar of a future Committee meeting.

6. **Amend Berkeley’s Property Tax Measures and Restore Tax Equity by Changing the Square Footage Tax Imposition through a Comprehensive Verification Process**

From: Councilmember Bartlett (Author)

Referred: August 31, 2020

Due: February 15, 2021

Recommendation: In order to correct inequitable and inconsistently applied rates of property tax assessments, and to ensure that outstanding revenues due to the City are paid, the Finance Department should conduct a comprehensive verification analysis. This process will update and bring the city’s taxable square footage database into alignment with Planning’s building area database. Through this verification, the City shall also reconcile with the Alameda County Assessor’s Public Roll to ensure that the City’s tax database is up-to-date and accurate. This reconciliation will restore tax equity, which has been desired by Berkeley voters, while also unifying standards, protocols and terminology between departments. The City should adopt the following habitability criteria for taxation purposes:

1. Taxable space must have manufactured flooring. If the understory has dirt base, it shall not be taxed (Uniform Building Code R502 – floor material requirement). (Acceptable proof: photo)

Unscheduled Items

2. Taxable basement space must be of required height clearance. If understory has proper flooring and is of limited height, 6' 8" or less, with 6'4" allowance for ducting, then it shall not be taxed (Uniform Building Code R305 – basement height requirement) (Acceptable proof: photo with measuring tape)
3. Taxable attic space must have required height clearance. If finished attic, only areas of 6'4" height or more is taxed for city assessments (Acceptable proof: photo with measuring tape)
4. City of Berkeley shall post the property's taxable square footage in at least 12 point font on the City's Parcel Viewer page. City of Berkeley shall disclose the potential increase to taxable square footage liability for the taxpayer when application for building addition is made.
5. City of Berkeley shall make public the taxable square footage liability of the proposed finished building to the community when a Zoning Adjustments Board application is made.
6. City of Berkeley shall disclose a property's taxable square footage in writing to a property owner or interested buyer, upon request.
7. If the taxpayer requests a correction on the square footage assessments, and the space in question does not align with the above taxability requirements, the taxpayer shall be entitled to a refund on all 9 city and schools assessments for the previous four full years of taxes (Civil Code 5097). Requests for correction shall be allowed at any time.

Financial Implications: See report

Contact: Ben Bartlett, Councilmember, District 3, (510) 981-7130

7. **Housing Trust Fund Resources**

From: City Manager

Contact: Lisa Warhuus, Housing and Community Services, (510) 981-5400

8. **Cash v. Accrual Basis Accounting**

From: City Manager

Contact: Henry Oyekanmi, Finance, (510) 981-7300

9. **Review of Council's Fiscal Policies**

From: City Manager

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

Items for Future Agendas

- **Discussion of items to be added to future agendas**

Adjournment

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*Written communications addressed to the Budget & Finance Committee and submitted to the City Clerk Department will be distributed to the Committee prior to the meeting.*

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Members of the City Council who are not members of the standing committee may attend a standing committee meeting even if it results in a quorum being present, provided that the non-members only act as observers and do not participate in the meeting. If only one member of the Council who is not a member of the committee is present for the meeting, the member may participate in the meeting because less than a quorum of the full Council is present. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, (510) 981-6900.*



**COMMUNICATION ACCESS INFORMATION:**

To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date.

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I hereby certify that the agenda for this meeting of the Standing Committee of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on December 11, 2020.

A handwritten signature in black ink that reads "Mark Numainville".

Mark Numainville, City Clerk

Communications

Communications submitted to City Council Policy Committees are on file in the City Clerk Department at 2180 Milvia Street, 1st Floor, Berkeley, CA.

**BERKELEY CITY COUNCIL BUDGET & FINANCE COMMITTEE
REGULAR MEETING MINUTES**

**Thursday, December 10, 2020
10:00 AM**

Committee Members:

Mayor Jesse Arreguin and Councilmember Lori Droste
Alternate: Councilmember Kate Harrison

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Roll Call: 10:01 a.m. Councilmember Harrison absent.

Public Comment on Non-Agenda Matters – 3 speakers

Councilmember Harrison present at 10:05 a.m.

Minutes for Approval

Draft minutes for the Committee's consideration and approval.

1. Minutes – November 19, 2020

Action: M/S/C (Arreguin/Droste) to approve the minutes of November 19, 2020.

Vote: Ayes – Arreguin, Droste; Noes – None; Abstain – Harrison; Absent – None.

Committee Action Items

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Following review and discussion of the items listed below, the Committee may continue an item to a future committee meeting, or refer the item to the City Council.

2. FY 2020 and FY 2021 Budget Update:

a. FY 2020 General Fund Year-End Excess Equity

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

b. FY 2021 Amendment to the Annual Appropriations Ordinance

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

c. FY 2021 General Fund Revenues Update

Contact: Henry Oyekanmi, Finance, (510) 981-7300

Action: 7 speakers. Presentation made and discussion held. Item continued to next meeting on December 14, 2020.

3. General Fund Reserves Replenishment Discussion

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

Action: 0 speakers. Presentation made and discussion held. Item continued to next meeting on December 14, 2020.

Committee Action Items

4. Assignment of Unassigned General Fund Balance to Reserves

From: Councilmember Hahn (Author)

Referred: October 26, 2020

Due: March 28, 2021

Recommendation: Refer to the Budget Committee and City Manager to:

1. Consider a recommendation that the City Council allocate no less than 80% of remaining FY2020 unassigned General Fund Balance to General Fund Reserves, with 55% going to the Stabilization Reserve Fund and 45% to the Catastrophic Reserve Fund, to replenish and increase reserves available for the current and future years to address the COVID-19 crisis and possible additional Catastrophic Events and/or Economic Downturns.

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Financial Implications: See Report

Contact: Sophie Hahn, Councilmember, District 5, (510) 981-7150

Item continued to next meeting on December 14, 2020.

5. Declare Juneteenth as a City Holiday for the City of Berkeley

From: Councilmember Davila (Author)

Referred: June 29, 2020

Due: December 14, 2020

Recommendation: 1. Adopt a resolution declaring Juneteenth as a City Holiday for the City of Berkeley

2. Send copies of this resolution to State Assemblywoman Buffy Wicks, State Senator Nancy Skinner, and United States Congresswoman Barbara Lee.

Financial Implications: See report

Contact: Cheryl Davila, Councilmember, District 2, (510) 981-7120

Item will return to Council with no action.

Committee Action Items

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From: Councilmember Bartlett (Author), Councilmember Kesarwani (Co-Sponsor), Councilmember Wengraf (Co-Sponsor), Mayor Arreguin (Co-Sponsor)

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Financial Implications: See report

Contact: Ben Bartlett, Councilmember, District 3, (510) 981-7130

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Unscheduled Items

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Financial Implications: See report

Contact: Ben Bartlett, Councilmember, District 3, (510) 981-7130

8. **Housing Trust Fund Resources**

From: City Manager

Contact: Lisa Warhuus, Housing and Community Services, (510) 981-5400

9. **Cash v. Accrual Basis Accounting**

From: City Manager

Contact: Henry Oyekanmi, Finance, (510) 981-7300

10. **Review of Council's Fiscal Policies**

From: City Manager

Contact: Teresa Berkeley-Simmons, Budget Manager, (510) 981-7000

Items for Future Agendas

- **Discussion of items to be added to future agendas**

Adjournment

Action: M/S/C (Droste/Arreguin) to adjourn the meeting.

Vote: All Ayes.

Adjourned at 1:01 p.m.

I hereby certify that this is a true and correct record of the Budget & Finance Committee meeting held on December 10, 2020.

April Richardson, Assistant City Clerk

Communications

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Office of the City Manager

02a

December 10, 2020

To: Budget and Finance Policy Committee
From: Dee Williams-Ridley, City Manager
Submitted by: David White, Deputy City Manager
Subject: Response to Budget Questions

The following are responses to questions that city staff have received from the Budget and Finance Policy Committee and City Council regarding the November 2020 Annual Appropriations Ordinance budget process.

1. What items in the AAO assigned to the Fire Department can be deferred and allocated to Measure FF?

Measure FF is a parcel tax that was passed on November 3, 2020. The parcel tax rate is \$0.1047 per square foot and is estimated to generate \$8.5 million per year. Section 7.83.010 of the Ordinance indicates that funds shall be used for the following purposes:

- Local firefighter and emergency medical response including hiring and training personnel and upgrading safety equipment and facilities.
- Upgrading and modernizing the 9-1-1 dispatch system to implement and maintain a system to provide emergency medical dispatching.
- Wildfire prevention and preparedness activities including, but not limited to, vegetation management, hazard mitigation, public education, evacuation planning, and an emergency alert system.

The Fire Department is currently in the beginning stages of developing a plan for how to deploy the proceeds that are generated from Measure FF. The plan will be presented to the Disaster and Fire Safety Commission and the Budget and Finance Policy Committee in early 2021 and then to the City Council.

As it pertains to the November 2020 AAO#1, the Fire Department has reviewed the list and recommends that none of the items can be deferred at this time.

2. The Human Resources Department is asking City Council to carryover \$470,000 for Labor Negotiations, is this necessary?

The City Council's direction to the negotiation team was to engage all groups in a 1 year roll over of the existing terms and conditions and to work with the bargaining groups to address COVID 19 related proposals. The City was successful in that it was able to complete negotiations with six (6) of its labor groups and extend their contract terms from June 2020 to June 2021. The City continues to be in negotiations to accrete a new unit into one bargaining unit and two (2) labor groups are in full negotiations. There are outstanding expenses related to the latter. Finally, the city staff will be back at the negotiation table in early 2021 with the six (6) labor groups that have contracts expiring June 30, 2021.

Due to the number of contracts that will be open at the same time, the City's deteriorating financial condition, these resources are needed to augment the work of the Human Resources Department and aid in negotiating a timely successor agreement for city employees.

3. Provide an update of cash balances in city funds. Are there resources available in these funds in which the City Council could borrow against? If so, which ones?

As part of the November 2020 AAO budget process, the City Council has asked staff to provide information on available fund balances in various city funds and have asked whether or not there are available resources to borrow against.

To achieve important public policy goals, the City has established various special revenue, capital project, debt service, enterprise, and internal service funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and cash balances. An overview of the City's various funds and their associated fund balances can be found in the City's [Adopted FY 21 and FY 22 Biennial Budget](#) (please see pages 59 and 60). Fund balances are also reported in the City's Annual Comprehensive Annual Financial Report (CAFR) and the [FY 2019 CAFR](#) provides fund balances as of June 30, 2019. Fund balances for the fiscal year ended June 30, 2020 are being finalized and will be provided to City Council as soon as possible. It is extremely important that City Council understand that each of the Funds were created for a particular reason and some were supposed to have healthy reserves so that they can withstand the economic downturn cycle. Therefore in evaluating the capacity of any fund to make advances or lend funds to any other fund, it should be evaluated on its merits including short-term and long-term working capital and capital needs, as well as outstanding

liabilities. Also, some funds are funded based on different criteria, for instance “Internal Service Funds” are mostly operated on a cost re-imbursement basis which is different from a “Debt Service Fund” which is funded based on the Assessed Value of the property. The funding sources also needs to be analyzed so that it does not have any detrimental effect on the future of the fund.

Subject to specific legal restrictions of any particular fund, the City Council has discretion to make advance or lend funds from one fund to another. Commonly referred to as Interfund loans, these are loans from one City fund to another City fund for a specific purpose, with a requirement for repayment. Best practice indicates that Interfund loans should be short-term in nature and should not be used to solve ongoing structural budget deficits. It is also common that Interfund loans are subject to rigorous analysis to ensure repayment and that the fund making the loan has the capacity to lend, approved by the governing body (e.g. City Council) and that the department managing the borrowing fund should complete an Interfund loan agreement that includes the amount requested, loan period, description of the loan and repayment terms. For certain funds it may be appropriate to have an actuary conduct an analysis to make sure that there are resources in place to address current and future liabilities. Interest is typically associated with Interfund loans and can vary depending on the characteristics of the loan.

Should City Council be interested in leveraging Interfund loans to achieve certain objectives, city staff recommends that a policy be developed and adopted by the City Council. The policy needs to be clear and have criteria that will justify such a loan so that the rationale for entering into an Interfund loan can be clearly articulated. For many funds, fund balances were built over several years with the understanding that there will be a reserve in place to serve as a backstop to ensure continuity in services and soften the impacts of economic shocks.

There are many examples and a couple have been attached to this memorandum. (Please see Attachments A and B)

4. Square One Motel vouchers – are these funded by Measure P.

No. These vouchers are not funded by Measure P.

5. Can Asset Forfeiture Funds be used to pay for the Gun Buyback program referred by City Council?

Asset Forfeiture Funds could potentially be used to support the gun buyback program. The funds seized by the state through the asset forfeiture process are disbursed to state and local entities and are primarily intended to be spent on efforts to enhance law enforcement and prosecution resources and the funds disbursed through asset forfeiture cannot be used to cover or supplant routine funding made available to the agency. Depending on how the gun buyback program is structured and implemented, it is conceivable that asset forfeiture funds could be used. Berkeley Police Department [Policy 602 – Asset Forfeiture](#) contains the City’s policy regarding Asset Forfeiture.

6. Fair Elections FY 21 Appropriation of \$501,833. Why is this different than the amounts allocated in the FY 21 Carryover Requests and FY 21 Adjustments?

The General Fund is transferring \$501,833 in FY 2021 because that is how much is budgeted in the Fair Election Fund for FY 2021. The Fair Election Fund gets its revenue from a General Fund transfer up to the point we reach a balance of \$2 million in the fund.

7. BART Station Area Planning – is BART contributing any funds to this?

Yes. BART is contributing significant resources to BART Station Area Planning in Berkeley, including staffing and funding. BART has applied for and been awarded State (Caltrans) and federal (Federal Transit Administration) grants, and is contributing its own resources, to enable analysis and planning for infrastructure, development potential, parking management, and other key planning initiatives for the Ashby and North Berkeley stations. They are also funding a significant portion of the community engagement activities.

For example, \$175K of funding secured by BART will enable the Adeline Roadway Reconfiguration Feasibility Study, to look at additional possible roadway configurations around Ashby BART and the northern portion of the Corridor. The City had no funds identified for this critical project, which will help us understand if the Flea Market and other civic uses can utilize a portion of the Adeline right-of-way.

8. 2020 Vision request for funds for Data Analysis (\$60,200) – are these funds needed at this time or can this request be deferred?

With the negative impacts of COVID on the kids' education and particularly on our black and brown kids, understanding these impacts is critical. It is also important in non COVID times which was the intent of the \$60,200. Additionally, BUSD used to have eight people working on data and they now have only one. All that said, the majority of the City's time from the two Vision 2020 staff are directed to COVID and Police reimagining and we are not in a position to well implement the important data analysis work. Rolling that funding into next fiscal year will have a significant and positive impact on reducing educational disparities.

9. Office of Economic Development request for \$80,000 for Special Event Funds – how will these funds be deployed? Is it duplicative to the FY 21 budget adopted by City Council in the \$80,000 is allocated to Special Events from carryover attributed to the Mayor and City Council?

The carryover request in the AAO represents the carryover funds allocated by City Council for special events. The funds have been transferred to the Office of Economic Development and are being appropriated as part of AAO #1.

10. Election Campaign Funds. In the AAO there are two items related to the elections – an item attributed to the City Clerk in an amount of \$462,700 and a Non-Departmental item in an amount \$415,966. What are these items for and are they needed?

The amount attributed to the City Clerk's Office (\$462,700) are funds appropriated in FY 20 that are being carried over to cover the costs of the election that occurred on November 3, 2020. The funds that were allocated to the City Clerk in FY 20 represent about half of what will likely be the total costs that are needed for the election and will be combined with amounts allocated in FY 21.

The \$415,996 is a General Fund transfer to the new Fair Election Campaign Fund as these funds were previously tracked in the General Fund until this year when a dedicated fund was created. Per the Section 6.2, Article III of the Charter, the City Council shall appropriate \$4 per Berkeley Resident per year from the City General Fund to the Fair Elections Fund until the Fair Election Campaign Fund has a balance of \$2 million. Prior to this transfer, there are no funds in the Fair Elections Campaign Fund.

11. What salary increases has the Police Department received from FY 11 to FY 21 and would this impact the amount of funds allocated to overtime?

The following table outlines salary increase to the Berkeley Police Association from 2009-2020

Effective Date	Salary Increase
October 4, 2009	2.0%
April 4, 2010	2.0%
October 3, 2010	2.0%
April 3, 2011	0.0%
July 1, 2016	1.0%
January 1, 2017	1.0%
January 1, 2018	4.0%
August 12, 2018	4.0%
July 16, 2019	4.0%
January 12, 2020	1.0%

Assuming that the overtime allocated to the Police Department has not been adjusted since 2009, then the original allocation of \$2,364,641 should be adjusted to \$2,908,250 based solely on increases in salary.

Albeit important, given the level of overtime generated by the Police Department over the years and the fact that the Police Department consistently generates overtime in excess of what they have been allocated, it is clear that adjusting overtime based on salary adjustments only tells part of the story. To better understand the Police Department's use of overtime, city staff have looked more closely at overtime that has been incurred by the Department including the following:

- A breakdown of overtime expenses, by category, for the last eleven (11) fiscal years (Attachment C, Exhibit 1);
- A breakdown of overtime expenses, by division, for the last five (5) fiscal years including the first four (4) months of Fiscal Year 2021 (Attachment C, Exhibit 2); and
- A breakdown of the number of overtime hours incurred by sworn and non-sworn employees of the Police Department, by division, for the last five (5) fiscal years (Attachment C, Exhibits 3 – 6).

As indicated in Attachment C, Exhibit 1, while the Police Department has generated more overtime than what has been budgeted, Attachment C, Exhibit 2 indicates that for most divisions within the Police Department, overtime has been fairly stable and predictable over the last five (5) fiscal years. The one division where there has been fluctuation is Patrol. This is attributable to a number of factors including, but not limited to:

- Police Department staffing levels and minimum staffing requirements for operations;
- Impacts of unforeseen circumstances that require overtime due to the need to augment staffing to address community safety;
- Shift extensions that are necessary to complete work before going off shift; and
- Requests for provide reimbursable services.

The following provides an overview of some of the factors that drive Police Department overtime:

- A. Continuous Operations: The police department has three areas which operate continuously, 24 hours a day, 7 days a week, 52 weeks a year:
- Patrol;
 - Public Safety Communications Center; and
 - Berkeley City Jail.

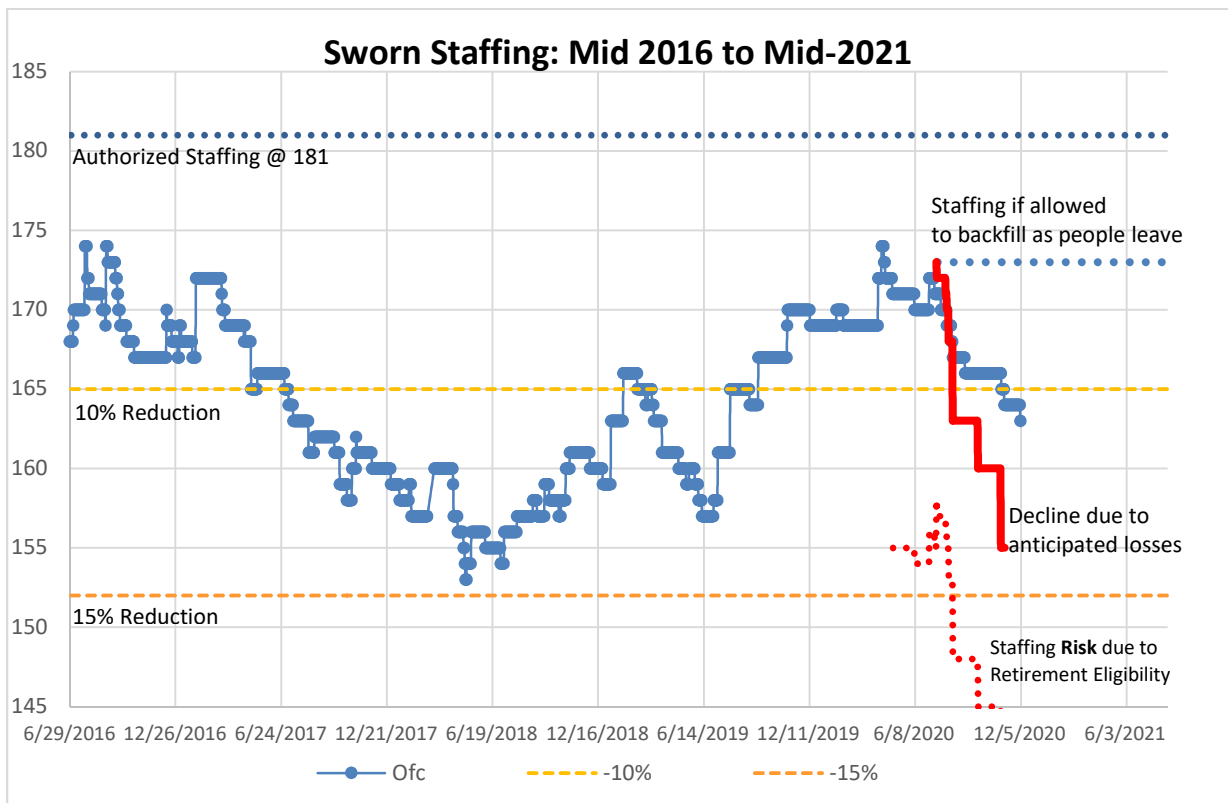
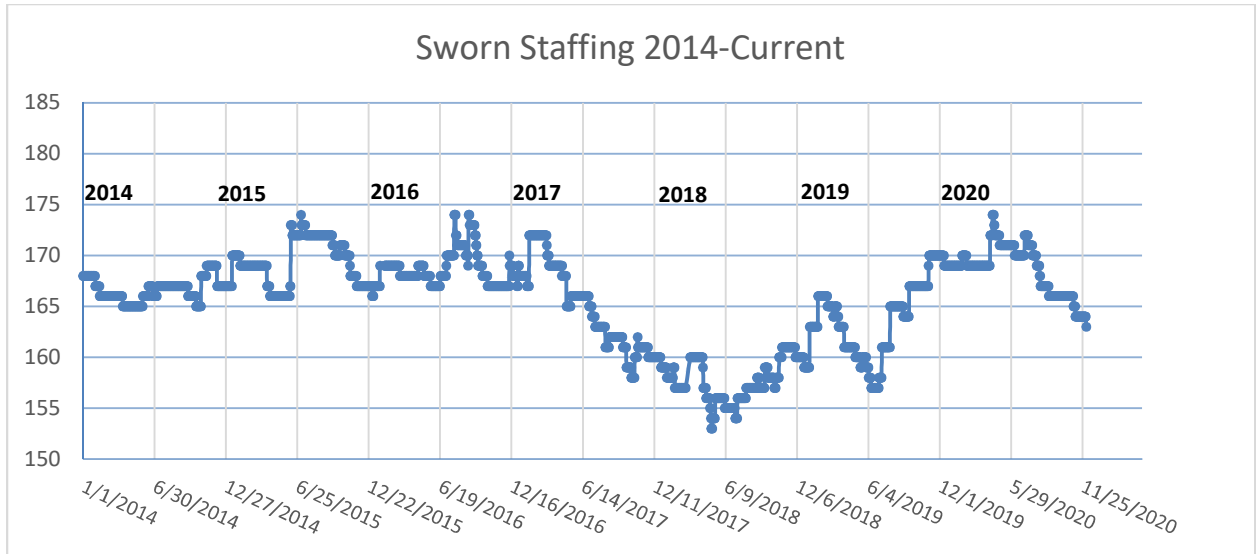
Overtime is used to ensure these positions are filled, where backfill is needed for people on vacation, absent due to illness, injury, family medical or maternity leave, etc.

Patrol operates with officers working sixteen beats, with four sergeants providing line supervision, and a watch commander who has overall responsibility for the city. (An eight beat configuration is used in the early-mid-morning hours.) Patrol responds to emergency and non-emergency calls for service, conducts criminal investigations and provide a myriad of services.

In the Communications Center, the Police Department operates with dispatchers working five positions: Police desk, Fire desk, two call-takers and Telecom/Warrant desk. A sixth position is staffed to allow for staff breaks throughout the day. The Communications Center assigns and coordinates police, fire, and emergency medical responses in response to emergency and non-emergency calls for service, and supports officers with running warrant checks and associated work.

The City's Jail is staffed with three Community Service Officers, who book and process arrestees and court-ordered bookings, and manage the jail operations and arrestee care, and prepare arrestees for transport to court, or to be released from the station. Staffing must include one female jailer on staff at all times, in order to search and process female prisoners.

B. Staffing levels: Staffing levels impact overtime. While the Police Department has not been able to fill all of the positions it has been allocated, over the past few years, the Police Department has experienced some of the lowest staffing levels in its history. The following figures depict historical sworn staffing levels.



Over time, the number of sworn employees has generally been within the range of 165 to 170 until Fiscal Year 17 when the number of sworn employees dropped below 155. In the current fiscal year, sworn staffing levels have been on the decline and are anticipated to be 162 by the end of the calendar year.

It is important to note that the number of filled positions is not the same as the number of officers that are able to be deployed. It is not uncommon to have an individual off due to short or long-term injury, family/ medical leave, or military leave. Also, new hires, although counted as a filled position, are not available for nearly a year, during which time they are in their 6 month academy or 4.5 month training program. A hire of an experienced officer from another agency still requires 4.5 months of training before they are available for assignment in Patrol. Over the past few years, as staffing levels have declined, so has the number of officers available to be deployed. An officer who leaves takes at least 16 months to replace (including the hiring process time). Thus, as officers leave, the department's available staffing lags for a long period of time, creating shortages which result in a need to draw on overtime to fill positions that have to be staffed.

- C. Shift Extensions: Shift extensions are not uncommon, whether in Patrol or Investigations. Supervisory approval is required, and the reality is that Patrol officers have to complete their work before going off shift. They may have to complete their report, have it reviewed, book evidence, or finish a prolonged booking before leaving. Work must be completed so that a case is properly completed for pending arraignment purposes, or so that a preliminary investigation is completed and available to Detectives for their follow-up work. In addition, Detectives serve warrants, interview suspects, and book evidence and prepare reports for charging. Certain cases, such as homicides, may require response or investigation outside of the normal workweek, or over a weekend, and the timing of serving search or arrest warrants is typically dependent on the suspect's actions and movements, rather than the investigator's convenience.
- D. Major Unplanned/Special Events: In addition to operational needs and shift extensions, overtime needed for Unplanned/Special Events fluctuate and are hard to predict. In looking at the past eleven (11) fiscal years, overtime due to special events has fluctuated from a low of \$94,625 in Fiscal Year 15 to a high of \$724,085 in Fiscal Year 20. These events include demonstrations, Public Safety Power Shutoffs, and Mutual Aid response to fires.
- E. Holiday Pay: Holiday Pay is considered part of the Police Department's overtime. Holiday Pay is compensation paid to sworn and non-sworn employees who work on any of the thirteen (13) City holidays, as provided for in their respective Memorandum of Understanding. These include those divisions that are continuously staffed -- Patrol, Communications Center, and the Jail. Looking

at the past eleven (11) fiscal years, the budget for Holiday Pay was only sufficient to cover expenditures in *one* fiscal year.

Fiscal Year 21 Overtime Needs

As part of the November Annual Appropriations Ordinance (AAO) process, the Police Department is asking the Budget and Finance Policy Committee to consider recommending augmenting the Department's overtime budget by an additional \$5.0 million to the City Council. This would result in a total overtime budget allocation of approximately \$6.7 million for Fiscal Year 21. At the Budget and Finance Policy Committee meeting, city staff will provide an overview of an order of magnitude analysis performed by city staff to determine if the Police Department's request is reasonable. This analysis is summarized in Attachment C (Exhibits 2, 7 and 8).

- Attachment C Exhibit 2 provides an indication of overtime requirements based on expenditures incurred in the first four months of FY 21, an average of overtime incurred by the Police Department over the past three (3) fiscal years, and an average of overtime incurred by the Police Department over the past five (5) fiscal years.
- Attachment C Exhibits 7 and 8 provides an indication of overtime requirements looking at both historical trends and an analysis of overtime used by Patrol, which generates the largest overtime requirement.

In summary, given current staffing levels, it is reasonably anticipated that the Police Department will require the overtime that is being requested as part of the November AAO. Should the City Council not make additional resources available to the Police Department for overtime, the following outlines some of the service adjustments that could be implemented by the Police Department:

- Reduce or eliminate the Bike Patrol Team;
- Reduce or eliminate the Community Services Bureau;
- Reduce or eliminate the Traffic Enforcement Unit; and
- Reduce or eliminate the Detective Bureau.

These examples are illustrative but meant to point to the need to reassign officers to support the Patrol Division if there are not adequate overtime resources available.

12. How were overtime overages in the Police Department between FY11-21 funded each year, whether via the general fund savings or via budget savings from the Berkeley Policy Department?

Generally speaking, Police Department overtime overages in the General Fund are first offset by salary savings realized through vacancies. In the event, the Police Department exceeds their total General Fund department budget then overtime overages are offset by General Fund savings realized in the other departments' budgets. The following summarizes what was reported to City Council for the last five fiscal years as part of the year-end reports regarding the Police Department's General Fund budget and overtime.

[FY 20](#)

In the General Fund, the Police Department exceeded their budget by \$4,780,687. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget. The overage in overtime expenditures was due to many factors including maintaining adequate operational staffing levels in all of the units requiring 24-hour operations; staff being called in for special operations callouts and responses; longer duration events and demonstrations which required substantial departmental staffing and resources; and increased requests for reimbursable services.

[FY 19](#)

The Police Department exceeded their General Fund budget by \$3,154,631 due to overtime expenditures being \$3,197,795 over budget. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget. The overage in overtime expenditures was due to sworn vacancies and medical leave and needing to maintain minimum staffing.

[FY 18](#)

The Police Department exceeded their General Fund budget by \$181,554. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget.

[FY 17](#)

The Police Department exceeded their General Fund budget by \$1,439,191 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget. The overage in overtime expenditures was due to sworn vacancies and medical leave. In FY 17, the Police Department experienced unanticipated costs of \$376,568 due to the 2017 protests.

Due to the fact that the Police Department was incurring overtime expenditures in excess of their budget, with the adoption of the FY 2017 budget, City Council

increased the number of full-time equivalent (FTE) police officers by five, raising the authorized sworn from 176 to 181. It was anticipated that these additional positions would be funded as the City was able to fill them. Due to the level of vacancy in the Police Department and the difficult recruiting environment, it was not until FY 20 that the Police Department had begun to achieve staffing levels that would have necessitated filling the additional 5 FTE's approved in FY 17. However, at this point in time, to align with the budget deferrals adopted by the City Council, sworn Police Department staffing levels are declining to be at 157 FTE's.

FY 16

The Police Department exceeded their General Fund budget by \$1,655,361 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget. The overage in overtime expenditures was due to sworn vacancies and medical leave in divisions which operate at minimum staffing levels therefore necessitating overtime backfill.

FY 15

The Police Department exceeded their General Fund budget by \$575,180 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget.

FY 14

The Police Department exceeded their General Fund budget by \$609,170 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget.

FY 13

The Police Department exceeded their General Fund budget by \$688,534 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget.

FY 12

The Police Department was within their General Fund budget with a surplus of \$575,246 even though the overtime expenditures incurred were in excess of what was budgeted. The Police Department contributed to the savings deposited back to the General Fund.

FY 11

The Police Department exceeded their General Fund budget by \$238,295 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget.

FY 10

The Police Department exceeded their General Fund budget by \$13,735 and was attributable to overtime expenditures incurred in excess of what was budgeted. Savings generated by other departments in the General Fund offset these expenditures in excess of the adopted budget.

13. The Berkeley Police Department stated during their overtime presentation to the Budget and Finance Committee that "Lieutenants are paid overtime due to a settlement resulting from Fair Labor Standards Act litigation in the early 2000s." Please provide background on this case.

City staff have determined that in resolving a lawsuit – Aldinger et al v. City of Berkeley – the City was required to amend its Memorandum of Understanding with the Berkeley Police Association to provide for overtime to its Lieutenants. The City Council adopted the settlement agreement that resulted from this lawsuit. Please see the attached resolution (Attachment D). City staff continue to perform research to locate the Settlement Agreement to provide additional information to the Budget and Finance Committee and City Council.

Attachments:

- A. City of Sacramento Financial Policies
- B. City of San Jose Interfund Loan Policy
- C. Police Department Overtime Analysis (Exhibits 1-8)
- D. Resolution 58,560-N.S.

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Attachment A



Interfund Loans

Scope: CITYWIDE

Policy Contact

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1. Purpose
2. Background
3. Policy
 - 3.1 Long-term Loans
 - 3.2 Short-term Loans
 - 3.3 Prohibited Uses

Regulatory References

Council Motion 2015-0141

Interfund Loans Policy

1. PURPOSE

The City's Interfund Loan Policy documents the methods used by the City to demonstrate prudent financial management over interfund loans. The policy:

- Requires City Council approval of interfund loans, except for short-term working capital loans,
- Permits short-term interfund loans for working capital to cover Council-approved reimbursable grants and projects and other temporary timing differences in cash flows, and
- Prohibits interfund loans from being used to solve ongoing structural budget issues or hindering the accomplishment of any function or project for which the lending fund was established.

2. BACKGROUND

Interfund loans are the lending of cash from one City fund to another for a specific purpose and with a requirement for repayment. The practice of interfund loans is a recognized and necessary aspect of municipal finance. Such loans are typically short-term in nature and constitute the allocation of resources between individual funds for working capital purposes.

3. POLICY

3.1 Long-term Loans

Interfund loans, other than short-term working capital loans, must be approved by the City Council. Council approval will include the following terms of the loan:

- Purpose of Interfund Loan
- Identification of the source fund
 - Availability of unrestricted funds in the source fund
 - Review of multi-year plans for use of source fund cash
 - Analysis of legal or contractual restrictions
- Repayment of Interfund Loan
 - Repayment must have a payment source and funding stream
 - Specific repayment schedule
 - Interest imposed at a rate equal to at least investment earnings if loan did not occur
- Other Considerations
 - Feasibility of repayment
 - Internal controls to monitor repayment

3.2 Short-term Loans

Short-term interfund loans for working capital to provide cash for Council-approved reimbursable grants and projects, are permitted. Short-term working capital loans are also permitted for temporary timing differences in cash flows when expenditures are incurred before revenue is collected. The source funds for working capital interfund loans are the Risk Fund and the General Fund.

