



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

**Thursday, March 11, 2021
10:00 AM**

Committee Members:

Mayor Jesse Arreguin, Councilmembers Kate Harrison and Lori Droste
Alternate: Councilmember Rashi Kesarwani

**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/84346639907>. 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: **843 4663 9907**. 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 - February 25, 2021

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.

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 2022 Budget Update

From: City Manager

Contact: Rama Murty, Budget Office, (510) 981-7000

3. Unfunded Liability Obligations, Unfunded Infrastructure Needs and FY 2021 Mid-Year Report

From: City Manager

Contact: Rama Murty, Budget Office, (510) 981-7000

4. Parks, Recreation & Waterfront and Public Works Capital Improvement Plan

From: City Manager

Contact: Scott Ferris, Parks, Recreation and Waterfront, (510) 981- 6700, Liam Garland, Public Works, (510) 981-6300

Committee Action Items

5. Potential Measure P FY2022 Allocations

From: Councilmember Droste (Author)

Referred: January 25, 2021

Due: June 14, 2021

Recommendation: Refer the Measure P funding discussion to the City Manager, Measure P Homeless Panel of Experts, and the Health and Life Enrichment policy committee to determine next steps to ensure that the Measure P fund stays solvent. Specifically, these bodies should prioritize preferred programs and services within the various categories that the Measure P panel previously outlined according to updated projected revenues. During the course of these deliberations, the Panel of Experts should hear presentations from staff on which homeless services (e.g. permanent supportive housing exits, shelters, emergency interventions, multi-departmental staffing, and supportive services) are funded outside of Measure P so that the bodies can make recommendations after understanding the entirety of services and programs.

To the extent possible, the committees and commissions should attempt to find a non-volatile source of funding for permanent supportive housing, using the 1,000 person plan as a framework for best addressing the homelessness crisis on our streets.

The Panel of Experts and Health and Life Enrichment policy committee should finalize their priorities in time for the budget committee's consideration in June of 2021.

Financial Implications: See report

Contact: Lori Droste, Councilmember, District 8, (510) 981-7180

6. Disposition of Referrals, Projects and Audits

From: City Manager

Contact: Melissa McDonough, City Manager's Office, (510) 981-7000

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.

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: Rama Murty, Budget Office, (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 March 4, 2021.



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, and are available upon request by contacting the City Clerk Department at (510) 981-6908 or policycommittee@cityofberkeley.info.

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

**Thursday, February 25, 2021
10:00 AM**

Committee Members:

Mayor Jesse Arreguin, Councilmembers Kate Harrison and Lori Droste
Alternate: Councilmember Rashi Kesarwani

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

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AGENDA

Roll Call: 10:02 a.m. All present.

Public Comment on Non-Agenda Matters: 3 speakers

Minutes for Approval

Draft minutes for the Committee's consideration and approval.

1. Minutes - January 28, 2021

Action: M/S/C (Droste/Harrison) to approve the minutes of January 28, 2021.

Vote: All Ayes.

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.

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.

Committee Action Items

2. Potential Measure P FY2022 Allocations

From: Councilmember Droste (Author)

Referred: January 25, 2021

Due: June 14, 2021

Recommendation: Refer the Measure P funding discussion to the City Manager, Measure P Homeless Panel of Experts, and the Health and Life Enrichment policy committee to determine next steps to ensure that the Measure P fund stays solvent. Specifically, these bodies should prioritize preferred programs and services within the various categories that the Measure P panel previously outlined according to updated projected revenues. During the course of these deliberations, the Panel of Experts should hear presentations from staff on which homeless services (e.g. permanent supportive housing exits, shelters, emergency interventions, multi-departmental staffing, and supportive services) are funded outside of Measure P so that the bodies can make recommendations after understanding the entirety of services and programs.

To the extent possible, the committees and commissions should attempt to find a non-volatile source of funding for permanent supportive housing, using the 1,000 person plan as a framework for best addressing the homelessness crisis on our streets.

The Panel of Experts and Health and Life Enrichment policy committee should finalize their priorities in time for the budget committee's consideration in June of 2021.

Financial Implications: See report

Contact: Lori Droste, Councilmember, District 8, (510) 981-7180

Action: 2 speakers. Item continued to one of the meetings in March.

3. Disposition of Referrals, Projects and Audits

From: City Manager

Contact: Melissa McDonough, Senior Management Analyst, (510) 981-7000

Item continued to next meeting on March 11, 2021.

4. Permit Service Center Fund

From: City Manager

Contact: Jordan Klein, Planning & Development, (510) 981-7400

Action: 2 speakers. Presentation made and discussion held.

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.

5. Housing Trust Fund Resources

From: City Manager

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

Unscheduled Items

6. Cash v. Accrual Basis Accounting

From: City Manager

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

7. 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 (Harrison/Droste) to adjourn the meeting.

Vote: All Ayes.


Adjourned at 11:52 a.m.

I hereby certify that this is a true and correct record of the Budget & Finance Committee meeting held on February 25, 2021.

April Richardson, Assistant City Clerk

Communications

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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



Office of the City Manager

WORKSESSION
March 16, 2021

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Rama Murty, Acting Budget Manager
Subject: Unfunded Liability Obligations and Unfunded Infrastructure Needs

INTRODUCTION

On May 29, 2012, the City Council adopted Resolution No. 65,748 N.S. “Requiring that the City Manager Develop and Publish a Biennial Report of Current City Liabilities and Projections of Future Liabilities.”¹ The purpose of this report is to provide a thorough overview of the City’s long-term expenditure obligations in a format that is easily understandable in a single report.

This report includes the following information set forth in that Resolution:

1. Employee and retiree benefit costs over a 10-year horizon
2. Costs for current active employees including:
 - a. total payroll costs for active employees during the current year;
 - b. projected payroll costs for the same number of employees for the next 10-year period with costs increases based on MOU’s with bargaining units.
3. A summary of all current City obligations including:
 - a. general obligation bonds;
 - b. certificates of participation;
 - c. loans;
 - d. all other current long-term obligations.

¹ http://www.cityofberkeley.info/Clerk/City_Council/2012/05May/City_Council_05-29-2012_%e2%80%93_Regular_Meeting_Annotated_Agenda.aspx (Item #39)

4. Summary of all capital assets and infrastructure including:
 - a. Appraisal of Public Buildings valued at \$5 million or more
 - b. Condition of Streets and Roads using the “Street Saver” information projecting costs to bring streets and roads condition to an average Pavement Condition Index (PCI) of 75 within 5 years.
 - c. Sewers: updated asset management plan for public sewers including projected costs for succeeding 5 years and projected revenue from sewer fees for the succeeding 5 years.

This report is required to be published every two years, in the second year of the biennial budget, in advance of the Council’s consideration of the upcoming biennial budget. The City is implementing a one-year budget for FY 2022 and then implement a biennial budget process for FY 2023 & FY 2024.

The projections in this report were developed by staff in the City Manager’s Budget Division and the Finance Department, with the assistance of several financial advisors including the City’s sales tax consultant and actuaries. Revenues are, of course, sensitive to normal business cycles as well as unanticipated economic volatility. Thus, it is important that the City continue its fiscally prudent planning to balance expenditures against projected revenues while addressing employee compensation as well as historically underfunded infrastructure needs.

SUMMARY

The following is a summary of key points that will be explained in detail in this report:

- Due to projected increases in expenses, primarily pension and medical, the City currently projects a General Fund structural deficit.
- The City has a significant pension liability that is anticipated to grow due to recent financial losses experienced by CalPERS. Also, of note, the City’s pension contributions for all City employees are anticipated to increase more than \$40 million over the next ten years putting a strain on resources and services.
- The City’s retiree health plans are significantly underfunded with the funded status of the City’s plans ranging from a low of 6.16% to a high of 43.79%.
- Due to the age of the City’s infrastructure and limited resources allocated to infrastructure, the City’s unfunded needs tied to infrastructure have increased over the years and is anticipated to range around \$1.1 billion from FY 2022 to FY 2026. Of note, the City’s street infrastructure is likely to further deteriorate without a significant infusion of new resources.

- Despite the recent adoption of Measure T1 and Measure O, the City has an aggregate bond tax rate for FY 2020 of 0.0540% (which represents \$54 for each \$100,000 in assessed value (“A.V”), which is below the historical peak of approximately \$95 (per \$100,000 in A.V) in tax year 1999-2000.
- The City’s ability to borrow is negatively impacted by its unfunded liabilities and the City needs to perform additional analysis to determine the extent to which the City’s unfunded liabilities will constrain future bond initiatives.
- Due to significant decreases in revenue and rising expenses, the Marina Fund is on the brink of insolvency and requires additional resources to meet current obligations.

CURRENT SITUATION AND ITS EFFECTS

1. Employee and Retiree Benefit costs over a 10-year horizon

a. CalPERS Retirement Benefits

The City provides retirement benefits for employees through its participation in the California Public Employees’ Retirement System (CalPERS). This is a defined benefit pension plan funded by a combination of employee contributions that are set by statute and employer contributions that fluctuate from year to year based on an annual actuarial valuation performed by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Benefits are based on years of credit service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits.

On January 1, 2013, the Public Employee Pension Reform Act (PEPRA) went into effect. The State law applies to employees hired after January 1, 2013, who are new to CalPERS. These employees are termed PEPRA members and employees that were enrolled in CalPERS (without significant separation) prior to January 1, 2013, are now referred to as “classic” members.²

The City contributes to three plans in the CalPERS system: Police Safety Plan, Fire Safety Plan, and Miscellaneous Employee Plan. Each plan has a different rate for the City’s annual employer contribution which is generally based on the demographics of the plan participants and the value of investment returns of the City’s assets in the CalPERS system. In addition, employees’ contributions vary by plan based on negotiated Memorandum of Understandings (MOU).

² PEPRA miscellaneous members are enrolled in a 2% at 62 plan and PEPRA safety members (Fire and Police) are enrolled in a 2.7% at 57 plan. PEPRA members are required to pay half the normal cost of their plans.

In 2013, the CalPERS Board voted to change the actuarial model for the pension plans along with certain actuarial assumptions upon which rates are based. First, the model anticipated that the plans would be 100 percent funded in a fixed 30-year time period. Second, the time period to “smooth out” the impacts of CalPERS’ investment losses due to the recession was reduced from 15 years to 5 years. Finally, the rates were structured in such a way that the first five years were considered to be a “ramp up” period to improve the plans funded percentage. That meant that FY 2016, 2017, 2018, 2019, and 2020 were expected to have higher rates, and the years following were projected to plateau for some time before decreasing in the last five years of the 30-year funding period.

In February 2014, the CalPERS Board voted to retain its current long-term assumed rate of return of 7.5 percent but adopted new mortality assumptions due to the fact that retirees are living longer. As a result of the new assumptions, the cost of employer contributions increased, again.

In December 2016, the CalPERS Board lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase in beginning with the June 30, 2016, actuarial valuation³. The employer contribution for FY 2020 was calculated using a discount rate of 7.25 percent. CalPERS reduced the return rate to 7.25 percent in July 2018 and will reduce it further to 7.0 percent this year. CalPERS lowered the discount rate because they determined that achieving a 7.5 percent rate of return was now far less likely. The result of this lowered discount rate is that liabilities have grown and the City’s pension contributions have significantly increased.

Currently, changes to the Unfunded Actuarial Liability (UAL) due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. This method phases in the impact of changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result, however, required contributions can change gradually but significantly over the next five years.

Effective with the June 30, 2019, actuarial valuation, the CalPERS Board adopted a new amortization policy. The new policy shortens the period over which actuarial gains or losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains or losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

³ https://www.calpers.ca.gov/page/newsroom/for-the-record/2017/action-prudent-smart-decision?utm_source=newsroom&utm_medium=banner&utm_campaign=FTR-Discount-Rate

For FY 2020, CalPERS reported a 4.7 percent return on investments. This is obviously below CalPERS assumed 7 percent discount rate. As a result, the City’s pension contributions will likely increase beyond what is projected in this report as CalPERS seeks to recoup its losses commencing in FY 2023.

With respect to future liabilities for the costs of these plans, the City has regularly retained an outside actuary to review the CalPERS’ estimates and provide independent actuary estimates that the City can use in budget planning. The chart below provides CalPERS payment amounts for FY 2021 and FY 2022 as provided to the city by CalPERS. The outside actuary provided estimated payment amounts for FY 2023 through FY 2031.

Future Payments to California Public Employees Retirement System All Plans (dollars in millions)											
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Misc.	35.87	39.19	41.94	44.26	47.51	48.61	51.41	53.35	55.15	57.78	60.68
Police	16.67	17.99	19.13	20.15	21.36	22.48	23.55	24.46	25.26	26.37	27.52
Fire	9.47	10.06	10.80	11.36	12.15	12.81	13.48	14.00	14.43	15.11	15.85
Total	62.00	67.24	71.87	75.77	81.02	83.90	88.44	91.81	94.84	99.26	104.05
FY 2021 and FY 2022 are based on amounts provided by CalPERS.											
FY 2023 through FY 2031 amounts are based on actuary's projections.											
Rates used reflect current MOU agreements: Miscellaneous includes the 8% employee share paid by the City on behalf of the employee as well as the negotiated employee's contribution to the employer rate.											

There are a couple of important points about the chart. The first is that over the next 10 years there is close to an estimated \$42 million dollar increase in pension costs to the City. The next point is that regardless of the City’s financial position the payments will have to be made to CalPERS. This financial challenge will require us to be fiscally prudent over this period of time.

The changes made by CalPERS in the last few years are planned to achieve 100% funding for all plans within a 30-year time period. This means that there will be sufficient funds held in each plan to pay obligations for all inactive participants (including retirees) and benefits as a result of prior service for actives.

The funded status of a pension plan is defined as the ratio of assets to a plans accrued liabilities. Based on the CalPERS’ actuarial valuations as of June 30, 2019, the City’s plans are currently funded as follows: Miscellaneous 70.0%; Police Safety 61.1%; and Fire Safety 71.0%.

California Public Employees Retirement System Funded Status						
Fund Name	Valuation Date	Actuarial Source	Estimated Liability	Plan Assets	Unfunded Liability	% Funded
Miscellaneous	6/30/2019	CalPERS	\$ 1,095.0	\$ 766.8	\$ 328.20	70.0%
Police	6/30/2019	CalPERS	\$ 438.9	\$ 268.0	\$ 170.90	61.1%
Fire	6/30/2019	CalPERS	\$ 286.5	\$ 203.5	\$ 83.00	71.0%

On June 26, 2018, Council authorized the City Manager to establish an IRS Section 115 Pension Trust Fund. The fund can act as a rate stabilization fund and can be used to ease budgetary pressures resulting from unanticipated spikes in employer contribution rates⁴. On May 14, 2019, Council authorized the City Manager to execute a contract with Keenan Financial Services to establish, maintain, and invest the pension Section 115 Trust⁵. The Section 115 Trust currently has a balance of \$10,628,125.22.

On February 27, 2020 the Budget & Finance Policy Committee discussed ongoing funding into the 115 Pension Trust. The following was recommended:

1. Raise the Property Transfer Tax baseline from \$12.5 million to \$15 million. The additional \$2.5M will be allocated to the Trust
2. Property Transfer Tax in excess of \$15 million would be used to fund the City's capital infrastructure need. However, revenue generated from Measure P is excluded from this transfer.
3. Savings generate by prefunding CalPERS will be contributed to the 115 Pension Trust. On an annual basis, staff will analyze the impact of prefunding CalPERS. If the analysis determines that pre-funding CalPERS will result in budgetary savings, the net savings will be contributed to the Trust.

Staff requested Council to delay adopting these policies because the City was facing the financial impacts of the pandemic.

b. Retiree Medical Plans

The City provides post-retirement health insurance benefits in accordance with the Memoranda Agreements between the City and the various collective bargaining units (and to unrepresented employees via Council adopted resolutions). The City has individual trusts for each bargaining unit that fund the medical plans, as well as the closed plan for Police that provides a cash benefit. In 2012 the City and the Berkeley Police Association agreed to a new Retiree Medical plan that provides health insurance premium payments, rather than the pre-existing cash payments, to retirees. The original plan is now a "closed" plan meaning that employees who retire after September 2012

⁴ https://www.cityofberkeley.info/Clerk/City_Council/2018/06_June/Documents/2018-06-26_Item_19_Authorization_to_Establish_IRS.aspx

⁵ https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-14-2019_-_Regular_Meeting_Agenda.aspx (Item #5)

will receive benefits from the new plan. However, the original plan must still make benefit payments to existing retirees and thus must continue to be funded until those payment obligations cease.

The City obtains actuarial reports for each of these plans at least every two years and the City is responsible for investing the assets in these plans. The results of that investment activity are provided to the City Council in the regular Investment Report.

In some cases, the City's actual contribution to each plan on an annual basis is based on the actuarially established "Annual Required Contribution" or as a percent of payroll. However, some of the plans are funded on a "pay-as-you-go" basis. Funding on a pay-as-you-go basis is sufficient to cover the annual benefit payments made from the plan assets but impacts the ability to achieve the long-term funding targets.

On April 24, 2017, the City actuary presented various options that would reduce the City's unfunded liabilities tied to post-employee benefits to meet the long-term funding targets. Recommended for Council's consideration were fully prefunding annual actuarially determined contributions, investment reallocations to increase returns, and establishing an irrevocable supplemental trust⁶. Council has already taken action on some of these recommendations.

The following retiree medical plans are discussed in detailed below:

- Police Retiree Income Benefit Plan (closed plan)
- Police Retiree Health Premium Assistance Plan
- Fire Employees Retiree Health Plan
- Retiree Health Premium Assistance Plan (Non-safety Members)

Police Retiree Income Benefit Plan (closed plan)

The City provides a Retiree Income Benefit Plan for prior Police retirees. To be eligible for benefits, Police employees must retire from the City on or after July 1, 1989 and before September 19, 2012, be vested in a CalPERS pension, have ten years of service with the Berkeley Police department, and retire from the City on or after age 50 or with a disability benefit. Benefits commence 10 years after retirement for retirements before July 6, 1997, 5 years after retirement for retirements before July 1, 2007, and 2 years after retirement for retirements on or after July 1, 2007.

Benefits are payable for the retiree's lifetime and continue for the life of the surviving spouse. For employees retiring before September 19, 2012, the City pays a monthly income benefit equal to the City's Active 2-party Kaiser premium regardless of marital status. In 2020, the City's monthly payment per participant for this benefit ranged from

⁶ https://www.cityofberkeley.info/Clerk/City_Council/2017/04_Apr/City_Council_04-04-2017_-_Special_Meeting_Agenda.aspx

\$398.27 to \$1,559.93, depending on the retirees' years of service at retirement. The monthly benefit is pro-rated based on years of service.

As of June 30, 2020, the most recent actuarial valuation date, the plan was 7.29% funded. The actuarial accrued liability for benefits in this plan was \$79.95 million, and the actuarial value of assets was \$5.83 million, resulting in an unfunded accrued liability of \$74.12 million. Since the implementation of GASB 67 and 68, the Annual Required Contribution (ARC) is no longer provided. In addition, the Police Retiree Income benefit Plan is a closed plan and therefore no "Actuarially Determined Contribution" is provided due to no new members and no payroll information.

Police Retiree Health Premium Assistance Plan

Effective September 19, 2012, the City replaced the "Berkeley Police Retirement Income benefit Plan" with the "Retiree Health Premium Assistance Coverage Plan" for any police employees hired on or after that date, as well as any current employees who retire on or after such date. Under the newly established retiree health premium assistance plan, benefits will be paid by the City directly to the provider who is providing retiree health coverage to the retiree or his or her surviving spouse. The maximum amount will be equal in value to the City sponsored health plan.

To be eligible for benefits, Police employees must retire from the City on or after September 19, 2012, be vested in a CalPERS pension, have ten years of service with the Berkeley Police department, and retire from the City on or after age 50. Benefits commence immediately upon retirement, but may also be deferred for a period during which the member is covered under another health insurance plan.

Benefits are payable for the retiree's lifetime. In 2019 the City paid for employees retiring on or after September 19, 2012, a maximum of \$762.80/month toward the cost of single-party coverage and up to \$1,525.60/month toward the cost of two-party coverage for retirees under age 65 enrolled in the City's Retiree Health Plan. For retirees over age 65 the City's share of single/two-party coverage is a maximum of \$436.14/\$872.28 per month and retirees must pay the difference of the actual premium cost. The City's share will increase by either the amount Kaiser increases the retiree medical premium for that year or 6%, whichever is less. The monthly benefit is pro-rated based on years of service. The City pays this benefit plan on a pay-as-you-go basis.

As of July 1, 2019, the most recent actuarial valuation date, the Actuarially Determined Contribution (ADC) was \$4.43 million and the plan was 6.16% funded. The actuarial accrued liability for benefits was \$40.43 million, and the actuarial value of assets was \$2.49 million, resulting in an unfunded accrued liability of \$37.94 million

Fire Employees Retiree Health Plan

The City sponsors a retiree health benefit plan for its Fire employees. To be eligible for benefits, Fire employees must retire from the City on or after July 1, 1997, be vested in a CalPERS pension, and retire from the City on or after age 50. Retirees can select

from among any of the health plans offered to active employees. Benefits commence immediately upon retirement, but may also be deferred for a period during which the member is covered under another health insurance plan.

Benefits are payable for the retiree's lifetime and continue for his or her covered spouse's/domestic partner's lifetime. The City makes a contribution toward the medical premium depending on whether the retiree has dependent coverage, and date of retirement. The City's contribution increases by 4.5% per year regardless of the amount of increase in the underlying premium rate. The City's contribution is prorated based on years of service. In 2019, the City's monthly premium cost per participant for this benefit was a maximum of \$606.99 for single party and \$1,210.91 for two-party

As of June 30, 2019, the most recent actuarial valuation date, the plan was 43.79% funded. The actuarial accrued liability for benefits was \$25.83 million, and the actuarial value of assets was \$11.31 million, resulting in an unfunded accrued liability of \$14.52 million.

Retiree Health Premium Assistance Plan (Non-safety Members)

Effective June 28, 1998, the City adopted the City of Berkeley Retiree Health Premium Assistance Plan (for Non-Safety Members). Employees who retire from the City are eligible for retiree health benefits beginning on or after age 55 if they terminate employment with the City on or after age 50 with at least 8 years of service. Retirees can select a non-City sponsored health plan or enroll in any of the health plans offered to active employees. A retiree living outside the coverage area of the City's health plans can select an out-of-area health plan.

Benefits are payable for the retiree's lifetime and continue for his or her covered spouse's/domestic partner's lifetime. The City pays the monthly cost of the monthly premiums up to a Participant's applicable percentage of the Base Dollar Amount and subject to annual 4.5% increases as specified in the Retiree Health Premium Assistance Plan document. In 2018, the City's monthly premium cost per participant for this benefit was a maximum of \$513.17 for single party and \$886.14 for two-party. A Participant's applicable percentage is based on years of service with the City. The City funds the plan based on the MOU. Contribution amounts are negotiated and vary by bargaining unit.

As of July 1, 2019, the most recent actuarial valuation date, the plan was 40.62% funded. The actuarial accrued liability for benefits was \$68.46 million, and the actuarial value of assets was \$27.81 million, resulting in an unfunded accrued liability of \$40.65 million.

Safety Members Pension Fund (closed plan)

The City also maintains the Safety Members Pension Fund (SMPF). This plan is a single-employer defined benefit pension plan for fire and police officers that retired before March 1973. In March 1973 all active fire and police officers were transferred

from SMPF to CalPERS. Service and disability retirement benefits from the SMPF are based on a percentage of salary at retirement, multiplied by years of service. Benefits are adjusted annually by either:

- Current active salary increases (based on the same rank at retirement) or
- The income in the California Consumer Price Index (with a 1% minimum and a 3% cap). SMPF also provides surviving spouse benefits.

The City pays SMPF benefits on a pay-as-you-go basis. In February 1989, the Berkeley Civic Improvement Corporation purchased, on behalf of the City, a Guaranteed Income Contract (GIC) from Mass Mutual. This contract provides annual payments through 2018 and an annual guaranteed 9.68% rate of return (net of expenses).

The City was paying the difference between the total SMPF benefits and the amount received from the Massachusetts Mutual Guaranteed Income Contract (GIC). The City will receive declining amounts from the GIC through FY 2019. At June 30, 2020, the unfunded accrued liability was \$1.76 million. There were 8 participants remaining in the plan with the average age at 96.7 years.

Retiree Medical Plan Actuarial Data								
<i>(dollars in millions)</i>								
Plan	Measurement Date	Actuarial Estimated Liabilities	Plan Assets	Net Pension Liability	Actuarially Determined Contribution (ADC)	Actual Contribution *	% Funded	Total Plan Members
Police Employee Retiree Income Benefit Plan (closed)	6/30/2020	\$ 79.95	\$ 5.83	\$ 74.12	\$ -	\$ 2.05	7.29%	149
Police Employees Retiree Health Premium Assistance Plan (new)	7/1/2019	\$ 40.43	\$ 2.49	\$ 37.94	\$ 4.43	\$ 0.40	6.16%	189
Fire Employees Retiree Health Plan	7/1/2019	\$ 25.83	\$ 11.31	\$ 14.52	\$ 2.16	\$ 0.76	43.79%	220
Retiree Health Premium Assistance Plans (Non-Safety Members) *	7/1/2019	\$ 68.46	\$ 27.81	\$ 40.65	\$ 5.53	\$ 2.00	40.62%	1656
Safety Members Pension Fund	6/30/2020	\$ 1.86	\$ 0.10	\$ 1.76	\$ -	\$ 0.57	5.38%	8
		\$ 216.53	\$ 47.54	\$ 168.99	\$ 12.12	\$ 5.78	21.96%	2222
*Actual contribution does not include interest income								

Since the implementation of GASB 67 and 68 the Annual Required Contribution (ARC) is no longer provided. In addition, it is a closed plan and therefore no "Actuarially Determined Contribution" is provided due to no new members and no payroll information.

Supplemental Retirement Income Plan (SRIP) I (closed plan)

On January 1, 1983, Ordinance No. 5450-N.S., which was codified in the Berkeley Municipal Code under Chapter 4.36.101 et seq., established SRIP I. The SRIP I plan consists of two components: 1) a defined contribution money purchase pension plan adopted in accordance with Sections 401(a) and 501(a) of the internal revenue code and 2) an employer paid disability benefit.

The City's administrators of the money purchase pension plan are Hartford Life Insurance and Prudential Retirement Services. The plan is a defined contribution plan whereby the City contributes 5.7% of salary up to a salary of \$32,400 into a tax-deferred and self-directed investment account and 1% of salary up to a salary of \$32,400 into a disability reserve account for each permanent City employee. The total assets of SRIP I available for benefits at June 30, 2018, was \$7,992,258, which was comprised of participant accounts. These assets are the property of the individual account holders and not the property of the City. These assets cannot be used to pay disability benefits.

The disability benefit is for employees hired after January 1, 1983 but prior to July 22, 1988, who became disabled and are entitled to receive a disability income benefit equal to 60% of their highest compensation, reduced by any disability payments they receive from Social Security, State Disability Insurance, or Worker's Compensation. Employees hired after July 21, 1988, are not eligible for benefits under this plan which was closed to new enrollees.

Benefits are payable for the disabled participant's lifetime or until recovery from disability. The third-party administrator is Cigna. Currently, the City pays the cost of the monthly disability benefits on a pay-as-you-go basis. As of July 1, 2020, there were a total of 62 closed group participants, 8 active employees and 54 disabled participants receiving benefits. The unfunded liability for SRIP I at July 1, 2020, the date of the last actuarial study, was \$13,364,000.

Workers' Compensation Program

The City of Berkeley began its self-insured workers' compensation program on March 1, 1975. The City's self-insured retention (SIR) has varied between \$100,000 and \$1,000,000 prior to 2004/05 and is currently unlimited. Every two years, the City has an actuarial review of the program conducted to determine the outstanding liabilities and determine the rates to use for budgeting and payroll purposes to fund the program annually.

The recent actuarial study by Bickmore Actuarial showed the City's estimated outstanding liabilities as of June 30, 2021 at an 80 percent confidence level is \$42,384,000 for the workers' compensation program. The City's Workers' Compensation Fund ended FY 2020 with a fund balance of \$41,495,756. This means

that the City is not quite able to fund its estimated liabilities in its Workers' Compensation Program.

2. Current Costs for Active Employees

As of June 30, 2020, the City budgeted for 1,637 full-time equivalents (FTE). At any given time, the number of employees on the payroll is generally less than the budgeted number of FTE due to retirements and employment separations for other reasons. For purposes of this report, the analysis of the projected payroll costs for the next 10 years is based on the number of authorized budgeted FTE. That number was then projected based on the negotiated cost of living adjustments established in collective bargaining agreements. Other increases were also assumed for medical costs, dental costs, cash in lieu, shoes and tools allowance, commuter checks, and other benefits. Based on these assumptions, total payroll costs for all funds would grow from \$278.9 million in FY 2021 to \$391.0 million in FY 2031. The FY 2021 Adopted Fringe Benefits Budget included almost \$15.7 million in personnel budget deferrals to help balance the budget. Taking that into account and with Zero COLAs applied in future years, the entire increase of \$96.4 million is due to the increase in the costs of benefits.

Citywide Total Personnel Costs and Fringe Rate Over Time with Zero COLAS											
Zero COLA	FY 2021 Adopted	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Total Payroll	\$ 174.6	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9	\$ 174.9
Total Benefits	\$ 104.3	\$ 130.3	\$ 141.8	\$ 149.1	\$ 158.1	\$ 165.2	\$ 174.5	\$ 183.2	\$ 192.4	\$ 203.7	\$ 216.1
Fringe Rate	60%	74%	81%	85%	90%	94%	100%	105%	110%	116%	124%
Total Personnel Costs	\$ 278.9	\$ 305.2	\$ 316.7	\$ 324.0	\$ 333.0	\$ 340.1	\$ 349.4	\$ 358.1	\$ 367.3	\$ 378.6	\$ 391.0

A couple of significant factors driving the increase in benefit costs are the following items:

- Health care premiums for active employees (meaning exclusive of retiree medical contributions). The cost of premiums for medical alone is estimated to grow from \$25.6 million in FY 2021 to almost \$79.6 million in FY 2031 assuming annual increases of 12 percent as has been assumed in developing our budgets for many years now.
- Employer Paid Portion of PERS Costs is expected to rise from \$64 million in FY 2021 to \$87 million in FY 2031. This does not take into account any contributions made by employees towards overall City PERS costs that will be paid to PERS annually as shown in a previous chart.

3. Summary of all current City Obligations (GO bonds, COPs, etc.)

The City's debt includes General Obligation Bonds, Certificates of Participation and Revenue Bonds. Attachment 2 includes the detailed debt service payment schedules for each of these debt issuances.

The City currently has five outstanding general obligation (GO) bond authorizations (each with multiple series of bonds) related to public safety, libraries, senior centers, animal shelter, street and integrated watershed improvements, infrastructure and facilities improvement, and affordable housing. The oldest of these authorizations dates back to 1992. The City has an aggregate bond tax rate for FY 2020 of 0.0540 (which represents \$54 for each \$100,000 in assessed value ("A.V"). This rate has dropped from a historical peak of approximately \$95 (per \$100,000 in A.V) in the tax year 1999-2000. Based on projected annual increases in A.V and decreasing aggregate annual debt service over time, the tax rate will drop with the final tax collected in FY 2051 based on the current outstanding debt (Measure O is the latest bond authorization).

Bond Authorization	Authorization Year	Authorization Amount	Bond issued Amount	Unissued Amount	Outstanding Principle Balance as of 6-30-2020	Final Maturity	FY 2020 BONDS TAX Rate
Measure FF	2008	\$26,000,000	\$26,000,000	\$0	\$19,480,000	2040	0.0070%
2015 GO Refunding Bonds (Refunding Measure G, S, I Consolidated)	2015	88,700,000	88,700,000	0	25,960,000	2038	0.0140%
Measure M	2015	30,000,000	30,000,000	0	27,630,000	2045	0.0080%
Measure T1	2016	100,000,000	35,000,000	65,000,000	31,835,000	2047	0.0160%
Measure O	2018	135,000,000	38,000,000	97,000,000	38,000,000	2051	0.0090%
TOTAL		\$379,700,000	\$217,700,000	\$162,000,000	\$142,905,000		0.0540%

It has been the City's debt policy to issue each series of bonds with level amortization and terms of either 25 or 30 years. Many of the series have been refinanced for lower interest rates over time. Given the fixed term for each bond series, the aggregate annual debt service for all outstanding bonds decreases over time as each bond reaches its final maturity. Further information about the City's current and future debt capacity is included in a later section of this report discussing options to address long term costs.