3.3 Prohibited Uses

- Interfund loans will not be used to solve ongoing structural budget issues.
- Interfund loans will not hinder the accomplishment of any function or project for which the lending fund was established.

Attachment B

Interfund Loans

5.3.1

PURPOSE

The purpose of this policy is to establish administrative procedures for the implementation of Section 21 (Interfund Loans) of Council Policy No. 1-18 titled “Operating Budget and Capital Improvement Program Policy”.

AUTHORITY

Council Policy No. 1-18 titled “Operating Budget and Capital Improvement Program Policy”, Section 21. Interfund Loans.

POLICY

To ensure that all interfund loans are appropriate, properly documented, and not established to the detriment of the fund issuing the loan, Council Policy 1-18 established the following interfund loan eligibility and documentation requirements:

- a) *Interfund Loan Eligibility Requirements* – Interfund loans may not be used to solve ongoing structural budget problems. Interfund loans must have an identified repayment source and date; include an interest component that equals the investment earnings the fund would have received had the loan not occurred; and be immediately due and payable if needed by the fund that provided the loan.
- b) *Interfund Loan Documentation Requirements* – Loan amount, term, and repayment source will be identified any time a loan is recommended. Loans will be coordinated with the City Attorney’s Office to ensure compliance with the Municipal Code and will be approved by the City Council. Payments made on outstanding loans shall be reflected in the Proposed and Adopted Budget and Annual Report, as applicable. A summary of all outstanding loans will also be included in the annual Proposed and Adopted Operating Budget and the Comprehensive Annual Financial Report (CAFR). The CAFR will also consistently include the loan term, rate of interest, and the interest amount due in its calculation of the total liability associated with the loan.

DEFINITIONS

Interfund loans are loans from one City fund to another City fund for a designated purpose.

PROCEDURES

The development of interfund loans requires coordination among several parties, including the departments overseeing the funds that would provide or receive the loans, the Budget Office, the Finance Department, and the City Attorney’s Office. Interfund loans must be approved by the City Council.

Following are procedures for processing interfund loans:

- | | |
|--|--|
| Department managing the fund with funding need | <p style="text-align: center;"><u>Identify Funding Need</u></p> <ol style="list-style-type: none"> 1. When determining a potential funding need, analyze projected revenues and expenditures for the particular fund, including the |
|--|--|

Interfund Loans

5.3.1

development of a five-year source and use of funds statement, at minimum, or other longer multi-year analysis of revenues and expenditures, as appropriate.

2. Determine if the funding need under consideration can be paid from moneys within the existing fund by re-prioritizing expenditure items.
3. If the funding need cannot be paid by the fund, determine the amount and term of the potential loan. There must, however, be an identified funding stream to repay the loan.
4. Determine if any of the funds managed by the requesting department have available resources to repay an interfund loan.

Department managing the fund with funding need

Submit Request for Interfund Loan to Budget Office

1. Provide information on the funding need, the status, including fund balance, of the fund receiving the loan, potential funding options, the term of the loan, and the loan repayment plan.
2. Identify any timing constraints associated with the potential loan (e.g., loan funding needed by a certain time in order to secure grant funding or to address time sensitive capital need).

Determine Appropriateness of Interfund Loan

Budget Office

1. Determine the nature of the funding need. Interfund loans cannot be used to address structural budget problems.

Budget Office and Finance Department

2. Determine if other funding mechanisms are available to address the funding need.

Budget Office

3. Determine if the fund receiving the loan has a repayment plan that can be implemented; identify any funding risks associated with the repayment plan.

City Attorney's Office

4. Determine if there are legal issues associated with the interfund loan.

Determine Fund to Provide Interfund Loan

Budget Office

1. If the requesting department identified a potential fund to provide an interfund loan, analyze the viability of that loan using the following criteria:
 - availability of sufficient fund balance and/or uncommitted funds;
 - reliability of revenue stream in the fund, including volatility of revenue in the fund;
 - multi-year plans for the use of funding in the fund;

Interfund Loans

5.3.1

- potential risks if the loaned funds are needed by the lending fund before the end of the loan term; and
 - any fund restrictions that would not allow an interfund loan.
2. If the fund identified by the requesting department is not a good candidate for being the source of an interfund loan, identify other potential funds that could provide an interfund loan, using the same criteria listed above.
 3. Discuss the potential interfund loan with the department that manages the fund designated as the proposed source of the loan to determine if there are other factors to consider.
 4. Determine if there are legal restrictions associated with the use of the identified funding source for the interfund loan.

Attorney's Office

Prepare Loan Memorandum for City Council Consideration

1. Describe the need for the interfund loan, the fund providing the loan, and the terms of the interfund loan.
2. The recommendation language should provide details on the terms of the loan: fund receiving loan; amount of loan, fund providing loan, amount of interest to be paid on the loan (must be at least equal to the investment earnings the fund would have received had the loan not occurred); duration of the loan, and provision that that loan be immediately due and payable if needed by the fund that is the funding source for the loan. The budget actions in both the fund providing the loan and the fund receiving the loan are also included in the recommendation.
3. Describe any potential alternatives to the interfund loan and the associated impacts.
4. Submit the memorandum to the Budget Office, the City Attorney's Office, and the department that manages the fund that will be providing the loan for review; the Budget Director is a co-signer on all memoranda with recommended budget actions.
5. Review memorandum and provide any necessary edits.
6. Prepare the resolution with the loan terms.

Department managing the fund with funding need

Budget Office, City Attorney's Office, Department managing the fund providing the loan

City Attorney's Office

Monitor the Interfund Loan and Budget Loan Repayment Consistent with the Terms of the Loan

1. As part of the annual budget process, ensure that the loan repayment is budgeted consistent with the loan terms.

Department managing the fund that received the loan

Interfund Loans**5.3.1****Sample Loan Recommendation Language:**

Interfund loans require City Council approval and the following components are to be included in the loan recommendation language: fund receiving loan; amount of loan, fund providing loan, amount of interest to be paid on the loan (must be at least equal to the investment earnings the fund would have received had the loan not occurred); duration of the loan, and provision that that loan be immediately due and payable if needed by the fund that provided the loan

Sample Language:

Adopt a resolution approving the loan in the amount of \$[_____] from the [Name of Lending Fund] (Fund [#____]) to the [Name of Receiving Fund] (Fund [#____]) for the purpose of [describe use of funds] for the [Name of Project] with the following loan terms:

1. The [Receiving Fund] (Fund # [____]) shall pay interest at a rate equal to the investment earnings of the Lending Fund (Fund #).
2. The loan shall be fully due and payable on [Repayment Date].
3. The loan shall be repaid with [describe the source of funds for repayment, i.e. grant reimbursements] from the [describe the nature of the funds, i.e. Name of Grant].
4. All [grant reimbursements or other identified funds] received by the City from [identified source of repayment] for the [insert the purpose and project] shall be budgeted to the repayment of the loan until it is fully repaid.
5. In the event that a shortfall arises in the [Name of Receiving Fund] (Fund # [____]), another eligible source of revenue shall fully repay the loan.
6. The loan shall be immediately due and payable if required by [Name of Lending Fund] (Fund # [____]) to fund any eligible project.
7. A final balloon payment shall be paid to the [Name of Lending Fund] (Fund # [____]) no later than [Repayment Date] if the loan has not been fully repaid from the [source of repayment] by Repayment Date.

Attachment C

**City of Berkeley Police Department
General Fund Overtime (OT) Expenditure
FY 2010 to FY 2020**

OT Type	FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020					
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual				
Regular	\$635,244	\$1,478,462	\$660,147	\$1,928,744	\$630,527	\$1,785,799	\$528,459	\$1,853,110	\$528,459	\$1,646,606	\$955,344	\$2,261,372	\$955,344	\$1,911,564	\$955,344	\$2,656,218	\$955,344	\$3,719,172	\$955,344	\$3,861,173	\$1,003,104	\$4,320,907				
Holiday	493,137	598,157	494,869	591,387	499,565	636,641	499,565	412,624	499,565	592,587	259,414	568,001	259,414	574,343	259,414	618,205	259,414	461,018	259,414	547,744	272,377	572,616				
Hourly/Daily Overtime	3,637	0	3,764	38	3,914	0	3,914	542	3,914	257	0	0	0	0	417	0	1,933	0	0	0	0	3,800				
Police/Fire Special Event	329,629	201,885	341,165	139,378	297,718	102,286	297,718	109,619	297,718	135,285	95,726	94,625	95,726	112,413	95,726	182,916	95,726	321,202	95,726	174,192	100,510	724,085				
Police/Fire Training	194,392	244,767	201,194	502,018	204,022	390,333	204,022	346,443	204,022	424,314	238,561	334,125	238,561	464,110	238,561	429,757	238,561	483,567	238,561	580,336	250,486	475,873				
Police/Fire Vac Relief	258,082	336,294	267,114	501,296	261,041	370,805	261,041	328,199	261,041	419,353	247,945	353,382	247,945	674,370	247,945	624,647	247,945	658,044	247,945	602,029	260,341	584,180				
Police Business	26,338	7,941	27,258	19,357	28,347	17,478	28,347	10,146	28,347	13,596	12,325	10,621	12,325	8,129	12,325	6,990	12,325	8,266	12,325	9,525	12,939	12,819				
Sick Relief/ Police-Fire	100,975	207,213	104,507	209,673	108,685	255,884	108,685	232,174	108,685	224,013	142,397	387,482	142,397	463,254	142,397	618,688	142,397	347,259	142,397	335,933	149,516	258,155				
Misc. Leave / Police	164,191	219,018	169,937	243,247	195,314	206,437	195,314	224,189	195,314	217,109	119,256	174,105	119,256	195,325	119,256	132,865	119,256	107,700	119,256	74,759	125,218	88,650				
FLSA, Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,375	0	(2,336)	0	0	0	0				
Reimbursable Services	0	205,774	0	203,139	125,000	53,691	125,000	190,523	125,000	205,227	181,097	248,540	181,097	207,214	181,097	223,894	181,097	305,542	181,097	142,439	190,150	577,843				
Total	\$2,205,625	\$3,499,511	\$2,269,955	\$4,338,277	\$2,354,133	\$3,819,354	\$2,252,065	\$3,707,569	\$2,252,065	\$3,878,347	\$2,252,065	\$4,432,253	\$2,252,065	\$4,610,722	\$2,252,065	\$5,496,972	\$2,252,065	\$6,411,367	\$2,252,065	\$6,328,130	\$2,364,641	\$7,618,928				
Budget Adjusted Total during the FY due to AAO request												\$2,972,477													\$2,851,065	

Exhibit 2
Police Department Actual Overtime Expenses
General Fund
FY 16 - FY 21 YTD (1)

	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21 YTD	FY 21 Proj. (2)	Average		
								3-Year	5-Year	
Police Administration	\$0	\$107	\$112	\$469	\$1,288	\$0	\$0	\$623	\$395	
Internal Affairs	7,770	8,934	2,932	8,669	9,155	601	1,804	6,919	7,492	
Patrol Operations	2,258,768	2,829,033	3,575,284	3,412,283	4,933,982	1,487,784	4,463,353	3,973,850	3,401,870	
Public Information	1,215	0	357	0	0	438	1,314	119	314	
Investigations: Detective / SEU / Crime Analysis / Crime Scene Unit	551,257	583,569	582,325	605,071	635,581	164,617	493,851	607,659	591,561	
Investigations: Traffic / Parking	66,575	81,560	83,264	161,532	144,260	22,782	68,346	129,685	107,438	
Professional Standards: Policy / Accreditation	33,377	19,049	11,662	14,573	14,659	2,968	8,905	13,631	18,664	
Professional Standards: Personnel and Training	469,117	415,615	447,313	400,953	326,559	57,526	172,579	391,608	411,911	
Police Services	10,447	10,997	94,514	109,217	117,340	38,724	116,172	107,024	68,503	
Communications Center	807,202	1,021,419	1,102,813	1,147,088	1,155,139	281,779	845,336	1,135,013	1,046,732	
Jail Operations	406,120	485,439	509,756	362,672	281,525	71,680	215,039	384,651	409,102	
Total Overtime Expenses	\$4,611,848	\$5,455,722	\$6,410,332	\$6,222,527	\$7,619,489	\$2,128,899	\$6,386,698	\$6,750,783	\$6,063,984	
							Allocated to Police Department - FY 21	\$1,764,641	\$1,764,641	\$1,764,641
							Additional Required Overtime - FY 21	\$4,622,057	\$4,986,142	\$4,299,343
Memo										
Sworn Staffing Levels Staffing										
Max	174	174	165	166	174					
Min	166	165	153	154	158					
Average	169	169	159	160	168					
General Fund Revenue Associated with Overtime (3)										
Reimbursable Services - Patrol	\$139,080	\$235,860	\$329,710	\$187,538	\$495,695	\$397,063	\$1,191,190	\$337,648	\$277,577	
Reimbursable Services - Traffic	165,165	64,504	21,520	42,299	47,032	8,309	24,928	36,950	68,104	

(1) FY 21 YTD through October 2021.

(2) FY 21 Projected assumes amounts spent through October represent annual requirements.

(3) Revenues associated with overtime are recognized in the General Fund.

Source: Finance Department Second Closing Reports for Fiscal Year End results.

Exhibit 3
Police Department - Non-Sworn Employee Overtime Hours
General Fund
FY 16-FY 20

		FY 16	FY 17	FY 18	FY 19	FY 20	Average	
							3-Year	5-Year
Regular Overtime	1301	11,169	12,615	17,700	15,031	13,555	15,429	14,014
Hourly Overtime	1303	0	8	0	0	0	0	2
Holiday	1305	1,892	1,837	1,426	1,587	1,545	1,519	1,657
Special Events	1311	302	382	648	848	1,577	1,024	751
Training	1312	470	581	1,080	800	1,077	986	802
Vacation Relief	1313	3,998	4,186	3,737	2,544	3,097	3,126	3,512
Miscellaneous	1315	101	38	94	66	125	95	85
Sick Time Relief	1316	2,041	4,313	1,162	1,311	1,266	1,246	2,018
Court / PRC	1317	57	21	30	34	18	27	32
Reimbursable Services	1338	229	795	819	736	653	736	647
Total Hours		20,258	24,776	26,696	22,956	22,912	24,188	23,520
Total Holiday, Training, Vacation & Sick		8,400	10,917	7,405	6,241	6,984	6,877	7,990
As a % of Total		41.5%	44.1%	27.7%	27.2%	30.5%	28.4%	34.0%

Exhibit 4
Police Department - Sworn Employee Overtime Hours
General Fund
FY 16-FY 20

		FY 16	FY 17	FY 18	FY 19	FY 20	Average	
							3-Year	5-Year
Regular Overtime	1301	11,383	16,701	24,317	25,544	29,348	26,403	21,459
Unnamed Overtime Category (1)	1302	1	0	0	0	0	0	0
Hourly Overtime	1303	0	0	0	25	0	8	5
Holiday	1305	7,829	7,843	5,753	6,319	6,347	6,140	6,818
Coding Error (Should be 1301)	1310	0	0	0	0	43	14	9
Special Events	1311	1,117	2,060	3,437	1,642	6,707	3,928	2,992
Training	1312	4,921	4,532	4,664	5,679	4,163	4,836	4,792
Vacation Relief	1313	4,643	3,750	4,373	4,427	3,481	4,094	4,135
Miscellaneous	1315	21	41	30	34	37	33	32
Sick Time Relief	1316	4,124	4,134	3,257	2,728	1,781	2,589	3,205
Court / PRC	1317	2,334	1,610	1,330	897	1,317	1,181	1,498
Overtime / FLSA Fire (2)	1319	0	69	(69)	0	0	(23)	0
Reimbursable Services (3)	1338	2,362	2,257	3,121	1,198	5,425	3,248	2,872
Total Overtime Hours		38,734	42,998	50,212	48,492	58,648	52,451	47,817
Total Holiday, Training, Vacation & Sick Overtime Hours		21,517	20,258	18,047	19,153	15,772	17,657	18,950
As a % of Total Overtime Hours		55.6%	47.1%	35.9%	39.5%	26.9%	33.7%	39.6%
Sworn Staffing Levels Staffing								
Max		174	174	165	166	174		
Min		166	165	153	154	158		
Average		169	169	159	160	168		

(1) This was a coding error and the time should not have been coded here.

(2) Hours should not have been coded to Police and were reversed.

(3) Overtime hours are generally reimbursable by third-parties.

Exhibit 5
Police Department - Patrol Division Overtime Hours
General Fund
FY 16-FY 20

		FY 16	FY 17	FY 18	FY 19	FY 20	Average	
							3-Year	5-Year
Regular Overtime	1301	5,886	10,083	16,383	16,426	20,870	17,893	13,930
Unnamed Overtime Category (1)	1302	1	0	0	0	0	0	0
Hourly Overtime	1303	0	0	0	0	0	0	0
Holiday	1305	6,097	6,526	4,589	5,189	5,289	5,022	5,538
Coding Error (Should be 1301)	1310	0	0	0	0	43	14	9
Special Events	1311	1,081	2,054	3,346	1,567	6,429	3,780	2,895
Training	1312	3,479	2,768	3,281	4,301	3,357	3,646	3,437
Vacation Relief	1313	4,537	3,628	4,274	4,246	3,417	3,979	4,020
Miscellaneous	1315	8	10	23	19	23	22	16
Sick Time Relief	1316	4,102	4,081	3,190	2,294	1,769	2,418	3,087
Court / PRC	1317	8	18	23	11	310	115	74
Overtime / FLSA Fire (2)	1319	0	69	(69)	0	0	(23)	0
Reimbursable Services (3)	1338	0	228	948	55	3,895	1,633	1,025
Total Overtime Hours		25,200	29,464	35,988	34,108	45,402	38,499	34,032
As a % of Total Police Department Sworn Overtime Hours		65.1%	68.5%	71.7%	70.3%	77.4%	73.4%	71.2%
Total Holiday, Training, Vacation & Sick Overtime Hours		18,216	17,002	15,334	16,030	13,832	15,065	16,083
As a % of Total Patrol Division Overtime Hours		72.3%	57.7%	42.6%	47.0%	30.5%	39.1%	47.3%
Sworn Staffing Levels Staffing								
Max		174	174	165	166	174		
Min		166	165	153	154	158		
Average		169	169	159	160	168		

(1) This was a coding error and the time should not have been coded here.

(2) Hours should not have been coded to Police and were reversed.

(3) Overtime hours are generally reimbursable by third-parties.

Exhibit 6
Police Department - Breakdown of Patrol Division Overtime Hours
General Fund
FY 16-FY 20

	FY 16	FY 17	FY 18	FY 19	FY 20	Average	
						3-Year	5-Year
Regular Overtime							
Special Response Team	1,385	797	997	1,114	1,409	1,173	1,140
Plain Clothes Operations	0	0	359	2,166	1,196	1,240	744
Police Shift Extension	1,206	2,347	2,270	2,400	2,420	2,363	2,129
Police Under Strength	1,234	1,659	2,568	4,108	5,144	3,940	2,943
Military Leave	284	210	408	432	79	306	282
City Council Meetings	6	39	142	266	183	197	127
Community Events	85	66	226	224	143	198	149
Downtown Directed Patrol	0	0	879	2,460	3,804	2,381	1,429
Southside Safety Patrol	870	994	749	651	442	614	741
2017 Protests	0	3,233	0	0	0		
Fall 2017 Protests	0	0	3,683	0	0		
Sonoma County Fire	0	0	2,876	0	0		
Novel Coronavirus	0	0	0	0	1,738		
May/ June Protests	0	0	0	0	2,238		
Total	5,068	9,344	15,156	13,820	18,796	12,413	9,683
% of Total Regular Overtime Hours	86.1%	92.7%	92.5%	84.1%	90.1%	69.4%	69.5%
Special Events							
Public Safety Power Shutoff	0	0	0	0	260		
Ann Coulter	0	0	0	0	542		
Protests	0	337	1,114	0	3,621		
2018 Election	0	0	241	0	0		
Holiday Overtime	169	176	302	0	0		
Warriors Parade Support	0	0	111	0	0		
Homeless Encampments	0	482	0	0	0		
Berkeley Half Marathon	118	74	118	0	86	68	79
Juneteenth	136	121	154	198	84	145	138
July 4th	0	0	29	463	524	338	203
Kite Festival	0	0	10	354	437	267	160
Solano Stroll	241	267	183	184	376	248	250
Russell Street - Halloween	59	27	25	8	26	19	29
Sunday Streets	87	65	83	106	110	100	90
Total	808	1,549	2,369	1,313	6,064	1,185	950
% of Total Special Event Overtime Hours	74.8%	75.4%	70.8%	83.8%	94.3%	31.3%	32.8%

Exhibit 7
Police Department - Breakdown of Patrol Overtime Budget Needs
General Fund
FY 16-FY 20

	FY 16	FY 17	FY 18	FY 19	FY 20	Average	
						3-Year	5-Year
Total Patrol Overtime	\$2,258,768	\$2,829,033	\$3,575,284	\$3,412,283	\$4,933,982	\$3,973,850	\$3,401,870
Holiday, Training, Vacation & Sick (Based on % of Total)	\$1,632,800	\$1,632,526	\$1,523,387	\$1,603,665	\$1,503,216	\$1,543,422	\$1,579,119
Regular Overtime							
Special Response Team	\$124,108	\$76,494	\$99,008	\$111,412	\$153,076	\$121,165	\$112,819
Plain Clothes Operations	0	0	35,650	216,655	129,958	127,421	76,452
Police Shift Extension	108,079	210,338	203,505	215,160	216,890	211,852	190,794
Police Under Strength	110,581	159,317	255,090	411,014	559,048	408,384	299,010
Military Leave	25,479	20,116	40,502	43,209	8,585	30,765	27,578
City Council Meetings	493	3,745	14,116	26,587	19,851	20,185	12,958
Community Events	7,612	6,313	22,452	22,377	15,567	20,132	14,864
Downtown Directed Patrol	0	0	87,327	246,074	413,440	248,947	149,368
Southside Safety Patrol	77,938	95,446	74,435	65,153	48,034	62,541	72,201
Special Events							
Berkeley Half Marathon	\$10,532	\$7,105	\$11,748	\$0	\$9,346	\$7,031	\$7,746
Juneteenth	12,146	11,570	15,250	19,759	9,074	14,694	13,560
July 4th	0	0	2,831	46,320	56,918	35,356	21,214
Kite Festival	0	0	993	35,440	47,490	27,975	16,785
Solano Stroll	21,602	25,613	18,205	18,408	40,826	25,813	24,931
Russell Street - Halloween	5,266	2,616	2,434	825	2,771	2,010	2,783
Sunday Streets	7,753	6,241	8,271	10,555	11,981	10,269	8,960
Total Estimated Patrol Operations Minimum OT Budget Requirement	\$2,144,388	\$2,257,442	\$2,415,204	\$3,092,612	\$3,246,072	\$2,917,963	\$2,631,144
Total Patrol Reoccurring Overtime Hours							
Total Holiday, Training, Vacation & Sick	18,216	17,002	15,334	16,030	13,832		
Regular and Special Events	5,707	6,664	9,199	15,133	16,462		
Total Patrol Reoccurring Overtime Hours	23,924	23,667	24,533	31,162	30,294		
As a % of Total Patrol Division Overtime Hours	94.9%	80.3%	68.2%	91.4%	66.7%	75.4%	80.3%
Total Patrol Variable Overtime Hours	1,276	5,797	11,455	2,946	15,108		
As a % of Total Patrol Division Overtime Hours	5.1%	19.7%	31.8%	8.6%	33.3%	24.6%	19.7%

Exhibit 8
Estimated Police Department Budget Requirement Based on 5-Year Average
General Fund
Order of Magnitude Estimate

Patrol Operations (5-Year Average) (1)	
Holiday, Training, Vacation & Sick	\$1,579,119
Reoccurring Regular Overtime Needs	956,047
Reoccurring Special Event Overtime Needs (2)	123,149
Estimated Variable and Other Overtime Needs (3)	993,462
All Other Police Divisions (5-Year Average)	
Police Administration	395
Internal Affairs	7,492
Public Information	314
Investigations: Detective / SEU / Crime Analysis / Crime Scene Unit	591,561
Investigations: Traffic / Parking	107,438
Professional Standards: Policy / Accreditation	18,664
Professional Standards: Personnel and Training	411,911
Police Services	68,503
Communications Center	1,046,732
Jail Operations	409,102
Total Estimated Police Department Overtime Budget Requirement	\$6,313,890

(1) Excludes overtime attributable to work from private parties that is reimbursable.

(2) Based on three-year average due to missing data.

(3) Estimate based on 3-year average of total Patrol Division variable overtime hours and 3-year average Patrol Division overtime expenditures.

Attachment D

RESOLUTION NO. 58,569-N.S.

AUTHORIZING THE CITY ATTORNEY TO SETTLE THE LAWSUIT ENTITLED SHERRIE ALDINGER, ET AL. V. CITY OF BERKELEY, U.S. DISTRICT COURT ACTION NO. C 92 4951 SI

WHEREAS, suit has been filed against the City of Berkeley in an action entitled Aldinger et al. v. City of Berkeley, U.S. District Court Action No. C 92 4951 SI, which action arises under the Fair Labor Standards Act, 29 U.S.C. Section 201 et seq.; and

WHEREAS, Plaintiffs Sherrie Aldinger, Henry Borders, Michel A. de Latour, P.E. Doran, John Grant, Douglas Hambleton, Reginald Lyles, Russell Lopes, Roy Meisner, Bobby Miller, Stanley J. Muller, Patrick Phelps, William Pittman, Jr. and James Polk and Defendant City of Berkeley have agreed to settle the complaint against Defendant City of Berkeley on the following terms:

1. The City of Berkeley will pay plaintiffs a total of \$290,000 as back wages for overtime for the period of December 22, 1989 through final execution of the Settlement Agreement;
2. The City of Berkeley will pay plaintiffs' attorney fees in the amount of \$80,000 to Clisham & Sortor;
3. The City and the Berkeley Police Association (Association) will enter into a Side Letter Agreement modifying the Memorandum Agreement between City and the Association for the period of July 4, 1993 through July 5, 1997 to reflect the following: Police Captains will be exempt from the overtime provisions of the FLSA; the City will designate Police Lieutenants eligible for overtime compensation beginning with the first pay period following the date of execution of the Settlement Agreement; the City will terminate all prior practices of providing Captains overtime or any additional compensation over and above their regular salaries based upon hours worked; and clarify that Police Department employees holding the rank of Captain or above are not subject to disciplinary suspension in increments of less than a work week unless they have committed a major health and safety violation; and

WHEREAS, it is in the best interests of the City of Berkeley to settle this matter and said settlement has been discussed by the Council in closed session.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the settlement of plaintiffs' complaint for the sum of \$370,000 to plaintiffs and their attorney Clisham & Sortor, subject to the conditions set forth above, is hereby authorized.

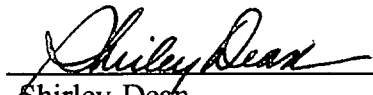
* * * * *

The foregoing Resolution was adopted by the Berkeley City Council on July 23, 1996, by the following vote:

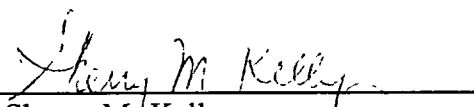
Ayes: Councilmembers Armstrong, Maio, Olds, Shirek, Spring, Wainwright, Woodworth, Woolley-Bauer and President Dean.

Noes: None.

Absent: None.



Shirley Dean
Mayor and President of the Council

Attest: 

Sherry M. Kelly
City Clerk and Clerk of the Council

SUBJECT TO CHANGE

**FY 21 and FY 22 Resource Needs (Not Included in Baseline)
November 2020 AAO**

	FY 21	FY 22	Committee Date
Estimated FLSA Labor Settlement (ERMA Implementation) (1)			
June 1, 2018 - May 31, 2020	800,000	0	
June 1, 2020 - Go Live (Feb. 2021)	266,667	0	
Parking Funds			
FY 21 Operational Needs (2)	3,240,688	0	10/8/2020
Capital Replacement Needs (3)	0	3,355,000	
Homeless Response Team	815,729	1,263,257	11/12/2020
Waterfront and Marina			
Security Services (7 months)	0	0	
Security Monitors (7 months)	0	0	
Projected Operating Needs	0	1,083,751	
Police Budget - FY 21 (4)	5,000,000	0	11/12/2020
Cybersecurity for Telecommuting (IT)	819,000	1,946,300	
Projected FY 21 Building Purchases and Maintenance Fund Deficit Fund Balance	92,062	0	11/12/2020
Section 115 Trust (5)	4,000,000	4,000,000	
Fire Dept. Compressor Truck	350,000	0	
Fill vacant Fire Positions (6)	541,478	1,700,000	
Estimated Homelessness and Housing Needs (in progress)			
Berkeley Way	0	3,023,365	
STAIR	0	2,499,525	
Dorothy Day (Shelter)	0	566,000	
Dorothy Day (Drop In)	0	182,000	
Coordinated Entry	0	1,442,426	
Outdoor Encampment	0	615,000	
YSA Tiny Homes	0	78,000	
Lifelong - Street Medicine	0	454,239	
DBA - Homeless Outreach Worker	0	40,000	
Downtown Streets Team	0	225,000	
BDIC Locker Program	0	50,000	
Reserve Replenishment	0	0	
COVID-19 Response	0	0	
Intersection Improvements at Shattuck and Berkeley Way	0	650,000	
Total Resource Needs	15,925,624	23,173,863	

(1) Estimate based on previous settlements.

(2) Based on Public Works balancing proposal, represents costs of parking enforcement program. FY 22 represents costs of Telegraph-Channing Garage elevator replacement.

(3) Resources needed for elevator replacement project and meter upgrade/replacement project.

(4) Additional need based on three-year average of overtime costs incurred by the Police Department.

(5) Recommended annual contribution.

(6) FY 22 is an estimate of resources needed to sustain positions in FY 22.

GENERAL FUND EXCESS EQUITY CALCULATION

FY 2020 Beginning Balance	\$	38,777,804
FY 2020 Revenues	\$	220,364,309
FY 2020 Expenditures		(219,015,176)
Available Balance	\$	40,126,937
Less:		
Excess Property Transfer Tax Revenue*	\$	(9,188,555)
Measure U1 Fund Balance	\$	(10,017,583)
Measure P Fund Balance	\$	(9,859,779)
G. F. Encumbrances (AAO #1)	\$	(7,191,365)
G.F. Carryover & Other Adjustments (AAO #1)	\$	(9,056,146)
Total Restricted & Carryovers	\$	(36,124,873)
FY 2020 Available Excess Equity	\$	4,002,064
Allocation to Reserves	\$	1,501,032
Excess Equity Balance	\$	2,501,032

**Policy can be suspended by Council to address FY 2021 funding priorities. Amount reduced by \$406,952 to repay loan to the Workers Compensation fund for the purchase of Premier Cru included in AAO#1.*

Measure U1

FY 2020 Beginning Measure U1 Balance	\$	8,994,778
FY 2020 U1 Revenues	\$	5,597,359
FY 2020 U1 Expenditures	\$	3,574,554
FY 2020 U1 Funds for Berkeley Relief Fund	\$	1,000,000
FY 2020 Ending U1 Fund Balance*	\$	10,017,583

**U1 FY 2020 Ending Fund Balance will be transferred from the General Fund to new U1 Fund in FY 2021.*

Measure P

FY 2020 Beginning Measure P Balance	\$	2,932,313
FY 2020 Measure P Revenues	\$	9,512,603
FY 2020 Measure P Expenditures	\$	985,137
FY 2020 Measure P Funds for Berkeley Relief Fund	\$	1,600,000
FY 2020 Ending Measure P Balance	\$	9,859,779

Council Items Referred to November 2020 AAO Process

Contribution to Section 115 Trust Fund	\$4,000,000
Structure and Framework for an Office of Racial Equity	\$150,000
Solano Avenue Plan (OED or PW Transportation)	\$150,000
Bay Area Book Festival 2021 Funding	\$50,000
General Fund Reserves Replenishment	TBD based on available revenues

Measure U1

FY 2021 Beginning Measure U1 Balance	\$10,017,583
FY 2021 U1 Revenues	\$ 2,700,000
FY 2021 U1 Appropriated & Planned Expenditures	<u>\$ 9,959,856</u>
FY 2021 Projected Ending U1 Fund Balance	<u>\$ 2,757,727</u>

Measure P

FY 2021 Beginning Measure P Balance	\$ 9,859,779
FY 2021 Measure P Revenues	\$ 4,747,414
FY 2021 Permanent Local Housing Allocation	\$ 1,000,000
FY 2021 Measure P Appropriated & Planned Expenditures	<u>\$10,469,224</u>
FY 2021 Ending Measure P Balance	<u>\$ 5,137,969</u>



02b

Office of the City Manager

Date: December 10, 2020
To: Budget & Finance Policy Committee
From: Dee Williams-Ridley, City Manager
Submitted by: Teresa Berkeley-Simmons, Budget Manager
Subject: Amendment: FY 2021 Annual Appropriations Ordinance

RECOMMENDATION

Request that the Budget & Finance Policy Committee:

1. Discuss and determine funding allocations for inclusion in the Amendment to the FY 2021 Annual Appropriations Ordinance based on re-appropriation of committed FY 2020 funding and other adjustments since July 1, 2020.
2. Authorize staff to present the approved Amendment to the FY 2021 Annual Appropriations Ordinance to the full City Council on December 15, 2020, for consideration and adoption.

BACKGROUND

This is the fifth meeting scheduled with the Budget & Finance Policy Committee (Committee) to discuss the draft Amendment to the FY 2021 Annual Appropriation Ordinance (AAO #1). The initial list of funding requests was submitted to the Committee on October 8, 2020, and updated lists were submitted to the Committee on October 22, 2020, November 12, 2020, and November 19, 2020.

Since the November 19, 2020, meeting there has been one new addition. An allocation of \$270,000 in the City Manager's Office for a contract with the National Institute for Criminal Justice Reform to manage the Police Re-Imagining Process is now included in the AAO#1. Initially, an allocation to fund the Police Re-imagining Process of \$200,000 was approved as part of the FY 2021 Adopted Budget from the Police Asset Forfeiture funds. However, we have learned this is a potentially ineligible use of these funds and have added it to the General Fund allocations. In addition, the cost has increased by \$70,000. The new item is highlighted in the attached AAO#1 detailed spreadsheet.

Carryover Process

Departments were asked to submit information regarding the reasons for the unencumbered carryover requests to assist staff in determining which funds should be carried into FY 2021. In prior years, funds have been approved for carryover from one year to the next based on funding availability.

Types of Carryover

Encumbrance Rollovers reflect contractual obligations entered into in FY 2020 which had not been paid as of June 30, 2020. Funding for these “encumbered” commitments is brought forward into the current fiscal year to provide for payment of these obligations.

Unencumbered Carryovers reflect the carryover of funding appropriated by the City Council for specific purposes that had not been encumbered by year-end. The carryover for the General Fund are for priority projects. There are also additional carryover requests in nondiscretionary funds. Capital Improvement Funds carryovers are for continuing projects.

Other Adjustments reflect actions taken by the City Council with the adoption of the FY 2021 budget as well as new funding requests approved since the budget adoption. Many of these adjustments are within nondiscretionary funds and reflect the appropriation of grant funding and the use of available fund balance.

Council Budget Referrals

Throughout the year Councilmembers may refer items to the budget process. Staff in the Office of Budget and Fiscal Services (Budget Office) summarize the requests and present the list of budget referrals to the Committee and the Council for consideration. Councilmembers were asked to submit their final budget referral requests to the Council by November 10, 2020. The Council budget referrals were updated as of December 1, 2020, and are summarized in Attachment 2.

Items Referred to November 2020

On June 30, 2020, Council adopted the FY 2021 Budget Update and referred several items to the November 2020 AAO#1 process. These items have not been incorporated into the AAO#1 and are reflected in the chart below for the Committee’s review and consideration.

Council Items Referred to November 2020 AAO Process	
Contribution to Section 115 Trust Fund	\$4,000,000
Structure and Framework for an Office of Racial Equity	\$150,000
Solano Avenue Plan (OED or PW Transportation)	\$150,000
Bay Area Book Festival 2021 Funding	\$50,000
General Fund Reserves Replenishment	TBD based on available revenues

CONCLUSION

The Amendment to the FY 2021 Annual Appropriation Ordinance allows the City to augment the FY 2021 Adopted Budget, re-appropriating funds from FY 2020 to FY 2021 for contractual commitments that need to be paid and revising the budget to reflect approved carryover requests in both discretionary and non-discretionary funds. Staff is presenting carryover recommendations for projects that are either currently under contract, represent Council priorities, and/or are considered critical for ongoing operations. The Amendment: FY 2021 Annual Appropriations Ordinance is scheduled to go to the full City Council for adoption on December 15, 2020.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the act of adopting the budget/appropriations ordinance/amendments. Actions included in the budget will be developed and implemented in a manner that is consistent with the City’s environmental sustainability goals and requirements.

CONTACT PERSON

Teresa Berkeley-Simmons, Budget Manager, City Manager’s Office, 981-7000
 Rama Murty, Senior Management Analyst, City Manager’s Office, 981-7000

Attachment:

1. FY 2020 Departmental Carryover Requests and FY 2021 Adjustments
2. Council Budget Referrals

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	City Attorney		\$25,000		Analysis of Litigation Claims & Settlements			X	Funds to hire a subject matter expert to conduct an analysis for the City of litigation claims and settlements
11	General Fund	City Clerk	\$62,500			KMBS contract Annual Maintenance (OnBase)			X	baseline software contract maintenance and scheduled upgrades
11	General Fund	City Clerk	\$51,400			Redistricting Commission support costs			X	Commissioner meeting stipends; demographer contingency amount
11	General Fund	City Clerk	\$462,700			Election Costs	X			annual carryover to cover costs from 11/3/2020 election that will be billed between Dec, 2020 - May 2021
11	General Fund	City Manager	\$200,000			Berkeley Contracting Availability Study		X		Approved by Council on 6/25/19 as part of the FY 2020 & FY 2021 Budget Adoption (Resolution 69,010-N.S.)
11	General Fund	City Manager		\$163,000		Digital Communications Coordinator positions			X	Add 6 months of funding for two Digital Communications Coordinator positions to continue the website project and EOC support
11	General Fund	City Manager		\$270,000		Police Re-Imagining Process				Contract with the National Institute for Criminal Justice Reform to Manage and Lead a Community Engagement Process to Develop a New Paradigm of Public Safety in Berkeley. Expected to be added to 12/15/20 Council Agenda and approved that evening.
11	General Fund	City Manager's Office	\$39,000			Shelter Generator			X	The division has pursued the purchase and installation of an emergency generator for the past couple years, but was unable to procure alternate funding. The generator is crucial for maintaining electricity in the event of a public safety power shutoff, and will allow the shelter to maintain refrigeration for deceased animals, veterinary medicine, and other crucial electrical functions for the essential service.
11	General Fund	City Manager's Office	\$16,000			Chameleon Platform			X	The system, quoted at \$20,000, will expand use of an existing platform to digitize the animal licensing renewal process, reducing duplicative processes by Animal Services and Finance staff and making the process accessible both remote and online. This will also allow for BACS to receive online donations for the first time
11	General Fund	City Manager's Office	\$15,000			Flex Fund			X	This fund will be used by Homeless Outreach to provide key resources and linkages for unhoused individuals who are not a part of the City's case management system, including bus and train vouchers, food, temporary hotel relief, medical supplies and appointments, etc. This was previously funded by HHCS, but with the transition of HOTT into an FSP model the funds will not transfer with the Homeless Outreach position into Neighborhood Services, a move that is expected to take place in late September / early October.
11	General Fund	City Manager's Office	\$11,000			Homeless Outreach Coordinator			X	This position was funded at a higher level (Health Program Service Specialist) in a temporary capacity, but CMO intends to fund this position at its current class moving forward, due to their enhanced role in citywide homeless outreach as well as the supervision of the supplemental Homeless Outreach Coordinator position described below. This difference will need to be incorporated into the baseline personnel costs for Neighborhood Services moving forward.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	City Manager's Office	\$92,100			Second Homeless Outreach Coordinator			X	Prior to Homeless Outreach transitioning to Neighborhood Services, HHCS had identified a need for a supplemental Homeless Outreach Coordinator (Social Service Specialist). Step 5 for this position is \$150,724 (\$44.18/hour, \$91,905.44/year + benefits at 64%, \$58,820). HHCS had previous identified \$58,635.18 to fund this position, leaving \$92,089 to fully fund the position. This position will be funded by the Neighborhood Services carryover balance, in addition to the balance of funds from CM Admin noted in #4, but in future years this will need to be added to the baseline budget for Neighborhood Services.
11	General Fund	City Manager's Office	\$60,000			Census plus Neighborhood Services Homeless Outreach			X	to fund remaining purchases in the Census enumeration and to supplement personnel costs in the recently transferred Homeless Outreach component of Neighborhood Services
11	General Fund	City Manager's Office	\$80,000			Special Events Funds		X		Festivals and Special Events Funding approved by Council as part of the FY 2021 Mid-Biennial Budget Update adoption on 6/30/20
11	General Fund	City Manager's Office	\$31,501			Berkeley Continuity Grants			X	\$1.0M allocated to small business continuity grants, there was approximately \$31,501 that was unspent. The City Council authorized staff to direct these funds
11	General Fund	City Manager's Office	\$12,806			Civic Art Grants			X	FY20 Grants paid in FY21, adjusted from 3K to 12K (9.18.20)
11	General Fund	City Manager's Office	\$60,200			Data Analysis plus 2020 Milestone			X	Carryover of funds to support two strategic plan projects, Data Analysis and 2020 Milestone, that have been delayed due to the pandemic and subsequent staffing and resource availability.
11	General Fund	Finance	\$85,670			Banking Fees/Services - contract with Wells Fargo			X	Banking Fees/Services - Council Approved 4 year extension to contract with Wells Fargo. Finance neglected to encumber necessary amount.
11	General Fund	Finance	\$100,000			ACCELA			X	Consulting Services for Implementation of Online Business License Payments (Accela). Especially important given closed customer service center.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	Finance	\$400,000			Replacement of Property Tax Assessment Software			X	Replacement of Property Tax Assessment Software - Current System is prone to errors; software support services are difficult to find for 30 year-old system; the single IT Dept staff who can assist may be retiring soon.
11	General Fund	Finance	\$150,000			Backfill for Revenue Collections Manager			X	Carryover of fund to backfill Revenue Collections Manager out on Maternity Leave for 9mos.
11	General Fund	Finance	\$56,272			Banking Fees/Services - contract with Wells Fargo			X	Banking Fees/Services - Council Approved 4 year extension to contract with Wells Fargo. Finance neglected to encumber necessary amount.
11	General Fund	Fire		\$90,200		Fouth Amulance Medical Supplies		X		Medical supplies for fourth ambulance approved by Council
11	General Fund	Fire		\$39,714		Gurneys for Fire Department Ambulances		X		A sole source contract and any amendments with Stryker to finance the purchase of three additional gurneys and equip all seven ambulances with the powered cot fastener system (power load system) for Fire Department ambulances which will allow transport of the sick and injured, increasing the amount by \$39,714 for a total not to exceed annual amount of \$74,000. Approved by Council on
11	General Fund	Fire		\$411,270		Wittman Enterprises LLC Contract		X		FY 2021 funds for Wittman Enterprises LLC contract to provide emergency response billing, fire inspection billing, and related hardware, software, and program oversight Approved by Council on 12/11/18 through Resolution No. 68,707-N.S.
11	General Fund	Fire		\$63,000		Personal Protective Equipment for Firefighters		X		Appropriate funds for Personal Protective Equipment for Firefighters Ballistitcs contract. Approved by Council on 01/21/2020 through Resolution Nos. 69,242-N.S. and 69,243-N.S.
11	General Fund	Fire		\$3,622		Fusako Donation		X		Appropriate remaining balance of Fusako Castro donation for purchase of a new fire water rescue boat. Donation was approved by Council on 1/23/18 through Resolution 68,285-N.S.
11	General Fund	Fire		\$250,000		Fire Recruit Academy			X	Appropriate funds to conduct a Fire Recruit Academy in FY 2021 to fill vacant sworn Firefighter positions.
11	General Fund	Fire		\$200,000		Electrical Work			X	Funds for electrical work at Fire Stations
11	General Fund	Fire		\$83,000		Priority Dispatching			X	An estimated amount of \$83,000 is needed to pay for the overtime of staff assigned to this project, community engagement, and hiring a third-party consultant to assist in designing the dispatch system.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	Health, Housing & Community Services	\$72,730		HHAGFR2101	NBSC Renovation			X	Carryover of FY20 NBSC Renovation Budget
11	General Fund	Health, Housing & Community Services	\$32,650		HHAGRE2101	Senior Centers Rental Maintenance Fees			X	Carryover of funds for Senior Centers Rental Maintenance Fees
11	General Fund	Health, Housing & Community Services	\$25,000		HHHCGA2101-NONPERSONN-COVID19 COMMUNITY AGENCY	East Bay Community Law Center		X		Carryover remaining funds for East Bay Community Law Center contract for its housing retention program to address the impact of the COVID-19 pandemic on existing housing insecurities in Berkeley. Approved by Council on 3/17/20
11	General Fund	Health, Housing & Community Services	\$65,947		HHHSQU2101	Square One, Motel Vouchers			X	Carryover of fund for Square One and Motel Voucher balances to be used to on Rental Assistance
11	General Fund	Health, Housing & Community Services	\$120,999		HHEGFF2101	Environmental Health General Fund			X	Carryoverof fund to pay for a consultant to conduct a water quality investigation at Aquatic Park.
11	General Fund	Health, Housing & Community Services		\$78,000	HHMMPF2101-NONPERSONN-GRANT&G-CMMNTYAGY-	Measure P Funds		X		Measure P Funds for Youth Sprit Artworks Tiny Homes Case Management.
11	General Fund	Health, Housing & Community Services	\$51,188		HHOGFH2101	African American Holistic Center			X	Carryover of fund for African American Holistic Center program
11	General Fund	Health, Housing & Community Services		\$98,675	HHPGHB2101	Sugar Sweetened Beverage Program Public Health Division		X		Revise Public Health Division Sugar Sweetened Beverage Program budget to match Council approved allocation of \$475,000 less deferred amount(\$30,000) in FY21. Approved by Council on 5/14/19 through Resolution No. 68,914-N.S.
11	General Fund	Health, Housing & Community Services	\$27,000		HHPGHS2101	Public Health - Berkeley High School Health Center			X	\$27,000 from the general fund in the Berkeley High School Health Center was identified specifically to be encumbered under the Worldwide Travel Staffing nurse registry services contract (32000232 MH) at the time the contract was being developed. Although the amount and project string was provided to the contact at Mental Health (who was leading the effort), the PO was not entered in with the rest of the POs slated for this contract.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	Health, Housing & Community Services	\$3,000		HHPGDP2101	PH-Disparities Program purchase of computer			X	Carryover of fund to purchase a computer for Public Health Disparities Program.
11	General Fund	Health, Housing & Community Services	\$20,000		HHPGHB2101	PH Healthy Berkeley (SSB) Program			X	Carryover request for a media campaign fund contract for PH Healthy Berkeley (SSB) Program
11	General Fund	Health, Housing & Community Services	\$25,000		HHPGHO2101	Berkeley Free Clinic			X	Carryover of fund for Berkeley Free Clinic contract
11	General Fund	Health, Housing & Community Services	\$11,873		HHPGHO2101	FY19 1011 University Utilities			X	Carryover of fund for FY19 1011 University Utilities charges not collected by PW.
11	General Fund	Health, Housing & Community Services	\$29,855		HHPGHO2101	FY20 1011 University Utilities			X	Carryover of fund for FY20 1011 University Utilities charges not collected by PW.
11	General Fund	Health, Housing & Community Services	\$1,500		HHPGHO2101	PH General Fund			X	Carryover of fund for FY20 PH Parking Permit fees - uncollected by other City Department
11	General Fund	Human Resources	\$470,000			Labor Negotiations			X	Carryover of funds for ongoing labor negotiations in FY 2021.
11	General Fund	Human Resources	\$102,443			Class & Compensation Studies for Labor Negotiations		X		Fund classification projects per Union agreement also conduct a study to see ERMA's impact on classifications
11	General Fund	Human Resources	\$50,000			EEO Division Case Management Software		X		Approved by Council on 6/25/19 as part of the FY 2020 & FY 2021 Budget Adoption (Resolution 69,010-N.S.)
11	General Fund	Mayor & Council	\$68,983			Council FY20 Year End Balance Carryover			X	Council FY20 Year-End Balance carryover
11	General Fund	Mayor & Council		\$234,881		Measure JJ Funds	X			Appropriate FY 2021 funds for Measure JJ for the Mayor and Councilmember Salaries and Benefit increases approved by voters on November 3, 2020.
11	General Fund	Non-Departmental		\$100,000		Specialized Care Unit		X		Allocate \$100,000 from the FY 2021 Unallocated General Fund Balance (of \$141,518 unallocated in the FY 2021 Adopted Budget) to analyze and develop a pilot program to re-assign non-criminal police service calls to a Specialized Care Unit. This Specialized Care Unit (SCU) consisting of trained crisis-response workers would respond to 911 calls that the operator evaluated as non-criminal and that posed no imminent threat to the safety of first responders. Approved by Council on 7-14-20

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11	General Fund	Non-Departmental	\$415,966			Fair Election Campaign Funds			X	Carryover unspent FY 2020 Fair Election Campaign Funds to FY 2021 and transfer to the new Fair Election Campaign Fund.
11	General Fund	Non-Departmental		\$719,017		Transfer to Public Liability Fund			X	Increase transfer to Public Liability Fund to pay for outside counsel, court costs, and claims and judgements in FY 2021
11	General Fund	Non-Departmental		\$406,952		Transfer to Workers' Compensation Fund		X		Transfer of Excess Property Transfer Tax Revenue to Capital Improvement Fund and then transferred to Workers' Compensation Fund to repay loan to purchase Premier Cru (University Center).
11	General Fund	Parks Recreation & Waterfront	\$32,000			Berkeley Project/ ASUC			X	Berkeley Project (ASUC) was awarded a community agency contract with the City for Cal students' work on Berkeley Project Day. They were unable to sign the contract in FY20, so their allocation is requested to carryover into FY21.
11	General Fund	Parks Recreation & Waterfront	\$25,800			Official Payments / Credit Card Fees			X	Official Payments is the credit card payment gateway for the City's recreation online software. The City is still working on the contract amendment to establish Official Payments as a vendor in ERMA, so that we can pay 9 months of FY20 invoices.
11	General Fund	Parks Recreation & Waterfront	\$60,000			Waterfront Security Cameras			X	To cover purchase and installation of security cameras at Waterfront in berther lots, to deter criminal activity.
11	General Fund	Planning	\$160,000			BART Station Area Planning			X	Consultant services to complete planning and environmental review for Ashby and North Berkeley BART stations (including AB 2923 compliance).
11	General Fund	Planning	\$125,000			Objective Standards for Density / State Housing Law Compliance			X	Consultant services to develop objective development standards for mixed-use and multi-family residential projects in order to comply with recently passed State housing laws and to improve customer service by clarifying regulations and streamlining the permitting process.
11	General Fund	Planning	\$273,341			Green Buiding Program Manager			X	50% of cost for a new 2 year FTE, Green Building Program Manager, responsible for developing and facilitating the implementation of local green building codes.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	Planning	\$25,000			Planning Department Equity Consultant			X	Consultant services to assist with the development of a racial equity analysis toolkit specific to Planning Department services and projects.
11	General Fund	Public Works	\$129,892		PWSUCW1901	Fire Safety		X		Carryover of unspent Public Works funds for Fire Safety, Education, Prevention and Disaster Preparedness. Approved by Council on 11/27/18.
11	General Fund	Public Works	\$199,375		PWENCB2102	Public Safety Building Cooling System Redundancy			X	Contract with Stanton Engineering for the Redundant Cooling System for the Public Safety Data Center.
11	General Fund	Public Works		\$360,437	PWENUD0906	Underground Utility District #48 Grizzly Peak			X	Appropriate funds for Survey of the Underground Utility District (UUD) No. 48 at Grizzly Peak
11	General Fund	Public Works	\$5,830		PWENSR1542	Sewer Laterals & CCTV			X	Carryover funds for the Sewer Laterals/CCTV project
11	General Fund	Public Works		\$99,543	PWT1CB1901	NBSC Seismic Retrofit			X	Requesting new appropriation to carry over funding provided by HHCS for NBSC miscellaneous building upgrades in FY 2019.
11	General Fund	Public Works		\$100,000	PWTRC2003	University Avenue Bus Stop Improvements		X		Appropriate funds for design and construction to widen bus stops and add sealing at Sacramento Street and Grant Street, with Rectangular Rapid Flashing Beacon at Grant Street and University Avenue. Funding was approved by Council on 11/27/18.
11	General Fund	Public Works	\$15,000	\$185,000	PWTRPL2001	Hopkins Corridor Study		X		Appropriate fund to start Hopkins Corridor study and planning work for this project. Council Budget referral 11.27.2018.
11	General Fund	Public Works		\$75,000		Berkeley Department of Transportation			X	\$75,000 will be needed to solicit outside resources to perform best practices research both nationally and internationally, and making programmatic recommendations on application of those practices in the City of Berkeley.
11	General Fund	Public Works	\$200,000			Illegal Dumping		X		Funding Illegal Dumping Component of "Clean & Livable Commons Initiative" Approved by Council on 12/3/19.
11	General Fund	Public Works	\$225,000			Measure P - Downtown Streets Team program expansion		X		Measure P Funds for Downtown Streets Team. Approved by Council on 12/3/19 and 1/21/20

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
11	General Fund	Public Works	\$350,265		PWENCB2102	Public Safety Building Cooling System Redundancy			X	Contract with Stanton Engineering for the Redundant Cooling System for the Public Safety Data Center.
11 Total			\$5,406,787	\$4,056,311						
105	Library - Foundation	Library		\$500,000		Central Library Interior Renovation Project		X		Revise Berkeley Public Library Foundation budget for funds for purchase of furniture, fixtures, and equipment for the Central Library Interior Renovation Project. Approved by Board of Library Trustees on 7/1/20 through Board of Library Trustees Resolution No: R20-038
105 Total			\$0	\$500,000						
111	Fund Raising Activities	Health, Housing & Community Services		\$10,000	HHADMO2101	MOW – Supplies			X	Appropriate fund for necessary supplies for the MOW Program
111	Fund Raising Activities	Health, Housing & Community Services		\$18,000	HHADNB2101	NBSC – Dining room Furniture			X	Appropriate fund for necessary supplies/furniture for the NBSC Program.
111 Total			\$0	\$28,000						
114	Gilman Field Reserve	Parks Recreation & Waterfront	\$56,506			Field Turf Contract			X	Carryover for Field Turf Contract for Gilman Sports Fields
114 Total			\$56,506	\$0						
120	Affordable Housing Mitigation	Health, Housing & Community Services		\$100,166	HHHMF2101-NONPERSONN-LOAN-DISBURSMNT-	Grayson Apartments Project		X		Housing Trust Fund allocation for the Grayson Apartment Project. Approved by Council on 2/28/17 through Resolution 67,844-N.S.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
120 Total			\$0	\$100,166						
122	Inclusionary Housing Program	Health, Housing & Community Services		\$1,182	HHHIF2101-NONPERSONN-LOAN-DISBURSMNT-	Grayson Apartments Project		X		Housing Trust Fund allocation for the Grayson Apartment Project. Approved by Council on 2/28/17 through Resolution 67,844-N.S.
122	Inclusionary Housing Program	Health, Housing & Community Services		\$19,937	HHHIF2101-NONPERSONN-LOAN-DISBURSMNT-	1601 Oxford		X		Funds for 1601 Oxford Project. Approved by Council through Resolution 69,321-N.S.
122 Total			\$0	\$21,119						
125	Playground Camp	Parks Recreation & Waterfront	\$775,208		PRWCP19001	BTC Construction Management			X	Carryover for BTC construction management, partial ENGEO testing & inspections, lodging, and permits.
125	Playground Camp	Parks Recreation & Waterfront		\$212,536	PRWCP19001	BTC Construction Management			X	Adjustment for partial ENGEO testing and inspections
125	Playground Camp	Parks Recreation & Waterfront		\$18,160,849	PRWCP19001	BTC Construction Management		X		Appropriating funding for Berkeley Tuolumne Camp Project for the contract with Robert E. Boyer construction contract. Approved by Council on 4/14/20 through Resolution No. 69,352-N.S.
125 Total			\$775,208	\$18,373,385						
127	State Transportation Tax	Public Works	\$474,632		PWENST1901	Street Rehab FY 2019			X	Carryover of State Transportation Tax Fund for Street Rehab FY 2019 Project
127	State Transportation Tax	Public Works	\$240,750		PWENST1902	Surface Seal FY 2019			X	Carryover of State Transportation Tax Fund for the Surface Seal FY 2019 Project
127	State Transportation Tax	Public Works	\$22,500		PWENSD1819	Codornices Creek at Kains Avenue			X	Carryover of State Transportation Tax Fund for the Codornices Creek Restoration at Kains Avenue
127	State Transportation Tax	Public Works	\$35,590		PWENSD1804	Hillview and Woodside			X	Carryover of State Transportation Tax Fund for Hillview Road and Woodside Road Drainage Improvement Project

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
127	State Transportation Tax	Public Works	\$479,159		PWENST1801	Street Rehab FY 2-18			X	Carryover to complete the FY 2018 Street Rehabilitation project
127	State Transportation Tax	Public Works	\$131,120		PWENSG1801	Measure M LID FY 18 Woolsey			X	Carryover for contingency on the Cratus construction contract
127	State Transportation Tax	Public Works	\$439,159		PWENST2001	Street Rehab FY2020			X	Carryover to continue the street rehab now in the construction phase
127	State Transportation Tax	Public Works	\$50,000		PWENST2101	Street Rehab FY2021			X	Carryover to continue the street rehab planning & designing
127	State Transportation Tax	Public Works	\$299,800		PWENSW2002	Sidewalk Shaving - FY2020			X	Carryover to continue the sidewalk shaving project
127	State Transportation Tax	Public Works	\$80,950		PWENSD1819	Codornices Creek at Kains			X	To continue the project into the construction phase
127 Total			\$2,253,660	\$0						
128	CDBG	Health, Housing & Community Services		\$1,610,805	HHHCAD2101	CARES Act CDBG - CV		X		Special allocation for Berkeley of CDBG funds to prevent, prepare for, and respond to coronavirus (COVID-19). Funds were appropriated by Council in FY 2020 AAO #3 but were not spent in FY 2020.
128 Total			\$0	\$1,610,805						
130	Measure B - Local Streets & Roads	Public Works	\$115,233		PWENST1801	Street Rehab FY 2-18			X	Carryover to complete the FY 2018 Street Rehabilitation project
130	Measure B - Local Streets & Roads	Public Works	\$164,557		PWENSG1802	Measure M FY18 Street Impr			X	Carryover to complete the Measure M FY18 street improvement project
130	Measure B - Local Streets & Roads	Public Works		\$10,000		Equipment Replacement			X	Appropriate fund to cover amortization shortfall vehicle # 2003

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
130	Measure B - Local Streets & Roads	Public Works		\$35,000		Equipment Replacement			X	Appropriate fund for Streets share of purchase of Double Drum Vibratory Roller and Tilt Trailer for Roller, needed for repaving projects.
130 Total			\$279,790	\$45,000						
133	Measure F - Alameda County VRF Streets & Roads	Public Works	\$79,800		PWENSW2002	Sidewalk Shaving - FY2020			X	Carryover to continue the sidewalk shaving project
133	Measure F - Alameda County VRF Streets & Roads	Public Works		\$14,018	PWTRCT0918	Ashby/San Pablo Traffic Improvements			X	FY 2021 funds for the Ashby/San Pablo Traffic Improvements project
133 Total			\$79,800	\$14,018						
134	Measure BB - Local Streets and Road	Non-Departmental		\$600,000		Measure T1 Fund Loan		X		Loan to Measure T1 Fund in FY 2021 to complete Phase 1 projects. Approved by Council on 9/15/20 through Resolution 69,457-N.S.
134	Measure BB - Local Streets and Road	Public Works	\$1,300,000		PWT1ST1907	Street improvement - Adeline and Hearst			X	Carryover of Measure BB Funds - FY20 project budget for street rehabilitation Adeline and Hearst, fund to be added to Contract#31900289
134	Measure BB - Local Streets and Road	Public Works	\$35,660		PWENST1902	Surface Seal FY 2019			X	Carryover of Measure BB Funds for the Surface Seal FY 2019 Project
134	Measure BB - Local Streets and Road	Public Works	\$16,710	\$70,415	PWENRW2001	Retaining Wall - Glendale			X	Carryover and new appropriation of Measure BB Funds for the Retaining Wall - Glendale project
134	Measure BB - Local Streets and Road	Public Works	\$599,862		PWT1ST1908	T1 Streets: Monterey & Ward			X	Carryover of funds for Measure T1 Streets: Monterey & Ward project
134	Measure BB - Local Streets and Road	Public Works	\$125,390		PWENSG1802	Measure M FY18 Street Impr			X	Carryover to complete the Measure M FY18 street improvement project
134 Total			\$2,077,622	\$670,415						

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
135	Measure BB - Bike & Pedestrian	Public Works	\$110,000		PWTRCT0918	Ashby/San Pablo Traffic Improvements			X	Carryover funds for the Ashby/San Pablo Traffic Improvements project
135	Measure BB - Bike & Pedestrian	Public Works	\$285,139	\$177,475	PWTRCT1803	North Berkeley BART/Sacramento Street Complete Streets			X	Carryover and appropriation of funds for the North Berkeley BART/Sacramento Street Complete Streets project
135 Total			\$395,139	\$177,475						
136	Measure BB - Paratransit	Health, Housing & Community Services		\$29,500	HHAMBB2101	Measure BB Taxi Scrip			X	Appropriate Measure BB fund for Taxi Scrip
136 Total			\$0	\$29,500						
138	Parks Tax	Non-Departmental		\$600,000		Measure T1 Fund Loan		X		Loan to Measure T1 Fund in FY 2021 to complete Phase 1 projects. Approved by Council on 9/15/20 through Resolution 69,457-N.S.
138	Parks Tax	Parks Recreation & Waterfront	\$58,407		PRWT119005	Live Oak Community Center			X	Carryover of Parks Tax Fund - unspent FY20 project budget for Live Oak Community Center facility upgrade for accessibility and seismic safety.
138	Parks Tax	Parks Recreation & Waterfront		\$100,000	PRWPP15002	Aquatic Park South Pathways Project			X	Parks Tax Fund allocation for Aquatic Park - South Pathways for parking lot improvement
138	Parks Tax	Parks Recreation & Waterfront	\$116,239		PRWPP15002	Aquatic Park South Pathways Project			X	Carryover of Parks Tax Fund - unspent FY20 project budget for Aquatic Park South Pathways Project
138	Parks Tax	Parks Recreation & Waterfront		\$150,000	PRWT119005	Live Oak Community Center		X		Parks Tax Fund allocation for Live Oak Community Center Project. Approved by Council on 09/15/2020 through Resolution 69,554-N.S.
138	Parks Tax	Parks Recreation & Waterfront		\$40,100	PRWT119004	Grove Park Phase II			X	Measure T1 Fund allocation for Grove Park Phase II

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
138	Parks Tax	Parks Recreation & Waterfront	\$181,903		PRWPK20003	Ohlone Park Improvements			X	Carryover of Parks Tax Fund from FY20 to FY21 for Ohlone Park Improvements.
138	Parks Tax	Parks Recreation & Waterfront	\$486,266		PRWPK15002	James Kenney Play Area			X	Carryover of Parks Tax Fund from FY20 to FY21 for James Kenney Play Area
138	Parks Tax	Parks Recreation & Waterfront		\$35,000	PRWPK19003	King School Park Renovation			X	Appropriate parks tax fund for DSA and building permit fees for King School Park Renovation
138	Parks Tax	Parks Recreation & Waterfront	\$37,000		PRWPK19004	Land Use and Structural Alteration Permit			X	Appropriate Parks Tax Fund to cover Land Use Permit and Structural Alteration Permit
138	Parks Tax	Parks Recreation & Waterfront	\$23,120		PRWPK19004	John Hinkel Park			X	Carryover of Parks Tax Fund - unspent FY2020 to FY2021 for John Hinkel Park Amphitheater Area Project
138	Parks Tax	Parks Recreation & Waterfront		\$222	PRWPK19004	Tree removal at John Hinkel Park			X	Appropriate Parks Tax Fund to pay for partial cost of tree removal at John Hinkel Park.
138	Parks Tax	Parks Recreation & Waterfront		\$30,000	PRWPK210008	Civic Center Fountain Garden			X	Appropriate Parks Tax Fund for the Turtle Island project in Civic Center Park.
138	Parks Tax	Parks Recreation & Waterfront		\$20,000	PRWPK21010	Wood - Measure AA grant application for Aquatic Park			X	Appropriate Parks Tax Fund for Wood to help prepare Measure AA grant application for Aquatic Park.
138	Parks Tax	Parks Recreation & Waterfront		\$93,950	PRWPK21002	Parks Strategic Plan Funding		X		Appropriate Parks Tax Fund for FY21 Strategic Plan Tree Planting Program.
138	Parks Tax	Parks Recreation & Waterfront	\$437,231		PRWT119012	Rose Garden Pathways, Tennis, and Pergola			X	Carryover to complete construction at the Rose Garden.
138	Parks Tax	Parks Recreation & Waterfront	\$49,504		PRWPK19003	King School Park Reno			X	Carryover to complete design of MLK school playground.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
138	Parks Tax	Parks Recreation & Waterfront	\$52,502		PRWPK14002	John Hinkel Park (Lower)			X	Carryover to complete construction of John Hinkel Park (Lower).
138	Parks Tax	Parks Recreation & Waterfront	\$161,841		PRWT119011	Strawberry Creek Park Phase 2			X	Carryover to complete construction at Strawberry Creek Park.
138	Parks Tax	Parks Recreation & Waterfront		\$8,120	PRWPK19004	John Hinkel Amphitheater			X	Adjustment for KISTER, SAVIO & REI to conduct survey work for JH park reconstruction.
138	Parks Tax	Parks Recreation & Waterfront		\$15,000					X	COB JPA contribution for Gilman field turf replacement.
138	Parks Tax	Parks Recreation & Waterfront	\$450		PRWPK20001	FY20 Parks Tax Minor Maintenance			X	Carryover to correct encumbrance for Hans Thiring Masonry LLC contract.
138	Parks Tax	Parks Recreation & Waterfront		\$50,064	PRWT119001	Aquatic Park Tide Tubes			X	Funds for Anchor Engineering to provide construction management and inspection services for the Aquatic Park Tide Tubes project
138 Total			\$1,604,463	\$1,142,456						
140	Measure GG - Fire Preparation Tax	Fire		\$90,500		Michael Brady Contract		X		Contract with Michael Brady to provide emergency management training for City Emergency Operations Center (EOC) and Department Operations Center (DOC) staff. Approved by Council on 1/21/20 through Resolution 69,244-N.S.
140 Total			\$0	\$90,500						
145	Bayer-Miles Lab	Parks Recreation & Waterfront	\$138,014		PRWPP15002	Aquatic Park South Pathways Project			X	Carryover of Bayer-Miles Lab Fund - unspent FY20 project budget for Aquatic Park South Pathways Project
145 Total			\$138,014	\$0						

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
147	UC Settlement	Public Works		\$126,592	PWTRCS2001	Southside Complete Streets			X	Carryover to continue project through PS&E phase
147 Total			\$0	\$126,592						
148	Cultural Trust	City Manager's Office	\$780			purchase of monitors			X	Carryover of Cultural Trust Fund from FY 2020 to FY 2021 to pay for monitors
148	Cultural Trust	City Manager's Office	\$6,006			John Toki Contract			X	Contract with John Toki for conservation and installation of artwork on Center Street in front of Berkeley Art Museum.
148	Cultural Trust	City Manager's Office	\$87,611	\$123,274		Various public art projects			X	Funds for Private Percent for public art projects in FY 2021.
148	Cultural Trust	City Manager's Office	\$634,839			Various public art projects			X	These funds - generated from fees paid by private developers in lieu of compliance with the Public Art in Private Development policy - are used to finance public art projects and maintenance. There are a number of pending Public Art projects to utilize this funding. This funding should be carried over from year to year, similar to the historic practice with the Public Art Fund.
148	Cultural Trust	Public Works	\$15,587			Rumford Statue Lighting Project			X	Carryover funds for the Rumford Statue Lighting project
148 Total			\$744,823	\$123,274						
149	Private Party Sidewalks	Public Works	\$50,000		PWENSW2002	Sidewalk Shaving - FY2020			X	Carryover to continue the sidewalk shaving project