4. Summary of All Capital Assets and Infrastructure

The City has an extensive portfolio of capital assets and infrastructure, which includes 95 public buildings, 254 miles of public sanitary sewer mains and 130 miles of public sewer laterals, 52 parks, 2 pools, 3 camps, and 42 different facilities served by the City's IT systems. Maintaining these assets is a costly and time-consuming enterprise that requires significant resources and constant attention. Additionally, Berkeley is an aging city and thus its infrastructure faces challenges that other younger cities do not.

Several recent actions by the voters have provided an important boost to the resources available for meeting these challenges:

- In November 2016, Berkeley voters passed [Measure T1](#),⁷ authorizing the City to sell \$100 million of General Obligation Bonds to repair, renovate, replace, or reconstruct the City's aging infrastructure and facilities, including sidewalks, storm drains, parks, streets, senior and recreation centers, and other important City facilities and buildings. Council approved 45 projects to be completed in Phase 1, spanning 2017 to 2021. [The majority of these projects are now complete](#), with the balance to be completed in 2021.⁸ On December 15, 2020, Council approved more than 30 additional projects to be completed in Phase 2, between 2021 and 2026. With these allocations, the full \$100 million of Measure T1 funds will be expended by 2026, if not sooner.
- The November 2014 voter approval of Measure F (a Citywide special parks parcel tax) provided an additional \$750,000 per year for major maintenance projects, raising annual funding for parks capital and major maintenance projects from the prior \$250,000 to \$1 million.
- In November 2012, Berkeley voters approved Measure M (a general obligation bond), to provide an additional \$30 million towards improving the condition of city streets and where appropriate, install Green Infrastructure projects as defined in the Watershed Master Plan. The funds raised with this bond have been fully expended and the City invested these resources to accomplish the following:
 - It would be great to get a summary from public works of the improvements from these bonds - not all the detail but X miles of roads slurry sealed, reconstructed, any green infrastructure projects of note and sidewalk work.

⁷ See <https://www.cityofberkeley.info/MeasureT1/>.

⁸ See <https://www.cityofberkeley.info/MeasureT1Updates.aspx>.

- In November 2014, Alameda County voters approved Measure BB (assessment 0.5% sales tax), increasing funding for local transportation enhancements. Berkeley's allocation is approximately \$2.6 million annually and is applied to improving the pavement condition and specific street/transportation improvement projects.

Despite these measures, City facilities and infrastructure needs continue to exceed available funds. The minimum unfunded needs in parks, pools and camps exceed \$103 million. The amount of recurring funding to address these needs has been bolstered by the passage of Measure FF, but is still only \$1.4 million per year. The unfunded needs at the Waterfront exceed \$113 million. There is \$350,000/year planned for capital in the Marina Fund, which is insufficient to address the unfunded needs at the Waterfront of \$113 million. Even this level of funding exceeds the Fund's resources: the Marina Fund is projected to need \$650,000 in the next budget year just to maintain baseline Waterfront operations. Capital needs at the Waterfront are otherwise dependent on external funding and grants. The City has begun the Berkeley Marina Area Specific Plan (BMAASP), which is expected to develop alternative approaches to address the structural deficit, exhausted reserves, and declining operating revenue that makes it impossible for the Marina Fund to reinvest in its facilities.

The unfunded needs in streets, sidewalks, storm drain/watershed, sewer, transportation and buildings/facilities exceeds \$990 million. The amount of recurring funding to address these needs is \$31.5 million.

These costs will continue to increase through typical wear and tear on our City infrastructure in the coming years, plus the pressures of long-deferred maintenance. As needed improvements continue to be deferred, operating and maintenance costs rise and rehabilitation and replacement costs increase substantially. The figures in Attachment 3 do not account for these additional cost escalators.

a. Parks, Waterfront, Pools, and Camps

The Parks, Recreation & Waterfront Department (PRW) operates, maintains and manages 52 parks, 4 community centers, 2 clubhouses, 2 pools, 3 resident camps, 15 sports fields, 49 sports courts, 63 play areas, 36 picnic areas, 35,000 street trees and park trees, 152 landscaped street medians and triangles, 263 street irrigation systems, and 30 restrooms and out-buildings. In addition, PRW operates and maintains the Berkeley Waterfront and its related facilities, including the docks, pilings, channel, streets, pathways, parking lots, buildings, trails, Adventure Playground, and 1,000 boat and berth rentals.

Recurring funding available for capital and major maintenance of these facilities is \$1.4M, (see table below).

Annual Funding for Parks, Waterfront, Pools & Camps Capital & Major Maintenance Needs

Funding Source	Annual Funding
Parks Tax Fund	\$1,000,000
Capital Improvement Fund	\$400,000
Marina Fund	\$350,000
Camps Fund ⁹	\$0
Total Funding Available	\$1,750,000

Unfunded needs in these facilities are summarized in the table below, and available in detail at

http://www.cityofberkeley.info/Parks_Rec_Waterfront/Home/Unfunded_Capital_Projects_List.aspx.

Unfunded Needs in Parks, Waterfront, Pools & Camps Facilities and Infrastructure

Needed Improvements	Cost Estimate
Resident Camps	\$5,910,000
Waterfront	\$113,167,000
Pools	\$11,750,000
Park Buildings/Facilities	\$32,960,000
Parks (General)	\$9,900,000
Parks (Specific)	\$38,902,000
Park Restrooms	\$4,450,000
Total	\$217,039,000

The majority of these unfunded needs are at the Waterfront, where many of the docks, pilings, buildings, parking lots and streets have reached the end of their useful life and are starting to fail. As documented in multiple reports over the last several years¹⁰, there

⁹ Due to the loss of Berkeley Tuolumne Camp, the Camps Fund does not have sufficient funds at this time to cover any annual investment in capital or major maintenance.

¹⁰ See November 10, 2020 Marina Fund presentation to Council Budget & Finance Policy Committee (https://www.cityofberkeley.info/uploadedFiles/Clerk/2020-11-12_Item_2c_Budget.pdf); December 13, 2018 Off-Agenda Memo (https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/Marina%20Fund%20Update%20121318.pdf); November 15, 2018 Worksession Report (https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/Documents/2018-11-15_WS_Item_02_Parks_Recreation_Waterfront_pdf.aspx); July 1, 2018 Off-Agenda Report ([https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/CM%20Update%20-%20Waterfront%20-%20Hs%20%20Lordships%20\(w%20attachments\).pdf](https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/CM%20Update%20-%20Waterfront%20-%20Hs%20%20Lordships%20(w%20attachments).pdf)); May 8, 2018 Worksession Report (https://www.cityofberkeley.info/Clerk/City_Council/2018/05_May/Documents/2018-05-08_WS_Item_03_Parks_Recreation_Waterfront.aspx); May 8, 2018 Proposed Budget Update (https://www.cityofberkeley.info/Clerk/City_Council/2018/05_May/Documents/2018-05-08_WS_Item_01_FY_2019_Proposed_Budget_Update.aspx); April 12, 2018 Off-Agenda Report (https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/Marina%20Fund%20Update%20041218.pdf); and November 7, 2017 Worksession Report (https://www.cityofberkeley.info/Clerk/City_Council/2017/11_Nov/Documents/2017-11-07_WS_Item_02_Parks_Recreation_and_Waterfront_CIP.aspx).

is a diminishing ability to pay for the pressing capital needs in the Waterfront. The Marina Fund, which is the City's mechanism for managing all Waterfront revenues and expenditures, is projected to be insolvent in FY 2022. Revenues have declined by 20% in the last five years, from \$6.4 million in FY 2016 to an estimated \$5.1 million in FY 2021 as a result of safety and security concerns and failing infrastructure, and most recently due to the COVID-19 pandemic, which has hit our restaurant, hotel and commercial office tenants particularly hard. The combination of falling revenue and increasing expenditures have strained the relatively small Marina Fund to a breaking point.

The City has begun a long-term planning effort – the Berkeley Marina Area Specific Plan – to establish the community's vision for the Waterfront and a plan for the Marina to achieve financial viability. There is still a need to address an estimated \$113 million in infrastructure repairs to finger docks, pilings, electrical systems and restrooms. The City is finalizing a \$5.5 million loan from the State to replace D&E docks, which are failing and in urgent need of replacement. If these and additional investments are not made, facilities and infrastructure will either require more costly emergency funding or be closed as in the case of the Berkeley Pier. Waterfront customers will continue to leave the Berkeley Marina, continuing the downward spiral of revenue loss and blight.

b. Public Buildings

The City is responsible for maintenance of 95 facilities, not including Library facilities and facilities leased to other entities, which were not part of this analysis. These 95 facilities include: 39 facilities in the Parks Recreation and Waterfront inventory and 56 facilities in the Public Works inventory.

The City regularly performs assessments and provides updated condition reports and cost estimates for the City's facility inventory. The most recent assessment for city facility needs estimates the cost of improvements at approximately \$282 million, while the programmed baseline budget allocation to Public Works over the next five years for this work is a cumulative \$4 million allocation from the Capital Improvement Fund. In addition to utilizing one-time sources of project funding, such as the T1 bond, the department is evaluating the establishment of an internal service fund methodology for major facility capital replacement similar to the established internal service fund for maintenance of city owned facilities.

c. Streets & Roads

Berkeley has 216 centerline miles (450 lane miles) of public streets within the City limit, which is comprised of 22 miles of arterials, 37 miles of collectors, and 156 miles of residential streets. The current citywide Pavement Condition Index (PCI) rating for those streets is 57 (out of 100), putting Berkeley streets collectively in the "At-Risk" category. This is well below the 2012 City Council approved City Auditor recommendation to achieve a PCI rating goal of 75.

The City currently allocates about \$7.3 million in recurring funding to Street paving from local and state sources, including Measure BB, Vehicle Registration Fees (VRF), State Transportation Tax/SB1 and the City's Capital Improvement Fund. This funding for street paving projects is not only spent on paving, but is also spent on complete streets project elements: traffic calming; signal maintenance and improvements; transit area improvements; sidewalk maintenance and capital improvements; and storm drainage and green infrastructure improvements. The City has used bond funding to supplement its recurring sources of funding, including the 2012 approved Measure M, and the 2016 T1 Infrastructure Bond, in which \$8.5 million was programmed to Streets in Phase 1 and \$6.8 million is planned in Phase 2.

According to the City's Street Saver system software and detailed analysis and projections provide by a Streets Engineering consultant, the streets network has approximately \$250 million in deferred maintenance needs. The City would need to allocate \$17.3 million a year to paving just to maintain its current PCI, and increase its annual paving funding to \$27.3 million a year to increase PCI by 5 points. In order to merely maintain the City's PCI after one-time bond funds are expended, it will be necessary to identify additional annual funding for the pavement management program. To significantly improve Berkeley's pavement condition, a substantial investment and influx of funding will have to be made.

d. Sidewalks

The City manages sidewalk repair programs to keep the City's sidewalks safe and provide for safe pedestrian passage, including make-safe repairs, annual proactive and responsive repair programs, and the City's 50/50 replacement cost share program in which the City shares the liability and costs for broken sidewalks with property owners. Approximately \$700,000 is available in annual funding towards sidewalks maintenance and repair construction from baseline allocations from the Capital Improvement Fund and 50/50 Program contributions from residents. Over time, the backlog of sidewalk repairs identified to be addressed through the 50/50 program has grown significantly beyond the funding capacity to make the needed repairs. Staff estimates that it would require \$6 million to close the remaining 50/50 program funding gap to address the backlog within the next 5-year CIP cycle, with about \$5 million in other sidewalk infrastructure repairs needed over that same period. A one-time allocation of \$500,000 in Excess Equity revenue was added to the FY 2020 Sidewalks CIP budget, but a second \$500,000 allocation programmed for FY 2021 was deferred due to citywide budget balancing needs. Any reallocation to sidewalks from local streets and roads funds such as gas tax would impact the streets paving program.

e. Sewers

In 2014, the City (along with EBMUD and all agencies conveying flows to EBMUD) concluded negotiations with the Environmental Protection Agency and the Department of Justice for violation of the Clean Water Act and agreed to a stipulated settlement known as the final [Consent Decree](#)¹¹. To comply with the Consent Decree, the City is required to rehabilitate an average of 4.2 miles of sewer pipeline annually based on a three-year rolling average. Effectively, this mandated significant additional maintenance activities and capital improvements results in increased costs of managing the City's existing sewer system. After a sewer rate study was completed, a [series of rate adjustments were adopted](#)¹² beginning in FY 2016 to support the added financial load of the Consent Decree requirements.

The City is currently on track to meet rehabilitation mileage targets with revenues generated from sanitary sewer fees, however the costs per mile for sewer construction have increased since the rate study was completed. These costs will have to be closely monitored going forward over the duration of the Consent Decree, in case funding supplementation from additional sources or future rate adjustments are needed to fund the cost of the required capital improvements. Public Works is currently underway with development of a Sanitary Sewer Master Plan, which will identify areas of high inflow and infiltration and capacity deficiency in the sanitary sewer system, provide prioritization of capital improvements, develop 5-year and 15-year capital improvement plans, and analyze the City's current sanitary sewer rate structure's ability to fund future improvements. Based on the results of this master plan, a better assessment of future liability will be presented in the next Unfunded Liabilities Report.

f. Storm Drains – Clean Stormwater Program

The City's engineered storm drains include approximately 78 miles of underground pipes, manholes, catch basins and cross-drains, and 30 green infrastructure installations. Much of the stormwater infrastructure is over 80 years old and needs substantial rehabilitation. The backlog of projects includes: rehabilitation of pipeline reaches; conveying dry weather flows; replacement of deteriorated drain inlets and piping; major cleaning of the primary storm collectors in the lower Berkeley drainage watersheds; and replacement of street cross drains. The City desires to address these issues while forwarding its policies to improve the environment by pursuing Green Infrastructure and Low Impact Development (LID) methods.

In 2012, City Council adopted the City's [Watershed Management Plan \(WMP\)](#)¹³. The WMP uses LID methods to develop an integrated and sustainable strategy for managing stormwater resources that addresses water quality, flooding, and the

¹¹ See http://www.cityofberkeley.info/Clerk/City_Council/2014/09_Sep/Documents/2014-09-09_Item_62_EPA_Litigation.aspx for EPA litigation settlement report

¹² See http://www.cityofberkeley.info/Clerk/City_Council/2015/06_Jun/Documents/2015-06-30_Item_21_Setting_New_Sustainable.aspx for Sanitary Sewer Rate increases and Proposition 218 information.

¹³ See http://www.cityofberkeley.info/Clerk/City_Council/2012/10Oct/Documents/2012-10-30_Item_20_Watershed_Management_Plan.aspx

preservation of local creek habitats and the San Francisco Bay. According to the 2012 Watershed Management Plan, the total unfunded need of the stormwater system is a present-day-projected \$208 million. Staff estimates an additional need of \$38 million over the next five years towards unfunded maintenance of storm water infrastructure as well as storm drain and Green Infrastructure Plan capital improvement projects. Set to begin in 2021 are updates to the Watershed Management Plan and development of a Storm Drain Master Plan, which will assist with the planning for rehabilitation and replacement of aging infrastructure and how to address future water runoff flows. The City has two Clean Stormwater Fee sources assessed to owners of real property that contribute to stormwater runoff and use the City's storm drain for collection and conveyance. The first Clean Stormwater Fee was established in the early 1990's and generated enough revenue to cover only baseline stormwater maintenance operations and emergency storm drain response efforts. In FY 2018, the City passed a second Clean Stormwater Fee through voter approval of a majority of responding property owners. In addition to increasing revenue for maintenance and operations, the new fee has added an additional \$1.1 million in annual revenue available for capital projects.

g. Traffic Signals & Parking Infrastructure

The City currently has 142 traffic signals and 20 Rectangular Rapid Flashing Beacons (RRFBs) maintained by the Public Works Department. To support this network, Public Works has a baseline budget of \$300,000 in capital maintenance for signals and other traffic calming devices, and \$100,000 toward new traffic calming requests. These funding levels are insufficient to bring all of the signals up to date. As a result, there are deficiencies at many intersections throughout the city, including lack of detection devices, lack of pedestrian push buttons, and lack of battery backup for signal controllers in case of power outage. Any reallocation to traffic signals from street and transportation funds such as gas tax and Measure B & BB would impact the street paving program or other transportations projects.