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
149 Total			\$50,000	\$0						
150	Public Art Fund	City Manager's Office	\$52,709			Various public art projects			X	There are a number of pending Public Art projects to utilize this funding. Historically this funding is carried over from year to year, in accordance with the City's Public Art policy.
150	Public Art Fund	Public Works	\$18,000			Rumford Statue Lighting Project			X	Carryover funds for the Rumford Statue Lighting project
150 Total			\$70,709	\$0						
152	Vital and Health Statistic	Health, Housing & Community Services		\$45,000	HHOVIT2101	Vital Statistics Trust Fund			X	Funds for an Intern Epidemiologist will be hired under two Trust Fund categories: 1.) Improvement in the collection and analysis of health-related birth certificate information and other community health data collections and analysis as appropriate. 2.) enhance service to the public to improve analytical capabilities of state and local health authorities in addressing the health needs of newborn children and maternal health problems, and to analyze the health status of the general population.
152 Total			\$0	\$45,000						
157	Tobacco Control	Health, Housing & Community Services	\$62,400		HHPLLA2101	LLA Tobacco - State Tobacco			X	Carryover of Tobacco Control grant funds from FY 2020 to FY 2021 for consultant contract

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
157 Total			\$62,400	\$0						
158	Mental Health State Aid Realignment	Non-Departmental		\$198,400		Measure T1 Fund Loan		X		Loan \$230,000 from the Mental Health Realignment Fund balance to Measure T1 Fund to complete the Phase 1 Mental Health Adult Clinic renovation project and that authorizes the City Manager to repay the loans to the Mental Health Realignment Fund balance from the Phase 2 Measure T1 bond proceeds once they are available. Will be approved by Council on 12/1/20.
158 Total			\$0	\$198,400						
305	Capital Grants - Federal	Public Works		\$976,925	PWTRCS2001	Southside Complete Streets			X	Appropriate fund to continue project through PS&E phase
305 Total			\$0	\$976,925						
306	Capital Grants - State	Public Works	\$30,000			Addison Bike Boulevard			X	Carryover of Capital Grants - State Fund for the Addison Bike Boulevard Project management and design services to Final PS&E
306	Capital Grants - State	Public Works	\$30,000			University Ave. Bus Stop Improvements			X	Carryover of Capital Grants - State Fund (AHSC Grant) for the University Ave. Bus Stop Improvements project for PE, PS&E, and construction through Bridget Housing.
306	Capital Grants - State	Public Works		\$2,711,846	PWTRBP1802	Milvia Bikeway Project		X		Appropriate Capital Grants -State Fund (AHSC Grant) for the conceptual design, preliminary engineering, environmental study, PS&E and construction of Milvia Bikeway. Approved by Council through Resolution 68,730-N.S.
306	Capital Grants - State	Public Works		\$205,000	PWTRBP2001	Addison Bike Boulevard		X		Appropriate Capital Grants -State Fund (AHSC Grant) for the Addison Bike Boulevard. Approved by Council through Resolution 68,730-N.S.
306	Capital Grants - State	Public Works		\$570,000	PWTRCS2003	University Ave. Bus Stop Improvements		X		Appropriate Capital Grants -State Fund (AHSC Grant) for the University Ave. Bus Stop Improvements project. Approved by Council through Resolution 68,730-N.S.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
306 Total			\$60,000	\$3,486,846						
310	HUD HOME	Health, Housing & Community Services		\$1,800,972	HHHME2101- NONPERSONN- LOAN- DISBURSMNT-	1601 Oxford		X		HUD Funds for 1601 Oxford Project. Approved by Council through Resolution 69,321-N.S.
310 Total			\$0	\$1,800,972						
311	ESGP	Health, Housing & Community Services		\$808,117	HHHESG2101	CARES Act HESG-CV		X		Special allocation for Berkeley of ESG funds to prevent, prepare for, and respond to coronavirus (COVID-19). Funds were appropriated by Council in FY 2020 AAO #3 but not spent in FY 2020.
311 Total			\$0	\$808,117						
312	Health (General)	Health, Housing & Community Services		\$10,151	HHHPLED2101	Childhood Lead Poisoning Prevention Program			X	Revise Childhood Lead Poisoning Prevention Grant to match approved allocation amount from the California Department of Public Health
312 Total			\$0	\$10,151						
313	Targeted Case Management	Health, Housing & Community Services		\$13,232	HHPTCM2101	TCM FY15 Audit Reconciliation Payment	X			Appropriate TCM Fund for FY15 Audit reconciliation payment due to State.
313 Total			\$0	\$13,232						
315	Mental Health Services Act	Health, Housing & Community Services		\$3,268,909	Various codes	FY 2021 Mental Health Services Act Funding		X		Revise FY 2021 Mental Health Services Act budget to match amount approved by Council and State and to use prior year approved funds
315	Mental Health Services Act	Health, Housing & Community Services		\$20,854	HHHPMHS2101	Public Health Mental Health Services Act			X	Appropriate Mental Health Services Act Funds for contract with with Bay Area Community Resources for AmeriCorps members at the Berkeley High School Health Center.
315 Total			\$0	\$3,289,763						
319	Youth Lunch	Parks Recreation & Waterfront	\$90,522			Summer Lunch Program			X	Carryover of Youth Lunch Fund from FY2020 to FY2021 for Summer Lunch Program
319 Total			\$90,522	\$0						

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321	C.F.P. Title X	Health, Housing & Community Services		\$128,187		Title X Family Planning Subrecipient		X		Revise grant amount to new approved amount of \$271,000. Council approved grant on 5/12/20 via Resolution No. 69,387-N.S.
321 Total			\$0	\$128,187						
326	Alameda County Grant	Health, Housing & Community Services		\$3,354	HHPSED2101	SEED			X	Appropriate Alameda County Grant fund to adjust FY21 award budget
326 Total			\$0	\$3,354						
329	CA Integrated Waste Management	Parks Recreation & Waterfront		\$6,000		Used Oil Program			X	Appropriate PRW portion of CA Integrated Waste Management Fund for the Used Oil Program
329	CA Integrated Waste Management	Public Works		\$39,000		Used Oil Program			X	Appropriate Public Works portion of CA Integrated Waste Management Fund for the Used Oil Program
329 Total			\$0	\$45,000						
336	One-Time Grant: No Cap Exp	Health, Housing & Community Services	\$23,696			Medication Assisted Treatment (MAT) Access Points Project (the "MAT Project")		X		Remaining funds from a \$50,000 grant from The Center at Sierra Health Foundation for expansion of Medication Assisted Treatment (MAT) services for individuals with Opioid Use Disorders at Berkeley Mental Health. Approved by Council on 10/15/19 through Resolution No. 69,126 - N.S.
336	One-Time Grant: No Cap Exp	Health, Housing & Community Services	\$182,499			Mental Health Adult Triage Grant		X		Carryover of grant funds from Mental Health Services Oversight and Accountability Commission from Mental Health crisis triage line. Approved by Council on 11/27/18 through Resolution 68,668-N.S.
336	One-Time Grant: No Cap Exp	Health, Housing & Community Services	\$200,000		HHHEAP2101	Bay Area Community Services			X	Carryover funds from FY 2020 to FY 2021 to pay invoice from April to June 2020. Purchase order could not roll over to FY 2021 so a new purchase order created using carryover funds.
336	One-Time Grant: No Cap Exp	Health, Housing & Community Services		\$16,408	HHMTFC2101	Children's Triage			X	Revise Children's Triage grant budget to match award amount.
336	One-Time Grant: No Cap Exp	Health, Housing & Community Services		\$100,000	HHITH2101	Mental Health Tele-Health Grant		X		Mental Health awarded new grant for IT related items to support Tele-Health from the Sierra Health Foundation (pass-through State). Council approval of grant will be on 11/17/20 agenda.
336	One-Time Grant: No Cap Exp	Parks Recreation & Waterfront	\$15,000		PRWPK17001	Berkeley Urban Reformation Program Grant			X	Carryover of unspent Berkeley Urban Reformation Program grant funds from FY 2020
336	One-Time Grant: No Cap Exp	Parks Recreation & Waterfront	\$3,460		PRWPK17001	Berkeley Urban Reformation Program Grant			X	Carryover of Berkeley Urban Reformation Program grant fund to complete BURP grant activities
336	One-Time Grant: No Cap Exp	Parks Recreation & Waterfront	\$10,430		PRWPK17001	Berkeley Urban Reformation Program Grant			X	Carryover to complete grant activities.

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336	One-Time Grant: No Cap Exp	Parks Recreation & Waterfront		\$165,500	PRWPK20005	Urban Greening Grant		X		Appropriate funds for Urban Greening Grant program. Approved by Council on 07/23/2019 through Resolution
336	One-Time Grant: No Cap Exp	Parks Recreation & Waterfront	\$9,266		PRWT119007	Pier Ferry Facility Study			X	Carryover of WETA funds for pier study.
336	One-Time Grant: No Cap Exp	Parks Recreation & Waterfront	\$61,867		HHHEAP2001	Homeless Emergency Aid Program			X	Carryover for portable toilets and handwashing stations.
336	One-Time Grant: No Cap Exp	Planning		\$310,000		Ashby & North Berkeley BART Stations		X		Appropriate Senate Bill 2 Planning Grant funds for a contract with Van Meter Williams Pollock LLP to review zoning standards and prepare an environmental impact report for the Ashby and North Berkeley BART stations. Approved by Council on 2/25/20 through Resolution No. 69,297 - N.S.
336	One-Time Grant: No Cap Exp	Public Works	\$225,000		PWENSD1819	Cordonices Creek at Kains Avenue			X	Carryover of One-Time Grant: No Cap Exp fund for the construction of Cordonices Creek Restoration at Kains Avenue
336	One-Time Grant: No Cap Exp	Public Works	\$5,882		PWENSD1819	Codornices Creek at Kains			X	Carryover to continue the project into the construction phase
336	One-Time Grant: No Cap Exp	Public Works		\$10,000		Mattress Recycling Enclosure			X	Appropriate grant fund from the Mattress Recycling Council of California to purchase a mattress recycling enclosure. Funds must be spent by October 31, 2020.
336	One-Time Grant: No Cap Exp	Non-Departmental		\$15,000		Grant for Paid Internships		X		Appropriate funds for the Chancellor's Community Partnership Fund Grant for Paid Internships. Approved by Council through Resolution No. 69,562-N.S.
336 Total			\$737,100	\$616,908						
339	MTC	Parks Recreation & Waterfront	\$34,609		PRWPP15001	Bay Trail			X	Carryover of MTC Funds for Bay Trail project
339 Total			\$34,609	\$0						
340	FEMA	Planning		\$557,350		FEMA Grant		X		Hazard Mitigation Grant Program Funds for City of Berkeley grants for seismically vulnerable buildings. Authorization to apply for grant approved by Council on 9/10/19 through Resolution No. 69,085-N.S.

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340	FEMA	Public Works	\$0		PWENCB1801	T1 NBSC Seismic Retrofit			X	Carryover to continue the on-going project currently in the construction phase
340 Total			\$0	\$557,350						
344	CALTRANS Grant	Public Works	\$1,248,678	\$98,617	PWTRCT1803	North Berkeley BART/Sacramento Street Complete Streets			X	Carryover and appropriation of funds for the North Berkeley BART/Sacramento Street Complete Streets project
344 Total			\$1,248,678	\$98,617						
345	Measure WW - Park Bond - Grant	Parks Recreation & Waterfront	\$31,404		PRWPK15002	James Kenney Play Area			X	Carryover of Measure WW Fund from FY20 to FY21 for James Kenney Play Area
345 Total			\$31,404	\$0						
350	Bioterrorism Grant	Health, Housing & Community Services		\$400,523		COVID-19 Crisis Funding		X		Grant from the California Department of Public Health to prevent, prepare for, and respond to COVID-19. Approved by Council on 5/12/20 through Resolution No. 69,385
350 Total			\$0	\$400,523						
501	Capital Improvement Fund	City Manager's Office	\$4,959			John Toki Contract			X	Contract with John Toki for conservation and installation of artwork on Center Street in front of Berkeley Art Museum.
501	Capital Improvement Fund	Health, Housing & Community Services		\$9,312	HHGHF2101-NONPERSONN-GENERAL - CMMNTYAGY-	Grayson Apartments Project		X		Housing Trust Fund allocation for the Grayson Apartment Project. Approved by Council on 2/28/17 through Resolution 67,844-N.S.
501	Capital Improvement Fund	Public Works	\$230,809		PWENST1901	Street Rehab FY 2019			X	Carryover of Capital Improvement Fund for Street Rehab FY 2019 Project
501	Capital Improvement Fund	Public Works	\$8,880		PWENSD1804	Hillview and Woodside			X	Carryover of Capital Improvement Fund for Hillview Road and Woodside Road Drainage Improvement Project
501	Capital Improvement Fund	Public Works	\$119,392		PWENST1801	Street Rehab FY 2-18			X	Carryover to complete the FY 2018 Street Rehabilitation project

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501	Capital Improvement Fund	Public Works	\$45,369	\$123,000	PWENSR1542	Sewer Laterals & CCTV			X	Carryover funds for the Sewer Laterals/CCTV project
501	Capital Improvement Fund	Public Works	\$133,278		PWENSG1801	Measure M LID FY 18 Woolsey			X	Carryover for contingency on the Cratus construction contract
501	Capital Improvement Fund	Public Works	\$151,516		PWENBM1903	Carpet Repl - CCB Finance			X	Carryover to continue the project - repairs Shaw Industries
501	Capital Improvement Fund	Public Works	\$78,724		PWENBM2001	FS#6 Emerg Floor Repair			X	Carryover for On-going repairs at FS #6
501	Capital Improvement Fund	Public Works	\$156,689		PWENBM2002	FS #3 Roof Upgrade			X	Carryover for On-going repairs at FS #3
501	Capital Improvement Fund	Public Works	\$18,054		PWENBM2003	FS#4 Roof Upgrade			X	Carryover for On-going repairs at FS #4
501	Capital Improvement Fund	Public Works	\$14,816		PWENBM2004	MHS Wall Repair			X	Carryover wall at 2636 MLK Inspected Spring 2019 Design for substantial damage at MHS 2636 MLK
501	Capital Improvement Fund	Public Works	\$100,880		PWENCB1507	FS#2 Kitchen Repairs			X	Carryover for On-going repairs at FS #2
501	Capital Improvement Fund	Public Works	\$157,463		PWENST2001	Street Rehab FY 2020			X	Carryover to continue the street rehab now in the construction phase
501	Capital Improvement Fund	Public Works	\$32,400		PWENSW2004	Pathways FY20			X	Carryover to continue pathway repairs
501	Capital Improvement Fund	Public Works	\$275,000		PWENSW2002	Sidewalk Shaving - FY2020			X	Carryover to continue the sidewalk shaving project

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
501	Capital Improvement Fund	Public Works	\$50		PWENSW2001	FY20 Sidewalk Repair Program			X	Carryover to continue sidewalk repairs
501	Capital Improvement Fund	Public Works	\$228,489		PWENCB1805	PSB Envelope Leak Repair			X	Carryover for On-going repairs at the PSB
501	Capital Improvement Fund	Public Works	\$550,000		PWENCB2002	PSB Cooling Redundancy			X	Carryover to continue the project, which started late fin FY 2020
501	Capital Improvement Fund	Public Works	\$504,280		PWENEN2001	EV Charging Station			X	Carryover to continue the project, which was deferred for further review
501	Capital Improvement Fund	Public Works	\$197,105	\$52,895	PWENCB1906	125_127 University Ave Facilities Improvement			X	Appropriate fund to continue project moving into construction phase.
501	Capital Improvements	Public Works	\$42,957		PWSUSW2004	Pathways FY20			X	Funding necessary for the sidewalk program back log
501	Capital Improvements	Public Works	\$83,127		PWSUSW2005	Sidewalk Makesafe			X	Funding necessary for the sidewalk program back log
501	Capital Improvements	Public Works	\$34,345		PWSUSW2007	OPs 50/50 PPSidewalk			X	Funding necessary for the sidewalk program back log
501	Capital Improvements	Public Works	\$247,512		PWSUSW2105	Ops Sidewlk Makesafe FY21			X	Funding necessary for the sidewalk program back log
501	Capital Improvement Fund	Public Works		\$522,743	PWTRCT0918	Ashby/San Pablo Traffic Improvements			X	Carryover funds for the Ashby/San Pablo Traffic Improvements project
501 Total			\$3,416,094	\$707,950						
503	FUND\$ Replacement	Human Resources		\$50,000		Telford Contract			X	New contract with Telfords, Inc. to provide support to FUND\$ Replacement project
503 Total			\$0	\$50,000						
506	Measure M - Street and Watershed Improvement	Public Works		\$302,627	PWENSD1819	Cordonices Creek at Kains Avenue		X		Appropriation of Measure M fund for the Cordonices Creek Restoration at Kains Avenue. Approved by Council through Resolution No. 69,526-N.S.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
506	Measure M - Street and Watershed Improvement	Public Works	\$179,163		PWENST1801	Street Rehab FY 2-18			X	Carryover to complete the FY 2018 Street Rehabilitation project
506	Measure M - Street and Watershed Improvement	Public Works	\$100,000		PWT1ST1907	T1 Streets: Adeline & Hearst			X	Carryover of funds for Measure T1 Streets: Adeline & Hearst project
506	Measure M - Street and Watershed Improvement	Public Works	\$125,934		PWENSG1802	Measure M FY18 Street Impr			X	Carryover to complete the Measure M FY18 street improvement project
506 Total			\$405,097	\$302,627						
511	Measure T1	City Manager's Office	\$210,000			Michael Arcega Contract		X		Contract with Michael Arcega for Public Artwork at San Pablo Park. Approved by Council on 12/3/19 through Resolution No. 69,191-N.S.
511	Measure T1	Parks Recreation & Waterfront	\$171,455		PRWT119001	Aquatic Parks Tide Tubes		X	X	Carryover of Measure T1 Funds for Aquatic Park Tide Tubes project
511	Measure T1	Parks Recreation & Waterfront	\$277,149		PRWT119005	Live Oak Community Center			X	Carryover of Measure T1 Fund - unspent FY20 project budget for Live Oak Community Center facility upgrade for accessibility and seismic safety.
511	Measure T1	Parks Recreation & Waterfront	\$98,000		PRWT190006	Spinnaker Way Pavement & Drainage Rehab Project			X	Carryover of Measure T1 funds for Task Order for Nichols Consulting for the Spinnaker Way Pavement and Drainage Rehab Project
511	Measure T1	Parks Recreation & Waterfront		\$56,371	PRWT119005	Live Oak Community Center		X		Funds for contract with Mar Con Builders for the Live Oak Community Center Seismic Upgrade project. Approved by Council on 12/10/19 through Resolution No. 69,219-N.S.
511	Measure T1	Parks Recreation & Waterfront		\$394,278	PRWT119004	Grove Park Phase II			X	Measure T1 Funds allocation for Grove Park Phase II
511	Measure T1	Parks Recreation & Waterfront		\$1,000	PRWT119001	Aquatic Park Tide Tubes			X	Appropriate Measure T1 Fund to increase the printing costs for the Aquatic Park Tide Tubes Project.
511	Measure T1	Parks Recreation & Waterfront	\$170,993		PWT1190006	University Avenue, Marina, Spinnaker Street			X	Carryover Measure T1 Funds for the University Avenue, Marina, Spinnaker Street project for task order with Nichols Engineering.
511	Measure T1	Parks Recreation & Waterfront	\$197,025		PRWT119014	Tom Bates Restroom			X	Carryover for payment to ACTC

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
511	Measure T1	Parks Recreation & Waterfront		\$92,975	PRWT119014	Tom Bates Restroom			X	Adjustment for payment to ACTC
511	Measure T1	Parks Recreation & Waterfront	\$300,000		PRWT119012	Rose Garden Pathways, Tennis, and Pergola			X	Carryover to complete construction at the Rose Garden - permit fees
511	Measure T1	Parks Recreation & Waterfront	\$27,725		PRWT119010	Citywide Restroom Assessment			X	Carryover to complete Citywide restroom assessment
511	Measure T1	Parks Recreation & Waterfront	\$6,079		PRWT119007	Pier Ferry Facility Study			X	Carryover to complete pier ferry study.
511	Measure T1	Parks Recreation & Waterfront	\$21,736		PRWT119003	Frances Albrier Community Center			X	Carryover to complete construction at Frances Albrier community center.
511	Measure T1	Parks Recreation & Waterfront	\$77,183		PRWT119016	Willard Clubhouse			X	Carryover to complete construction at the Willard Clubhouse.
511	Measure T1	Parks Recreation & Waterfront		\$11,000	PRWT119001	Aquatic Park Tide Tubes			X	Appropriate Measure T1 Fund for Wood Environmental to develop an operational manual for PW and PRW to operate the tide gates.
511	Measure T1	Public Works		\$1,011,006	PWT1EL1910	CorpYard and Marina Electrical Upgrade		X		Carryover of Measure T1 Fund for CorpYard and Marina CorpYard Maintenance Buildings electrical upgrade project and structural repair. Approved by Council on 6/2/20 through Resolution 69,433-N.S.
511	Measure T1	Public Works		\$48,072	PWT1PG1902	T1 Facilities/Equipment/Services/Supplies			X	Appropriate FY 2021 Measure T1 funds for facilities, equipment, supplies, and services costs.
511	Measure T1	Public Works	\$1,034,239		PWENCB1405	Mental Health Renovation (2640 MLK Jr. Way)			X	Carryover of Measure T1 Fund for Adult Mental Health Clinic Renovation project located at 2640 MLK Jr. Way
511	Measure T1	Public Works	\$33,430		PWT1GI1906	Green Infrastructure Project			X	Carryover of Measure T1 Funds for the Green Infrastructure Project
511	Measure T1	Public Works	\$150,491		PWT1ST1907	T1 Streets: Adeline & Hearst			X	Carryover of funds for Measure T1 Streets: Adeline & Hearst project
511	Measure T1	Public Works	\$376,430		PWT1CB1902	Old City Hall/Vet's Building/Civic Center Park			X	Carryover of funds for Measure T1: Old City Hall/Vet's Building/Civic Center Park project
511	Measure T1	Public Works	\$3,407,410		PWT1CB1901	NBSC Seismic Retrofit			X	Carryover of funds for Measure T1: NBSC Seismic Retrofit

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511	Measure T1	Public Works	\$88,501	\$23,809	PWT1EL1910	Electrical Upgrades - CY & Marina			X	Appropriate fund to complete T1 projects
511	Measure T1	Public Works	\$128,698		PWENCB1801	T1 NBSC Seismic Retrofit			X	Carryover for On-going project currently in the construction phase
511	Measure T1	Public Works	\$15,000		PWT1GI1905	Berkeley Rose Garden Drainage			X	Carryover for construction support
511	Measure T1	Public Works	\$28,812		PWENSD1819	Codornices Creek at Kains			X	To continue the project into the construction phase
511 Total			\$6,820,356	\$1,638,511						
512	Measure O	Health, Housing & Community Services		\$4,179,091	HHHME02101-NONPERSONN-CONTRACTS-DISBURSMNT-	1601 Oxford		X		Measure O Funds for the 1601 Oxford Project. Approved by Council through Resolution 69,231-N.S.
512	Measure O	City Attorney		\$273,347		Berkeley Way Project		X		Appropriate Measure O Funds for City Attorney's Office reimbursable costs for the Berkeley Way Project. Approved by Council through Resolution 69,231-N.S.
512 Total			\$0	\$4,452,438						
601	Zero Waste	City Manager's Office	\$48,600			Outstanding Transfer Station Invoice			X	Carryover of Zero Waste Fund for Outstanding Transfer Station Invoice
601	Zero Waste	Public Works		\$78,790		AMCS Software Contract		X		Appropriate Zero Waste Fund for contract with AMCS for Zero Waste Management Software System. Approved by Council on 7/23/2019 through Resolution 69,042-N.S.
601	Zero Waste	Public Works		\$11,125		Vehicle replacement - Chevy Bolt for Zero Waste			X	Appropriate Zero Waste Fund for the purchase of one Chevy Bolt including a charging station for Zero Waste (vehicle replacement)
601	Zero Waste	Public Works		\$165,000		Purchase of One (1) Model 435 Regenerative Air Sweeper		X		Appropriate Zero Waste Fund for the purchase of one Model 435 Regenerative Air Sweeper. Approved by Council on 09/15/2020 through Resolution 69,556-N.S.
601	Zero Waste	Public Works		\$60,256		Amortization shortfall vehicle #709 backhoe			X	Appropriate Zero Waste Fund for Amortization shortfall vehicle #709
601	Zero Waste	Public Works		\$317,052		New 160 Sweeper			X	Appropriate Zero Waste Fund for New Model 600X Sweeper at Clean Cities
601 Total			\$48,600	\$632,223						
606	Coastal Conservancy Grant Fund	Parks Recreation & Waterfront	\$16,356		PRWWF17003	S. Cove Accessible Ramp			X	Carryover to complete construction of S. Cove Accessible Ramp.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
606 Total			\$16,356	\$0						
607	Marina - Dept. of Boating & Waterway	Parks Recreation & Waterfront	\$32,980		PRWWF20006	DBW SAVE Program			X	Carryover to remove derelict vessels from the Berkeley Marina.
607 Total			\$32,980	\$0						
608	Marina Operations	Parks Recreation & Waterfront	\$32,732		PRWWF17003	S. Cove Accessible Ramp			X	Carryover to complete construction of S. Cove Accessible Ramp.
608	Marina Operations	Parks Recreation & Waterfront	\$5,620		PRWWF20006	DBW SAVE Program			X	Carryover to remove derelict vessels from the Berkeley Marina.
608	Marina Operations	Parks Recreation & Waterfront		\$130,464		Marina Security & Monitors			X	Funds for security (\$86,275) and monitors (\$44,189) at the Marina
608 Total			\$38,352	\$130,464						
611	Sanitary Sewer Operation	Public Works	\$398,489		PWENSR2005	Sanitary Sewer Rehab - FY 2020 Urgent Repairs			X	Carryover of Sanitary Sewer Operations Fund for the Sanitary Sewer Rehab - FY 2020 Urgent Repairs Project - payment to contractor
611	Sanitary Sewer Operation	Public Works	\$703,751		PWENSR2001	Sanitary Sewer Rehab - San Pablo Avenue			X	Carryover of funds for the Sanitary Sewer Rehab - San Pablo Avenue project to pay the contractor.
611	Sanitary Sewer Operation	Public Works	\$575,319		PWENSR2004	Sanitary Sewer Rehab - Frontage Road			X	Carryover of funds for Sanitary Sewer Rehab - Frontage Road project to pay the contractor
611	Sanitary Sewer Operation	Public Works	\$26,830		PWENSR1903	FY 2019 Sanitary Sewer Rehab Allston, et al			X	carryover PWENSR1903 Sanitary Sewer rehab Allston Way
611	Sanitary Sewer Operation	Public Works		\$30,000		Sewer Operations			X	Appropriate fund for Portable HDPE Fusing Machine
611	Sanitary Sewer Operation	Public Works		\$10,000		Sewer Operations			X	Appropriate fund for SSO Trailer
611	Sanitary Sewer Operation	Public Works		\$15,000		Sewer Operations			X	Appropriate fund for SSO Equipment
611	Sanitary Sewer Operation	Public Works		\$35,000		Sewer Operations			X	Sanitary Sewer share of purchase of Double Drum Vibratory Roller and Tilt Trailer for Roller, needed for repaving projects.
611 Total			\$1,704,389	\$90,000						
631	Parking Meter Fund	Finance	\$40,000			Banking Fees/Services - contract with Wells Fargo			X	Banking Fees/Services - Council Approved 4 year extension to contract with Wells Fargo. Finance neglected to encumber necessary amount.

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
631	Parking Meter Fund	Public Works		\$92,415	PWENCB1906	125_127 University Ave Facilities Improvement			X	Carryover to continue project moving into construction phase.
631	Parking Meter Fund	Public Works	\$122,683	\$25,302	PWENCB1907	125_127 University Ave Parking Lot Improvement			X	Appropriate Parking Meter Fund to continue project moving into construction phase.
631 Total			\$162,683	\$117,717						
671	Equipment Replacement	Public Works		\$2,495,886		Vehicle replacement			X	Appropriate fund for additional amount needed to replace all vehicles (current and backlogged) scheduled to be replaced in FY21
671 Total			\$0	\$2,495,886						
672	Equipment Maintenance	Public Works		\$11,128		Equipment Maintenance			X	Appropriate fund to replace non-functioning pressure washer at Corp Yard
672	Equipment Maintenance	Public Works		\$16,754		Equipment Maintenance			X	Appropriate fund to replace aging pressure washer at Transfer Station
672	Equipment Maintenance	Public Works		\$9,000		Equipment Maintenance			X	Appropriate fund for Diesel Emissions Opacity Tester for mechanics
672	Equipment Maintenance	Public Works		\$50,000		Equipment Maintenance			X	Appropriate fund to complete Zonar GPS Sensor installation (Contract # 32000145 - funds approved but not encumbered)
672	Equipment Maintenance	Public Works		\$20,000		Equipment Maintenance			X	Appropriate fund for Training and memberships for Equipment Maintenance Personnel
672	Equipment Maintenance	Public Works		\$9,560		Equipment Maintenance			X	Appropriate fund for Scan tool for mechanics.
672	Equipment Maintenance	Public Works		\$68,000		Equipment Maintenance			X	Appropriate fund for Four fuel dispensers for Corp Yard to replace existing aging units.
672	Equipment Maintenance	Public Works	\$90,004		PWENBM2005	CY Lift Pits - Bldg G			X	Carryover of fund for CY lift pits decommissioning bldg G-Equip Mtc shop and underground pit chemical collection
672 Total			\$90,004	\$184,442						
678	Public Liability Fund	City Attorney	\$258,339			Salary savings			X	Carryover of salary savings from FY20 vacancies for for outside counsel and court costs.
678	Public Liability Fund	City Attorney	\$210,808			PL Fund savings			X	Carryover of Public Liability Fund account for outside counsel and court costs.
678	Public Liability Fund	City Attorney		\$719,017		City Attorney Outside Counsel, Court Costs, and Claims & Judgements			X	Additional funds to pay for outside counsel, court costs, and claims and judgements in FY 2021

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
678 Total			\$469,147	\$719,017						
680	IT Cost Allocation Plan	Information Technology	\$450,000			Network Hardware Replacement			X	Carryover of IT Cost Allocation fund for Fortigate and core switches replacement per Resolution No. XX,XXXX-N.S. 27OCT20 with Presidio Networked Solutions
680	IT Cost Allocation Plan	Information Technology	\$100,000			Citywide Microsoft Licenses			X	Carryover of IT Cost Allocation fund for Additional licenses for citywide Microsoft EA
680	IT Cost Allocation Plan	Information Technology	\$544,357			Cloud data backup solution			X	Carryover of IT Cost Allocation fund for citywide hosted cloud data backup solution per Resolution No. TBD-N.S., 15SEPT20
680	IT Cost Allocation Plan	Information Technology	\$428,000			VoIP System Upgrade			X	Carryover of IT Cost Allocation fund for citywide VoIP system upgrade per Resolution No. 69,388-N.S. 12MAY20
680	IT Cost Allocation Plan	Information Technology	\$200,000			Robert Half Consultants			X	Carryover of IT Cost Allocation fund for Robert Half Consultants support ofr Finance Department
680	IT Cost Allocation Plan	Information Technology	\$136,401			CycloMedia Technologies			X	Carryover of IT Cost Allocation fund for infrastructure asset data acquisition per Resolution No. 69,482-N.S. 30JUN20
680	IT Cost Allocation Plan	Information Technology	\$224,228			Middleware Upgrade: WebMethods			X	Carryover of IT Cost Allocation fund for data integration's middleware platform with SoftwareAG per Resolution No. 69,412-N.S. 26MAY20
680	IT Cost Allocation Plan	Information Technology	\$200,000			Support for Accela Software			X	Carryover of IT Cost Allocation fund for Configuration services to support Accela. Vendor: TruePoint and Grey Quarter
680	IT Cost Allocation Plan	Information Technology	\$95,451			Geographic Technologies Group			X	Carryover of IT Cost Allocation fund for GIS Master Plan execution per Resolution No. 69,413-N.S. 26MAY20
680	IT Cost Allocation Plan	Public Works	\$0		PWENCB2102	Public Safety Building Cooling System Redundancy			X	Contract with Stanton Engineering for the Redundant Cooling System for the Public Safety Data Center.
680 Total			\$2,378,437	\$0						
778	CFD No. 1 Disaster Fire Protection Bond	Fire		\$1,425,000		Water Distribution System			X	Appropriate funds to increase the capability and the maintenance of the water distribution system.
778 Total			\$0	\$1,425,000						
779	CFD NO.1 MELLO-ROOS	Non-Departmental		\$1,425,000		Transfer to Fund 778			X	Increase transfer to Fund 778 (CFD No. 1 Disaster Fire Protection) for funds needed to increase the capability and the maintenance of the water distribution system
779 Total			\$0	\$1,425,000						

Fund #	Fund Name	Department	Recommended Carryover	Recommended Adjustment	Project Number	Description/Project name	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
781	Berkeley Tourism BID	City Manager's Office	\$0	\$85,825		Berkeley Tourism BID			X	This funding belongs to the Berkeley Tourism BID and the City is obligated to disperse it.
781 Total			\$0	\$85,825						
782	Elmwood BID	City Manager's Office	\$0	\$37,537		Elmwood BID			X	This funding belongs to the Elmwood BID and the City is obligated to disperse it.
782 Total			\$0	\$37,537						
783	Solano Avenue BID	City Manager's Office	\$0	\$9,881		Solano Avenue BID			X	This funding belongs to the Solano BID and the City is obligated to disperse it.
783 Total			\$0	\$9,881						
784	Telegraph PBID	City Manager's Office	\$0	\$239,714		Telegraph PBID			X	This funding belongs to the Telegraph PBID and the City is obligated to disperse it.
784 Total			\$0	\$239,714						
785	North Shattuck PBID	City Manager's Office	\$0	\$2,468		North Shattuck PBID			X	This funding belongs to the North Shattuck PBID and the City is obligated to disperse it.
785 Total			\$0	\$2,468						
786	Downtown PBID	City Manager's Office	\$0	\$253,352		Downtown Berkeley PBID			X	This funding belongs to the Downtown Berkeley PBID and the City is obligated to disperse it.
786 Total			\$0	\$253,352						
Grand Total			\$31,779,730	\$54,588,412						