Parking capital infrastructure is newly added to the Future Liability needs report in FY 2021. COVID driven impacts to both on-street and off-street parking revenue have depleted parking fund reserves earmarked for major capital improvements to the City's parking infrastructure. The Telegraph Channing Garage Elevator Replacement Project, scheduled to begin in FY 2021 but deferred to a future fiscal year, has an estimated full project cost of approximately \$1.0M. The Citywide Parking Meter Upgrade/Replacement project is estimated to cost \$6.0M and is scheduled for FY 2023, to align with cell network carrier technology upgrades. Public Works has programmed an annual contribution to the On-Street Parking Fund balance at a rate of \$1.0M/year through FY 2023 to fund the project. By FY 2023, those fund balances will have been completely drained to cover parking program operations. Funding for these major projects is uncertain until the parking funds can restore revenues.

Attachment 3 contains the budget and projected funding needs for both the Public Works and Parks, Recreation and Waterfront department facilities and assets described above.

h. Information Technology Infrastructure

Technology infrastructure presents unique challenges with respect to forecasting long term requirements because technology evolves quickly compared to other types of infrastructure. The City's needs in terms of network bandwidth, data storage, and wireless devices may be dramatically different in the future than they are today. Additionally, unlike traditional infrastructure replacement projects which can be done incrementally, some technology tools require a large upfront investment to implement but cost significantly less to upgrade as the technology becomes more common. City staff currently use and maintain a vast technology infrastructure to provide services to the community each day. Current information technology infrastructure will expand as the City uses more technology tools to gain efficiencies.

Summary

Currently, the City's asset inventory comprises approximately 1,300 desktops, 530 laptops, 100 tablets, and 100 Public Safety Mobile Data Computers (MDCs), which is an increase of 20% compared to last Fiscal Year (FY) 2019 due to remote work expansion.

In FY 2015 the City established a replacement fund for our core enterprise financial system, FUND\$. The property tax in excess of the \$10.5 million baseline was allocated for FUND\$ replacement, based on the timing and replacement costs reported in the FUND\$ Status Report¹⁴.

In FY 2016, the City released an RFP to identify a vendor and product to replace FUND\$. In FY 2017, the City assembled a team of subject matter experts from across the organization to lead the implementation process of the new software with a focus on change management and process improvement. The team completed the evaluation process and selected a vendor to propose to Council. The team is also charged with replacing additional modules utilized in FUND\$ that are not core financial or HR/Payroll. The Core Financials went live in November 2018 and the HR/Payroll went live in January 2021. Other modules will occur in subsequent years and are detailed in the Digital Strategic Plan presented to Council on November 11, 2016.¹⁵

In FY 2016, the City established a replacement fund for the citywide telephone system, estimating a ten-year replacement cycle. Staff is planning to replace the handsets at the

¹⁴ https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_City_Council/2010/06Jun/2010-06-01_Item_54_FUND_Status_Report.pdf

¹⁵ http://www.cityofberkeley.info/Clerk/City_Council/2016/11_Nov/Documents/2016-11-15_WS_Item_01_Digital_Strategic_Plan.aspx

five-year mark, as the current handsets are already one generation behind. Annual maintenance cost for the VOIP system has increased to \$65,000.

In FY 2016, the City funded additions to our storage area network (SAN), which supports the backend storage for our virtual server infrastructure and add storage capacity for the City needs of data storage and retention.

In FY 2017, the City upgraded its Microsoft Office software licenses to enable video conferencing and Office 365 capabilities. These upgraded licenses provided more reliable security and will help enhance the disaster recovery (DR) process, which is designed to allow email to be accessible on mobile devices should City Hall be impacted in a disaster. Later phases of this project will improve access to data and files from any location thus increasing employee efficiencies. Investment decisions will prioritize initiatives that achieve the best performance outcomes and greatest benefit so funding and other resources currently dedicated to operations and maintenance efforts can be recapitalized and invested in modernization efforts.

In FY 2019, the IT Department developed a Technology Internal Service Fund, which accounted for IT infrastructure costs. Now, PCs, servers, storage, wireless, uninterrupted power supplies (UPS), and network devices are fully funded. Cyber Security initiatives remain partially unfunded at this time.

In FY 2019, the IT department upgraded the server and storage backend infrastructure to support the City's Cyber Resilience efforts and to provide operational and offsite DR including business continuity to our critical applications. The City now has operational backup between the two data centers for business continuity and a remote offsite for DR. In FY 2019, the network routers and switches were consolidated at remote sites to advanced layer 3 switches resulting in 40% reduction in network equipment thus resulting in energy efficiencies and reduced staff time in support.

In FY 2020, the IT Department began the RFP process for the VoIP phone system upgrade and backup replacement solutions, both of which will be implemented in FY 2021. The VoIP Phone system will provide a redundant onsite system for DR needs. The offsite redundancy is still unfunded. The backup replacement solution will provide both onsite and offsite backup and redundancy.

In FY 2021, the IT Department will also replace the legacy core network switches located in City Hall and the Public Safety Building, as well as the network switches on each floor that serve our largest City facilities; City Hall, the Public Safety Building, and 1947 Center Street.

Four critical projects need to be addressed through unfunded liabilities:

- 1. Cybersecurity Resiliency Plan:**

The goal of this project to implement foundational safeguards that address documented gaps and deficiencies in the City's procedures and technologies to support the delivery of services to the community in a safe and resilient manner¹⁶.

In FY 2021 Council approved a portion of funding for the cyber resilience plan for the top 5 projects and implementation is underway to address efforts around data safety, data hygiene and data classification including the onboarding of a Managed Security services provider (MSSP).

There are approximately eight projects for FY 22, and the purpose of the projects is to address the most critical and consequential issues and action items identified by the City's consultant that impact or are impacted by pandemic induced work from home in the delivery of services to the community. These projects are prioritized to address the current threat and regulatory environments, then considers the traffic patterns and key components of a "new normal" of distributed operations and faces the known challenges that the City faces in meeting and keeping up with the needs of both.

The focus areas driving the projects selection and their scope are the (i) user, (ii) the last mile (endpoint devices and clients), (iii) the resources being used (City, home, ISP, and cellular networks) to (iv) access the last mile (Cloud, server, files, and applications), and (v) the resilience of each.

2. Customer Relationship Management (CRM):

In FY 2019, the City of Berkeley upgraded the existing CRM software application to version V14R2, Verint-Lagan, used by 311, Public Works and Parks to enter community service requests. Both the CRM and Verint-Lagan knowledge system used by 311 were upgraded. The new 311 CRM system replacement and implementation targeted for FY 2021 was delayed due to COVID related proposed budget reduction.

A new CRM system will give 311 the ability to capture, route, and manage all forms of requests through multiple communication channels with integration to Public Works work order system and Zero Waste billing system. Allow community members to see status of their requests through online status of service requests or a City of Berkeley branded mobile solution and an provide an integrated knowledge system with the City Website.

¹⁶ https://www.cityofberkeley.info/Clerk/City_Council/2020/12_Dec/City_Council_12-01-2020_-_Special_Closed_Meeting_Agenda.aspx

3. Geographical Information Systems (GIS)– Master Address Database (MAD) to address the Non-Compliance with NENA GRID and e911 Technology:

Goal of the Project – To establish one master address database out of the City’s multiple sources of address data. This master address database will be a modern, GIS based system, that will provide addresses that are more accurate and parcel information that is consistent and current across the City’s various applications.

As the City rolls out a new work order system, zero waste billing system, digital permitting system, and CRM system and others, it is critical that we have a modern, centralized address database that can easily feed accurate and consistent GIS address data. Having one source of truth for address data will allow for ease of maintenance, timely updates, and consistency. This will bring greater efficiencies for staff through various workflows including permitting, building inspections, work orders, billing, assessments and more. It will result in service that is more effective to our community by providing real time and accurate address data across departments.

4. IT Department Move to 1947:

The Department of Information Technology was scheduled to move to 1947 Center Street in FY 2020. This move was cancelled due to COVID related proposed budget reductions.

In their current space, the IT Department is unable to work at a safe distance from each other. Remote work will be a long-term strategy unless the City can identify a safe seating arrangement and improve the work environment for staff to return safely to work. Extended remote work has its challenges and may have a negative service impact on response times to tickets as well as resolutions to hardware issues.

Options to Address Long Term Retirement and Infrastructure Costs

The City continues to consider how to prioritize expenditures to address some of its long-term obligations in order to maintain a healthy future.

As mentioned earlier in this report, Council has already taken the following actions to address the City’s unfunded liabilities.

- On June 26, 2018, Council authorized the City Manager to establish an IRS Section 115 Pension Trust Fund (Trust) to be used to help pre-fund pension obligations¹⁷. On May 14, 2019, Council authorized the City Manager to execute

¹⁷ https://www.cityofberkeley.info/Clerk/City_Council/2018/06_June/Documents/2018-06-26_Item_19_Authorization_to_Establish_IRS.aspx

a contract with Keenan Financial Services to establish, maintain, and invest the pension Section 115 Trust¹⁸.

- The Section 115 Trust currently has a balance of \$10,628,125.22.

On February 27, 2020 the Budget & Finance Policy Committee discussed ongoing funding into the 115 Pension Trust. The following was recommended:

- Raise the Property Transfer Tax baseline from \$12.5M to \$15M. The additional \$2.5M will be allocated to the Trust.
- Property Transfer Tax in excess of \$15 million would be used to fund the City's capital infrastructure need. However, revenue generated from Measure P is excluded from this transfer.
- Savings generate by prefunding CalPERS will be contributed to the 115 Pension Trust. On an annual basis, staff will analyze the impact of prefunding CalPERS. If the analysis determines that pre-funding CalPERS will result in budgetary savings, the net savings will be contributed to the Trust.

Staff requested Council to delay adopting these policies because the City was facing the financial fallout of the pandemic.

- The City prefunded the unfunded liability portion of the FY 2021 CalPERS pension resulting in savings totaling \$1.3 million.
- In addition, 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.

Most noteworthy are Berkeley voters who passed several bond measures to improve the City's infrastructure, including Measure F for parks, Measure M for streets, and most recently Measure T1 which authorized the City to sell \$100 million of General Obligation Bonds to repair, renovate, replace or reconstruct the City's aging infrastructure and facilities.

Effects of Unfunded Liabilities on Bonding Capacity:

The long term liability burden is one of the major criteria that bonding rating use in determining the ratings of Municipal Issuers. The others are Revenue Framework, Expenditure Framework and Operational Performance. The long term liability assessment typically considers both direct and overlapping debt. Pension liabilities are now considered part of an issuers' long term debt picture and bond rating agencies have placed these obligations on par with debt obligations as a component of the long term liability picture.

¹⁸ https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-14-2019_-_Regular_Meeting_Agenda.aspx (Item #5)

Municipal securities issuers (i.e., Berkeley) must prepare an “Official Statement” (OS) before presenting the primary offering. These municipal disclosure documents provide information for investors, including the terms of the bond offering and financial information on the issuer. They also typically contain information regarding the purpose of the bond; whether the issuer can redeem the bonds prior to maturity; and when and how principal and interest on the bond will be repaid.

After the Preliminary Official Statement (POS) is prepared, it is submitted to a bond rating agency. The bond rating agency reviews and evaluates the POS and other financial information and issues a rating on the bonds being issued. Municipal bond credit ratings measure the issuer’s risk of paying all interest and principal back to investors. A bond rating system helps investors distinguish an issuer’s credit risk. The three major rating agencies are Moody’s Investor Services, S&P Global Ratings, and Fitch Ratings.

The City utilized S&P Global Ratings to rate its latest 2020 bonds that was issued (Attachment 5 Exhibit A). The below summarizes their findings and indicates the weaknesses of the City’s financial health because of the City’s Unfunded Pension Liability.

Rating Summary

The rating reflect S&P Global Ratings (view of the following credit characteristics of the City:

Weaknesses

The weaknesses S&P identified in their ratings evaluation were the following:

- Weak debt and contingent liability profile, with debt service carrying charges of 4.2% of expenditures and net direct debt that is 47.8% of total governmental fund revenue;
- Large pension and other postemployment benefits (OPEB) and the lack of a plan to sufficiently address the obligations
 1. The City has a large pension and OPEB liability that is pressuring the City’s operations, and while the City has made progress in planning-including, establishing a Section 115 trust, S&P Global Ratings does not believe the City has adequately planned for expected cost escalation;
 2. The City’s pension funding ratios as of June 30, 2019 (Miscellaneous-70%; Fire-71%; and Police-61%), combined with recent changes in the assumed discount rate and amortization methods, will likely lead to accelerating costs in the medium term;
 3. The City is not making full actuarially determined contributions towards its OPEB liabilities (combined 45% funded), which will lead to significant contribution volatility over time.

Additional Information Requested

After staff reviewed and analyzed the rating rationale, staff was concerned about the section that stated that the City had a “Weak debt and contingent liability profile”. Staff wrote to S&P for additional information and clarification on how S&P conducted the analysis of the city’s debt and contingent liability profile. On February 28, 2020, S&P issued additional information that detailed their methodology (Attachment 5 Exhibit B).

Summary of Initial Debt and Contingent Liabilities Score

S&P used two criteria to form the initial debt and contingent liabilities score for the City:

- Total governmental funds debt service as a percentage of total governmental funds expenditures; and
- Net direct debt as a percentage of total governmental funds revenue

Net direct debt is the total amount of general obligation debt, including notes and short-term financing issued by a municipality or state.

The potential scores were the following:

- 1 Very Strong
- 2 Strong
- 3 Adequate
- 4 Weak
- 5 Very Weak

S&P gave the City a score of 4, indicating a weak debt and contingent liability profile, as a result of total governmental funds debt service of 4.2% of total governmental funds expenditures and net direct debt of 47.8% of total governmental funds revenue. The initial scoring of the debt and contingent liabilities score of 2 indicated a strong scoring but when S&P added an additional qualitative adjustments factor with a negative impact on Berkeley’s initial debt and contingent liabilities score, it resulted in a final debt and contingent liability score of four. From their point of view, one of the negative qualitative factors is the presence of an unaddressed exposure to large unfunded pension or OPEB obligations which represents a significant pressure on the budget over the medium term. In their view, the city has a large pension and OPEB liability that is pressuring the city’s operations, and while the city has made progress planning, including establishing a Section 115 Trust, they do not think the City has adequately planned for the expected cost escalation.

The take away from this analysis is that the impact of the huge pension liability has a negative effect on the city’s debt capacity. It appears that the assumption that as long as the debt service on General Obligation Bonds is being paid by the citizens and businesses, and not directly by the City, will not affect the City’s debt capacity is not true. Implicit in the S&P weak score of 4 for the City’s debt and contingent liability profile is a warning that this is not the case and the City needs to be aware of it.

Staff Observations, Conclusions and Recommendations

1. S&P Global Ratings acknowledged the City's current strong credit profile and the City's attempt to start planning for a reduction in its pension and OPEB liabilities, but there was an underlying warning from them that what the City is currently doing is not enough. There is an 800 pound gorilla in the room, and that is the City's large unfunded pension liability, and CalPERS and others are predicting a significant increase in those pension liabilities in the next several years.