Summary of Council Referrals to the Budget Process

Attachment 5

Title and Item #	Council Date	Description (Purpose)	Amount	Funding Allocation	Referred by: Council Member Name
1. Safety for all: The George Floyd Community Safety Act – Budget Request to Hire a Consultant to Perform Police Call and Response Data Analysis ¹	July 14, 2020	Refer to the Budget Process \$150,000 to: a. Hire a consultant to conduct a data-driven analysis of police calls and responses to determine the quantity and proportion of these calls that can be responded to by non-police services. The third-party consultant must be hired and engaged in work within three months of the item's passage. b. Hire a consultant to conduct an analysis of the Berkeley Police Department's budget and its expenditures by call type. The third-party consultant must be hired and engaged in work within three months of the item's passage.	\$150,000	Part of FY 21 Adopted Budget, being performed by City Auditor's Office	Bartlett, Mayor Arreguin, and Harrison
2. BerkDOT: Reimagining Transportation for a Racially Just Futures ²	July 14, 2020	Refer to the City Manager, the FY 2021-22 budget process, and the proposed community engagement process to reimagine public safety to pursue the creation of a Berkeley Department of Transportation (BerkDOT) to ensure a racial justice lens in traffic enforcement and the development of transportation policy, programs, & infrastructure.	unknown	AAO request of \$75,000 to support work	Robinson, Droste, Bartlett, and Mayor Arreguin
3. Support Community Refrigerators ³	September 22, 2020 <i>(continued on October 13, 2020)</i>	Allocate \$8,000 of the budget for the purchasing of the refrigerators.	\$8,000		Davila

¹ https://www.cityofberkeley.info/Clerk/City_Council/2020/07_Jul/Documents/2020-07-14_Item_18a_Safety_for_All_The_George_Floyd_pdf.aspx

² https://www.cityofberkeley.info/Clerk/City_Council/2020/07_Jul/Documents/2020-07-14_Item_18e_BerkDOT_Reimagining_Transportation_pdf.aspx

³ https://www.cityofberkeley.info/Clerk/City_Council/2020/09_Sep/Documents/2020-09-22_Item_17_Support_Community_Refrigerators.aspx

Summary of Council Referrals to the Budget Process

Attachment 5

Title and Item #	Council Date	Description (Purpose)	Amount	Funding Allocation	Referred by: Council Member Name
4. Providing our Unhoused Communities in the City of Berkeley with Potable Water and addressing Water Insecurity ⁴	September 22, 2020	Refer to City Manager to include an allocation in the upcoming AAO budget to use existing homeless services to fund Berkeley Free Clinic's program to address water insecurity among Berkeley's unhoused communities. This program will initially require \$10,000 to construct and maintain a large tank with a foot pump for dispensing water from a spout that can be used for drinking or handwashing.	\$10,000	Funded	Davila
5. Healthy Checkout Ordinance ⁵	September 22, 2020	Refer to the City Manager to determine funding and staffing needs to implement and enforce the ordinance and sources of funding to support this program. Refer to the Sugar Sweetened Beverage Product Panel of Experts to consider recommending funding allocations, and to work with City staff to develop protocols for, implementation, education, and enforcement.	unknown		Harrison and Hahn
6. Authorize Installation of Security Cameras at the Marina and Request an Environmental Safety Assessment ⁶	October 13, 2020	Adopt the following recommendation in order to address the recent dramatic uptick in reported crime incidents at the Berkeley marina: • Request that the City Manager install security cameras and signage as expeditiously as possible as a long-term safety measure;	\$120,000	\$60,000 – PRW– General Fund carryover request \$60,000 – Marina Fund	Kesarwani and Wengraf

⁴ https://www.cityofberkeley.info/Clerk/City_Council/2020/09_Sep/Documents/2020-09-22_Item_09_Providing_our_Unhoused_Communities.aspx

⁵ https://www.cityofberkeley.info/Clerk/City_Council/2020/09_Sep/Documents/2020-09-22_Item_16_Healthy_Checkout_Ordinance.aspx

⁶ https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-13_Item_12_Authorize_Installation_of_Security.aspx

Summary of Council Referrals to the Budget Process

Attachment 5

Title and Item #	Council Date	Description (Purpose)	Amount	Funding Allocation	Referred by: Council Member Name
7. “Step Up Housing” Initiative: Allocation of Measure P Funds to Lease and Operate a New Permanent Supportive Housing Project at 1367 University Avenue ⁷	October 13, 2020	Adopt a resolution allocating approximately \$900,000 per year for 10 years, as well as a one-time allocation of approximately \$32,975 from Measure P transfer tax receipts to support the lease and operation of a new permanent supportive housing project for the homeless at 1367 University Avenue. This resolution is put forward out of consideration that the City Council has already approved in its FY 2020-21 budget—on June 30, 2020— an allocation of \$2.5 million for permanent housing subsidy, a portion of which is available to be spent on the 1367 University Avenue project.	\$32,975 (one-time allocation from Measure P) \$900,000/year for 10 years	Measure P funding request	Bartlett, Kesarwani, Wengraf, and Mayor Arreguin
8. Removal of Traffic Bollards on the Intersection at Fairview and California St. ⁸	October 13, 2020	Refer to the City Manager to remove the traffic bollards at the intersection at Fairview and California St. for the following reasons: 1. To allow residents, emergency responders, street cleaning and garbage disposal services, and delivery vehicles ease of access to enter and exit Fairview Street; 2. To allow residents of the 1600 block of Fairview St. access to additional parking spots because the current capacity is inadequate; and 3. To decrease illegal dumping that has been incentivized by the traffic bollards and eliminate the harborage of junk, debris, and garbage.	unknown	Bollards have been removed.	Bartlett

⁷ https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-13_Item_16_Step_Up_Housing_Initiative_Allocation.aspx

⁸ https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-13_Item_17_Removal_of_Traffic_Bollards.aspx

Summary of Council Referrals to the Budget Process

Attachment 5

Title and Item #	Council Date	Description (Purpose)	Amount	Funding Allocation	Referred by: Council Member Name
9. \$50,000 to UC Theatre Concert Career Pathways Education Program ⁹	October 27, 2020	Refer to the November 2020 AAO budget process the allocation of \$50,000 to the UC Theatre Concert Career Pathways Education Program.	\$50,000		Mayor Arreguin
10. Equitable Clean Streets Budget Referral: Funding for Staff to Conduct Bi-Weekly (Once Every Two Weeks) Residential Cleaning Services ¹⁰	October 27, 2020	Refer to the November AAO budget process to allocate \$500,000 from the General Fund to require biweekly (once every two weeks) cleaning of populated encampment sites, major corridors, and encampments adjacent to residential neighborhoods throughout the City of Berkeley for approximately one year. The City should also partner with appropriate non-profit organizations to create work opportunities for homeless residents who can help City staff clean the streets on an ongoing basis	\$500,000		Bartlett
11. Convert 62nd Street between King St. and Adeline St. into a One-Way Line that exits in the direction of Adeline St. ¹¹	October 27, 2020	Refer to the City Manager to convert 62nd Street between King St. and Adeline St. into a one-way lane that exits to Adeline and blocks motorists from entering 62nd Street through Adeline Street.	unknown		Bartlett and Mayor Arreguin
12. Support for Berkeley Mutual Aid ¹²	October 27, 2020	Refer to the City Manager and to the November FY2020 AAO budget adjustment process to identify existing resources, or propose a new allocation of funds, to provide emergency financial support to Berkeley Mutual Aid (BMA) to allow the organization to continue its highly valued programs and	\$36,000 annual cost		Hahn and Mayor Arreguin

⁹ https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-27_Item_18_Budget_Referral_50,000_to_UC_Theatre.aspx

¹⁰ https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-27_Item_20_Equitable_Clean_Streets_Budget_Referral.aspx

¹¹ https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-27_Item_21_Convert_62nd_Street_between_King_St.aspx

¹² https://www.cityofberkeley.info/Clerk/City_Council/2020/10_Oct/Documents/2020-10-27_Item_23_Support_for_Berkeley_Mutual_Aid.aspx

Summary of Council Referrals to the Budget Process

Attachment 5

Title and Item #	Council Date	Description (Purpose)	Amount	Funding Allocation	Referred by: Council Member Name
		services addressing the needs of Berkeley residents sheltering-in- place during the COVID-19 health emergency. Support required for BMA to continue providing critical services to the community is \$3,000 per month, starting as soon as possible and continuing until 3 months after the COVID-19 emergency order is lifted.			
13. Security Cameras at Major Berkeley Arterial Entry and Exit Points for the City and Request an Environmental Safety Assessment at High Crime Areas of the City ¹³	November 10, 2020	In order to deter would-be perpetrators of gun violence and apprehend those engaging in gun violence, adopt the following recommendations: • Request that the City Manager install security cameras and increased lighting at appropriate arterial streets serving as entry into and exit out of the City of Berkeley in conjunction with prominently displayed signage; • Refer to the City Manager to perform an environmental safety assessment of the high crime areas specifically in South and West Berkeley; • Refer costs for security cameras and lighting to the mid-year budget process for FY 2020-21.	\$500,000 - \$1,000,000		Kesarwani and Mayor Arreguin
14. Gun Buy Back Program ¹⁴	November 10, 2020	Refer to the FY 2020-21 November Amendment to the Annual Appropriations Ordinance (AAO #1) \$40,000 to reinstate partial funding for the Gun Buyback Program—originally proposed by Councilmember Cheryl Davila and authorized by the City Council on Nov. 27, 2018.	\$40,000		Kesarwani, Mayor Arreguin, and Davila

¹³ https://www.cityofberkeley.info/Clerk/City_Council/2020/11_Nov/Documents/2020-11-10_Item_12_Authorize_Installation_of_Security.aspx

¹⁴ https://www.cityofberkeley.info/Clerk/City_Council/2020/11_Nov/Documents/2020-11-10_Item_13_Budget_Referral_to_Reinstate.aspx

Summary of Council Referrals to the Budget Process

Attachment 5

Title and Item #	Council Date	Description (Purpose)	Amount	Funding Allocation	Referred by: Council Member Name
15. Radar speed feedback sign for Wildcat Canyon Road ¹⁵	November 10, 2020	Referral to the City Manager for a solar powered radar speed feedback sign to be installed on Wildcat Canyon Road at the cost of \$20,000 to be considered during the Mid-Year Budget Process.	\$20,000		Wengraf
16. Berkeley Age Friendly Continuum ¹⁶	November 17, 2020	Refer to the FY21 Annual Appropriations Ordinance process \$20,000 for the Berkeley Age-Friendly Continuum.	\$20,000		Mayor Arreguin and Wengraf
17. Budget Referral to Prioritize Enhanced Lighting in Areas of Elevated Violent Crime ¹⁷	December 1, 2020	Refer to the City Manager to prioritize resident requests for enhanced lighting when such requests come from blocks where elevated violent crime has occurred during the COVID-19 pandemic. Refer costs for additional lighting and environmental safety assessments to the mid-year budget process for FY 2020-21	\$200,000		Kesarwani, Mayor Arreguin, and Bartlett
TOTAL			\$3,086,975		

¹⁵ https://www.cityofberkeley.info/Clerk/City_Council/2020/11_Nov/Documents/2020-11-10_Item_16_Budget_Referral_-_20,000_radar_speed.aspx

¹⁶ https://www.cityofberkeley.info/Clerk/City_Council/2020/11_Nov/Documents/2020-11-17_Item_12_Budget_Referral_Berkeley_Age-Friendly.aspx

¹⁷ https://www.cityofberkeley.info/Clerk/City_Council/2020/12_Dec/Documents/2020-12-01_Item_23_Budget_Referral_to_Prioritize_Enhanced.aspx



03

Office of the City Manager

Date: December 14, 2020
To: Budget & Finance Policy Committee
From: Dee Williams-Ridley, City Manager
Submitted by: Teresa Berkeley-Simmons, Budget Manager
Subject: General Fund Reserves Replenishment

RECOMMENDATION

Request that the Budget & Finance Policy Committee:

1. Discuss and determine funding allocations for FY 2021 based on the FY 2020 General Fund Excess Equity and Excess Property Transfer Tax to:
 - a. Fund the General Fund Reserves to meet long-term target funding goals; and
 - b. Replenish the \$11.4 million (Catastrophic - \$4.5 million and Stability - \$6.9 million) in General Fund Reserves used to balance the FY 2021 budget.
2. Authorize staff to present the approved General Fund Reserves allocations to the full City Council on December 15, 2020, for consideration and adoption.

BACKGROUND

On November 19, 2020, staff met with the Budget & Finance Policy Committee to discuss the FY 2020 General Fund Year-End Excess Equity and replenishment of General Fund Reserves. At that meeting staff proposed the following:

1. Allocate an additional amount of the Excess Equity balance to begin replenishment of the \$11.4 million General Fund Reserves used to balance the FY 2021 budget.
2. Allocate up to 25% of the FY 2020 Excess Property Transfer Tax above the baseline toward replenishing General Fund Reserves. This would result in an additional allocation of almost \$2.3 million. If this allocation is available and made annually, the General Fund Reserves could be replenished in 5-years, which is well within the 10-year requirement. As the City moves towards financial recovery, allocations to replenish the General Fund Reserves should be reassessed annually.

The General Fund Reserves Policy requires that to the extent possible a timeframe in which the General Fund Reserves will be repaid be developed. The replenishment schedule shall be adopted simultaneous with the appropriation to withdraw Reserve funds or, if infeasible due to emergency circumstances, no more than 3 months from the date of the withdrawal appropriation. Repayment shall begin no more than 5 years from the date of withdrawal and be completed within 10 years from the date of withdrawal.

At the November 19, 2020, Budget & Finance Policy Committee meeting, staff provided an initial FY 2020 Excess Equity calculation. Included in the FY 2020 Excess Equity calculation is the methodology used to determine the amount of Excess Equity dedicated to General Fund Reserves to meet target funding goals. Effective fiscal year 2017, the target level for General Fund Reserves was a minimum of 13.8% of 2017 Adopted General Fund Revenues with an Intermediate Goal of a minimum of 16.7% by the end of Fiscal Year 2020, if financially feasible. The Council adopted a long-term goal of having General Fund Reserves at a minimum of 30% of General Fund Revenues, to be achieved within no more than 10 years. The chart below incorporates the \$1.50 million General Fund Reserves allocation based on the FY 2020 Excess Equity calculation.

General Fund Reserves	Stability Reserve	Catastrophic Reserve	Reserve %
Beginning Cash Balance -	\$ 20.89	\$ 16.91	
Use of Reserves to balance FY 2021 Budget	\$ (6.90)	\$ (4.50)	
FY 2020 Allocation to Reserves	\$ 0.83	\$ 0.67	
% Allocation	55%	45%	
Reserve Balance	\$ 14.82	\$ 13.08	
Reserved for Camps Fund - Tuolumne Camp		\$ (3.30)	
Ending Cash Balance - Reserves	\$ 14.82	\$ 9.78	12.56%

Starting in FY 2018 to achieve the City's intermediate and long-term General Fund Reserves, 50% of excess equity above the first \$1 million is allocated to General Fund Reserves. The chart below illustrates the amount of funds allocated to the General Fund Reserves in FY 2020 -- \$1.50 million -- as well as the \$2.50 million calculation for the unassigned excess equity.

GENERAL FUND EXCESS EQUITY CALCULATION			
FY 2020 Beginning Balance		\$	38,777,804
FY 2020 Revenues		\$	220,364,309
FY 2020 Expenditures			(219,015,176)
Available Balance		\$	40,126,937
Less:			
Excess Property Transfer Tax Revenue*		\$	(9,188,555)
Measure U1 Fund Balance		\$	(10,017,583)
Measure P Fund Balance		\$	(9,859,779)
G. F. Encumbrances (AAO #1)		\$	(7,191,365)
G.F. Carryover & Other Adjustments (AAO #1)		\$	(9,056,146)
Total Restricted & Carryovers		\$	(36,124,873)
FY 2020 Available Excess Equity		\$	4,002,064
Allocation to Reserves		\$	1,501,032
Excess Equity Balance		\$	2,501,032
*Policy can be suspended by Council to address FY 2021 funding priorities. Amount reduced by \$406,952 to repay loan to the Workers Compensation fund for the purchase of Premier Cru included in AAO#1.			

An allocation of 25% of the Excess Property Transfer Tax is almost \$2.3 million. This allocation could be used toward replenishing the General Fund Reserves. This additional contribution would increase the General Fund Reserves funded level from 12.56% to 13.73%, as illustrated in the chart below.

General Fund Reserves	Stability Reserve	Catastrophic Reserve	Reserve %
Beginning Cash Balance -	\$ 20.89	\$ 16.91	
Use of Reserves to balance FY 2021 Budget	\$ (6.90)	\$ (4.50)	
FY 2020 Allocation to Reserves	\$ 0.83	\$ 0.67	
Repayment @ 25% of FY20 Excess Property Transfer Tax	\$ 1.3	\$ 1.0	
% Allocation	55%	45%	
Reserve Balance	\$ 16.08	\$ 14.11	
Reserved for Camps Fund - Tuolumne Camp		\$ (3.30)	
Ending Cash Balance - Reserves	\$ 16.08	\$ 10.81	13.73%

The City of Berkeley is committed to achieving long-term fiscal stability as well as mitigating the negative impacts or extraordinary risk from extraordinary events such as earthquakes, fires, floods, public health emergencies, pandemics, and economic volatility. The General Funds Reserves are comprised of two elements: a Stability Reserve and a Catastrophic Reserve. The Reserves shall not be used for ongoing or new programs or services.

Stability Reserves are maintained to mitigate loss of service delivery and financial risks associated with unexpected revenue shortfalls during a single fiscal year or during a prolonged recessionary period. The purpose of the Stability Reserves is to provide fiscal stability in response to unexpected downturns or revenue shortfalls, and not to serve as a funding source for new programs or projects.

Catastrophic Reserves are maintained for the purpose of sustaining General Fund operations in the case of a public emergency such as a natural disaster or other catastrophic event. The Catastrophic Reserve will be used to respond to extreme, onetime events, such as earthquakes, fires, floods, civil unrest, terrorist attacks, public health emergencies and pandemics. The Catastrophic Reserves will not be accessed to meet operational shortfalls or to fund new programs or projects.

CONCLUSION

While staff envisions that, in most cases, repayment will start as soon as possible, the repayment guidelines are meant to reflect a commitment to maintain a sufficient reserve, while also recognizing that a use of the General Fund Reserves funds may occur during an economic downturn and it may be necessary to postpone repayment while the economy improves.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the act of adopting the budget/appropriations ordinance/amendments. Actions included in the budget will be developed and implemented in a manner that is consistent with the City's environmental sustainability goals and requirements.

CONTACT PERSON

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Rama Murty, Senior Management Analyst, City Manager's Office, 981-7000



SOPHIE HAHN
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ACTION CALENDAR
November 10, 2020

To: Honorable Members of the City Council
From: Vice Mayor Sophie Hahn (Author)
Subject: Assignment of Unassigned General Fund Balance to Reserves

RECOMMENDATION

Refer to the Budget Committee and City Manager to:

1. Consider a recommendation that the City Council allocate no less than 80% of remaining FY2020 unassigned General Fund Balance to General Fund Reserves, with 55% going to the Stabilization Reserve Fund and 45% to the Catastrophic Reserve Fund, to replenish and increase reserves available for the current and future years to address the COVID-19 crisis and possible additional Catastrophic Events and/or Economic Downturns.
2. Carefully scrutinize and minimize all non-COVID/ Emergency-related funding requests to the November Annual Appropriations Ordinance (AAO) update, to maximize funds available to be allocated to Reserves and available for Reserves purposes.

BACKGROUND

NOTE: This item was prepared prior to City Staff presenting relevant information to the Budget Committee on Thursday, October 22. Since late August, our office has been asking staff for accurate or, if not possible, estimated numbers to inform development of this item, which ultimately had to be finalized prior to receiving any numbers or estimates. It is hoped that the intent of this item will be considered by the Budget Committee as they prepare recommendations for the final FY2020 AAO update.

Due to the COVID-19 pandemic and the effects of necessary Shelter-In-Place orders that have shut down much of the local, state, and national economies, the City of Berkeley is simultaneously managing a major health crisis and facing an unprecedented economic shock from which it will likely take several years to recover.

Such conditions are what the Council had in mind when the City's first formally designated General Fund Catastrophic and Stability Reserves were created in 2017. Assigned General Fund Reserves were first funded at 13.8% of adopted 2017 General Fund Revenues and have increased every year since. At the end of FY2019, the City

had approximately \$36.6M in assigned General Fund Reserves, representing approximately 18.2% of the FY2019 adopted General Fund budget.

This Spring, the City instituted a hiring freeze and adopted other measures to address FY2021 anticipated revenue shortfalls as compared to revenues adopted in the original 2021 Budget. Addressing this shortfall required the City to apply a portion of both Catastrophic and Stability Reserves as well as reducing previously adopted FY2021 expenditures through a hiring freeze and deferrals. On June 30, 2020, the City Council allocated \$11,385,000 from Reserves to help close the projected FY2021 deficit caused by the COVID-19 economic downturn.

The City's General Fund Reserves policy has a long-term goal of establishing Reserves equal to 30% of General Fund Revenues.¹ Further, the policy requires the City to replenish all monies appropriated from General Fund Reserves. While the policy recognizes that repayment may be postponed during an economic downturn, it is nevertheless essential that the City maximize replenishment of Reserves as quickly as possible.

To support the City's recovery from COVID-19 and its impacts on both health and the local and national economy, and to ensure the City has funds to meet the potential for several simultaneous emergencies, this recommendation proposes to replenish and fund General Fund Reserves with at least 80% of the remainder of the FY2020 unassigned General Fund Balance.

Berkeley bases its annual budgets on estimated income and expenditures over the same year. Over the past decade, Berkeley's estimated income has far surpassed estimates, while expenses have fallen below budgeted expenditures, leading to the build-up of very large "unassigned General Fund Balances." These balances represent amounts the City accumulates over the course of the year through savings and extra income. Traditionally, the vast majority of General Fund Balance was unassigned; when the City Council created a formal Reserves policy, a portion of unassigned General Fund Balance was assigned to Reserves.

Equity/savings accumulated each year, and then allocated through the budget adjustments process, has risen dramatically over the past decade, and has generally represented an additional 25-30% of the originally adopted General Fund budget. In 2014, for example, the City's unassigned General Fund Balance was approximately \$39M, with an originally adopted General Fund budget of \$150.8M.² In 2015, the unassigned General Fund Balance was approximately \$46M, with an adopted General Fund budget of \$153M, and in 2016 it jumped to approximately \$58M, with an adopted General Fund budget of \$159.9M. In 2017, the unassigned General Fund Balance was \$56.4M with an adopted General Fund budget of \$161.4M. In 2018, the unassigned

¹ <https://www.cityofberkeley.info/uploadedFiles/Finance/Home/Reports/GFReservePolicy.pdf>

² https://www.cityofberkeley.info/Finance/Home/Financial_Reports.aspx;
<https://www.cityofberkeley.info/citybudget/>

General Fund Balance was \$46.6M with an adopted General Fund budget of \$172.9M (even with a large assignment to General Fund Reserves). In 2019, the unassigned General Fund Balance was \$46.9M with an adopted General Fund budget of \$175.3M (with an additional assignment made to General Fund Reserves).

These growing unassigned General Fund Balances, built up each year and then spent down in the same year via budget adjustments processes, reflect systematic underestimation of revenues and overestimation of costs. While these practices can be characterized as prudent, they also mean our City has allocated larger and larger sums through the less formal adjustments process, rather than planning for and presenting potential expenditures up front as annual budgets are developed.

In 2018, the City Council allocated a portion of that year's unassigned General Fund Balance to General Fund Reserves, effectively restricting use of that portion of General Fund Balance to the purposes outlined in the Reserves Policy, and in 2019 additional amounts were allocated to Reserves. Reserves are now shown as part of "assigned" General Fund Balance (some additional small sums -- \$2-3M -- are included in that number, but the bulk is Reserves). By 2019, the unassigned and assigned General Fund Balance was a total of approximately \$90M; approximately \$43M assigned (mostly to General Fund Reserves) and about \$47M remaining unassigned.

These numbers represented a blockbuster economy that pumped out more revenues than were anticipated year after year, as well as, among other things, savings realized through vacancies/salary savings, reflecting a tight labor market, and some positions that remained unfilled over many years. Ultimately, "Unassigned General Fund Balance" during these boom years (savings/excess equity) equaled yearly sums of approximately 1/4 to 1/3 of General Fund budgeted revenues. The total amount allocated via the budget update process over the last ten years - as opposed to via the initial budgeting process - is between a quarter and a half billion dollars.

Unassigned General Fund Balance accumulated over the full 12 months of FY2020 had not yet been formally reported at the time of this writing. Although Vice Mayor Hahn's office requested figures on unassigned FY2020 excess equity on multiple occasions through the summer and fall,³ staff explained that such figures were not available. Therefore, this item constitutes a conceptual proposal.

Assuming the first three quarters were as good as, or better than 2019, Berkeley was on track to accumulate somewhere in the neighborhood of \$100M in assigned and

³ In mid-August, Vice Mayor Hahn's office asked City Staff to provide the amount of unassigned excess equity that would be available for reallocation during the November AAO process. Staff responded that it would take until the end of September to finalize financials that would appear in the CAFR. Vice Mayor Hahn then asked for an approximation of the unassigned excess equity, and was told by staff that the figures were not available. On October 19, Vice Mayor Hahn again requested "ballpark numbers" on excess equity, but was told by Staff that the figure was not quite ready. Without reliable figures from Staff, Vice Mayor Hahn moved forward to introduce this item as a conceptual proposal in order to have it considered as part of the November AAO process.

unassigned General Fund Balance, with a little less than a half likely “assigned” (most to General Fund Reserves), and the other portion “unassigned.” Even with likely weaker FY2020 fourth quarter revenues due to the COVID-19 economic shock, it is likely that the City will have accumulated a total of \$40-\$45M in unassigned General Fund Balance in FY2020. Some of the FY2020 unassigned General Fund Balance has already been appropriated through previous budget update processes. *Whatever remainder exists should be prioritized to replenish and/or increase Reserves.*

Traditionally the remainder of the City’s end-of-year equity/savings/unassigned balances are presented to Council for final allocation in the November AAO adjustment – with most of the excess funds already programmed or recommended for allocation by the City Manager or through Council action on City Manager or Council proposals introduced during the course of the year. Many small and medium-sized allocations consume these positive balances. More recently, since Reserves were established, Council has allocated portions of unassigned fund balance to Reserves.

Given the likelihood of shortfalls in the coming years, at least 80% of remaining FY2020 savings/equity/unassigned General Fund Balance should be directed to General Fund Reserves, to make more funds available to meet likely General Fund revenue shortfalls for FY2022 and subsequent years. Allocating remaining General Fund Balance to a variety of small and medium-sized Council and City Manager “add-ons” may have been possible in good times, but is no longer appropriate when the City is facing the kind of economic outlook we are facing at this time.

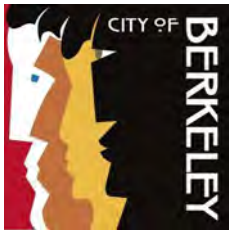
FY2020 positive General Fund Balance is our last “bonus” from the boom years that preceded the current crisis; there likely won’t be another of similar size, if any, for many years to come. Allocating 80% or more of the remainder of FY2020 unassigned General Fund Balance to replenish and increase General Fund Reserves is the most prudent course the City can take.

FISCAL IMPACTS

Allocating 80% or more of the remainder of FY2020 unassigned General Fund Balance to General Fund Reserves will place the City in a stronger fiscal position for emergency response and to address current and future economic downturns.

CONTACT INFORMATION

Vice Mayor Sophie Hahn, Council District 5, 510-682-5905 (cell)



Councilmember Ben Bartlett
City of Berkeley, District 3

05

CONSENT CALENDAR

October 13, 2020

To: Honorable Mayor and Members of the City Council

From: Councilmember Ben Bartlett (Author), Councilmember Rashi Kesarwani (Co-Sponsor), Councilmember Susan Wengraf (Co-Sponsor) and Mayor Jesse Arreguín (Co-Sponsor)

Subject: “Step Up Housing” Initiative: Allocation of Measure P Funds to Lease and Operate a New Permanent Supportive Housing Project at 1367 University Avenue

RECOMMENDATION

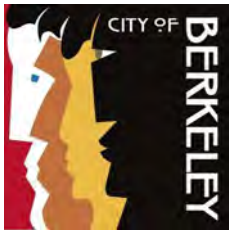
Adopt a resolution allocating approximately \$900,000 per year for 10 years, as well as a one-time allocation of approximately \$32,975 from Measure P transfer tax receipts to support the lease and operation of a new permanent supportive housing project for the homeless at 1367 University Avenue. This resolution is put forward out of consideration that the City Council has already approved in its FY 2020-21 budget—on June 30, 2020—an allocation of \$2.5 million for permanent housing subsidy, a portion of which is available to be spent on the 1367 University Avenue project.

Refer to the next meeting of the Budget and Finance Policy Committee to confirm the availability of requested funding for the 1367 University project and to set priorities for other Measure P-funded programs and services as part of the mid-year budget process.

CURRENT SITUATION

Homelessness is increasing in the City of Berkeley and throughout the Bay Area. Berkeley currently has 1,108 homeless residents, of whom 813 were living on the street as of a point-in-time count in January 2019. This represents a 14% increase in two years.

To help address the need for supportive housing, Building Opportunities for Self-Sufficiency (BOSS) has proposed to operate the Step Up Housing initiative, a new permanent supportive housing project for individuals experiencing homelessness. BOSS is a 501c3 nonprofit organization that will serve as the master tenant and provide supportive services to the residents of the project at 1367 University Avenue.



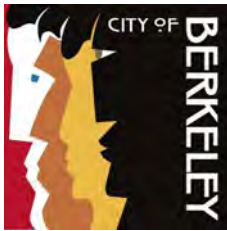
Councilmember Ben Bartlett
City of Berkeley, District 3

BOSS has partnered with Panoramic Interests to develop the new permanent housing project, which was unanimously approved by the Berkeley Zoning Adjustments Board on July 9, 2020 and can be built on an accelerated 16-week timeline. As a result, the project will result in huge savings both for costs of and time of development. While Panoramic Interests will be responsible for obtaining building permits, financing construction, and building the project, BOSS will be responsible for all operations and property management.

The project will include 39 fully furnished studio apartments, private bathrooms for each studio, a 400-square-foot community room, a community kitchen, two offices for support staff and services, permanent on-site property management, and 24/7 security. The building will be constructed with modular units built around an approximately 615-square-foot private central courtyard.

BOSS will provide services for Step-Up Supportive Housing including connecting residents to mental health resources, substance abuse recovery services, employment, education, and legal services and will accompany them to service providers when appropriate. The program will ensure participants obtain health insurance coverage and connect them to primary care providers. Opportunities for socialization and peer support will be provided through the organization of on-site support groups, learning workshops, social activities, community meals, and service visits by outside providers. BOSS will also manage an on-site food pantry in collaboration with Alameda County Community Food Bank. These services will help residents maintain stable housing, improve mental and physical health, and decrease social isolation. On-site service hours will be provided Monday-Friday, 9 am-5 pm, but the case manager or another designated staff member will be on-call as needed at all times.

The program will be staffed by a number of employees, including a program manager, housing manager, property manager, cook, maintenance worker, and overnight monitor. Roughly two-thirds of the expenses are related to program operations and delivering supportive services for the residents. The balance of the expense is for housing. The total operating budget is \$1,844,515 annually. This resolution would cover \$900,000 of the annual operating costs over a 10-year period and a one-time \$32,975 allocation for start-up costs, including purchasing household items for the units, kitchen supplies, groceries, office furniture, security cameras, etc.



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The remaining \$944,515 is being requested from the County of Alameda. The City's commitment is contingent upon the funding of the balance of the project.

BACKGROUND

California has the highest real world poverty rate of any state, 17.2% over the previous three years and much higher than the national rate.¹ A major contributing factor to the state's high poverty indices is that many California residents spend much of their income on housing due to high construction costs.² Throughout the state, many affordable housing development projects are stalled, burdened, and have incurred higher than the median costs for development.

For example, in Alameda, CA, Everett Commons, which is a low-income development that provides housing for only 20 families, costs \$947,000 per unit.³ The notoriously high price of land and the rising cost of construction materials are contributing factors. On the other hand, the Step Up Housing Initiative uses an efficient and cost-effective modular construction model that provides 39 individuals with not only stable housing, but a safe and supportive environment where they can access critical employment, health, substance abuse, and community resources and services. Berkeley can help address the shortage of homes and effectively alleviate the City's homelessness crisis through this innovative and practical project.

REVIEW OF EXISTING POLICIES AND PLANS

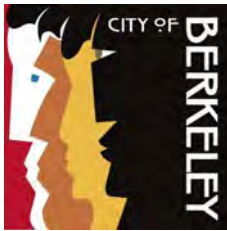
Berkeley voters overwhelmingly passed Measure P in November 2018 with 72% of the vote. The Measure raised the transfer tax on property sales over \$1.5 million from 1.5% to 2%, which is expected to generate approximately \$6-8 million annually. These funds were intended to be allocated towards various homeless services, including permanent housing, supportive services, and navigation centers.

Measure P also created an independent commission, the Homeless Services Panel of Experts, to provide recommendations on funding allocations to the City Council. In December 2019, the Homeless Services Panel of Experts published its first set of recommendations for initial investments from the General Fund to address homelessness in Berkeley. The Panel's recommendations prioritized certain categories of activities and

¹ <https://www.census.gov/content/dam/Census/library/publications/2020/demo/p60-272.pdf>

² <https://www.sacbee.com/article245815115.html>

³ <https://www.latimes.com/homeless-housing/story/2020-04-09/california-low-income-housing-expensive-apartment-coronavirus>



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set forth a percentage of funding for each category. Permanent housing was listed as the top priority, with 30% of the funds recommended to be allocated towards such projects. The remainder was recommended to be allocated towards shelter and temporary accommodations, immediate street conditions and hygiene, supportive services, flexible housing subsidies, and infrastructure. The City Council approved on June 30, 2020 Measure P allocations for FY 2020-21 that included \$2.5 million for permanent housing subsidy.