In fact, despite the substantial increases in CalPERS pension rates over the last several years, the funding ratios for all three plans has worsened, as illustrated in Tables 1 through 3 below. In addition, the funding ratios for the OPEB plans have remained flat or declined, at very low levels, as illustrated in Tables 4 through 6:

Table 1: CalPERS Miscellaneous Defined Benefit Pension Plan Trends-By Fiscal Year

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	<i>(\$ in millions)</i>					
Liability	\$864	\$874	\$902	\$983	\$1,016	\$1,072
Net Position	655	656	641	696	736	767
Net Liability	209	218	261	287	280	305
Funded Ratio	76%	75%	71%	71%	72%	71%

Table 2: CalPERS Fire Defined Benefit Pension Plan Trends-By Fiscal Year

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	<i>(\$ in millions)</i>					
Liability	\$241	\$240	\$247	\$267	\$273	\$284
Net Position	186	182	177	183	197	203
Net Liability	55	58	70	78	76	80
Funded Ratio	77%	76%	72%	69%	72%	72%

Table 3: CalPERS Police Defined Benefit Pension Plan Trends-By Fiscal Year

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	<i>(\$ in millions)</i>					
Liability	\$357	\$362	\$372	\$405	\$417	\$430
Net Position	233	232	226	245	258	268
Net Liability	124	130	146	160	159	162
Funded Ratio	65%	64%	61%	61%	62%	62%

Table 4: OPEB: Miscellaneous Retiree Health Plan Trends-By Fiscal Year

	FY 2017	FY 2018	FY 2019	FY 2020
	<i>(\$ in millions)</i>			
Liability	\$62	\$59	\$66	\$90
Net Position	24	25	28	29
Net Liability	38	34	37	61
Funded Ratio	39%	42%	43%	33%

Table 5: OPEB: Fire Retiree Health Plan Trends-By Fiscal Year

	FY 2017	FY 2018	FY 2019	FY 2020
	<i>(\$ in millions)</i>			
Liability	\$28	\$27	\$31	\$33
Net Position	10	10	11	12
Net Liability	18	17	20	21
Funded Ratio	36%	37%	37%	36%

Table 6: OPEB: Police Retiree Health Plan Trends-By Fiscal Year

	FY 2017	FY 2018	FY 2019	FY 2020
	<i>(\$ in millions)</i>			
Liability	\$47	\$43	\$49	\$60
Net Position	46	42	46	57
Net Liability	1	1	3	3
Funded Ratio	4%	4%	5%	4%

- Staff would like to point out that the lower the discount rate is for a pension plan, the higher the unfunded liability is. In staff's view, even these low funding ratios reported by CalPERS are overstated because CalPERS is not reporting and charging local governments pension rates based on what it believes the true discount rate is. Instead, it reports ongoing, small piecemeal annual reductions in the discount rate, in order to avoid immediately increasing the pension rates to a level they feel local governments could not afford.

This means that, even after those piecemeal discount rate reductions and resulting increase in the unfunded liability, the City's unfunded liability for each of the three plans is understated.

To summarize, rather than provide local and state governments with what CalPERS actually believes the discount rate to be, CalPERS is providing the reductions in small increments over a period of time, so that they don't have to raise the employer contribution rate so dramatically that it will put such a strain on local and state government budgets, that many won't be able to make them without significant cuts in service or financial trouble. What that means is that the City's current real unfunded pension liability is larger than the amounts reported

by CalPERS each year, and that the real funded ratio is lower than the ratio reported by CalPERS each year.

Furthermore, the discount rate (or expected return on future investments) is very likely to continue to decline in the future, for the following reasons, among others: (1) In order to reduce risk, much of the equity portfolio is typically invested in mature countries and mature companies in those countries. As a result, future earnings growth will slow; (2) Higher Interest rates and higher Inflation are expected in the future. The stock market has been in a 12- year bull market due primarily to the Federal Reserve (the Fed) lowering interest rates to zero and dramatically increasing the money supply by dramatic increases in bond purchases (i.e., quantitative easing). At some point, interest rates and inflation will increase (in fact, long-term interest rates have already started rising significantly recently). The Federal Reserve can't control long-term interest rates. As inflation moves above the Fed's 2 percent target, the Fed will be forced to tighten monetary policy to combat inflation. If the Fed tightens the monetary supply, stocks are likely to decline;(3) As a result of an increase in nationalism, there will be slower growth throughout the world; (4) Fixed income instruments will become more attractive to investors as interest rates rise. This will put downward pressure on stocks as fixed income investors move money out of equity securities. During this 12-year stock bull market, many fixed income investors have been forced to participate in the equity market in order to get some yield, since fixed-income yields were near zero. (5) There will be less earnings from the fixed income portion of the portfolio as a result of the extremely low interest rates throughout the world; and (6) mortality improvements will mean that pensioners get paid for a longer period of time

3. There have been some discussions about the possibility of issuing additional debt to fund some of the infrastructure needs that will help fix some of the crumbling infrastructure and lack of low-income housing. In these conversations, the justification used is that the State debt limit allows it, so therefore the City has capacity.

Staff will like to point out that the maximum debt margin is merely a ratio of 15 percent of assessed value to total assessed value. All it does is establish an arbitrary maximum level of general obligation bonds that general law cities may issue under State law. It does not consider all the level or status of the City's liabilities, especially net pension liability and net OPEB liability.

Any measure that does not take into account all of an organization's liabilities, and the trend in those liabilities, is not a measure that should be used to determine how much to borrow (the Capacity of the entity). An organization should not take on a level of debt that makes it difficult to sustain its financial position. The debt margin for general law cities is not a reasonable measure for assessing an organization's debt profile or borrowing capacity, and it is not the

one used by debt rating agencies or financial analysts to assess debt profiles or borrowing capacity. In fact, the evaluation standards used by the S & P Global debt rating agency were (1) total governmental funds debt service as a percentage of total governmental expenditures; and (2) Net direct debt as a percentage of total governmental funds revenue.

4. The City has not adequately planned for expected pension and OPEB cost increases. The more these pension and OPEB costs increase, the more strain there will be on the City's budgets and operations. Failure to address this could result in:
 - a. Reduction in the number of employees
 - b. Reduction in pension benefits
 - c. Reduction in services provided to citizens and businesses
 - d. Possible future tax increases
 - e. A combination of these possible outcomes

Staff also believes that a huge increase in borrowing by the City, without the development of an effective plan for reducing the substantial unfunded pension and OPEB liabilities, might be met by skepticism from bond rating agencies (i.e., possible downgrade of the City's general obligation bonds, resulting in even higher taxes to the citizens and businesses in the City) and skepticism from investors (i.e., lower demand for the City's general obligation bond, resulting in higher interest rates on the bonds, and resulting increase in taxes to citizens and businesses).

Staff Recommendations

1. Before any additional borrowing is contemplated, the City should contract with a debt rating agency and/or actuarial consultant that specializes in evaluating and assessing debt profiles, borrowing capacity and actuarial analysis and reporting to provide the City guidance in these areas, and to assess the ramifications of substantially increasing borrowing.
 - Assess the potential rating agency response to significantly increased borrowing
 - Assess potential investor response to significantly increased borrowing
 - Assess tax impact on citizens and businesses
 - Determination of the actual discount rate and the actual unfunded pension liabilities
 - Options and costs of reducing the pension and OPEB liabilities
2. Meetings and discussions among all the stakeholders to identify and understand the problems before working toward a solution.

3. Pending the analysis and recommendations in #1 above, staff believe the City needs to contribute more to the Section 115 Pension Trust Fund than it is currently contributing, so that the increases in the CalPERS contributions plus the amount in the Section 115 Pension Trust Fund are used to reduce the unfunded pension liability, and not to offset the increase in the liability resulting from the reductions in the discount rate.

General Fund Revenue Projections

As noted in the introduction, when this report was originally presented in 2013, members of the City Council requested that staff include long-term revenue projections in the next biennial report, in addition to the expenditure projections identified in Council Resolution No. 65,748-N.S. The intent was to present a more complete and informative forecast, and provide a better long-term perspective on Berkeley’s ability to achieve financial stability through future economic cycles. The projections presented in this report are limited to the General Fund as those funds are the most discretionary in terms of allocation, and also highly subject to economic conditions. The General Fund typically comprises about one-half of the City’s total budget; the remainder of the budget consists of various Special Funds which are restricted in purpose (e.g. Zero Waste, Permit Services Center, Sewer, Public Health, and Mental Health).

The chart below provides a summary of total General Fund Revenues projected through FY 2030. The revenue projections have been updated to reflect results from the first six months of Fiscal Year 2021. Fifty-eight percent (58%) of the City’s FY 2021 Projected General Fund revenue is derived from Secured Property, Property Transfer, Utility Users and Sales Taxes. Each major contributing revenue stream is described in more detail below. Additional detail on General Fund Revenue Projections can be found in Attachment 4.

General Fund Revenues Projections										
	FY 2021 Projected	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
GF Revenues Baseline	195.9	186.5	192.1	197.0	201.9	206.6	211.5	215.2	219.5	221.1

Property Tax

Real Property Taxes are applied to all taxable real and personal property and are set at 1% of the assessed value. Proposition 13 limited the amount that this tax can be increased to no more than 2% each year. The Alameda County Assessor maintains property tax assessment rolls that account for all property. The City’s Property Tax is collected by Alameda County. The City receives approximately 32.57% of the real property tax dollar generated within the City limits. (Berkeley receives a comparatively higher share of the property tax dollar than other cities in Alameda County, many of whom receive about 15% of the tax dollar due to the way that Proposition 13 was

implemented in 1978.) The projections above assumed a 7.7% increase in property tax in FY 2021, an increase of 4.5% in FY 2022, and an annual increase averaging 3.5% from FY 2023 through 2030.

Property Transfer Tax

The Property Transfer Tax rate set by the City of Berkeley is 1.5% of the value of consideration of \$1.5 million, and 2.5% for transfer properties with consideration of over \$1.5 million (Measure P Revenues). The tax is due when the documents of transfer are recorded with the County. Title companies collect the tax as part of the sales closing process, and remit the funds to Alameda County when sales or transfers are finalized. Alameda County remits the amounts due monthly, and the amounts are credited to the General Fund.

In addition, the City has a Seismic Retrofit Rebate Program. In Berkeley, a portion of Transfer Taxes are used to fund the City's Seismic Retrofit Rebate Program for residential housing. Upon transfer of a qualifying residential property, the buyer may voluntarily choose to reserve up to 1/3 of the total Transfer Tax to perform voluntary seismic upgrades as specified by the City.

Property owners have up to one year after the recording of the sale to complete the seismic work and file for the rebate. An extension for good cause may be requested in writing up to one year past the original deadline date, provided the request is made prior to the one-year filing deadline. The total amount of seismic rebates to property owners is netting against the Property Transfer Taxes remitted to the City by the County, to determine the net Property Transfer Tax revenue each year.

Because Property Transfer Tax is tied directly to real property sales, it is a volatile revenue source, and difficult to predict more than one year at a time. Understanding the volatility of this General Fund revenue stream, Council adopted a policy that Transfer Tax in excess of \$12.5 million is treated as one-time revenue to be transferred to the Capital Improvement Fund for capital infrastructure needs. Therefore, the amount of Property Transfer Tax included in the chart above is set at the baseline level of \$12.5 million annually since any remainder is transferred into the Capital Improvement Fund after the fiscal year ends.

Utility Users Tax

Utility Users Tax (UUT) is charged at the rate of 7.5% to all users of a given utility (gas, electricity, telephone, cable, and cellular). UUT is Berkeley's 4th largest source of General Fund revenue. Factors that affect the revenue generated by UUT include consumption, PUC rate changes, regulatory actions, evolution of technology and market forces.

Sales Tax

Sales Tax is an excise tax imposed on retailers. The proceeds of sales and use taxes imposed within the boundaries of Berkeley are distributed by the State to various

agencies, with the City of Berkeley receiving 1% of the amount collected. City staff review sales tax revenues regularly and compares Berkeley's performance with other cities in Alameda County, as well as statewide trends. Sales tax is a relatively stable revenue source for Berkeley. Berkeley is somewhat unique in that 24.5% of its sales tax is from restaurants compared to 16.2% statewide (SF Bay Area is 15.1%). Berkeley otherwise has a generally well diversified sales tax base that is projected to continue to modestly improve over time, unless the Bay Area experiences a recession or as the city is noticing the significant effects of the current pandemic on its Sales revenues.

General Fund Revenues versus General Fund Expenditures

One value of producing long term General Fund revenue projections is to compare them against General Fund expenditure projections. Since about 67% of the General Fund expenditures are personnel costs, any change in those costs has an impact on the balance between revenues and expenditures. The chart below reflects all currently negotiated impacts on salaries and benefits. The expenditure projections assume no cost of living adjustments (COLA) beyond what is currently negotiated. The chart below is offered as a demonstration only and is not a proposal or budget plan.

General Fund Revenues v.s. Expenditures - Demonstrative Comparison										
	FY 2021 Adopted	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
GF Revenues										
Baseline	\$ 188.35	\$ 186.50	\$ 192.10	\$ 197.00	\$ 201.90	\$ 206.60	\$ 211.50	\$ 215.20	\$ 219.50	\$ 221.10
GF Expenditures -										
Zero COLA	\$ 187.04	\$ 209.87	\$ 215.10	\$ 220.14	\$ 225.18	\$ 231.01	\$ 236.85	\$ 243.10	\$ 248.94	\$ 255.26
Surplus/(Deficit)	\$ 1.30	\$ (23.37)	\$ (23.00)	\$ (23.14)	\$ (23.28)	\$ (24.41)	\$ (25.35)	\$ (27.90)	\$ (29.44)	\$ (34.16)

Staff is in the process of developing the FY 2022 Budget, however, the preliminary forecast above indicates that the City has a structural deficit that needs to be addressed. Both Council and operating departments have identified additional funding needs tied to Council mandates and priorities, which are not included in the expenditures noted above.

It is important to note that not included in the chart above are General Fund revenues from Rental Unit Business License Tax (U1)¹⁹ estimated to be about \$2.8 million in FY 2022 as well as General Fund revenues generated from Measure P²⁰ estimated to be

¹⁹ Measure U1 is a revenue stream assigned to fund affordable housing and protect Berkeley residents from homelessness.

²⁰ Measure P is a general fund revenue stream assigned for general municipal purposes such as aviation centers, mental health support, rehousing and other services for the homeless.

about \$6.2 million in FY 2022. Also not included in the chart above are corresponding General Fund expenditures tied to U1 and Measure P.

Attachment 4 details the projected General Fund revenues.

CONCLUSION

One of the terms that is often used with respect to the long-term obligations that are described above is “unfunded liabilities.” Unfunded liabilities are defined as identifiable obligations of an organization for which the organization does not have 100% of the funding (cash or other assets) set aside to cover the cost should all obligations become immediately due. Generally, an organization manages a balance between funding a portion of the entire obligation and the associated risk that the obligation will be due at the same time. This balance is considered the practical and responsible approach since payment demands of these obligations rarely, if ever, occur simultaneously. The alternative would be to 100% fund the obligations causing a great portion of cash to be reserved and not available for providing services or meeting other immediate obligations, needs, or desires of the community. Maintaining a careful balance between cash on hand to fund daily operations and liquidity to cover unfunded liabilities is a key challenge for all governments. With that said, the City’s unfunded liabilities tied to benefits total \$751 million, and the City’s unfunded infrastructure needs total \$1.1 billion.

POSSIBLE FUTURE ACTION

The information contained in this report will be referenced throughout the budget planning meetings in advance of the FY 2022 budget adoption and during the FY 2023 & FY 2024 Biennial Budget process.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

See information described above.

ENVIRONMENTAL SUSTAINABILITY

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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Henry Oyekanmi, Finance Director, Department of Finance, 981-7300

Attachments:

1. Employee and Retiree Benefits Funded Status
2. City’s Debt Obligations
 - Exhibit A: General Obligation bonds
 - Exhibit B: Certificates of Participation
 - Exhibit C: Revenue Bonds
3. Capital Assets

- Exhibit A: Infrastructure
- Exhibit B: Appraisal of Buildings Valued at \$5 million or more
- 4. General Fund Revenues
- 5. Effects of Unfunded Liabilities on Bonding Capacity
 - Exhibit A: S&P Global Ratings: Ratings Direct
 - Exhibit B: S&P Additional Information on Debt and Contingent Liability Analysis

Employee and Retiree Benefits Funded Status (dollars in millions)						Attachment 1
Fund Name	Valuation Date	Estimated Liability	Plan Assets	Funding Target	Net Liability	% Funded
Police Retiree Income Plan (closed)*	6/30/2020	\$ 79.95	\$ 5.83	2	\$ 74.1	7.29%
Police Employee Retiree Health Plan (new)*	7/1/2019	\$ 40.43	\$ 2.49	2	\$ 37.9	6.16%
Fire Employees Retiree Health Plan*	7/1/2019	\$ 25.83	\$ 11.31	1	\$ 14.5	43.8%
Retiree Health Premium Assistance Plan (Non-Safety Members)*	7/1/2019	\$ 68.46	\$ 27.81	1	\$ 40.7	40.62%
Safety Members Pension Fund*	6/30/2020	\$ 1.86	\$ 0.10	2	\$ 1.76	5.4%
Miscellaneous CalPERS Plan*	6/30/2019	\$ 1,095.0	\$ 766.8	1	\$ 328.2	70.0%
Police CalPERS Plan*	6/30/2019	\$ 438.9	\$ 268.0	1	\$ 170.9	61.1%
Fire CalPERS Plan*	6/30/2019	\$ 286.5	\$ 203.5	1	\$ 83.00	71.0%
TOTAL		\$ 2,036.9	\$ 1,285.8	-	\$ 751.1	63.1%

Since the implementation of GASB67 and 68 the Annual Required Contribution (ARC) is no longer provided.

Funding Target:

1 - percentage of payroll

2 - pay as you go

**Retiree Medical Plan data from actuarial reports from Bartel Associates, LLC and CalPERS Plans data from CalPERS*

General Obligation Bonds

FY	2009 Measure FF, Series A		2010 Measure FF, Series B		2014 Measure M (2014 Street and Integrated Watershed)		2015 GO Refunding Bonds (Refunding Measure G, S, I)		2016 Measure M (2016 Street and Integrated Watershed)		2017 Measure T1 Infrastructure and Facilities Improvementsd		2020 Measure O Affordable Housing		Total		Annual Total P & I	End of FY GO Bonds Balance
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest		
2020																		142,905,000
2021	345,000	261,268.75	580,000	333,295.14	335,000	561,125.00	2,850,000	1,022,962.50	295,000	450,737.50	660,000.00	1,070,056.26	845,000.00	503,527.50	5,910,000	4,202,973	10,112,972.65	136,995,000
2022	250,000	284,950.00	380,000	428,687.50	350,000	544,000.00	2,160,000	890,587.50	305,000	435,737.50	695,000.00	1,036,181.26	715,000.00	1,308,940.00	4,855,000	4,929,084	9,784,083.76	132,140,000
2023	265,000	272,075.00	395,000	409,312.50	370,000	526,000.00	2,270,000	779,837.50	320,000	420,112.50	730,000.00	1,000,556.26	740,000.00	1,280,340.00	5,090,000	4,688,234	9,778,233.76	127,050,000
2024	275,000	258,575.00	415,000	389,062.50	385,000	507,125.00	2,380,000	663,587.50	335,000	403,737.50	765,000.00	963,181.26	770,000.00	1,250,740.00	5,325,000	4,436,009	9,761,008.76	121,725,000
2025	285,000	244,575.00	435,000	367,812.50	405,000	491,425.00	2,495,000	541,712.50	350,000	386,612.50	805,000.00	923,931.26	800,000.00	1,223,790.00	5,575,000	4,179,859	9,754,858.76	116,150,000
2026	300,000	229,950.00	455,000	345,562.50	420,000	478,787.50	2,625,000	413,712.50	370,000	370,462.50	845,000.00	882,681.26	825,000.00	1,195,790.00	5,840,000	3,916,946	9,756,946.26	110,310,000
2027	315,000	214,575.00	485,000	322,062.50	430,000	465,237.50	2,760,000	306,687.50	385,000	355,362.50	885,000.00	843,856.26	855,000.00	1,166,915.00	6,115,000	3,674,696	9,789,696.26	104,195,000
2028	335,000	198,325.00	505,000	297,312.50	445,000	449,350.00	2,840,000	222,687.50	405,000	339,562.50	920,000.00	807,756.26	885,000.00	1,136,990.00	6,335,000	3,451,984	9,786,983.76	97,860,000
2029	355,000	181,075.00	530,000	271,437.50	465,000	431,150.00	1,960,000	150,687.50	425,000	322,962.50	960,000.00	779,156.26	915,000.00	1,106,015.00	5,610,000	3,242,484	8,852,483.76	92,250,000
2030	370,000	162,950.00	555,000	244,312.50	480,000	412,250.00	880,000	108,087.50	450,000	307,712.50	980,000.00	757,931.26	950,000.00	1,073,990.00	4,665,000	3,067,234	7,732,233.76	87,585,000
2031	395,000	143,825.00	585,000	215,812.50	500,000	392,650.00	305,000	89,931.25	470,000	293,912.50	1,000,000.00	731,906.26	980,000.00	1,040,740.00	4,235,000	2,908,778	7,143,777.51	83,350,000
2032	410,000	125,750.00	615,000	188,887.50	520,000	372,250.00	315,000	79,856.25	485,000	279,587.50	1,030,000.00	701,456.26	1,015,000.00	1,006,440.00	4,390,000	2,754,228	7,144,227.51	78,960,000
2033	430,000	108,950.00	640,000	163,787.50	540,000	350,712.50	325,000	69,253.13	500,000	264,812.50	1,060,000.00	670,106.26	1,050,000.00	973,452.50	4,545,000	2,601,074	7,146,074.39	74,415,000
2034	450,000	94,725.00	665,000	137,687.50	565,000	327,921.88	335,000	57,906.26	515,000	250,875.00	1,095,000.00	637,781.26	1,085,000.00	939,327.50	4,710,000	2,446,224	7,156,224.40	69,705,000
2035	460,000	82,200.00	690,000	114,037.50	590,000	304,100.01	345,000	46,006.26	530,000	237,812.50	1,125,000.00	604,481.26	1,120,000.00	904,065.00	4,860,000	2,292,703	7,152,702.53	64,845,000
2036	480,000	68,700.00	715,000	95,643.75	610,000	278,587.51	360,000	33,668.76	550,000	223,968.75	1,160,000.00	570,206.26	1,155,000.00	867,665.00	5,030,000	2,138,440	7,168,440.03	59,815,000
2037	495,000	64,575.00	730,000	76,650.00	640,000	251,243.76	370,000	20,662.51	570,000	209,268.75	1,195,000.00	534,881.26	1,190,000.00	830,127.50	5,190,000	1,987,409	7,177,408.78	54,625,000
2038	510,000	39,600.00	750,000	56,325.00	665,000	222,696.88	385,000	6,978.13	590,000	193,675.00	1,230,000.00	497,737.51	1,235,000.00	785,502.50	5,365,000	1,802,515	7,167,515.02	49,260,000
2039	525,000	24,075.00	770,000	35,400.00	695,000	192,946.88			610,000	177,175.00	1,270,000.00	458,675.01	1,285,000.00	739,190.00	5,155,000	1,627,462	6,782,461.89	44,105,000
2040	540,000	8,100.00	795,000	11,925.00	725,000	161,884.38			630,000	160,125.00	1,310,000.00	418,362.51	1,330,000.00	691,002.50	5,330,000	1,451,399	6,781,399.39	38,775,000
2041					760,000	128,925.00			655,000	142,456.25	1,350,000.00	375,956.26	1,380,000.00	641,127.50	4,145,000	1,288,465	5,433,465.01	34,630,000
2042					790,000	94,050.00			680,000	124,100.00	1,395,000.00	331,350.01	1,435,000.00	589,377.50	4,300,000	1,138,878	5,438,877.51	30,330,000
2043					830,000	57,600.00			705,000	104,175.00	1,440,000.00	285,281.26	1,485,000.00	535,565.00	4,460,000	982,621	5,442,621.26	25,870,000
2044					865,000	19,462.50			735,000	82,575.00	1,485,000.00	237,750.01	1,545,000.00	479,877.50	4,630,000	819,665	5,449,665.01	21,240,000
2045									765,000	60,075.00	1,535,000.00	188,675.01	1,600,000.00	421,940.00	3,900,000	670,690	4,570,690.01	17,340,000
2046									795,000	36,675.00	1,585,000.00	137,975.01	1,655,000.00	367,540.00	4,035,000	542,190	4,577,190.01	13,305,000
2047									825,000	12,375.00	1,635,000.00	84,628.13	1,710,000.00	311,270.00	4,170,000	408,273	4,578,273.13	9,135,000
2048											1,690,000.00	28,518.75	1,770,000.00	253,130.00	3,460,000	281,649	3,741,648.75	5,675,000
2049													1,830,000.00	192,950.00	1,830,000	192,950	2,022,950.00	3,845,000
2050													1,890,000.00	130,730.00	1,890,000	130,730	2,020,730.00	1,955,000
2051													1,955,000.00	66,470.00	1,955,000	66,470	2,021,470.00	-
Grant Total	\$ 7,790,000	\$ 3,068,819	\$ 11,690,000	\$ 4,505,014	\$ 13,380,000	\$ 8,021,481	\$ 25,960,000	\$ 5,504,813	\$ 14,250,000	\$ 6,646,644	\$ 31,835,000	\$ 16,561,016	\$ 38,000,000	\$ 24,014,528	\$ 142,905,000	\$ 68,322,314	\$ 211,227,314	

Certificates of Participation

FY	2010 COP Animal Shelter		Total Annual P & I	End of FY COPs Balance
	Principal	Interest		
			\$ -	
2020				4,890,000
2021	125,000	276,800.00	401,800.00	4,765,000
2022	135,000	270,106.25	405,106.25	4,630,000
2023	140,000	262,200.00	402,200.00	4,490,000
2024	150,000	253,862.50	403,862.50	4,340,000
2025	155,000	245,093.75	400,093.75	4,185,000
2026	165,000	235,893.75	400,893.75	4,020,000
2027	175,000	226,118.75	401,118.75	3,845,000
2028	185,000	215,768.75	400,768.75	3,660,000
2029	195,000	204,843.75	399,843.75	3,465,000
2030	210,000	193,200.00	403,200.00	3,255,000
2031	220,000	180,837.50	400,837.50	3,035,000
2032	235,000	167,756.25	402,756.25	2,800,000
2033	245,000	153,956.25	398,956.25	2,555,000
2034	260,000	139,437.50	399,437.50	2,295,000
2035	275,000	124,056.25	399,056.25	2,020,000
2036	290,000	107,812.50	397,812.50	1,730,000
2037	310,000	90,562.50	400,562.50	1,420,000
2038	325,000	72,306.25	397,306.25	1,095,000
2039	345,000	53,043.75	398,043.75	750,000
2040	365,000	32,631.25	397,631.25	385,000
2041	385,000	11,068.75	396,068.75	-
Grand Total	\$ 4,890,000.00	\$ 3,517,356.25	\$ 8,407,356.25	

Revenue Bonds

FY	Berkeley Rep. 2012 Refunding		1947 Center 2012 Refunding		2016 Parking Revenue Bond		Total		Annual Total P & I	End of FY Rev Bonds Balance
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest		
2020										52,465,000
2021	320,879.33	178,817.04	1,049,121	584,645.46	780,000	1,130,250.00	2,150,000	1,893,713	4,043,712.50	50,315,000
2022	337,274.63	162,363.19	1,102,725	530,849.31	805,000	1,106,850.00	2,245,000	1,800,063	4,045,062.50	48,070,000
2023	352,498.83	146,881.34	1,152,501	480,231.16	840,000	1,074,650.00	2,345,000	1,701,763	4,046,762.50	45,725,000
2024	366,551.94	130,667.56	1,198,448	427,219.93	870,000	1,041,050.00	2,435,000	1,598,937	4,033,937.49	43,290,000
2025	386,460.51	111,842.25	1,263,539	365,670.25	905,000	1,006,250.00	2,555,000	1,483,763	4,038,762.50	40,735,000
2026	405,197.99	92,050.79	1,324,802	300,961.71	945,000	970,050.00	2,675,000	1,363,063	4,038,062.50	38,060,000
2027	427,448.74	71,234.62	1,397,551	232,902.88	980,000	932,250.00	2,805,000	1,236,388	4,041,387.50	35,255,000
2028	442,672.95	53,908.31	1,447,327	176,254.19	1,020,000	893,050.00	2,910,000	1,123,213	4,033,212.50	32,345,000
2029	459,068.24	40,095.28	1,500,932	131,092.22	1,060,000	852,250.00	3,020,000	1,023,438	4,043,437.50	29,325,000
2030	320,879.33	16,461.17	1,049,121	102,695.08	1,105,000	809,850.00	2,475,000	929,006	3,404,006.25	26,850,000
2031			1,450,000	74,187.50	1,145,000	765,650.00	2,595,000	839,838	3,434,837.50	24,255,000
2032			1,500,000	25,312.50	1,190,000	719,850.00	2,690,000	745,163	3,435,162.50	21,565,000
2033					1,240,000	672,250.00	1,240,000	672,250	1,912,250.00	20,325,000
2034					1,290,000	622,650.00	1,290,000	622,650	1,912,650.00	19,035,000
2035					1,340,000	571,050.00	1,340,000	571,050	1,911,050.00	17,695,000
2036					1,380,000	530,850.00	1,380,000	530,850	1,910,850.00	16,315,000
2037					1,425,000	489,450.00	1,425,000	489,450	1,914,450.00	14,890,000
2038					1,465,000	446,700.00	1,465,000	446,700	1,911,700.00	13,425,000
2039					1,510,000	402,750.00	1,510,000	402,750	1,912,750.00	11,915,000
2040					1,555,000	357,450.00	1,555,000	357,450	1,912,450.00	10,360,000
2041					1,600,000	310,800.00	1,600,000	310,800	1,910,800.00	8,760,000
2042					1,650,000	262,800.00	1,650,000	262,800	1,912,800.00	7,110,000
2043					1,700,000	213,300.00	1,700,000	213,300	1,913,300.00	5,410,000
2044					1,750,000	162,300.00	1,750,000	162,300	1,912,300.00	3,660,000
2045					1,805,000.00	109,800.00	1,805,000	109,800	1,914,800.00	1,855,000
2046					1,855,000.00	55,650.00	1,855,000	55,650	1,910,650.00	-
Grand Total	\$ 3,818,932	\$ 1,004,322	\$ 15,436,068	\$ 3,432,022	\$ 33,210,000	\$ 16,509,800	\$ 52,465,000	\$ 20,946,144	\$ 73,411,144	

	FY 2022 Year 1	FY 2023 Year 2	FY 2024 Year 3	FY 2025 Year 4	FY 2026 Year 5	Total Year 1- 5
Parks, Park Buildings, Pools, Waterfront, and Camps						
Available Funding ⁽¹⁾	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$8,750,000
Expenditures	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$8,750,000
Capital & Maint. Need ⁽²⁾	\$217,039,000					
Unfunded Liability	(\$219,594,780)	(\$222,201,676)	(\$224,860,709)	(\$227,572,923)	(\$230,339,382)	(\$230,339,382)
Public Buildings						
Available Funding	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
Expenditures	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$4,000,000
Capital & Maint. Need	\$282,300,000					
Unfunded Liability	(\$287,130,000)	(\$292,056,600)	(\$297,081,732)	(\$302,207,367)	(\$307,435,514)	(\$307,435,514)
Sidewalks						
Available Funding	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,500,000
Expenditures	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,500,000
Capital & Maint. Need	\$11,120,000					
Unfunded Liability	(\$10,628,400)	(\$10,126,968)	(\$9,615,507)	(\$9,093,818)	(\$8,561,694)	(\$8,561,694)
Streets & Roads						
Available Funding	\$6,820,000	\$6,820,000	\$6,820,000	\$6,820,000	\$6,820,000	\$34,100,000
Expenditures	\$6,820,000	\$6,820,000	\$6,820,000	\$6,820,000	\$6,820,000	\$34,100,000
Capital & Maint. Need	\$250,000,000					
Unfunded Liability	(\$248,043,600)	(\$246,048,072)	(\$244,012,633)	(\$241,936,486)	(\$239,818,816)	(\$239,818,816)
Sewers						
Available Funding	\$21,974,583	\$16,456,882	\$20,188,912	\$24,206,893	\$24,700,000	\$107,527,270
Expenditures	\$21,974,583	\$16,456,882	\$20,188,912	\$24,206,893	\$24,700,000	\$107,527,270
Capital & Maint. Need	\$193,800,000					
Unfunded Liability	(\$175,261,925)	(\$161,981,144)	(\$144,628,077)	(\$122,829,608)	(\$100,092,200)	(\$100,092,200)
Storm Water						
Available Funding	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$6,500,000
Expenditures	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$6,500,000
Capital & Maint. Need	\$245,820,000					
Unfunded Liability	(\$249,410,400)	(\$253,072,608)	(\$256,808,060)	(\$260,618,221)	(\$264,504,586)	(\$264,504,586)
Traffic Signals & Parking Infrastructure						
Available Funding	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Expenditures	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Capital & Maint. Need	\$14,838,800					
Unfunded Liability	(\$14,727,576)	(\$14,614,128)	(\$14,498,410)	(\$14,380,378)	(\$14,259,986)	(\$14,259,986)
TOTAL						
Available Funding	\$33,744,583	\$28,226,882	\$31,958,912	\$35,976,893	\$36,470,000	\$166,377,270
Expenditures	\$33,744,583	\$28,226,882	\$31,958,912	\$35,976,893	\$36,470,000	\$166,377,270
T1 Funding: \$100M Infrastructure Bond ⁽³⁾	\$10,650,000	\$10,650,000	\$10,650,000	\$10,650,000	\$10,650,000	\$53,250,000
Capital & Maint. Need	\$1,214,917,800					
Unfunded Liability	(\$1,193,933,681)	(\$1,178,935,473)	(\$1,159,905,270)	(\$1,136,476,483)	(\$1,112,086,012)	(\$1,112,086,012)

⁽¹⁾ Unless otherwise noted, available funding includes recurring sources of capital and major maintenance funding.