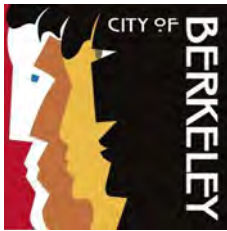
In 2017, the City Council also referred staff to create a 1000 Person Plan, which seeks to end homelessness for 1000 people in Berkeley. In 2019, City staff responded to this referral and concluded that the Council needed to provide up-front investments in targeted homelessness prevention, light-touching housing problem-solving, rapid rehousing, and permanent subsidies. This proposal to lease and operate the Step Up Housing initiative at 1367 University would help move forward the 1000 Person Plan and also accomplish the Homeless Services Panel's top priority of providing stable and permanent supportive housing for individuals experiencing homelessness.

In addition, this project also fulfills the goals of Councilmember Bartlett's original Step Up Housing initiative, which passed unanimously on February 14, 2017. See Attachment 3 for the original item.

CONSULTATION/OUTREACH OVERVIEW

Councilmember Bartlett's office collaborated with BOSS and Panoramic Interests to ensure the long-term success of this new permanent supportive housing project, the Step Up Housing initiative. By bringing together BOSS's expertise in the field of supportive services and Panoramic's efficient modular construction model, this project can be operational and begin providing stable housing to 39 individuals within twelve months of receiving this funding commitment, resulting in dramatic savings in costs and delivery time.

BOSS was founded in Berkeley in 1971 to serve severe and persistent mentally ill homeless individuals and their families, and has since expanded to serve over 3,000 families and individuals per year across Alameda County, including persons experiencing homelessness, mental illness, former incarceration/justice system involvement, domestic or community violence, unemployment, and other crises. BOSS has 49 years of experience serving the target population, and 45 years of experience operating emergency, transitional, and permanent housing programs.



Councilmember Ben Bartlett
City of Berkeley, District 3

Panoramic Interests has been building high density infill development projects in the Bay Area since 1990. Its work in downtown Berkeley and San Francisco includes 15 projects, adding more than 1,000 new units of housing, and 100,000 square feet of commercial space. From 1998-2004, Panoramic built seven new mixed-use apartment buildings in downtown Berkeley. During this time, Panoramic housed more than 80 Section 8 tenants, making it the largest private provider of Section 8 housing in the City.

This collaborative effort between the City, the service provider, and the developer can serve as a regional model for future permanent supportive housing projects in Berkeley and throughout the Bay Area.

RATIONALE FOR RECOMMENDATION

The City's funding commitment will help address the homelessness crisis by allowing for the long-term and stable housing of 39 individuals experiencing homelessness as well as the provision of on-site services to help those individuals retain housing, improve their mental and physical health, connect with employment and education opportunities, and decrease social isolation. This Step Up Housing initiative not only will result in huge cost savings through its streamlined processes, but also it can be operational within twelve months of receiving this funding commitment. In addition, this project will serve as a regional model for other jurisdictions to consider when dealing with the homelessness crisis in their cities.

FISCAL IMPACTS

The new permanent supportive housing project, known as the Step Up Housing initiative, at 1367 University is requesting a one-time \$32,975 allocation for start-up costs and \$900,000 annually for 10 years from Measure P transfer tax receipts. The remaining \$944,515, to cover the annual \$1,844,515 operating budget, is being requested from the County of Alameda. The supportive housing model will have dramatic savings of cost and delivery time.

ENVIRONMENTAL SUSTAINABILITY

The project itself was determined by the Planning Department to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Section 15332 (In-Fill Development Projects) of the CEQA Guidelines.



Councilmember Ben Bartlett
City of Berkeley, District 3

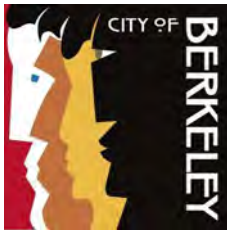
CONTACT PERSON

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James Chang

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ATTACHMENTS AND MATERIALS

1. Resolution
2. Project Summary Sheet
3. Step Up Housing Council Item from February 14, 2017: “Direction to City Manager: “Step Up Housing” Initiative – Supportive Housing for Homeless and Very Low-Income People”



Councilmember Ben Bartlett
City of Berkeley, District 3

RESOLUTION NO. ##,###-N.S.

ALLOCATING APPROXIMATELY \$900,000 ANNUALLY FOR 10 YEARS AND A ONE-TIME AMOUNT OF APPROXIMATELY \$32,975 OF MEASURE P FUNDS TO LEASE AND OPERATE THE NEW PERMANENT SUPPORTIVE HOUSING PROJECT FOR THE HOMELESS AT 1367 UNIVERSITY AVE.

WHEREAS, the City Council passed unanimously the original Step Up Housing Initiative introduced by Councilmember Bartlett on February 14, 2017; and

WHEREAS, Measure P was passed by Berkeley voters in November 2018 to raise the transfer tax on roughly the top-third of properties from 1.5% to 2% and allocate those funds towards various homeless services, including permanent housing, supportive services, and navigation centers; and

WHEREAS, Measure P designated the Homeless Services Panel of Experts to advise the Council on expenditures for homeless services; and

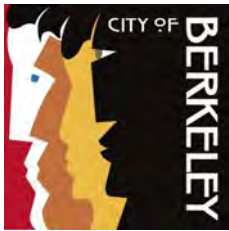
WHEREAS, in December 2019 the Homeless Services Panel of Experts published their recommendations for initial allocations under Measure P, including highlighting permanent housing as the City's top priority and recommending 30% of Measure P funds be allocated to permanent housing; and

WHEREAS, the City Council approved on June 30, 2020 Measure P allocations for FY 2020-21 that included \$2.5 million for permanent housing subsidy; and

WHEREAS, the Berkeley Zoning Adjustments Board approved the permanent supportive housing development project at 1367 University on July 9, 2020.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it approves the following for the project at 1367 University Ave:

- A reservation of approximately \$32,975 in Measure P funds for start-up costs associated with the project.



Councilmember Ben Bartlett
City of Berkeley, District 3

- A reservation of approximately \$900,000 in ongoing funds annually for 10 years for the leasing and operation of the proposed project, with funding adjusted annually based on the Consumer Price Index for Oakland-Hayward-Berkeley, CA.
- In the event BOSS is unable to perform its function as the service provider, an alternative qualified service provider may operate the project with the review and approval of the City Manager, or her designee.
- Further, the City's commitment is contingent upon the funding of the balance of the project.

BE IT FURTHER RESOLVED that the City Manager, or her designee, is hereby authorized to execute all original or amended documents or agreements to effectuate this action; a signed copy of said documents, agreements, and any amendments will be kept on file in the Office of the City Clerk.



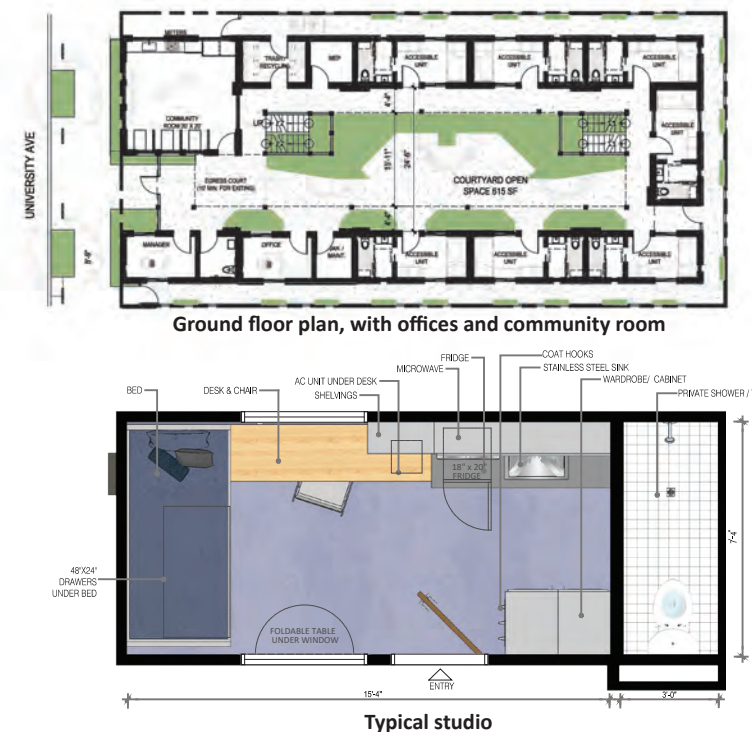
Step-Up Housing, 1367 University Ave. Berkeley (39 studios, community room, two offices)



1367 University Ave. entrance



Interior courtyard and community space



PROJECT SUMMARY

- Name & Location: Step-Up Housing, 1367 University Ave. (at Acton)
- Target Population: Homeless, low-income, single adults
- Number of Units: 39 studios, with community room, and mgmt. offices
- Service Provider: BOSS 24/7 presence on-site
- Services: Case management, health/mental health/employment referrals. On-site peer support/socialization and life-skills activities.

GOALS/SERVICES

- Get 39 individuals off the streets and into stable housing
- Provide safe and supportive environment for training & assistance
- Improve participants overall health by connecting them to primary care, mental health resources, substance abuse recovery services and socialization/peer support
- Reduce participant hospitalizations and use of emergency response systems
- Improve participant mental health status and daily functioning
- Support participants in increasing income and managing finances
- Support participants to obtain employment
- Increase meaningful activity and decrease social isolation among participants
- Organize on-site support groups, learning workshops, social activities, community meals and service visits by outside providers
- Manage an on-site food pantry in collaboration with Alameda County Community Food Bank

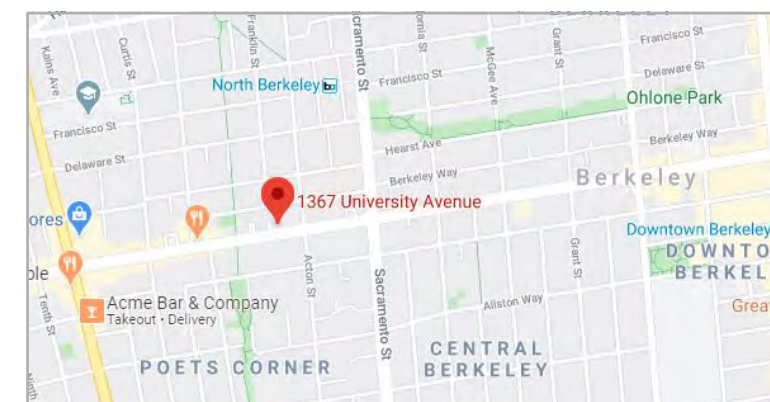
LOCATION

The Step-Up Housing project by BOSS is centrally located, close to stores, offices, and transit. It has a Walkscore of 90/100 ("Walker's Paradise") and a Bikescore of 98 ("Biker's Paradise"). Residents will not need a car for daily errands, and will have easy access to BART and AC Transit.

THE HOUSING

The Step-Up Housing will consist individual studios, community space, outdoor areas, and management offices for BOSS. The project will include:

- 39 individual studios, fully furnished
- Private bath and showers for each studio
- Engineered soundproofing and HVAC for all spaces
- Direct access in each unit to outdoor space
- Private outdoor courtyard and community space
- Community kitchen, laundry, and social space
- Two private offices for support staff and client services
- Permanent on-site property management and support staff (BOSS)
- Secured entrance and 24/7 security
- Modular units. Construction time: 16 weeks



Project Location: 1367 University Ave. Berkeley (at Acton)

FOR FURTHER INFORMATION

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Panoramic Interests
415.701.7001
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Councilmember Ben Bartlett
District 3

CONSENT CALENDAR
~~January 24~~February 14, 2017

To: Honorable Mayor and Members of the City Council

From: Councilmember Ben Bartlett & Councilmember Linda Maio & Councilmember Lori Droste

Subject: ~~Referral Direction~~ to City Manager: "Step Up Housing" Initiative ~~– Micro Units to House~~ Supportive Housing for Homeless and Very Low-Income People

RECOMMENDATION

~~Refer Direct to the City Manager~~Ad-Hoc subcommittee to discuss and facilitate implementing the following actions:

1. Identify parcels of City owned land for siting assisted-living buildings.
2. Amend the permitting and approvals process to facilitate the rapid creation of below market housing.
3. Issue requests for proposals through a competitive bidding process for a development of up to 100 units of housing. ~~Expedite the process of inviting proposals through the competitive bidding process and begin the process as soon as possible in an expedited manner. For-profit and non-profit developers can be included in the bidding process. The proposal should demonstrate partnerships with a housing non-profit and a service provider.~~
- ~~4. Assist the selected developer with obtaining zoning approval and a building permit in an expedited manner.~~
- ~~4. Select a housing non-profit to partner with. Identify potential obstacles in creating prefabricated micro-units in a timely fashion. Recommend courses of action to remove those obstacles.~~
5. The housing non-profit ~~partner, in partnership with Federally Qualified Healthcare Centers,~~ will be responsible for managing and operating the building. ~~The tenants will be required~~ Request the non-profit to work with employ a cooperative model in managing the housing non-profit to maintain and operate the building property.
6. Establish criteria for selecting individuals and determining eligibility. These need-based criteria will take into account seniors, people with disabilities, and former Berkeley natives residents who have become homeless.
7. This project shall be ~~considered a public works project and be~~ subject to the terms of the community workforce agreement with existing prevailing wage requirements.

8. Priority consideration will be given to: (i) Proposals that most quickly provide the maximum number of units for the least amount of cost, and (ii) proposals that include locally sourced materials and construction.

FINANCIAL IMPLICATIONS

~~Minimal costs and staff~~ Staff time.

BACKGROUND

On January 14, Laura Jadwin, a homeless resident of Berkeley, was found dead of exposure. ~~This was one of several deaths~~ Deaths of homeless individuals ~~in recent weeks are tragic and preventable~~. Our City is experiencing a homelessness and housing affordability crisis. City staff estimates that there are currently between 900 and 1200 homeless people living in Berkeley. Due to high housing costs, numerous low-income members of the Berkeley community are at risk of homelessness. Furthermore, the Trump administration's anticipated funding cuts ~~will~~ may cause the City's homeless population to multiply exponentially. This is a health and safety emergency that has cost lives and degraded standards of living for all residents.

~~Councilmember Bartlett sees~~ We see this crisis as an opportunity for innovation. This item referral seeks to jumpstart innovative financing and development models for assisted and low-income housing that emphasize speed, durability, and cost efficiency.

~~Conventionally built buildings cost the City an average of \$429,400¹ per unit. This high price results from expensive land costs, costs associated with a slow and complex permitting system, and high costs of development and execution. This item~~ This referral will reduce costs by constructing the building above City owned land and by empowering the City to speed up its permitting and approvals process. Additionally, this item seeks to mitigate prohibitively high building costs by encouraging prospective. Prospective developers are encouraged to design present innovative financing and construction solutions which will result in a large number for the rapid creation of homeless individuals housed quickly for scalable assisted living models at reduced costs.

Step Up housing will foster human resiliency, leverage scarce resources, and rationalize the regulatory process. Given the urgency of the homeless crisis, the City must immediately ~~initiate the bidding process and begin exploring~~ identify and implement solutions.

¹ City of Berkeley Affordable Housing Nexus Study
http://www.cityofberkeley.info/Clerk/City_Council/2015/07_Jul/City_Council__07-14-2015__Special_Meeting_Agenda.aspx

The City Council, just like all local governments, has a duty to ensure the welfare of its people. Berkeley's Step Up Housing Initiative will provide a road map for future supportive housing developments that can be replicated in other affected communities.

ENVIRONMENTAL SUSTAINABILITY

This item will result in a positive environmental impact on the community. Increasing local access to low-income housing reduces automobile dependence and tailpipe emissions.

CONTACT PERSON

Councilmember Ben Bartlett, 510-981-7130

Councilmember Linda Maio, 510-981-7110

Councilmember Lori Droste, 510-981-7180



Councilmember Ben Bartlett
District 3

CONSENT CALENDAR
February 14, 2017

To: Honorable Mayor and Members of the City Council
From: Councilmember Ben Bartlett & Councilmember Linda Maio & Councilmember Lori Droste
Subject: Direction to City Manager: “Step Up Housing” Initiative – Supportive Housing for Homeless and Very Low-Income People

RECOMMENDATION

Direct the Ad-Hoc subcommittee to discuss and facilitate implementing the following actions:

1. Identify parcels of City owned land for siting assisted-living buildings.
2. Amend the permitting and approvals process to facilitate the rapid creation of below market housing.
3. Issue requests for proposals through a competitive bidding process for a development of up to 100 units of housing in an expedited manner. For-profit and non-profit developers can be included in the bidding process. The proposal should demonstrate partnerships with a housing non-profit and a service provider.
4. Identify potential obstacles in creating prefabricated micro-units in a timely fashion. Recommend courses of action to remove those obstacles.
5. The housing non-profit, in partnership with Federally Qualified Healthcare Centers, will be responsible for managing and operating the building. Request the non-profit to employ a cooperative model in managing the property.
6. Establish criteria for selecting individuals and determining eligibility. These need-based criteria will take into account seniors, people with disabilities, and former Berkeley residents who have become homeless.
7. This project shall be subject to the terms of the community workforce agreement with existing prevailing wage requirements.
8. Priority consideration will be given to: (i) Proposals that most quickly provide the maximum number of units for the least amount of cost, and (ii) proposals that include locally sourced materials and construction.

FINANCIAL IMPLICATIONS

Staff time.

BACKGROUND

On January 14, Laura Jadwin, a homeless resident of Berkeley, was found dead of exposure. Deaths of homeless individuals are tragic and preventable. Our City is experiencing a homelessness and housing affordability crisis. City staff estimates that there are currently between 900 and 1200 homeless people living in Berkeley. Due to high housing costs, numerous low-income members of the Berkeley community are at risk of homelessness. Furthermore, the Trump administration's anticipated funding cuts may cause the City's homeless population to multiply exponentially. This is a health and safety emergency that has cost lives and degraded standards of living for all residents.

We see this crisis as an opportunity for innovation. This item referral seeks to jumpstart innovative financing and development models for assisted and low-income housing that emphasize speed, durability, and cost efficiency.

This referral will reduce costs by constructing the building above City owned land and by empowering the City to speed up its permitting and approvals process. Additionally, this item seeks to mitigate prohibitively high building costs. Prospective developers are encouraged to present innovative financing and construction solutions for the rapid creation of scalable assisted living models at reduced costs.

Step Up housing will foster human resiliency, leverage scarce resources, and rationalize the regulatory process. Given the urgency of the homeless crisis, the City must immediately identify and implement solutions.

The City Council, just like all local governments, has a duty to ensure the welfare of its people. Berkeley's Step Up Housing Initiative will provide a road map for future supportive housing developments that can be replicated in other affected communities.

ENVIRONMENTAL SUSTAINABILITY

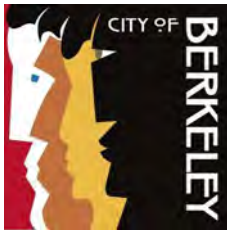
This item will result in a positive environmental impact on the community. Increasing local access to low-income housing reduces automobile dependence and tailpipe emissions.

CONTACT PERSON

Councilmember Ben Bartlett, 510-981-7130

Councilmember Linda Maio, 510-981-7110

Councilmember Lori Droste, 510-981-7180



Councilmember Ben Bartlett
City of Berkeley, District 3

06

CONSENT CALENDAR
September 15th, 2020

To: Honorable Mayor and Members of the City Council

From: Councilmember Ben Bartlett

Subject: Amend Berkeley's Property Tax Measures and Restore Tax Equity by Changing the Square Footage Tax Imposition through a Comprehensive Verification Process

RECOMMENDATION

In order to correct inequitable and inconsistently applied rates of property tax assessments, and to ensure that outstanding revenues due to the City are paid, the Finance Department should conduct a comprehensive verification analysis. This process will update and bring the city's taxable square footage database into alignment with Planning's building area database. Through this verification, the City shall also reconcile with the Alameda County Assessor's Public Roll to ensure that the City's tax database is up-to-date and accurate. This reconciliation will restore tax equity, which has been desired by Berkeley voters, while also unifying standards, protocols and terminology between departments. The City should adopt the following habitability criteria for taxation purposes:

1. Taxable space must have manufactured flooring. If the understory has dirt base, it shall not be taxed (Uniform Building Code R502 – floor material requirement). (Acceptable proof: photo)
2. Taxable basement space must be of required height clearance. If understory has proper flooring and is of limited height, 6' 8" or less, with 6'4" allowance for ducting, then it shall not be taxed (Uniform Building Code R305 – basement height requirement) (Acceptable proof: photo with measuring tape)
3. Taxable attic space must have required height clearance. If finished attic, only areas of 6'4" height or more is taxed for city assessments (Acceptable proof: photo with measuring tape)
4. City of Berkeley shall post the property's taxable square footage in at least 12 point font on the City's Parcel Viewer page. City of Berkeley shall disclose the potential increase to taxable square footage liability for the taxpayer when application for building addition is made.
5. City of Berkeley shall make public the taxable square footage liability of the proposed finished building to the community when a Zoning Adjustments Board application is made.
6. City of Berkeley shall disclose a property's taxable square footage in writing to a property owner or interested buyer, upon request.

7. If the taxpayer requests a correction on the square footage assessments, and the space in question does not align with the above taxability requirements, the taxpayer shall be entitled to a refund on all 9 city and schools assessments for the previous four full years of taxes (Civil Code 5097). Requests for correction shall be allowed at any time.

BACKGROUND

In 1965, the Berkeley Municipal Code was amended to state *“The following duties are hereby transferred to the appropriate officers and employees of the County of Alameda: (a) The assessment of City of Berkeley property for City of Berkeley taxes. (b) The equalization and correction of the assessment”* (BMC 7.24.010). Instead of using County standards and measures, however, the City has its own unique method of measuring taxes and assessing property within the City.

BMC 7.56.030A allows the Finance Department to impose taxes on the dwelling unit square feet. Specifically, BMC 7.56.020C defines dwelling as “designed for human occupancy.” However, the City has used an expansive interpretation of what shall be included in a dwelling area. For example, many Berkeley families have been charged for non-conforming spaces and areas not designed for human occupancy under their homes. The Berkeley for Assessment Tax Equity organization has sent the Finance Department a letter. See Attachment 1 and 2. The letter highlights examples of constituents who are currently and inequitably impacted by the City’s tax method.

The City’s expansive interpretation of the BMC has led to the taxation of unfinished understory areas, including spaces that are of a reduced height and are not of adequate height to be a basement according to the Uniform Building Code. Such spaces cannot be used for dwelling without substantially rebuilding the foundation, yet many of these areas continue to be improperly taxed. At the same time, dozens of properties with true basements (with floors and sufficient height to walk around in) are not taxed for those spaces.

At the same time, there are homeowners who experience windfall because they are not being taxed for new additions to their properties. According to the Berkeley for Assessment Tax Equity, hundreds of properties escape these assessments for their permitted additions each year because some Berkeley property owners who build onto their property are often not reassessed in square footage by the City of Berkeley or in ad valorem value by Alameda County. The inconsistencies in taxation, along with the imposition of taxes on non-dwelling spaces, is an equity issue that must be addressed.

Incorrect dwelling space assessments place a huge burden on many Berkeley homeowners--several of whom are seniors, persons of color, and/or have fixed-income.

These individuals experience economic hardship by paying hundreds of dollars more in taxes for unfinished understories on top of their already pricey assessments. All while other homeowners are experiencing windfall because they are not similarly taxed. As a result, those who pay taxes on their unfinished understory area subsidize those who do not pay for what should be their new additions' fair tax increase.

CURRENT SITUATION

The voters of the City of Berkeley have approved various Tax Assessments to benefit the Berkeley Public Schools and City Programs and Districts. The intent of the voters was equitable taxation through calculation based on the size of the dwelling or business. Instead, the City's tax assessments have been calculated in a way that allows escaped assessments for those who have added on to their home with or without permits. In addition, the City's interpretation of 1950s and 1960s building cards has led the City to charge homeowners for non-conforming spaces, which are not part of their dwelling, at varying rates of tax assessments for similarly sized properties.

Community members, including individuals from Berkeley for Assessment Tax Equity (BATE), have asked the Council to rationalize this process of paying property taxes. BATE and past auditors have already identified problems with the tax records, including:

1. The failure of the city to capture square footage at the intersection of planning/building and finance/assessor
2. The inequitable imposition of taxes on non-conforming spaces for some properties, and not for others

In the past four decades, City auditors have identified assessment discrepancies many times and have made suggestions that echoes the recommendations of this proposal. For example, a 2005 City audit recommended the implementation of a comprehensive verification analysis, in which tax procedures should include a comparison of the building square footage (BSFT) and lot square footage (LSFT) to the County's assessed values. In 2012, another auditor recommended that the City Manager should consider aligning the tax definition of BSFT with the Planning Department's. In this case, the City's aim of using square footage for more equitable distribution of the special tax would not change. See Attachment 3.

However, the City's current method of taxation does not reflect these changes or recommendations made by past auditors. As a result, the flawed imposition of tax continues to broaden the tax burden of some and the total escaped taxes of others. In this respect, the tax equity problem results from a lack of internal controls between City Departments. .

Currently, BATE has identified 700 properties with square footage-related lost revenue errors. See Attachment 4. In addition, there are at least 40 properties with understories/basements that are not charged for these dwelling areas, while there are at least 11 confirmed homeowners who have been charged for non-conforming spaces. See Attachment 5. To effectively address the significant impacts of the City's special tax assessment method on all property owners in Berkeley, the Council should utilize the recommendations of past auditors and BATE's research to directly change the City's method of taxation.

ACTIONS/ALTERNATIVES CONSIDERED

The District 3 Office also considered hiring an outside consultant to conduct their own individual analysis and impact study on Berkeley's property tax measures and special assessments. This third-party consultant would analyze the impacts of the City's tax measures on homeowners and City revenues. In addition, the consultant would compare the impacts between the tax methodologies of (1) Alameda County, (2) Berkeley's Finance Department, and (3) Berkeley's Planning Department. The consultant would use this information to help the City determine the best method and practice for taxing property and ensuring tax equity. However, the City has already hired past auditors who have suggested some of the recommendations in this item. Rather than spend additional funds to hire a consultant to perform another analysis, the City should implement direct changes to the method of adherence to tax code when imposing taxes.

OUTREACH OVERVIEW AND RESULTS

The District 3 Office has consulted with the Berkeley for Assessment Tax Equity (BATE) and impacted constituents on the ways in which Berkeley's tax measures have significantly affected their lives and communities. The constituents have collected background materials, observed BATE community actions, and discovered findings from research on underassessed properties and experiences with City departments. The Office's communication with these constituents has informed this Council recommendation.

RATIONALE FOR RECOMMENDATION

This recommendation aims to restore tax equity by updating the tax records to align with habitability standards. Failing to tax habitable dwelling spaces while imposing taxes on inhabitable spaces places an economic burden on taxpayers due to the inconsistent and unequal practice of taxation assessments. Enforcing equitable taxation in the law and in practice is important to ensure homeowners are being fairly and accurately taxed based on reasonable legal standards regarding their dwelling units. Taxpayers should

not be overcharged on units that are not designed for human occupancy, noting that legal considerations of “dwelling” do not always comply with the reality of these spaces.

To enforce tax equity, these recommendations outline a standard for taxable dwelling units and inform the taxpayer of the taxation assessment method. If there is a discrepancy in the assessment, the taxpayer may request a correction to ensure tax compliance. Former city auditors have recommended these guidelines in the past, but unfortunately, there has been no action to follow through with their recommendations. Not only would these code changes ensure that homeowners are not being overly taxed, but by modifying the tax code to align with the Planning Department’s square footage database, the City can gain money from the previously unassessed, untaxed dwelling spaces. These recommendations would ensure that tax equity is properly enforced to align with habitable standards.

FISCAL IMPACTS OF RECOMMENDATION

Staff time to check the tax records and update the tax database to ensure that tax assessments correctly match the relevant properties that must be charged. Past auditors have found that aligning the tax code with the Planning Department’s code would make these interdepartmental tasks and updates easier. The aim of levying tax with equity in mind would not change either. In addition, removing non-conforming, non-dwelling spaces from the taxable database will not have a significant impact on revenue. Instead, changing the tax code will allow the City to capture the hundreds of thousands of dollars of unassessed dwelling space, resulting in increased cash flow.

All true basements and other non-conforming, but developed, spaces would remain taxed upon implementation of this proposed policy. Most homes that are taxed by the City at a higher square footage level than the County's value would remain this way. As a result, the City would not face rampant future applications for refunds.

CONTACT PERSON

Councilmember Ben Bartlett
Katie Ly

510-981-7130
510-981-7131

ATTACHMENTS

1. Berkeley for Assessment Tax Equity Group Letter (BATE) to the Finance Department
2. Signatures on BATE’s Letter
3. 2005 and 2012 City Audit on Assessment Discrepancies
4. List of the 700 Properties with Square Footage-Related Lost Revenue
5. List of the 40 Basements/Understories Not Charged

ATTACHMENT 1

Berkeley for Assessment Tax Equity

2215 Stuart St.

Berkeley, CA 94705

July 1, 2020

City of Berkeley Finance Department

1947 Center St.

Berkeley, CA 94704

Dear Finance Department,

We, the undersigned, saw the Finance Department's response to the Berkeley Neighborhood's Request for a public hearing about the numerous requests from the community for tax bill corrections. Despite your claim to the contrary, we know that the City's square footage database is rife with errors. We are urging you to take action now to correct the square footage value you use to bill us for City and Schools parcel taxes. Berkeley Municipal Code 7.56.030A (referenced in the Library and Schools taxes) allows Finance to impose tax on the dwelling unit square feet. BMC 7.56.020C defines dwelling as "designed for human occupancy". You are imposing tax on areas that are NOT designed for human occupancy, in our cases. This is unfair and burdens us with a greater liability for City Services than others who are not similarly taxed, as each instance will show.

Willa Willis Jacobs in the 1700 block of 62nd - I pay for 820 ft² of unfinished non-conforming space under my home. Near me, at 1823 62nd, a duplex owner pays 772 ft² less than they should. Also, the duplex at 1536 62nd pays 609 ft² less than they should after their 1993 basement renovation. I, Ms. Jacobs, pay \$820 a year more than I legally should pay, the landlords at 1823 and 1536 62nd pay \$800 and \$625 less a year than they should.

Roxanne Schwartz in the 1300 block of 66th - I pay assessment taxes for 1077 ft² of unfinished, non-dwelling space less than 6 ft in height. The unfinished understories at 1619 Julia and 1623 Tyler are not charged assessment taxes on their similar spaces. Near me, at 1406 66th, the landlord owner pays for 655 ft² less building area than that showing in the public record. Why should I, a retiree on fixed income pay more for city services than that landlord whose tenants should be paying adequately for city services through their rent?

Paul Gumpel in the 1100 block of Carleton - I pay for 733 ft² of sloped dirt understory. Near me, the landlord at 1115 Carleton, only pays for half the square footage (1118 ft²) they have available to rent to tenants (2524 ft²). The landlord at 1215 Carleton pays tax on 1175 ft² less than they should for their 2587 ft² building. I, Mr. Gumpel, pay extra \$750 a year and the landlords save \$1400 and \$1200 a year, respectively.

ATTACHMENT 1

Mrs. Doris Smith in the 1700 block of Carleton – I pay for 384 ft² of unfinished, non-conforming space. The law says and voters approved a tax on dwelling space. A couple of blocks over at 1731 Channing, they don't pay for their cavernous non-conforming space. Neither do they pay for unfinished space at 1933 Yolo and 76 Codornices and 1136 Fresno. Also close by, the owners at 2319 California don't pay tax on their beautiful 2nd story they added. Why should they receive discounts on dwelling space for years, while I am penalized for non-dwelling space? I, Mrs. Doris Smith, pay an extra \$400/year and the other owners don't have to pay this illegal tax. Many, like the owners of 2319 California don't even have to pay for dwelling space when they add it on.

Merryl Dashiell in the 1700 block of Carleton – I pay for 525 ft² of unfinished attic. City of Berkeley councilmembers, Harrison and Droste do not pay for their finished and usable attics. I, Ms. Dashiell, pay an extra \$550 a year and Councilmembers Harrison and Droste save \$500 a year each.

Colleen Miller in the 2100 block of Essex - I pay extra for unfinished understory of 1024ft². My neighbors at 2121 Essex don't pay for their understory of 1083 ft² and the landlord of the duplex at 2117 Essex underpays for rentable, dwelling space by 1485 ft² each year. I, Colleen Miller, pay an extra unlawful \$1025 a year and the others save \$1100 and \$1500 respectively on their tax bill.

Mrs. Berrigher in the 1900 block of Fairview - we pay for 1094 ft² of unfinished understory. My neighbor at 1930 Fairview does not pay for their basement or finished attic. Also nearby, the landlord owner of the duplex at 1631 Woolsey pays for 682 ft² less space than they actually have to rent to their tenants. The owner of the nearby house, 3107 Deakin, recently on the market avoids paying for a 1000 square foot finished apartment in their untaxed basement. Fairview Family pays \$1300 more than they lawfully should be forced to pay. The landlord at 1631 Woolsey saves \$700/year. The owners at 3107 Deakin save \$1000 a year.

Wolf and Amanda Arnold in the 1600 block of Josephine - We recently bought our home and were not told that the 686 ft² of non-conforming height understory would be taxed. Down the street, the owners at 1405 Josephine don't pay assessments on their basement, even after they developed it with permits in 1997. Also on our street, 1206 Josephine underpays for permitted dwelling space by 1245 ft² (around \$1300) a year. The home at 1410 Josephine underpays by 1686 ft² or around \$1700 a year. 1315 and 1226 underpay by around \$1000/year, all for dwelling space. We will be burdened even more unfairly when taxes increase soon.

Chris Catletts in the 1700 block of Parker – I pay extra for 1119 ft² understory not tall enough to walk in without hunching over. My neighbors at 1825 Parker don't pay for the space they created in 2002 when they did a \$200,000 house raise to increase their building area by 1141 ft². The triplex landlord owner up the street at 2120 Parker doesn't pay for the 926 ft² area of a 2006 \$253,845 ft² 3rd story. 1736 Channing doesn't pay for their understory at all. I, a retiree, pay an extra unlawful \$1119 a year and the others save an unlawful \$1150 and \$950 a year.

The Tharp/Menard family in the 1600 block of Stuart St – we pay 916 ft² extra for unfinished, dirt, non-conforming space. Our backdoor neighbor at 1618 Ward doesn't pay for the 975 ft² area of the downstairs unit they developed in the 1990s. Another duplex owner at 1508 Ward doesn't pay for the 1006 ft² they renovated in 2002, before or after the renovation! We, the Tharp/Menard family, pay \$920 a year more than we should, while the duplex owners at 1508 and 1618 pay \$1000 and \$1050 less than their share a year for city services.