⁽²⁾ Capital & Maint. Needs are current estimates of unfunded needs. Needs are estimated to increase at a rate of 2% per year.

⁽³⁾ The remaining \$53.25M of the bond allocated to project budgets is estimated to be equally distributed over 5 years, (\$10.65 million/year).

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Public Buildings - Appraisal of Assets Valued @ \$5M or More

Other ID.	Address	Sq Feet	Year Built	Last Appr.	Occupied As	Leased Owned	Total Values
MAIN LIBRARY	2090 KITTREDGE STREET (FRONT)	102000	1931	2016	LIBRARY - HIGH END	OWNED	\$ 65,314,995
VEHICLES	VARIOUS LOCATIONS	0			RC, COMP & COLLISION	OWNED	\$ 55,896,045
CIVIC CENTER BUILDING ANNEX	1947 CENTER STREET	112798	1947	2016	PUBLIC WORKS ENGINEERING AND TRANSPORTATION	OWNED	\$ 47,904,716
CENTER STREET GARAGE AND COMMERCIAL SPACE	2025 CENTER STREET	248000	2018	2018	CITY AND PUBLIC PARKING AND OFFICE	OWNED	\$ 47,061,572
MARTIN LUTHER KING JR. CIVIC CENTER	2180 MILVIA STREET	89075	1940	2016	OFFICE BUILDING	OWNED	\$ 36,913,177
PUBLIC SAFETY BUILDING (INCLUDES PRIMARY EOC)	2100 MARTIN LUTHER KING JR WAY	60108	2000	2016	POLICE STATION/FIRE STATION OFFICES	OWNED	\$ 26,636,433
OLD CITY HALL	2134 MARTIN LUTHER KING JR. WAY	38400	1908	2016	OFFICE	OWNED	\$ 17,435,819
TELEGRGRAPH/CHANNING (SATHER GATE) MALL AND GARAGE	2438 DURANT AVENUE/CHANNING AVENUE	186890	1990	2016	PARKING GARAGE W/RETAIL	OWNED	\$ 15,052,194
FIRE DEPARTMENT WAREHOUSE	1011 FOLGER AVENUE	8021	2011	2019	WAREHOUSE	OWNED	\$ 11,818,413
DONA SPRING ANIMAL SHELTER	1 BOLIVAR DRIVE	11700	2013	2016	Animal Shelter	OWNED	\$ 10,300,011
LIBRARY-WEST BRANCH	1125 UNIVERSITY AVENUE	9300	2013	2014	LIBRARY	OWNED	\$ 8,022,103
125-127 University Office Building	125-127 UNIVERSITY AVE.	15396	1968	2015		OWNED	\$ 7,810,758
TAREA HALL PITTMAN SOUTH BRANCH	1901 RUSSELL STREET	8700	2013	2016	LIBRARY	OWNED	\$ 6,936,886
OXFORD STREET GARAGE	2165 KITTREDGE STREET	42128	2009	2016	PARKING/RETAIL	OWNED	\$ 6,796,983
BERKELEY REP THEATER	2025 ADDISON STREET	24893	2000	2016	THEATRE	OWNED	\$ 6,678,445

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Public Buildings - Appraisal of Assets Valued @ \$5M or More

Other ID.	Address	Sq Feet	Year Built	Last Appr.	Occupied As	Leased Owned	Total Values
VETERANS MEMORIAL HALL	1931 CENTER STREET	33254	1923	2016	ASSEMBLY AND HOMELESS SHELTER	OWNED	\$ 6,588,339
NORTH BERKELEY SENIOR CITIZENS CENTER	1901 HEARST AVENUE	20880	1977	2011	SENIOR CENTER	OWNED	\$ 6,179,583
JAMES KENNEY RECREATION CENTER	1718 & 1720 8TH STREET	17724	1973	2019	RECREATION CENTER/ASSEMBLY	OWNED	\$ 5,841,155
LIBRARY-NORTH BRANCH	1170 THE ALAMEDA	9555	1936	2019	LIBRARY	OWNED	\$ 5,823,439
LIBRARY - CLAREMONT BRANCH	2940 BENVENUE AVENUE	8110	1924	2019	LIBRARY	OWNED	\$ 5,496,807
SOUTH BERKELEY SENIOR CENTER	2939 ELLIS STREET	17156	1977	2019	SENIOR CENTER	OWNED	\$ 5,582,332
BERKELEY MARINA	201 UNIVERSITY AVENUE	152571	1974	2019	BOAT DOCKS	OWNED	\$ 5,340,000
TOTAL							\$ 411,430,205

PROJECTED GENERAL FUND REVENUES

	Projected General Fund Revenue FY 2021 through FY 2030									
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Undesignated Revenues										
Secured Property Taxes	68,058,514	71,121,147	73,610,388	76,186,751	78,853,287	81,613,152	84,469,613	87,426,049	90,485,961	90,485,961
Unsecured Property Taxes	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Supplemental Taxes	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Property Transfer Taxes	16,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000	12,500,000
Sales Taxes	16,727,492	16,705,100	17,569,800	18,475,300	19,117,700	19,550,400	19,962,000	20,161,620	20,363,236	20,363,236
Soda Tax	970,794	990,210	1,010,014	1,030,214	1,050,819	1,071,835	1,093,272			
Utility Users Taxes	12,750,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000	13,000,000
Transient Occupancy Taxes(TOT)	3,070,000	3,394,880	3,496,726	3,601,628	3,709,677	3,849,903	3,965,400	4,053,664	4,175,274	4,300,532
TOT for Short-Term Rentals	476,260	500,073	525,077	551,330	578,897	607,842	638,234	670,146	703,653	738,836
Business License Taxes	12,984,192	14,043,702	14,605,450	15,189,668	15,797,255	16,429,145	17,086,311	17,769,763	18,480,554	19,219,775
Business License Taxes for Cannabis Recreational	1,300,000	1,326,000	1,352,520	1,379,570	1,407,162	1,435,305	1,464,011	1,493,291	1,493,291	1,523,157
Vehicle In Lieu Taxes	14,384,459	15,031,760	15,557,872	16,102,397	16,665,981	17,249,290	17,853,016	18,477,871	18,477,871	19,124,597
Other Taxes	1,456,560	1,471,126	1,485,837	1,500,695	1,515,702	1,530,859	1,546,168	1,561,629	1,561,629	1,577,246
Parking Fines	4,049,000	4,129,980	4,212,580	4,296,831	4,382,768	4,470,423	4,559,832	4,651,028	4,744,049	4,838,930
Moving Violations	190,000	190,000	190,000	190,000	190,000	190,000	190,000	190,000	190,000	190,000
Interest Income	4,051,200	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Ambulance Fees	3,342,159	3,342,159	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000	4,200,000
Franchise Fees	1,581,650	2,152,513	2,195,563	2,239,474	2,284,263	2,329,948	2,376,547	2,424,078	2,472,560	2,472,560
Indirect cost reimbursements	5,490,000	5,490,000	5,490,000	5,490,000	5,490,000	5,490,000	5,490,000	5,490,000	5,490,000	5,490,000
Transfers	17,274,293	5,874,293	5,874,293	5,874,293	5,874,293	5,874,293	5,874,293	5,874,293	5,874,293	5,874,293
Other Revenues	6,246,348	6,246,348	6,246,348	6,246,348	6,246,348	6,246,348	6,246,348	6,246,348	6,246,348	6,246,348
Total Undesignated Revenues	195,902,922	186,509,291	192,122,467	197,054,501	201,864,152	206,638,744	211,515,043	215,189,781	219,458,719	221,145,470
Designated Revenues										
Prop. Transfer Taxes for capital improvements		3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
Prop. Transfer Taxes-Measure P	6,247,414	6,247,414	6,247,414	6,247,414	6,247,414	6,247,414	6,247,414	6,247,414	3,123,707	
Measure U1 for low income housing	2,700,000	2,808,000	2,920,320	3,037,133	3,158,618	3,284,963	3,416,361	3,553,016	3,695,136	3,842,942
Total Designated Revenues	8,947,414	12,555,414	12,667,734	12,784,547	12,906,032	13,032,377	13,163,775	13,300,430	10,318,843	7,342,942
TOTAL REVENUES AND TRANSFERS	204,850,336	199,064,705	204,790,201	209,839,048	214,770,184	219,671,121	224,678,818	228,490,211	229,777,562	228,488,412

1. Secured Property Taxes- Projections based on actual or forecast increase in assessed values: FY 2021 7.70%; FY 2022 4.5%;FY 2023-FY 2030 3.5%. Conservatively assumes the real estate market will remain active for the next two years, and then dip and level off.
2. Unsecured Property Taxes, Supplemental Taxes,Utility Users Taxes, and Ambulance Fees-Historical revenues have been flat for several years, and are expected to remain so.
3. Property Transfer Taxes- Projections assume a \$16.5 million level from FY 2021 to FY 2022 and then a drop to the \$16 million level from FY 2022 through FY 2030.
4. Sales Taxes- Projections are "the most likely outcome" each year up to FY 2027, as provided by MuniServices, the City's Sales Tax consultant that maintains the City's Sales Tax data base. 1% growth each year after FY 2027.
5. Transient Occupancy Taxes- After several years of double-digit growth, this revenue source was devastated by COVID-19 in FY 2021; Thereafter, 3% growth is projected through FY 2030.
6. Business License Taxes (excluding Cannabis Recreational)-Huge decline is expected in FY 2021 as a result of COVID-19; Thereafter, assumes a 4% growth rate from FY 2022-FY 2030
7. Business License Taxes- Cannabis Recreational- Assumes a 4% growth rate from FY 2022-FY 2030.
8. Vehicle In Lieu Taxes- Projections based on actual or forecast increase in assessed values: FY 2021 7.70%; FY 2022 4.5%; FY 2023-FY 2030 3.5%.
9. Parking Fines- Ticket writing has been in a downward spiral for many years; the projections assume flat revenue each year from FY 2022 through FY 2030.
10. Interest Income-The Fed lowered rates to zero again. After a big hit in FY 2021, projection assumes flat growth through FY 2030.
11. Franchise Fees- This revenue source has historically experienced relatively low growth. After a big hit in FY 2021, projection assumes 2% each year through FY 2030.
12. Indirect Cost Reimbursements-Reimbursement increases result from increases in the indirect cost allocation base (i.e., total direct salaries and wages in the fund), an increase in the indirect cost rate or both. Projections assume flat revenue through FY 2030.
13. Transient Occupancy Taxes- Short-term Rentals- After a big hit in FY 2021 as a result of COVID-19, projections assume a 4% growth rate.
14. Soda Taxes- This revenue source was always expected to decline, as the decline in sweet drinks decline. Projections assume a dip in FY 2021 and then 2% growth each year until the tax sunsets on 12/31/2026.



RatingsDirect®

Summary:

Berkeley, California; Appropriations; General Obligation

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Rationale

Outlook

Related Research

Summary:**Berkeley, California; Appropriations; General Obligation****Credit Profile**

US\$38.0 mil 2020 GO bnds (2018 Election Measure O) due 09/01/2050		
<i>Long Term Rating</i>	AA+/Stable	New
US\$12.12 mil 2010 GO rfdg bnds (2008 Election Measure FF) ser B due 09/01/2039		
<i>Long Term Rating</i>	AA+/Stable	New
US\$7.755 mil 2009 GO rfdg bnds (2008 Election Measure FF) ser A due 09/01/2039		
<i>Long Term Rating</i>	AA+/Stable	New
US\$4.01 mil 2010 certs of part rfdg bnds due 10/01/2040		
<i>Long Term Rating</i>	AA/Stable	New

Rationale

S&P Global Ratings assigned its 'AA+' long-term rating to Berkeley, Calif.'s 2020 general obligation (GO) bonds (Measure O Authorization) (\$38 million in planned par), 2020 GO refunding bonds series A (\$7.8 million in planned par), and 2020 GO refunding bonds series B (\$12.1 million in planned par). S&P Global Ratings additionally assigned its 'AA' long-term rating to the city's 2020 lease revenue refunding bonds (\$4 million in planned par). Finally, S&P Global Ratings affirmed its 'AA+' long-term rating and underlying rating (SPUR) on Berkeley's general obligation (GO) debt outstanding, and its 'AA' long-term rating on the city's certificates of participation (COPs) and lease revenue bonds (LRBs) outstanding. The outlook on all ratings is stable.

Security and use of proceeds

Revenue from unlimited ad valorem taxes levied on taxable property in the city secures both the new and outstanding GO bonds. The city has the power and obligation to levy these taxes without limitation as to rate or amount. Proceeds from the 2020 GO bond (Measure O Authorization) will be used for improvements to and acquisition of affordable and transition housing within the city. Proceeds from the series A and series B 2020 GO refunding bonds will refund a portion of the city's outstanding debt for level interest savings.

The LRBs and COPs outstanding are payable from lease payments to be made from the city to the Berkeley Joint Powers Financing Authority for use of real property in the city. The LRBs are payable under a lease-leaseback agreement whereby the city leases the property to the authority and the authority leases it back to the city. As provided in the lease for the LRBs and the 2010 COPs, payments are triple net, without right of set-offs, and the city is responsible for the maintenance, taxes, and utilities of the leased property. Base rental payments may be abated in the event of damage to, or the destruction of, the assets. To mitigate the risk of abatement in such a case, the city has covenanted to maintain at least 24 months' rental interruption insurance coverage, except with respect to earthquake coverage. In addition, insurance against loss or damage, for certain causes of loss equal to the lesser of 100%

outstanding aggregate principal amount of the bonds or 100% replacement cost of all structures, is required under the lease. The transaction documents do not require the city to fund a debt service reserve. In accordance with our criteria, we do not view the lack of a debt service reserve as a significant credit weakness because the three-month lag between the start of the city's fiscal year (July 1) and the debt service due date (Oct. 1) mitigates late budget adoption risk. Our ratings on the city's LRBs and COPs are one notch below the city GO rating to reflect appropriation risk. Proceeds from the series 2020 lease revenue refunding bonds will be used to refund a portion of the city's outstanding debt. The city is planning to redirect the savings, which will be frontloaded, to the city's section 115 pension trust.

Credit overview

The city of Berkeley's credit quality is anchored by the city's desirable location on the San Francisco Bay in Alameda County, as well as the presence of the University of California's flagship Berkeley campus. These factors have helped the city enjoy extraordinary growth during the recent expansion. Importantly, the city has successfully leveraged this wealth to fortify its financial position. A history of strong operating surpluses has allowed the city to maintain very strong budgetary flexibility. While the city has begun to take steps to plan for continued increases in pension costs, we believe the city's elevated pension liabilities will continue to challenge the city, particularly if a recession once again causes a decline in revenue. We also believe the statewide challenges of housing affordability and homelessness are beginning to affect the city's credit quality, with the city dedicating significant attention and, increasingly, fiscal resources to address the problems.