ATTACHMENT 1

Ms. Dengler in the 2200 block of Stuart – I pay for 2286 ft2 of basement that I don't have. Meanwhile, the 4plex owner at 1939 Stuart pays for only 2700 ft2, even though it is a 3800 ft2 building. I, Mrs. Dengler, lose \$2300 a year in unlawful tax assessments while the landlord down the street saves \$1100 a year.

We beseech you to do the right thing and correct our dwelling space assessments before the new tax bills are mailed out.

Berkeley for Assessment Tax Equity

Cc: Mayor Jesse Arreguin, City Manager Dee Williams-Ridley, City Auditor Jenny Wong,
Councilmembers Kesarwani, Davila, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste,
Alameda County Tax Collector Henry Levy, Alameda County Assessor Phong La,
Alameda County Board of Supervisor Keith Carson,
Alameda County District Attorney Jeff Israel,
Berkeley Neighborhood Council, Berkeley School Board
Sharon Parker, Ca State Controller Office (Betty Yee)

See Attachment 2 for signatures.

ATTACHMENT 32

Willa Willis Jacobs at ~~████~~ 62nd Willa Willis Jacobs

Roxanne Schwartz at ~~████~~ 66th Roxanne Schwartz

Paul Gumpel at ~~████~~ 6 Carleton Paul Gumpel

Mrs. Smith at ~~████~~ Carleton Doris M. Smith

Merryl Dashiell at ~~████~~ Carleton Merryl Dashiell

Colleen Miller ~~████~~ Essex Colleen Miller

~~1909 Fairview~~

Wolf Arnold at ~~████~~ Josephine Wolf Arnold

~~Steve Klucavich at 1689 Parker~~

Chris Catletts at ~~████~~ Parker Chris Catletts

~~Elgie Scott at 1514 Prince~~

Laura Menard at ~~████~~ Stuart Laura Menard

Barbara Dengler at ~~████~~ Stuart Barbara Dengler

~~1914 Ward~~

~~Mr. Julius at 2001 Woolsey~~

Mrs. Beatrice Barrigher at ~~████~~ Fairview Mrs. Beatrice Barrigher 2001 Woolsey Pasig

ATTACHMENT 3

Parcel Based Special Taxes, Fees, and Assessments, Presented to Council March 15, 2005

Audit Prepared by: Ann-Marie Hogan, City Auditor, CIA, CGAP, Teresa Berkeley-Simmons, Audit Manager, CIA, CGAP, Jocelyn Nip, Auditor II, CPA

From Background: Our Landscape and Park Maintenance Assessment Fund Review report issued in November 1994 and our Clean Storm Water (CSW) Assessment Audit issued in October 1995 identified many internal control weaknesses in the assessment processes. One finding in the Landscape and Park audit stated, "Changes in improvement square footage are not always entered into the assessment data base timely." One finding in the CSW audit stated, "Due to internal control weaknesses, procedures do not provide a reasonable assurance that all parcels which can be assessed CSW Fees are properly assessed."

In late 2003, members of the public revealed that several properties, including the Gaia Building, were not billed for parcel taxes. Subsequently, Finance conducted investigations of 339 parcels with zero BSFT and identified properties that had escaped assessments.

2.2 Finding 3: There is likelihood that the taxable BSFT for some parcels might have been understated or overstated, resulting in improper assessments. There is no systematic plan in place to capture such parcels, forgoing the opportunities for recovering revenue related to underassessed properties.

The discovery of an underassessment is not a one-time windfall. Additional BSFT brings a future stream of revenues as long as the property remains

There was awareness that overassessments exist, which may include exempt areas such as garages, patios and balconies. Checking for these overcharged and undercharged discrepancies was called a **comprehensive verification exercise**

5.1 On a quarterly basis, the Revenue Collection Manager should on a sample basis review and verify that the BSFT posted to the Land Management System is supported and accurate. This review should be documented.

5.2 Formalize and document the review procedures performed by the Land Management Analyst. **Procedures should include a comparison of the BSFT and LSFT to the County's assessed values.** When a property of high assessed value is assigned a zero square footage or low square footage, it should trigger a concern that the property may not be properly taxed.

July 24, 2012 Information Calendar: Audit Status Report: Improved workflow systems

Finding 3: Finance and Planning have not clearly assigned responsibilities for capturing taxable building square footage. Recommendation 3.5: City Manager should consider whether increased accuracy and efficiency of special tax calculations is worth the cost of a special election to simplify the Berkeley Municipal Code Definition of building square footage. The City Manager, with input from Planning, should consider aligning the definition with Planning's. The City's practice of using square footage for more equitable distribution of the special tax would not change.

ATTACHMENT 4

Address	SqFt Escaped	City sqft	type	Year of Addn	Cost of Addn	Addition type	City Tax Loss-la Cnty	Loss-last 10 yr
5th	642	3028	4plx			error in sf2 tx	5259	
5th	418	1098				error in sf2 tx	3424	
6th	921	2334	triplx			error in sf2 tx	\$7,545	
6th	539	832				error in sf2 tx	\$4,415	
6th		1463		2007	\$80,000	562 ft2 addition		\$9,896
6th	547	1945	duplx			error in sf2 tx	\$4,481	
6th	421	1699		1995	\$22,960	remod lower flr	\$3,449	
6th	326	2442	triplx			error in sf2 tx	\$2,671	\$107K/yr ir
6th	2698	3322	8 unit			error in sf2 tx	\$22,101	only reass \$
6th	485	1360		2006/15	\$65,000	485 ft2 2nd str/bsmt	\$3,973	
6th	439	1108		2002	\$60,000	addn	\$3,596	
6th	2578	1340	duplx	1996	\$78,400	raise hse/add unit	\$21,118	
6th	477	1666	duplx			error on sf2 tax	\$3,907	
7th	496	1563		1999	\$43,966	fam room	\$4,063	
7th	644	604	duplx			error on sf2 tx	\$5,276	
7th	1405	2384	triplx	1997/07	\$90,000	addn/add meters	\$11,509	
7th	1200	1244		2007	\$39,000	develp bsmt	\$9,830	
7th	988	953		2011	\$80,000	add famrm/wkshp	\$8,093	\$9,896
7th	500	762				error on sf2 tax	\$4,096	
8th	413	1157		2000/08	\$51,000	239 ft2/kitchen	\$3,383	
8th	510	1563		1992/05	\$49,760	addition	\$4,178	
8th	322	884		1995	\$19,000	addition	\$2,638	\$2,350
8th	641	2290	triplx			error on sf2 tax	\$5,250	
8th	490	993		1999	\$47,000	bed/ba/study	\$4,014	
8th	500	1268	duplx			error on sf2 tax	\$4,096	
8th	544	1191	duplx	1999	\$90,000	544ftconv to duplx	\$4,456	
8th	726	1796				error on sf2 tax	\$5,947	
8th	694	450				error on sf2 tax	\$5,685	
8th	1490	882				error on sf2 tax	\$12,206	sold 2018
8th	4900	1612		2016	\$800,000	sfr to 4plex	\$4,900	\$54K done
9th	483	880		2003	\$80,000	addition 483 ft2	\$3,956	\$0 Done
9th	773	1436		2005	\$121,000	addn/fire repair	\$6,332	\$10K only
9th		2793		2003	\$214,370	addn 2 story		\$24,785

9th	500	1394			2 story addn	\$4,096	
9th	762	944	1994	\$152,190	manf hom1716 ft2	\$6,324	\$3,092
9th	610	1439	1994	\$61,000	attic/stair	\$4,997	
9th	653	1057			error on sf2 tax	\$5,349	bsmt not cl
9th	1247	991 duplx	1998	\$86,686	2 story cott/bsmt	\$10,215	
9th	690	1400 duplx			error on sf2 tax	\$5,652	
10th	426	916			error on sf2 tax	\$3,490	
10th	896	883 duplex			2 homes/1 lot	\$7,340	
10th	1318	1409	2003	\$15,000	permit 2 new furnc	\$10,797	
10th	465	1439			in-law downstairs	\$3,809	
10th	580	1234 duplx			error on sf2 tax	\$4,751	
10th	455	2983 triplex			error on sf2 tax	\$3,727	
62nd	609	1885 duplx	2003	\$6,000	renov bsmt	\$4,989	
62nd	1000	3148 duplx			cottage in rear	\$8,918	unknown
62nd	520	1967 duplx			error on sf2 tax	\$4,260	
63rd	403	2374 duplx			error on sf2 tax	\$3,301	
63rd	477	2119 duplx			error on sf2 tax	\$3,907	
63rd	497	1026	2004	\$52,791	addition	\$4,071	done at \$31K
63rd	620	1387	2017	91500	addn	\$5,078	unknown
66th	655	2009			error on sf2 tax	\$5,366	
Acton	467	2533	2003	45000	remodel/addit	\$3,826	\$ 5,565.00
Acton	508	2137			error on sf2 tax	\$4,161	
Acton	373	1746	2002	20000	garg convers	\$3,055	\$ 2,474.00
Acton	923	976			2nd story	\$7,561	unknown
Acton	847	1652 duplx			2nd unit not chg	\$6,938	unknown
Acton	680	1008 duplx		1999	gas meter unit2	\$5,570	
Acton	871	992			error on sf2 tax	\$7,135	
Acton	611	1066	2012	81000	addition 2 story	\$5,005	
Acton	629	1140			error on sf2 tax	\$5,153	
Adeline	464	1040			error on sf2 tax	\$3,801	?
Adeline	739	911 triplx	1961	unknown	addition	\$6,054	\$1,000
Addison	335	985	1994	40000	raise house	\$2,744	sold 2004
Addison	2150	3514	1992	unknown	new duplex	\$17,612	
Addison	493	2680			error on sf2 tax	\$4,039	
Allston Way		1890	2002	\$76,000	raised house addition		\$9,401

Allston Way	1162	1362	1993	\$78,140	2nd story	\$9,519	\$9,665
Allston Way	552	1098	1994	\$40,000	2nd story	\$4,522	
Alcatraz	1435	2235 triplex			error on sf2 tax	\$11,755	
Alcatraz	482	1836 duplx			error on sf2 tax	\$3,948	
Alcatraz	616	2786			error on sf2 tax	\$5,046	
Arch	417	2127	2011	\$204,041	kitch/ba remodel	\$3,416	
Arch	600	1289	1997		develp bsmt	\$4,915	
Arch	1200	540	1992	\$108,180	new 3 bd/2 ba hous	\$9,830	\$13,382
Arch	736	1176 duplx	2010	\$15,000	unit A repairs	\$6,029	
Arch	448	4012 triplx	2001	\$133,500	2nd story	\$3,670	\$16,514 no rnt bd re
Arch	2705	4588 multi			error on sf2 tax	\$22,159	
Arch	375	3475 duplx			error on sf2 tax	\$3,072	
Arch	493	1289 triplx	1998		3 meters install	\$4,039	
Arch	740	3603	2011/17	\$390,000	remodel/ADU ?		\$19,680
Arlington	1758	1652	1995		home rebuild	\$14,401	
Arlington	1397	2430	2002	\$150,000	home rebuild	\$11,444	
Arlington	1399	1650	1997/12		addn/sunrooms	\$11,460	
Arlington	145	1585	2000 ?		ADU size error	\$1,187 ?	
Arlington	541	1790	2006	\$322,000	new 2300 ft2 home	\$4,432	
Arlington	920	2228 duplx	1993	\$32,000	attic conversion	\$7,536	
Arlington	1079	1828	1999/02	\$102,500	bsmt remd/2nd stor	\$8,839	
Arlington	616	2144	1992	\$11,000	bsmt conv	\$5,046	
Arlington	883	2207	2002		error on sf2 tax	\$7,233	
Arlington	572	2181	2013	\$68,700	2nd stor addn	\$4,686	
Ashby	928	1810 4plx	2003		many upgrades		
Ashby	536	4525 5plx			error on sf2 tx	\$4,391	
Ashby	416	1143			several inspections	\$3,408	
Ashby	671	1501	2009	\$210,500	renov/addn	\$5,497	
Ashby	363	1690			few prmts 07-11	\$2,974	
Ashby	1055	1074 duplx	1980		Victrian hse lift	\$8,642	
Ashby	542	1086			error on sf2 tax	\$4,440	
Ashby	446	2311 duplx			error on sf2 tx		
Ashby	372	6540 8unts	2016		Hsng Rpt-06675		
Ashby	291	1880 duplx	1999	\$20,000	Rm addn/kit rmd		
Ashby	1000	2960 5plx	2001	\$100,000	conv bsmt to apt	\$8,192	

Bancroft	1430	1276			adu/downtairs	\$11,714	unknown	
Bancroft	468	1513			error on card	\$3,834	unknown	
Bancroft	644	1544	2002	\$3,220	gar conv to living	\$5,276	\$398	
Bay Tree	755	2300			ADU	\$6,184	?	
Benvenue	950	3463	4plex		residence/cotta	13 bdrms/7 bath	\$7,782	
Berkeley W	335	966			error on sf2 tax	\$2,744		
Berkeley W	210	888	2000	\$6,200	Sunroom	\$1,720	\$767	
Berkeley W	911	864	1994	\$71,000	2nd story addn	\$7,463	unknown	
Belvedere	206	801	1007	?	error on sf2 tax	\$1,687	?	
Berryman	480	1133	2009	\$35,000	ADU	\$3,932	\$2,066	
Blake	817	1105	1995	unknown	error on sf2 tax	\$6,693	unknown	
Blake	1740	1154	unknown	unknown	addition	\$14,253		
Blake	584	1216			error on sf2 tax	\$4,784		
Blake	600	1422			error on sf2 tax	\$4,915		
Blake	612	1319	2000	\$75,000	house raise	\$5,013		
Blake	889	1550	duplx	2012	raise bldg duplx	\$7,283		
Blake	968	2274			error on sf2 tax	\$7,930		
Blake	382	1831	2004	\$18,000	addition	\$0	\$2,227	
Blake	711	2842			error on sf2 tax	\$5,824		
Blake	216	1087			error on sf2 tax	\$1,769	?	
Bonita	693	2003	duplx	2003	\$66,759	addition	\$5,677	
Bonita	1445	2173	duplx	1992	\$47,406	addition	\$11,837	
Bonita	788	2352	triplx	1995/2017	20000/105000	conv bsmt/attic	\$6,455	\$13,057
Bridge	700	2709			\$25,000	addn:0810832712	\$5,734	\$3,092
Browning	498	1062				error on sf2 tax	\$4,080	
Browning	2647	720	2015	\$50,000	renovation	\$21,684	\$6,185	
Browning	433	1591				error on sf2 tax	\$3,547	
California	337	1454	duplx			addition	\$2,761	
California	516	1244	duplx			addition	\$4,227	
California	532	1078	2005	\$53,400	addn 2nd story	\$4,358	\$6,605	
California	1099	1444	duplx			error on sf2 tax	\$9,003	
California	658	2066	2002	\$189,000	2nd story addn		\$23,379	
California	536	2105	duplx	1995	\$8,000	conv SFR to duplx	\$4,391	
California	672	942				error on sf2 tax	\$5,505	
California	545	1208	duplx	1994	\$67,195	ADU	\$4,465	

California	843	4913 triplex	2002	\$245,013	add 2 units	\$6,906	
California	1062	1137	1997	\$40,000 plus	2nd story addn	\$8,699	unknown
California	674	966	2013	\$31,500	stor conversion	\$5,521	
California	504	1360	1994	\$35,000	attc conversion	\$4,128	unknown
California	370	944	2002	\$40,000	addition	\$3,031	\$4,948
California	808	2382 duplx			error on sf2 tax	\$6,619	
California	399	1625	1994	\$19,000	addition	\$3,268	unknown
California	827	1037	1993	\$48,793	872 ft2 addn	\$7,143	
Camelia	1114	1094	1998		bsmnt made usable	\$9,126	
Camelia	451	1224				\$3,695	
Camelia	495	1553 duplx				\$4,055	
Camelia	1005	1005	2002	\$97,365	2nd story addn	\$8,233	
Campus Dr.	949	2930			error on sf2 tax	\$7,774	?
Campus Dr.	1231	1769	2003	\$115,000	addition	\$10,084	
Capistrano	185	2603	2006	\$57,873	addition	\$1,516	
Carleton	1118	1336 duplx			error on sf2 tax	\$10,944	
Carleton	774	1446	2017	\$400,000	2nd story addn	\$6,340	reass \$93K
Carleton	253	1604 1857	2012	\$3,000	basement convers	\$2,074	\$371
Carleton	1175	1412 trplx			error on sf2 tax		96.6K income
Carleton	715	517			error on sf2 tax	\$5,857	
Carleton	1023	1504 duplx		\$2,002	inspect	\$8,380	
Carleton	1284	1614 duplx			error on sf2 tax	\$10,518	
Carleton	314	1348	1995	\$28,000	addition	\$2,572	unknown
Carleton	500	1087	1993	\$10,000	2nd story addn	\$4,095	\$1,237
Cedar	554	1092			error on sf2 tax	\$4,538	?
Cedar	480	844	1999		addition	\$3,932	?
Cedar	433	1466	2005	\$154,700	raised house additio	\$3,547	?
Cedar	984	1440			error on sf2 tax	\$8,060	?
Cedar	1186	1116			duplex added	\$9,715	?
Cedar	844	2209 duplx			error on sf2 tax	\$6,914	
Cedar	939	1231 duplx			error on sf2 tax	\$7,692	
Cedar	2789	2103 triplex	1999	\$75,000	reconstr to triplx	\$22,847	
Cedar	763	1948	1993	\$100,000	add cottage/remode	\$6,250	\$12,970
Channing	794	3194	1998/2014	\$103,620	2nd story addn		\$12,818
Channing	736	752	1996	\$67,000	addition	\$6,029	unknown

Channing	838	1377	duplx			error on sf2 tax	\$6,865	
Channing	831	1013		1996	\$84,000	addition	\$6,807	unknown
Channing	649	2263		2009	\$53,000	addition		\$6,556
Channing	810	1600		2002	\$125,000	2 bed/1 ba	\$6,635	\$15,462
Channing	621	1205		2010	\$8,500	remodel 2nd stor	\$5,087	\$1,051
Channing	1032	1371		2003	\$20,000	bsmt to liv space	\$8,454	\$2,474
Chestnut	408	960				erro on sf2 tax	\$3,342	
Chestnut	1014	1198				error on sf2 tax	\$8,306	
Chestnut	489	1705				error on sf2 tax	\$3,932	
Codornices	492	1875				sunroom	\$4,030	?
Contra Costa	480	2082		1997	75000	int/ext remdl	\$3,932	
Contra Costa	1903	2077				error on sf2 tax	\$15,600	
Contra Costa	620	2171		2002	208000	add master/ba	\$5,079	
Contra Costa	625	1669				error on sf2 tax	\$5,120	
Contra Costa	484	2058	2008/2015		175000	bsmt conv/bedr add	\$3,965	
Contra Costa	701	2198				error on sf2 tax	\$5,742	
College	902	3218	Bdg Hs	2000	\$9,360	build 17th bedrm	\$7,389	stdnt rooming hse
College	662	1860	condo			error on sf2 tx	\$5,423	Is bsmt chgd?
College	589	851	condo			error on sf2 tx	\$4,825	
College	545	3351	duplx			error on sf2 tax	\$4,465	comm'l too
Cornell	1072	648				2nd story	\$8,782	
Cornell	755	746				2 story	\$6,184	
Cornell	775	780				2 story	\$6,349	
Cornell	400	1062				back house addn	\$3,277	
Cornell	503	504				back addn	\$4,120	
Cornell	400	1003				rear 2nd story	\$3,277	
Cornell	640	1100			sf2 from zillow	2nd story	\$5,243	
Cornell	1240	811				2nd story	\$10,158	
Cornell	1224	552				2nd story	\$10,027	
Cornell	425	1080				2 story	\$3,482	
Cornell	655	1069				full walkable bsmt	\$5,366	
Cornell	613	1275				2nd story	\$5,022	
Cornell	1000	1326				2nd story	\$8,192	
Cornell	1580	1360		2009	\$270,000	second unit addn	\$12,943	\$33,399
Cornell	1000	1360				2nd story	\$8,192	

Curtis	1160	1415 duplx	1992	\$68,440	2nd story	\$9,502	
Curtis	336	1120			ADU	\$2,752	
Curtis	670	1317			error on sf2 tx	\$5,489	
Curtis	773	2135 triplx				\$6,332	
Curtis	803	969	2000	\$43,525	remodel	\$6,578	
Curtis	763	1559 duplx			error on sf2 tx	\$6,250	
Curtis	1420	1112			rear 2 styt addn	\$11,632	
Curtis	417	1971 duplx			legalize unit/attc	\$3,415	
Curtis	377	1500			error on sf2 tx	\$3,088	
Curtis	1804	828	1994	\$150,000	1300ft2 addn	\$14,778	
Curtis	492	1184	1993	\$40,000	2nd story addn	\$4,030	
Dana	472	2702 multi	2012	\$3,000	attic conversion	\$3,867	\$371
Dana	2154	1229	1998	\$12,000	bsmt conv	\$7,577	unknown
Dana	782	1208 duplx			error on sf2 tax	\$6,406	
Deakin	608	1252			error on sf2 tax	\$4,981	
Deakin	1331	1340	2002	\$75,000	bsmt to liv space	\$10,903	\$9,278
Delaware	2092	2800 4plex			error on sf2 tax	\$17,137	
Delaware	655	1740 duplx	1992		create duplex	\$5,366	
Delaware	1865	1359 duplx			error on sf2 tax	\$15,278	
Delaware	930	1062			error on sf2 tax	\$7,618	
Delaware	331	1551			error on sf2 tax	\$2,711	
Delaware	331	1551			error on sf2 tax	\$2,711	
Delaware	937	1933 triplex	1996	\$152,170	raise house/studio	\$7,676	unknown
Delaware	1146	1244	2004	\$130,000	bsmt to liv space	\$9,388	\$30K reass
Derby	560	1122	2007	\$150,000	2nd flr addition	\$4,587	
Derby	1675	739 duplx			error on sf2 tax	\$13,721	
Derby	771	987	2013/15	\$35,000	bsmt conv/addn	\$6,316	\$4,330
Derby	1148	1288	1941	unknown	2nd story addn	\$9,404	
Derby	449	1313	2002	\$90,000	addition	\$3,678	\$11,133
Derby	892	4033			error on sf2 tax	\$7,307	?
Derby		1774	2011	\$35,000	ADU		\$4,330
Dohr	1451	878			error on sf2 tax	\$11,886	unknown
Dohr	452	1506	2006	\$75,000	whole hse remod	\$3,703	
Dohr	673	1100	2018	\$139,160	gar conversion	\$673	\$3,479
Dwight	677	926			2nd story addn	\$5,546	

Dwight	418	2311 duplex			error on sf2 tax	\$3,425	
Dwight	275	1775 triplex	2007		add 4th meter	\$2,253	
Dwight	1504	4678 units	1992	\$125,546	add bldg	\$12,320	
Dwight	1806	5776 units	2009	\$60,000	bsmt conversion	\$14,794	
Edith	1000	1300			art warehouse	\$8,192	?
Edith	463	2179	2011		2nd story addn	\$3,793	
Edith	644	984			error on sf2 tax	\$5,276	
Edith	920	1990 duplex	1990	unknown	2nd story	\$7,536	bsmt/cottg not charged
Edith	1248	1878	1994	\$ 200,000.00	4 bed 2nd story	\$10,223	
Edith		2399	2005	\$ 137,800.00	2 story addn		\$ 17,045.00
Edith		3646	1998	\$ 49,000.00	bsmt addn		\$ 6,061.00 \$6K reassoi
Edith	480	1459	2000	\$ 51,000.00	garg conver ADU	\$3,932	\$ 2,802.00
Edith	540	1408			sunrm/gar conv	\$4,424	?
Edwards	687	1317	1994	\$65,328	2nd story addn	\$5,628	\$8,081
Ellis	577	888 duplex	1995	\$45,000	1 story addn	\$4,727	
Ellis	913	2092 duplex	1993		error on sf2 tax	\$7,479	
Ellis	962	993 duplex			error on sf2 tax	\$7,881	
Ellsworth	498	2420	2006/12	\$83,000	bsmt conv/addn	\$4,080	sold in '13
Ellsworth	1015	2957 triplex			error on sf2 tax	\$8,315	
Emerson	1282	1304			error on sf2 tax	\$10,502	
Essex	1831	1649 duplex	2002	\$127,626	remod bsmt	\$14,999	
Essex	1083	1428	1992	\$73,000	addition	\$8,872	
Euclid	913	1741	2000	\$75,000	fam rm addition	\$7,479	
Eunice	1346	1768	2005	\$120,000	2 story addition	\$11,026	
Eunice	1357	1767	2004	\$180,000	addition	\$11,116	
Fairlawn	1386	570			error on sf2 tax	\$11,354	
Fairlawn	724	1646	2004	\$350,000	addn 1212 ft2	\$5,931	
Fairlawn	728	876	2006	\$60,000	remodel/addn	\$5,964	
Fairlawn	1254	1117			error on sf2 tax	\$10,273	
Fairlawn	527	1105			error on sf2 tax	\$4,317	
Fairlawn	704	1154			error on sf2 tax	\$5,767	
Fairlawn	397	1248	1994/95/96	\$44,900	permits not final	\$3,252	very low txs
Fairlawn	413	1643			2019 AUP	\$3,383	
Fairview	400	3333 4plex	1997	\$95,481	renovate flat	\$3,277	advert 96K income
Forest	150	2780			error on sf2 tax	\$1,229	?

Forest	3076	3817 duplx	2015	\$276,972	remodel	\$25,197	
Francisco	621	1142			error on sf2 tax	\$5,087	
Francisco	344	1189	1999	\$12,200	addition	\$2,818	
Francisco	2060	1512	1997	\$260,000	raise house	\$16,875	
Francisco	1421	1183	2006	\$150,940	basement convers	\$5,825	\$3,151
Francisco	453	2016 triplex			error on sf2 tax	\$3,711	
Francisco	1373	1397	1998	\$30,000	2nd story	\$11,247	
Francisco	984	1415	2002	\$63,000	fire dmg exist triplx	\$8,061	
Francisco	658	2704 duplx	1994	\$210,000	new carriage hs	\$5,390	
Francisco	798	2453 triplex	1997	\$93,094	add 2nd unit	\$6,536	
Francisco	948	2743 4plex			error on sf2 tax	\$7,766	
Fresno	448	1728 no cty	2011 AUP		448ft2 2nd story	\$3,670	
Fulton	608	1843	2003	\$85,000	basement convers	\$4,981	reass. \$40K
Glen	512	1488	1995		ADU and Addtn	\$4,194	\$2,845
Grant	800	3750	2005	\$47,300	addtn	\$0	\$5,851
Grant	761	2716 duplx	2005	\$45,000	foundt work	\$6,234	
Grant	559	1854			error on sf2 tax	\$4,579	
Grant	1209	1343	1998	\$5,500	1st floor convers	\$9,904	
Grant	668	3629 duplx	1999		hsg viol - 3 H2O heat	\$5,472	
Grizzly Peak		2490	2014	\$300,000	663 ft2 addn		\$18,555 rent ad for \$
Grizzly Peak	868	1511			in law unit	\$7,110	
Grizzly Peak	792	1828	2013	\$55,000	792 ft2 bsmt remodel	\$6,488	
Grizzly Peak	898	2617	1998,06,10	\$60,000	bath/laundry crwl	\$7,356	
Grizzly Peak	925	2285			error on sf2 tax	\$7,577	
Grizzly Peak		2863	2011	\$125,000	364 ft2/remodel		\$15,463
Grizzly Peak	200	2234	2003/13	\$80K/\$37K	kitchen/sunroom	\$1,638	\$9,896
Grizzly Peak		9043	2005	\$190,000	remodel		\$23,503
Grizzly Peak	400	1636	2005/2011	\$80,000	Gar conv/kitch remd	\$3,277	\$9,896
Grizzly Peak		5191	2018	\$200,000	whole hse remodel		\$24,740
Grizzly Peak	1278	2012	1996	\$176,060	2nd story	\$10,469	
Grizzly Peak	1708	1938	1994	\$80,000	addition	\$13,992	
Grizzly Peak	888	3256	1986 unknown		major remodel	\$7,273	
Grizzly Peak	341	1972	1993	\$17,000	gar. Conv	\$2,793	
Grizzly Peak	1131	2032	1996	\$153,000	3rd story	\$9,265	
Grizzly Peak	632	1784	2006	\$173,000	2nd flr addition	\$5,177	

Grizzly Peak	1510	2215	2005	\$145,000	addn	\$12,370	
Grizzly Peak	250	1800	2018	23500	basement convers	\$488	\$588
Grizzly Peak	434	1999	2010	\$20,979	legalz bsmt unit	\$3,555	
Grizzly Peak	769	1413	2005	\$150,000	769ft2 addn	\$6,439	
Grizzly Peak	786	2494	2019	\$286,750	786 ft2 addn	\$786	
Grizzly Peak	1050	1076			error on sf2 tax	\$8,601	
Grizzly Peak	1136	4087	2000/06	\$336,429	1327/470 ft2 add	\$9,306	?
Harmon	600	1130	1723		error on sf2 tax	\$4,915	?
Haste	497	1524	triplex		1999 - 3 meters	\$4,071	
Haste	1100	1368	BrdgHse		2 story Board	\$9,011	
Haste	16929	2670	multi		error on sf2 tax	\$138,679	
Hearst	870	1176		unknown	error on sf2 tax	\$7,127	
Hearst	855	1569	duplx	2000	125000 duplex renov	\$12,853	
Hearst	1554	1241	2001/02	138000	addn/ADU	\$12,730	
Hearst	90	2246	1350	1995	\$30,000 basemt conv/add	\$0	\$3,711
Hearst	636	910		1949	unknown 2nd story addn	\$7,455	
Hearst	667	1208		1992	\$45,000 addition	\$5,464	
Hearst	819	1833		2002	\$105,000 addition	\$6,709	
Hearst	373	3709	triplex	1994	\$264,000 conv to triplex	\$3,056	
Hearst	897	1791	duplx		error on sf2 tax	\$7,348	
Henry	928	1134	condo	2001	\$19,000 bsmt excav/rnov	\$7,602	
Hilgard	2157	7176	multi	2015	18 bd, renov	\$17,670	
Hilgard	2435	2228	units		various pmts	\$19,947	
Hilgard	1934	1153	trplx	2000	\$140,000 renovations	\$15,843	
Hillcrest	446	2020		1995	\$39,400 addition	\$3,654	\$4,874
Hilldale	110	2589		2006	\$410,000 roof/attic/entry	\$901	\$50,717
Hilldale	225	1525		2003	\$100,000 2nd stry	\$1,843	
Hilldale	546	1446			error on sf2 tax	\$4,473	
Hilldale	849	1615		1997	bsmt conv dwllg	\$6,955	
Hilldale	406	2102		2010	\$20,000 remodel	\$3,326	
Hilldale	1131	1540		2000	\$30,000 addn/kitch rmdl	\$1,073	
Hilldale	1261	1889	2000/10	\$58,800	seism/renov	\$10,330	
Hilldale	319	1830		1998	\$80,000 addn	\$2,613	
Hilldale	330	2281		2013	\$100,000 kitchen/remdl	\$2,701	
Hilldale	845	2792		2014	\$45,000 basement remodel	\$4,499	\$0

Hillegass	2924	15492	multi			error on sf2 tax	\$23,953	
Hillegass	270	3409				error on sf2 tax	\$2,212	
Hillegass	348	4468	multi			error on sf2 tax	\$2,851	
Hillegass	186	1338				error ft2 tax	\$1,524	?
Hillegass	400	2290	duplx			ADU	\$3,277	
Hillegass	1850	2130	duplx			addn of duplx	\$15,155	
Hillegass	273	2577		2002	\$100,000	minor addtn	\$2,236	\$12,370
Hopkins	895	2010				ADU/2nd story	\$7,332	?
Hopkins	1022	868		2002	\$70,000	2nd story	\$8,372	
Hopkins	288	1544			\$100,000	Access struct	\$0	\$12,370
Hopkins	510	1683	duplx	2012	??		\$4,178	
Indian Rock	1121	2294		2003	\$150,000	addn	\$9,183	only reass. \$19K
Indian Rock	338	1938			\$60,000	bsmt renov	\$2,769	\$7,422
Indian Rock	633	4229		1995	\$30,000	patio walls/elect	\$5,185	\$3,711 unreass b4
Jaynes	1160	1344		1997	\$107,000	house raise	\$9,502	sold 2011
Jaynes	452	2872		2012	\$137,000	bsmt excav 452 ft2	\$3,702	\$0
Jones	536	1052				bsmt renov	\$4,391	
Jones	566	1141				2nd story	\$4,637	
Jones	951	841				2nd story addn	\$7,790	
Jones	220	862				gar. Conv	\$1,802	
Josephine	334	2355			\$230,000	addition	\$0	\$28,451
Josephine	1245	1432		1999/2002	\$35,000	addtn	\$10,199	
Josephine	592	1584		1998	\$78,204	addition	\$4,850	
Josephine	1038	2008		1995	\$100,000	2nd story addn	\$8,503	
Josephine				1998	\$9,000	basement renov		\$1,113
Josephine	1686	962		1999	\$163,000	addition	\$13,811	
Josephine	580	2234		2017	\$283,000	addition	\$4,751	
Josephine	345	1815		1995	\$40,000	2 story addn	\$2,826	
Julia	1599	1476	duplx			error on sf2 tax	\$13,099	
Kains	300	1092		2006	\$60,000	bsmt conv	\$2,458	
Kains	318	830		2002	\$67,000	addn/kitch/ba	\$2,605	
Kains	591	828		2007	\$200,000	2nd story addn	\$6,783	
Kains	704	1658				error on sf2 tax	\$5,767	
Kains	1426	1515		2018	\$250,000	raise house	\$1,426	
Kains	935	1824	triplx	2011	\$23,000	fire renovation	\$7,659	

Kains	87	1175	plus attic/basmt			\$713	?
Kains	1004	1716	duplx	2007/2013		\$8,225	bsmt renov/remod
Kains	363	1280		2004	\$25,500	\$2,974	addition
Kains	767	1224		1998/2003	\$65,000		bsmt(545)/ADU(767)
Keeler	559	1027		1998	\$17,000	\$4,579	basement remodel sold 2011
Keith	502	1814				\$4,112	error on sf2 tax
Keith	2927	1088	triplx	2007	\$248,000	\$23,977	2 story added
Keith	596	1196		1994/2018	\$72,000	\$4,882	bsmt/ whole remodel
Keith	823	2614		1998	\$20,000	\$6,742	raise hse/legalize
Keith	760	2009	duplx	1994	\$70,000	\$6,226	add 2nd unit
Keith	368	1560		2006/2008	\$75,000	\$3,015	remodels \$9,278
Keith	922	2189		2002	\$92,200	\$7,553	bsmt remodel \$11,405
Keith	761	1256		2002	\$58,000	\$6,234	addn
Keith	2127	1005		1994	\$26,000	\$17,424	addn
Keith	900	2301		1995/2005	\$15,000	\$7,372	bsmt/major remodel \$1,856
Keith	1166	1844		1993/1995	\$20,000	\$9,552	seismic/mstr addn
Keith	1311	2793		1995		\$10,739	work MAY req pmt
Keith	538	2356		1996	\$148,000	\$4,407	fam rm addition
Keith	568	1850		1997	\$45,000	\$4,653	2nd story addn
King	415	1689	duplx			\$3,400	error on sf2 tax
King	482	1684				\$3,948	error on sf2 tax
King	436	2285		2002	\$75,420	\$3,572	bsmt/2 story addn
King	806	4630	duplx	2016	\$105,000	\$2,201	lift house add 806 \$4,948
King	504	2131	duplx			\$4,129	error on sf2 tax
King	686	3380	4plx			\$5,620	see rent bd report
La Loma	662	1192	1854	2005	\$41,000	\$5,443	addition \$5,072
La Loma	973	3240		1999	\$55,000	\$7,971	2 bed/fam rm
La Loma	1018	2790		2005	\$80,000	\$8,339	renovations
La Loma	667	3105		2007	\$35,000	\$5,464	seismic/other pmt
La Loma	480	1664	duplx	2002	\$6,000	\$3,932	seismic/error
Lewiston	908	3194		2008	\$307,000	\$7,438	addn/remdl
Lewiston	470	3181	duplx	2008	?	\$3,850	instl 2 meters
Lewiston	466	2316		1993	\$100,000	\$3,817	conv sunrm bkfst nk
Le Roy	660	2246		1993	\$25,000	\$5,407	bsmt renov
Le Roy	457	2557				\$3,744	error on sf2 tx

Le Roy	824	1353	1992	\$23,000	conv attc to dwllg	\$6,750	
Le Roy	1598	4340 5plx	1997	\$43,000	fn dtn upgrade	\$13,090	student minidorm
Lincoln	408	1696 4plx		\$23,000	basement convers	\$3,342	\$2,845
Linden	394	1893	2003	\$15,000	gar. Conv	\$3,228	
Linden	688	1843			error on sf2 tax	\$5,636	
Linden	400	1523			error on sf2 tax	\$3,277	
Lorina	1385	1599 duplx			error	\$11,346	
Marin	825	2109			error on sf2 tax	\$6,758	
Mariposa	548	2464 duplx			error on sf2 tax	\$4,489	
M L King	865	2764	1998	\$58,910	raise bldg, add room	\$0	\$7,287
M L King	1537	2298 duplx	2005	\$125,000	raise bldg, add room	\$12,590	sold 2009
M L King	500	1594 duplx	1996	\$20,000	bsmt renovation	\$4,096	
Mathews	765	1141 duplx			ADU	\$6,267	?
McGee	549	1009 duplx			ADU/basement conv	\$4,497	?
McGee	495	1754	2004	\$275,000	2nd story addn	\$4,055	reass. \$68K
McGee		1823	2009	\$130,000	basement convers	\$0	\$16,081
McGee	390	1571	2006	\$50,000	powder room	\$3,195	sold in 2006
McGee	763	1453	2016	\$175,000	basement convers	\$6,250	\$6,404
McGee	161	1350	2005	\$4,236	basement convers	\$1,318	\$535
McGee	1026	1026	unknown	unknown	attic conv/AccStruct	\$8,405	?
McGee	540	1742 duplx		\$1,998	bsmt raise ceiling	\$4,424	
McGee	1100	1881	2011	\$100,500	addition	\$9,018	\$12,432
McKinley	453	2621 triplx			error on sf2 tax	\$3,711	
McKinley	576	1635				\$4,718	
McKinley	689	2437	1997		convers habit space	\$5,644	
McKinley	360	1643	1998	\$85,272	garg convers	\$2,949	unknown
Michigan	332	2116	1993/1999	\$4,000	finish bsmt	\$2,720	
Michigan	395	2708	2005	\$300,000	remodel	\$3,236	also has bsmt
Michigan	532	3853	1991		major remod zill	\$4,358	\$300K-\$29
Miller	806	4077	2002	\$300,000	addition		\$33,523
Milvia	805	1207			2nd story addn	\$6,594	
Milvia	860	2765 duplx			error on sf2 tax	\$7,045	
Milvia	1584	1050 triplx	1995	\$15,000	renovate flat	\$12,976	
Monterrey	966	2476	2011	\$75,000	addition	\$7,913	\$9,278
Oak Knoll	2608	4291			error on sf2 tax	\$21,364	

Ordway	920	864	1996	COB syst dwn	bsmt to liv space	\$7,536		
Ordway	644	1664	2006	?	addition	\$5,439		
Ordway	489	1139		?	error on sf2 tax	\$4,006		
Ordway	383	1192	1996	?	addition	\$3,137	unknown	
Oregon	557	1337	2001	\$30,000	addition	\$4,563		
Oregon	992	1182			duplx error on sf2 tax	\$8,126		
Otis	140	1168			error on tax	\$1,147	unknown	
Oxford	521	1514	2001	7500	conv garage	\$4,268		
Oxford	540	2707	2004	\$95,000	addition		\$11,751	more sf2
Oxford	417	926	1997		triplx bsmt conv	\$3,416		
Oxford			2009	\$23,300	bsmt conv		\$2,882	only 3k add
Oxford		2622	2009	\$205,000	add 550 ft2			
Oxford			2013	\$27,000	multi remod/addn		\$3,340	
Oxford	1263	1576	2000	\$35,000	finsh attc/stairs	\$10,346		
Oxford				\$55,000	lowr unt addn		\$6,804	
Oxford	720	2641	2019	50000	rebuild sunroom	\$5,898		7 units
Oxford	1110	3884			multi error on sf2 tax	\$9,093		
Page	301	1528			duplx	\$2,466		
Page	500	1341				\$4,096		
Page	442	1334				\$3,621		
Page		1780	2016	\$160,500	addition		\$7,827	
Parker		2447	2010	\$68,000	bsmt to liv space		\$7,422	
Parker	609	1733	2012	\$91,000	addition	4989	reass \$14K	
Parker	unknown	2123	2004	\$72,000	ADU	unknown	\$8,758	
Parker	329	1505	2000	unkown	duplx Access struct	\$2,695		
Parker	327	2751	1994	unknown	duplx cottage in rear	\$2,679		
Parker	613	1998			duplx ADU untaxed	\$5,022	?	
Parker	1989	1255	99/'04	\$33,500	gar conv/attic	\$6,013		sold 2007
Parker	1141	1160	2002	\$200,000	house raise	\$9,347		reass \$44K
Parker	687	2633	2009	\$68,000	duplx add 687 ft2cottage	\$5,628		
Parker	926	3588	2006	\$253,845	triplx 3rd flr addition	\$7,586	\$31,400	
Parker	565	2049	2009	\$38,750	duplx 2nd unit	\$4,628		
Parker	462	1274	2010	\$75,000	addition	\$3,785		reass \$8K
Parker	584	5896			5plex error on sf2 tax	\$4,784		
Parker		3140	2005	\$70,000	2nd floor addtn		\$8,659	

Parker	870	3387	2010	\$38,000	build ADU		\$4,700
Piedmont	1357	2956	5plx		error on sf2 tax	\$1,116	
Piedmont	717	6398	Bdg Hse		SFR conv bdgHse	\$5,874	
Piedmont	1369	2421	triplx		error on sf2 tax	\$11,215	
Piedmont	641	3068	1994		addition	\$5,251	?
Piedmont	1734	1589			error on sf2 tax	\$14,204	
Peralta	440	908	1993	\$13,000	addition	\$3,604	\$1,608
Peralta	480	860	1997	COB syst dwn	fam rm/bed/ba	\$3,932	
Peralta	800	857			2nd story	\$6,553	
Peralta	606	1038	2004		addition	\$4,964	
Peralta	318	1329	1995		2nd story addn	\$2,605	
Peralta	1043	1084	1995/03		studio/addn	\$8,544	
Peralta	505	1403	2004		addition	\$4,137	
Pine	386	1728			addition	\$3,162	
Pine	497	1592	2008	\$45,000	addition/porch	\$4,071	\$5,567
Prince	989	1421	duplx		error on sf2 tax	\$8,102	
Prince	836	2122	4plx		error on sf2 tax	\$6,848	
Prince	435	2461	triplx		error on sf2 tax	\$3,563	
Prince	618	3162		\$53,337	addition		\$6,598
Prince	603	1981	2001	\$45,000	addition	\$4,940	
Prince	670	1266	duplx		error on sf2 tax	\$5,489	
Prince	314	1210	duplx	1994	unknown	\$2,572	
Prince	744	1916	duplx		error on sf2 tax	\$6,095	
Queens	882	1454			error on sf2 tax	\$7,225	
Queens	407	1840	plus storage		error on sf2 tax	\$3,334	
Queens	600	1865	has workshp/util rm		error on sf2 tax	\$4,915	
Queens	555	2448			error on sf2 tax	\$4,546	
Roosevelt	352	1527			error on sf2 tax	\$2,662	
Roosevelt	398	1224			error on sf2 tax	\$3,260	
Roosevelt	724	1491	triplx		error on sf2 tax	\$5,931	
Rose	532	1499	1994	\$49,000	2nd stor/master	\$4,358	
Rose	324	1420	1994	\$23,548	addition	\$2,654	
Rose	1150	1720	1996	\$102,350	2nd story	\$9,421	
Rose	488	1551	1993	\$75,000	2nd story	\$3,998	
Rose	457	2803	2014		install 4 meters	\$3,744	

Rose	410	3696	2000/07	\$405,000	storage convers	\$3,359	\$30,925
Rose	197	2609			error on sf2 tax	\$1,613	\$0
Rose	105	1616	2005	\$100,000	error on sf2 tax	\$860	unknown
Russell	784	2001 duplx	2007	\$96,076	raise bldg/conv bst	\$6,422	
Russell	302	3478 duplx			2nd bldg not incl	\$2,474	
Russell	1000	1038 triplex	2009		convert util to 3	\$8,192	
Russell		2258 duplx	2003	\$8,000	sid. 3 flr dwell/cott	\$5,063	
Russell	545	3013			error on sf2 tax	\$4,465	
Russell	657	1773	1993	\$36,000	add guest/bath	\$5,382	
sacramento	709	1577	2007	\$90,000	add 2nd story	\$5,808	62K added
sacramento	900	1309			2nd story/addn	\$7,373	
sacramento	822	1228			2nd story addn	\$6,734	
sacramento	1000	1321			basement devel	\$8,192	
sacramento	1000	1225			basement devel	\$8,192	
sacramento			2017	\$170,000	2 story addn		\$4,205
sacramento	210	655 855	2003	\$14,340	gar conversion	\$1,720	\$1,774
sacramento	400	1379	1994	\$42,097	fam rm/bed/ba	\$3,277	
sacramento	427	1218	1993	\$19,116	2nd story	\$3,498	only \$16K r
sacramento	509	851	2008	\$80,000	din/fam rm addn	\$4,170	
sacramento	1152	843	1993	\$71,748	2nd story	\$9,437	
sacramento	1700	1904			triplex w/nonconf	\$13,926	
sacramento	468	908	1997	\$30,000	addition	\$3,834	
sacramento	906	1251	1994	\$56,366	906 ft2 2nd stry	\$7,422	
sacramento	910	4030			error on sf2 tax	\$7,455	?
san Luis	700	1537			ADU not charged	\$5,734	?
san Luis	1152	1473	1994	\$95,658	bed/ba addn	\$9,437	
Santa Barbara	325	2417			error on sf2 tax	\$2,662	?
Santa Barbara	1069	2969			error on sf2 tax	\$8,757	
Santa Barbara	1007	1495			error on sf2 tax	\$8,249	
Santa Barbara	368	2183			error on sf2 tax	\$3,015	
Santa Barbara	403	1757			error on sf2 tax	\$3,301	
Santa Barbara		2947	2015	\$ 87,000.00	kitch/ba		5381
Santa Barbara	1375	3390			error on sf2 tax	\$11,264	
Santa Barbara	900	1861	2016	\$ 53,000.00	kitch/ba/garconv	\$7,373	3278
Santa Barbara	372	2656			ADU	\$3,047	

Santa Barbara	484	2480	2013	\$ 50,000.00	bsmt au pair	\$3,965	4123	
Scenic	802	2384	2006	\$ 23,500.00	bath/kitch	\$6,570		
Scenic	715	2188	2009/11	\$ 170,000.00	bsmt renov	\$5,857	\$21,029	
Scenic	636	4465	1999	\$20,000	den/bath/bsmt	\$5,209		
Scenic	1014	2104	1994	\$7,500	convert garage/bath	\$8,306		
Shattuck	720	1711	duplx		error on sf2 tax	\$5,898		
Shattuck	1308	3843	1993/2000	\$45,000	Bsmt conv/ADU	\$10,715	\$115K adde	
Shattuck	674	1618	2008	\$305,000	bsmt to master	\$5,521		
Shattuck	545	2567	2000/07	\$63,000	conv strg, sunrm	\$4,465	\$7,793	
Shattuck	1208	3383	1993/6/2010	\$120,000	solarium/kitch/bath	\$9,896	\$14,844 list as SFR	
Shattuck	9969	9969	multi		error on sf2 tax	\$81,664	zumpr ad	
Shattuck	1197	1198	5unit		error on sf2 tax	\$9,806		
Sierra	228	2378	duplx	2012	\$9,500	ADU	\$1,868	
Sonoma	620	2757	duplx	2012	???	ADU	\$5,079	sold in 2000
Spaulding	364	1521			\$14,000	bsmt conversion	\$2,982	unknown
Spaulding	1221	1338			unknown	bsmt/2nd story	\$10,002	
Spaulding	1393	1221				duplex added	\$11,411	
Spruce	534	672	1995/97	\$44,000	addn/encls porch	\$4,374	? vry lw txs	
Spruce	875	1892	2012	\$95,000	2 story addn	\$7,168	\$11,752	
Spruce	750	2389	1995/96	\$75,000	additions	\$6,144		
Spruce	756	506				error on sf2 tax	\$6,193	
Spruce		2799	2008/12	\$112,300	kitch/ba/fin bsmt		\$11,257	
Spruce	726	3699	2003	\$49,000	finish bsmt	\$5,947		
Spruce	152	3555				error on sf2 tax	\$1,245	?
Spruce	646	2212				error on sf2 tax	\$3,768	
Spruce	633	1746	2018	\$150,000	addition	\$633		
Spruce	794	2142	1992/2001	\$121,000	art studio/attic ren	\$6,504		
Spruce	493	1327				error on sf2 tax	\$4,039	fin bsmt/att
Spruce	747	1357	1998	\$2,450	seismic foundn	\$6,119		
Spruce	1014	1224				error on sf2 tax	\$8,306	
Spruce	702	513				error on sf2 tax	\$5,751	
Stannage	295	930				error on sf2 tax	\$2,417	
Stannage	800	1043				2nd story added	\$6,553	
Stannage	252	874				2nd story added	\$2,064	
Stannage	502	886				addition	\$4,112	

Stannage	982	694			2 story	\$8,044		
Stannage	392	936			addition	\$3,211		
Stannage	416	1367			2nd story blt	\$3,408		
Stannage	653	1515 triplx			units developed	\$5,349		
Stannage	676	676			bsmt developed	\$5,538		
Stuart	655	1807 duplx			error on sf2 tax	\$5,366		
Stuart	373	1670			error on sf2 tax	\$3,055	?	
Stuart	1075	2686 duplx			error on sf2 tax	\$8,806		
Stuart	842	1009	1994	\$16,000	addtn	\$6,897		sold 2017
Tamalpais	1350	4353	2012	\$400,000	addition 3600ft2	\$11,059		
Talbot	160	2494			workshp fullhght	\$1,311	?	
The Alameda	1431	1869	1997	\$100,000	addition	\$11,722	\$12,370	
The Alameda	257	2250	2002	\$116,000	third floor add'n	\$2,105		
The Alameda	779	1510	1992	\$23,838	2 bd addition	\$6,381		
The Alameda	1025	1791			error on sf2 tax	\$8,421		nd to chg b:
The Alameda		3803	2016	\$36,000	breakfast nook		\$2,227	vry lw txs
The Alameda	510	1902	2012	\$110,000	ADU/garage	\$4,178	only \$11K	
The Alameda		2805	2002	\$100,000	kitchn/bsmt ren		\$12,370	
The Alameda	647	2545	2007	\$30,000	remod/addition	\$5,300		
The Alameda		3131	2014	\$160,000	2 bedrm addn		\$19,792	
The Alameda	868	2727	1998	\$45,000	bath/attic renov	\$7,110	\$5,567	
The Alameda	590	1238	2010	\$49,428	bsmt renovation	\$4,833	\$6,114	
The Alameda	421	2013	2004	\$160,000	attic convsn	\$3,448		
The Alameda	640	1530	1998	\$25,000	gar. Conv	\$5,243		
The Alameda	126	1698	2016	\$65,000	addn	\$504	\$4,020	
Tyler	1990	1992 4plex			error on sf2 tax	\$16,318		
Vassar	1030	3042	2011		AUP App 4270ft2	\$8,438		
Vallejo	1300	2770			finish bsmt	\$10,649		
Vallejo	874	2167			addn	\$7,160		
Vicente	4582	1264	2002	PRA 6/25	new home/pool	\$37,534		
Vicente	372	1960	2014	\$47,500	addn	\$2,271		
Vicente	1327	2824	2001	\$45,000	bsmt conv to dwll	\$10,871		
Vicente	374	2792	1998	\$300,000	new 3166ft SFR	\$3,064		
Vicente	1072	1698	1996	\$300,000	new SFR	\$8,782		
Vicente	1029	1617	1995	\$241,760	new SFR	\$8,429		

Vincente	570	1684	2011	\$78,400	addn/remod	\$4,669	only \$7500 rea inspc 2x 20
Vincente	1226	1436			seismic 2004	\$10,043	very low txs
Vincente	416	2559	2010	\$175,000	addn/remod	\$3,408	\$21,648
Vincente	867	1408	2001/2006/1	\$65,800	addn/seism/rmdl	\$7,102	\$2,474
Vincente	567	1469	1998	\$65,000	rmdl	\$4,645	
Vincente	362	2578			error on sf2 tax	\$2,965	
Vincente	463	1607	2002	\$150,000	whle hse rmdl	\$3,792	\$20K reass
Vincente	448	1287	1999	\$42,000	bsmt renov	\$3,670	
Vine	1000	1105			error on sf2 tax	\$8,192	reass. \$71K
Virginia	760	1272	2014	\$115,000	addtn	\$8,226	
Virginia	350	1218	2014	\$18,000	basement convers	\$1,434	\$1,080
Virginia	553	1857 duplx	1997	\$110,000	conversion duplx	\$4,530	
Virginia	385	1004	1993	\$21,394	addtn	\$3,154	\$2,646
Virginia	630	1408	1996	\$71,016	raise house	\$5,161	
Virginia	1080	2146	1992	\$68,000	3rd flr addition	\$8,847	\$8,412
Virginia	383	2385 duplx			error on sf2 tax	\$3,137	
Virginia	242	2812			error on sf2 tax	\$1,982	\$0
Virginia	638	3989 4plex	2009	\$108,966	2 story addn	\$5,226	
Virginia	775	2630	1999	\$35,300	bsmt/kitchen	\$6,349	sold 2013
wallace	525	1227	2013	\$100,000	addition	\$4,301	
wallace	525	1140	1988	\$30,000	addition	\$4,301	
Walnut	1055	1560	1997	\$44,411	2nd story	\$8,642	
Walnut	400	1392	2011		ADU	\$3,277	
Walnut	437	1759	2012	\$4,000	2nd story	\$3,580	
Walnut	682	1908			error on sf2 tax	\$5,586	
Walnut	437	1434			error on sf2 tax	\$3,580	
Walnut	1053	1444	2005	\$90,000	gar conv rec rm	\$8,626	
Walnut	716	1061	1996	\$45,000	attic conv/bath	\$5,865	
Walnut	655	1972			error on sf2 tax	\$5,366	
Walnut	905	2471 duplx			error on sf2 tax	\$7,414	unknown
Ward	492	1022	1997	\$43,788	addition	\$4,030	
Ward	700	1083			bsmt developed	\$5,734	
Ward	1173	2303 duplx			error on sf2 tax	\$9,609	\$0
Ward	1006	1216 duplx	2002	\$47,600	bsmt conversion	\$8,241	
Ward	643	1614 duplx			error on sf2 tax	\$5,267	unknown

Ward	975	1153	duplx 1990s		variance	raise bldg	\$7,987		unknown
Ward	695	1140		1993	84252	rebuilt/addition	\$5,693		
Ward	1290	2329		2004	\$137,024	new cottage	\$10,567		0 sold in 200
Ward	424	948		1998	\$28,000	bsmt/loft	\$3,473		
Ward	558	1558		2004	\$78,000	add mstr bdrm	\$4,571		
Ward	148	1803		2002	\$21,000	new sunroom	\$1,212	\$2,598	
Ward	1150	3100	duplx	2003/12	\$142,000	convert attic/bsmt	\$9,421	\$0	
Ward	986	1750		2010	\$123,000	addition	\$8,077	\$15,215	
Ward	1080	2020	4plx	2017	\$60,500	bsmt renovation	\$8,847		
Warring	5106	11440	frat			error on sf2 tax			
warring	918	4980	Bdg Hse			error on sf2 tax	\$7,520		
Webster	848	1561				error on sf2 tax	\$6,947		
Webster	651	1966		1996/2007	\$116,000	remodel/ADU	\$5,332		
Webster	413	3357		2013	\$650,000	addition	\$3,383	\$9,892	
Webster		2220		2015	\$140,000	new mstr bath		\$8,659	only \$60K r
Webster		2542		2006	\$340,000	sunrm/bsmt/ADU			\$40K done
Webster	444	2056		2012	\$35K permitted	major remodel	\$3,637		
West	341	900				error	\$2,793		sold 2019
West	409	1414		2019	\$151,000	space conversion	\$410		
Woodmont	1499	1181				error on sf2 tax	\$12,280		
Woodmont	544	1964		2019	\$207,000	add 544 ft2	\$544		
Woodmont	292	2502		2004		addn			2012 AUP s
Woodmont	1166	3461		2001		pmt 112890-41865	\$9,552		
Woodmont	604	1600				error on sf2 tax	\$4,948		
Woolsey	682	3397	duplx	2017	\$250,000	conver to duplx	\$5,587		
Woolsey	650	1629	triplx	1994		instll 3 meters	\$5,325		
Woolsey	314	1590		2007	\$80,000	addition	\$2,572	\$9,896	
Woolsey	306	1749		2001	\$67,000	addition	\$2,507		
Woolsey	1000	551		2004	\$83,000	2nd story addn	\$8,199	\$10,267	
Yolo	551	1872		2006	\$4,700	basement convers	\$4,514	\$581	
Yosemite	179	2762		2012		addn 780ft2	\$1,466		
Yosemite	335	2625		1993	\$82,300	2nd/3rd flr remodel	\$2,744		
Yosemite	357	1765				untax unfin bsmt	\$2,924		
Yosemite	646	3764		1998/2003	\$89,000	add unit/738 ft addn	\$6,046		
Yosemite	570	1597		2004	\$125,000	add ba crawlspace	\$4,669		

Yosemite	665	2788	1992	\$15,340	bsmt ba/seismic	\$5,448	
Yosemite	1206	2629			sferr/bsmt untx	\$9,879	
	549069					\$4,120,013	\$1,063,556

Key: County tax rate last 10 years

(Year 10/11) 1.2555%, (Y11/12) 1.2563%, (Y12/13) 1.2472%, (Y13/14) 1.2717%, (Y14/15) 1.2447%,
 (Y15/16) 1.2218%, (Y16/17) 1.2168%, (Y17/18) 1.2136%, (Y18/19) 1.2279%, (Y19/20) 1.2184%

10 year Total 12.37%

City Rate for last 10 years

(Year 10/11) 0.642%, (Y11/12) 0.7211%, (Y12/13) 0.7412%, (Y13/14) 0.7617%, (Y14/15) 0.7752%,
 (Y15/16) 0.81%, (Y16/17) 0.8325%, (Y17/18) 0.9365%, (Y18/19) 0.9666%, (Y19/20) 1.00558%

10 year Total multiplier 8.19179

Basements/understories in Berkeley that are not charged

2125 6 th	2043 Lincoln
2337 9 th	459 Michigan
1019 Addison	2832 Milvia
30 Bay Tree	1344 McGee
1915 Berryman	1925 McGee
808 Camelia	1157 Oxford
1731 Channing	2909 Pine
76 Codornices	2565 Rose
620 Colusa	1147 Spruce
1440 Cornell	1609 Stannage
1448 Cornell	716 The Alameda
3107 Deakin	1623 Tyler
1637 Delaware	787 Vincente
1508 Edith	551 Woodmont
1930 Fairview	
1205 Francisco	
1136 Fresno	
1507 Grant	
2819 Grant	
1526 Henry	
2943 Hillegass	
1405 Josephine	
1619 Julia	
1175 Kains	
1209 Kains	
1414 Kains	



Health Housing and
Community Services Department
Office of the Director

MEMORANDUM

To: David White, Deputy City Manager

From: Kelly Wallace, Interim Director

Date: March 3, 2020

Subject: **City of Berkeley Housing Trust Fund Resources**

The purpose of this memo is to provide an overview of the City's Housing Trust Fund (HTF), the current balance of HTF program funds, and an overview of how HTF funds can be used.

The City of Berkeley created its HTF program in 1990¹. Berkeley's HTF pools funds for affordable housing development and predevelopment costs from a variety of sources with different requirements, and makes them available through one single application process to local developers. The purpose of the HTF is to develop and preserve long-term below market rate housing for low, very low, and extremely-low income households in order to maintain and enhance the ethnic and economic diversity of the City.

Revenues for the HTF come from the following sources:

- Federal HOME Partnership for Investment Program (HOME Program) annual allocations;
- Allocated Community Development Block Grant (CDBG) funds;
- Housing fees provided by development projects, demolitions and condominium conversions;
- Proceeds obtained from the sale of City-owned residential properties;
- Payments of interest and principal due to the City from borrowers of previous HTF loans;
- Funds from other sources authorized by the City Council and the voters.

Under the HTF Guidelines, the Housing Advisory Commission advises Council on HTF allocations. HTF proceeds are awarded to eligible projects as loans that must be repaid on favorable terms.

¹ <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=6532>

Total Housing Trust Fund Resources

While the “Housing Trust Fund” name may imply that all funds are pooled together in a single fund code for accounting purposes, the City maintains each source separately. The balance of funds available for the HTF program as of this writing on March 3, 2020 is \$6,704,128.

Table 1. Housing Trust Fund Available Balance 3/3/2020	
Source of Funds	Amount
HOME (310)	\$0
Housing Mitigation Fee (Commercial) (331)	\$1,084,680
Inclusionary In Lieu Fee (122)	\$329,778
Condo Conversion Fee (123)	\$1,109,459
Housing Mitigation Fee (Residential) (120)	\$4,180,210
HTF Total	\$6,704,128

Housing Trust Fund Mitigation Fee Revenue

The majority of the funding now available for allocation in the HTF came from fees, and has accrued over time. Fee income is variable with the market and the timing difficult to predict precisely because it depends on individual development project timelines.

Table 2 provides an overview of the total HTF fees collected over time. The vast majority of the AHMF have been collected in the past year. The first AHMF was collected in 2015 with a payment of \$280,000 for the Aquatic at 800 University then \$1.58M for the Varsity on Durant. Over the next three years, \$2.9 million in AHMF were collected. Since January 2019, over \$7.8 million in AHMF have been collected.

Table 2. Housing Trust Fund Fees Collected Over Time		
Fee Program and Fund Code	First Year	Total Received
Inclusionary Housing Fund (254)	FY 2006	\$1,533,441
Condo Conversion Fund (258)	FY 2009	\$2,960,826
Affordable Housing Mitigation Fee (249)	FY 2015	\$12,604,968
Housing Mitigation Fee on Commercial Development (250)	FY 1992	\$4,486,275
Total		\$21,585,510

Housing Mitigation Fee (Commercial)

In 1993, the City established a housing linkage fee on commercial development, designed to mitigate the need for affordable housing it creates. On June 3, 2014 Council adopted Resolution 66,617 N.S. which updated this fee which applies to all new commercial construction in which the net additional, newly constructed gross floor area is over 7,500 square feet. Most commercial new construction projects in the City are below this threshold. Applicants may either 1) create one unit of housing either on site or off site within the City of Berkeley (with an average size of two bedrooms) affordable to households whose income is at or below 30% of the area median income, or 2) pay an equivalent In-Lieu Impact Fee according to a schedule. None of these funds can be used for administration.

Inclusionary In Lieu Fee [BMC 23C.12](#)

In 1986 the City adopted an Inclusionary Housing Ordinance (IHO), which required, among other things, that a percentage of all new residential rental units in projects of 5 or more units be provided at below market rates for the life of the project. The IHO only includes an in-lieu fee option for ownership units, not for rental, although it does allow for fractional unit fees for rental. A 2009 decision of the California Court of Appeal (Palmer/Sixth Street Properties v. City of Los Angeles (2009) 175 Cal. App. 4th 1396) held that the City may not require rents to be limited in rental projects unless it provides assistance to the rental project, thus invalidating the City's IHO requirements for rental projects. The City still enforces the IHO for ownership projects, but this year's Bloom project is the first new condo development since 2007. 100% of the fee must be deposited in the City's HTF; none of these funds can be used for administration.

Condominium Conversion Fee [BMC 21.28.070](#)

The Condominium Conversion Ordinance allows property owners to convert rental units to ownership units subject to certain requirements and payment of an Affordable Housing Mitigation Fee (AHMF). This fee shares a name with—but is different from—the AHMF for new construction market-rate housing in BMC 22.20.065. The ordinance went through a period of frequent revisions so previously converted properties were subject to a variety of requirements. Currently, the fee is based on the appraised value or sales price of the unit and is 4% for properties with two units and 8% for properties with three or more units. Not more than 10% of revenues can be used for HTF program delivery. Not more than 10% of revenues can be used for HTF program and project monitoring and enforcement. Not less than 80% of revenues must be placed into the City of Berkeley HTF to finance activities described as eligible in the City of Berkeley HTF Program Guidelines.

Affordable Housing Mitigation Fee (Residential)


<http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=74682>

In 2010, as a result of the Palmer court decision, the City replaced its IHO requirements for rental housing with the Affordable Housing Mitigation Fee (AHMF). Developments are subject to whichever requirement was in place at the time they obtained a Use Permit. Together these requirements are referred to as the City's Below Market Rate (BMR) program.

The AHMF requires new market rate developments to provide affordable housing units equal in number to 20% of the market rate units, or to pay a fee per market rate unit, or provide a combination of units and fee. Effective July 1, 2018, the AHMF is \$37,962 per new unit of rental housing, payable at the issuance of Certificate of Occupancy. If the AHMF is paid in its entirety no later than issuance of the building permit, the fee is \$34,884 per new unit of rental housing. Resolution 68,074-N.S. established the fee and the method to adjust the fee every other year. In most cases, developers choosing to provide units on site in lieu of paying the fee also receive credit under the state Density Bonus law, allowing them to increase the number of market rate units produced. Ten percent of the funds can be used for program delivery.

HOME Investment Partnership Program

Historically, the most consistent source of funds in the HTF has been HOME funds. From FY 2000 through FY 2012, the City received an average of nearly \$1.3M in HOME funds annually. The HOME allocation peaked in FY 2005 when the City received \$1.5M. In FY 2013, however, the allocation was cut by over one-half and has remained near this level ever since. The City's FY2020 allocation of HOME funds is \$737,273. Ninety percent of this allocation is placed in the HTF and ten percent is used for program delivery costs. HOME funds come with many federal requirements, including onerous commitment deadlines and required scopes of work, that make administering decreasing funds increasingly challenging. For at least five years each federal budget process has involved proposals to greatly reduce or eliminate HOME, though City of Berkeley HOME funding has not changed appreciably.



No Material
Available for
this Item

There is no material for this item.

City Clerk Department
2180 Milvia Street
Berkeley, CA 94704
(510) 981-6900

The City of Berkeley Budget & Finance Policy Committee Webpage:
https://www.cityofberkeley.info/Clerk/Home/Policy_Committee_Budget_Finance.aspx

Council's Fiscal Policies

The fiscal policies adopted by the Council include:

- ❖ Focusing on the long-term fiscal health of the City by adopting a two-year budget and conducting multi-year planning;
- ❖ Building a prudent reserve;
- ❖ Developing long-term strategies to reduce unfunded liabilities;
- ❖ Controlling labor costs while minimizing layoffs;
- ❖ Allocating one-time revenue for one-time expenses;
- ❖ Requiring enterprise and grant funds to balance and new programs to pay for themselves; and
- ❖ Any new expenditure requires new revenue or expenditure reductions.
- ❖ Transfer Tax in excess of \$12.5 million will be treated as one-time revenue to be used for the City's capital infrastructure needs (Fund 501).
- ❖ As the General Fund subsidy to the Safety Members Pension Fund declines over the next several years, the amount of the annual decrease will be used to help fund the new Police Employee Retiree Health Plan (Fund 731).
- ❖ Starting in FY 2019, staff costs as approved by the City Council that exceed the enforcement fees and penalties shall be appropriated from the short term rental taxes collected pursuant to BMC Section 23C.22.050, Section H, with the primary allocation of the rental tax to the purposes listed below:
 - Two thirds (66.7%) allocated to the Affordable Housing Trust Fund.
 - One third (33.3%) allocated to the Civic Arts Grant Fund.

Proposed new policy:

- ❖ Funding the 115 Pension Trust

Additional Information

At the meeting on January 23, 2020, the Committee stated it will continue to review and revise specific policies and added the following items to future agendas:

1. Transfer tax revenue policy amendment for Measure P
2. Provide more flexible language in policy that new programs need to pay for themselves
3. Change CIP to longer-term (possibly 5 years)
4. Short-term rental distribution – no longer use percentages for distribution; set priorities and prioritize programs
5. Community agency funding process overview – what role can the Budget & Finance committee play in this process?
6. 115 Pension Trust funding