The ratings further reflect our view of the following credit characteristics of the city:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA) and a local stabilizing institutional influence;
- Very strong management, with strong financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2019;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2019 of 50% of operating expenditures;
- Very strong liquidity, with total government available cash at 105.2% of total governmental fund expenditures and 24.8x governmental debt service, and access to external liquidity we consider strong;
- Weak debt and contingent liability profile, with debt service carrying charges at 4.2% of expenditures and net direct debt that is 47.8% of total governmental fund revenue, as well as a large pension and other postemployment benefit (OPEB) obligation and the lack of a plan to sufficiently address the obligation; and
- Strong institutional framework score.

Very strong economy

We consider Berkeley's economy very strong. The city, with an estimated population of 123,328, is located in Alameda County in the San Francisco-Oakland-Hayward, Calif., MSA, which we consider to be broad and diverse. The city also benefits, in our view, from a stabilizing institutional influence. The city has a projected per capita effective buying income of 159% of the national level and per capita market value of \$167,618. The city's market value grew by 7.0% over the past year to \$20.7 billion in 2020. The county unemployment rate was 3.0% in 2018.

Berkeley is located on the east side of the San Francisco Bay, approximately 10 miles northeast of San Francisco. The University of California, on the eastern side of the city, acts as a stabilizing institution and serves as a major component of the city's economy, employing approximately 13,400 (roughly 20% of total employment) full- and part-time workers. In our view, the University of California's student population (roughly 43,000 enrolled students in 2019) lowers income levels within the city. According to management, the university is planning to continue adding students after adding nearly 10,000 in recent years. Management also reports that the city is continuing to experience a significant construction boom as a result of major residential and commercial construction projects as well as an increase in single-family home renovations.

Looking ahead at macro-level considerations, despite some indications of a weakening economy at the national level, state and local government credit quality has not shown any signs of broad deterioration. We believe the prolonged trade dispute with China is pulling down projections for U.S. GDP growth. That said, we note that the city could face some economic risk due to increasingly unaffordable housing across much of coastal California and due to the cap on the state and local tax deduction imposed by the federal Tax Cuts and Jobs Act--although we have not seen these risks materialize thus far. For additional information, see "In The Mist Of Mixed Economic Signals, U.S. State And Local Credit Quality Remains Strong" (published Oct 29, 2019) and "U.S. Tax Reform: Mapping The Potential Winners And Losers By County" (published May 2, 2018).

Very strong management

We view the city's management as very strong, with strong financial policies and practices under our FMA methodology, indicating financial practices are strong, well embedded, and likely sustainable.

Highlights of the city's approach to financial management include:

- A budget formation process that incorporates historical revenue and expenditure trends, as well as some independent revenue forecasts;
- A biannual budget process with formal revision twice per calendar year, coupled with quarterly monitoring of budget-to-actual results;
- A five-year financial forecast that is updated annually;
- A five-year capital improvement plan, updated annually as part of the budget process, that identifies all known revenue sources to support potential projects;
- A formal investment policy that details permitted instruments and portfolio objectives and includes monitoring requirements with quarterly presentations to the council;
- A basic debt policy that includes some quantitative limits but does not include robust quantitative measures or benchmarks; and
- A minimum reserve and fund balance policy of 13.8% of budgeted revenue, with a longer-term goal of 30%.

Strong budgetary performance

Berkeley's budgetary performance is strong, in our opinion. The city had operating surpluses of 9.7% of expenditures in the general fund and of 17.0% across all governmental funds in fiscal 2019. Our assessment accounts for our expectation that budgetary results could deteriorate somewhat in the near term.

We believe the city is operationally balanced, and due largely to the city's robust economic growth in recent years, the city has experienced sizable positive net general fund results due to positive variation in revenue. However, the city's challenges with housing and homelessness have absorbed much of this additional fiscal capacity in recent years, in our view. In the city's 2016 and 2018 election, the two most significant fiscal measures--a new real estate transfer tax that was expected to generate \$6 million-\$8 million annually and a \$135 million GO authorization--were both passed by voters as measures to address the city's housing affordability and homelessness challenges. While the actions the city has taken to date are significant and unique in the region, at this point it's not clear if they will be sufficient. If not, the city may need to dedicate additional ongoing budgetary resources or debt capacity to respond to the challenge.

The city is budgeting for balanced general fund results over the 2020-2021 biennium, and we believe they will likely end better than budgeted.

We have adjusted general fund expenditures upward and the corresponding net transfers downward to reflect ongoing transfers out to various special funds to support operations and maintenance. We also adjusted general fund revenue and the corresponding net transfers in the past three audited years to reflect ongoing transfers in from the parking enterprise fund.

Very strong budgetary flexibility

We expect the available fund balance to remain above 30% of expenditures for the current and next fiscal years, which we view as a positive credit factor.

The city maintains very strong reserves and has no plans to spend them down. We do not anticipate that the city will spend them down.

Very strong liquidity

In our opinion, Berkeley's liquidity is very strong, with total government available cash at 105.2% of total governmental fund expenditures and 24.8x governmental debt service in 2019. In our view, the city has strong access to external liquidity if necessary.

We believe the city's investment policy restricts its ability to maintain an aggressive investment portfolio, and we have not identified any contingent risks that would jeopardize the city's liquidity. The city invests in money market funds, medium-term notes, and municipal bonds. We do not expect the city's liquidity position to deteriorate over the medium term, based on historical performance and a lack of identified material risks to liquidity.

Weak debt and contingent liability profile

In our view, Berkeley's debt and contingent liability profile is weak. Total governmental fund debt service is 4.2% of total governmental fund expenditures, and net direct debt is 47.8% of total governmental fund revenue.

In November 2018, the city's voters approved \$135 million in general fund bond authorization specifically to address the city's housing challenges, and this series will be the first issuance. According to management, the city will likely issue the remaining \$97 million in three series over the next several years, with the next issuance expected in 2023. In addition, the city still has \$65 million in authority from its 2016 measure T1 authorization.

Management also confirmed that the city has no alternative financing obligations.

Pension and OPEB highlights

- In our view, the city has a large pension and OPEB liability that is pressuring the city's operations, and while the city has made progress planning—including establishing a Section 115 trust—we don't yet believe the city has adequately planned for expected cost escalation.
- The city's pension funded status, combined with recent changes to assumed discount rate and amortization methods, will likely lead to accelerating costs in the medium term. However, we believe this approach will help the city make timely progress reducing pension liabilities.
- While the city is not making full actuarially determined contributions (ADCs) toward its OPEB liability, which will lead to significant contribution volatility over time, we believe Berkeley's pension costs represent a more urgent source of adverse credit pressure.

The city participates in the following plans funded as of June 30, 2018:

- California Public Employees' Retirement System (CalPERS) miscellaneous plan: \$281 million in net liability, or 72% funded;
- CalPERS police plan: \$159 million in net liability, or 62% funded;
- CalPERS fire plan: \$76 million in net liability, or 72% funded; and
- Retiree Health Plan: single-employer OPEB plan with \$37 million in net liability, or 45% funded.

Berkeley's combined required pension and actual OPEB contributions totaled 15.9% of total governmental fund expenditures in 2019. Of that amount, 14.8% represented required contributions to pension obligations, and 1.1% represented OPEB payments. The city's 2018 ADC for all three of its CalPERS plans fell short of static funding, indicating that the city's pension liabilities increased. While CalPERS' recent adoption of a 20-year, level dollar amortization approach for new gains and losses will lead to more rapid contribution increases, a shorter amortization period will provide a faster recovery to plan funding following years of poor investment performance or upward revisions to the pension liability, which we view favorably. However, we believe costs will continue to increase for the next several years to retire existing unfunded liability, much of which is amortized over 30-year periods using a level percent of payroll approach. In our view, the discount rate of 7.15% contributes to contribution volatility.

Strong institutional framework

The institutional framework score for California municipalities required to submit a federal single audit is strong.

Outlook

The stable outlook reflects our view of Berkeley's historically stable financial position and demonstrated willingness to reduce expenditures as volatile revenues decline. We also expect that city management will continue to balance its operations and maintain very strong reserves. We do not expect to change the ratings within the two-year outlook horizon.

Upside scenario

We could raise the ratings if the city significantly reduces its unfunded pension liability and we believe the city will not

need to increase its ongoing fiscal commitments to address its housing and homelessness challenges.

Downside scenario

We could lower the ratings if the city's financial performance and flexibility deteriorate to a level we consider adequate, and if debt or economic scores worsen.

Related Research

- SeismiCat Earthquake Model, May 4, 2018
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Criteria Guidance: Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings, Oct. 7, 2019
- 2019 Update Of Institutional Framework For U.S. Local Governments

Ratings Detail (As Of February 14, 2020)		
Berkeley GO		
<i>Long Term Rating</i>	AA+/Stable	Affirmed
Berkeley GO (BAM)		
<i>Unenhanced Rating</i>	AA+(SPUR)/Stable	Affirmed
Berkeley APPROP		
<i>Long Term Rating</i>	AA/Stable	Affirmed
Berkeley GO		
<i>Long Term Rating</i>	AA+/Stable	Affirmed
Berkeley 2010 certs of part rfdg bnds due 10/01/2040		
<i>Long Term Rating</i>	AA/Stable	Affirmed
Berkeley Jt Pwrs Fing Auth, California		
Berkeley, California		
Berkeley Jt Pwrs Fing Auth (Berkeley) 2012 rfdg lse rev bnds		
<i>Long Term Rating</i>	AA/Stable	Affirmed

Many issues are enhanced by bond insurance.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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To: Henry Oyekanmi
From: Ben Geare
Date: Feb 28, 2020
Re: Additional information on debt and contingent liability analysis

Dear Henry,

Per your request, please find below some additional information on how we conducted our analysis of the city of Berkeley's debt and contingent liability profile.

Please note that certain terms used in our rating report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria.

The debt and contingent liabilities section of our analysis relies on the three documents listed below (attached in Appendix 4). Note that these documents, as well as any other criteria used to assign the rating, should be read in full to understand all aspects of our analysis.

- “Debt Statement Analysis” criteria, published Aug 22, 2006
- “U.S. Local Governments General Obligation Ratings: Methodology And Assumptions” criteria, published Sept. 12, 2013
- “Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings” guidance, published Oct 7, 2019

Initial debt and contingent liabilities score

The criteria form the initial debt and contingent liabilities score from the combination of two measures: total governmental funds debt service as a percentage of total governmental funds expenditures and net direct debt as a percentage of total governmental funds revenue. Table 14 from our “U.S. Local Governments General Obligation Ratings: Methodology And Assumptions” criteria (listed in Appendix 2 below) details the scoring for the debt and contingent liabilities score. A score from that table of 1, 2, 3, 4, or 5 are very strong, strong, adequate, weak and very weak, respectively.

Our description of Berkeley's debt and contingent liability profile as “weak” indicates a score of 4. As we stated in our report, we determined (according the methods described in our Debt Statement Analysis criteria) that Berkeley's total governmental fund debt service is 4.2% of total governmental fund expenditures, and net direct debt is 47.8% of total governmental fund revenue. If you reference Table 14 below, you will see that these two scores result in an initial debt and contingent liabilities score of 2 (with TGF debt service below the 8% threshold and net direct debt as a percentage of TGF revenue between 30% and 60%).

Additional qualitative adjustments related to pension and OPEB liabilities

As our report also indicates, there was an additional qualitative factor with a negative impact on Berkeley's initial debt and contingent liabilities score, resulting in a final debt and contingent

liabilities score of four. As you can see in table 14 in Appendix 2 below, one of these negative qualitative factors is the presence of an “unaddressed exposure to large unfunded pension or OPEB obligations leading to accelerating payments over the medium term that represent significant budget pressure...” and the criteria goes on to say that: “If there is a plan to address the obligations, the final score will worsen by one point, otherwise the score worsens by two points”. As we stated in the rating report, “...In our view, the city has a large pension and OPEB liability that is pressuring the city's operations, and while the city has made progress planning--including establishing a Section 115 trust--we don't yet believe the city has adequately planned for expected cost escalation”.

Paragraph 82 of our Sept. 2013 Local Government GO Ratings criteria (included in appendix 2 below) provides more detail on areas of analytical focus when assessing pension and OPEB burden. This section notes: “A combined carrying charge (required annual pension payment plus annual OPEB payment as a percentage of total governmental funds expenditures) of 10% or more will be considered elevated, however, we will consider whether we expect the elevated payments to result in lower future obligations.” And then goes on to state that when pension plan funded ratios “are less than 80%, they will receive further review especially when the carrying charge is elevated.” As we noted in our report, “Berkeley's combined required pension and actual OPEB contributions totaled 15.9% of total governmental fund expenditures in 2019. Of that amount, 14.8% represented required contributions to pension obligations, and 1.1% represented OPEB payments.” We also noted that, as of June 30, 2018, the city's miscellaneous, police, and fire CalPERS plans were funded at 72%, 62%, and 72%, respectively.

Our Oct. 7, 2019 pension guidance document provides guidelines that we commonly consider when analyzing the potential for pension cost acceleration and budget stress. This document defines how we calculate our assessment of “static funding” and “minimum funding progress,” which are metrics used to assess cost trajectory and potential for budgetary stress. See appendix 3 for the definition of these metrics and an explanation of how they are calculated. Our statement in the report that all three of the city's CalPERS plans “fell short of static funding” refers to this metric. The pension guidance document also includes guidelines we use to assess other actuarial methods and assumptions, including the plan amortization approach and discount rate.

I hope this answers your question. We are happy to discuss any additional questions you might have.

Kind Regards,

Ben Geare
Feb 28, 2020

Appendix 1:

The debt and contingent liabilities section for the City of Berkeley's Feb 14, 2020 Rating Report

“Weak debt and contingent liability profile

In our view, Berkeley's debt and contingent liability profile is weak. Total governmental fund debt service is 4.2% of total governmental fund expenditures, and net direct debt is 47.8% of total governmental fund revenue.

In November 2018, the city's voters approved \$135 million in general fund bond authorization specifically to address the city's housing challenges, and this series will be the first issuance. According to management, the city will likely issue the remaining \$97 million in three series over the next several years, with the next issuance expected in 2023. In addition, the city still has \$65 million in authority from its 2016 measure T1 authorization.

Management also confirmed that the city has no alternative financing obligations.

Pension and OPEB highlights

- In our view, the city has a large pension and OPEB liability that is pressuring the city's operations, and while the city has made progress planning--including establishing a Section 115 trust--we don't yet believe the city has adequately planned for expected cost escalation.
- The city's pension funded status, combined with recent changes to assumed discount rate and amortization methods, will likely lead to accelerating costs in the medium term. However, we believe this approach will help the city make timely progress reducing pension liabilities.
- While the city is not making full actuarially determined contributions (ADCs) toward its OPEB liability, which will lead to significant contribution volatility over time, we believe Berkeley's pension costs represent a more urgent source of adverse credit pressure.

The city participates in the following plans funded as of June 30, 2018:

- California Public Employees' Retirement System (CalPERS) miscellaneous plan: \$281 million in net liability, or 72% funded;
- CalPERS police plan: \$159 million in net liability, or 62% funded;
- CalPERS fire plan: \$76 million in net liability, or 72% funded; and
- Retiree Health Plan: single-employer OPEB plan with \$37 million in net liability, or 45% funded.

Berkeley's combined required pension and actual OPEB contributions totaled 15.9% of total governmental fund expenditures in 2019. Of that amount, 14.8% represented required contributions to pension obligations, and 1.1% represented OPEB payments. The city's 2018 ADC for all three of its CalPERS plans fell short of static funding,

indicating that the city's pension liabilities increased. While CalPERS' recent adoption of a 20-year, level dollar amortization approach for new gains and losses will lead to more rapid contribution increases, a shorter amortization period will provide a faster recovery to plan funding following years of poor investment performance or upward revisions to the pension liability, which we view favorably. However, we believe costs will continue to increase for the next several years to retire existing unfunded liability, much of which is amortized over 30-year periods using a level percent of payroll approach. In our view, the discount rate of 7.15% contributes to contribution volatility.”

Appendix 2

Selections from “U.S. Local Governments General Obligation Ratings: Methodology And Assumptions” criteria, published Sept. 12, 2013

I. Debt And Contingent Liabilities Score

78. The criteria form the initial debt and contingent liabilities score from the combination of two measures: total governmental funds debt service as a percentage of total governmental funds expenditures and net direct debt as a percentage of total governmental funds revenue. Debt service as a percentage of expenditures measures the annual fixed-cost burden that debt places on the government. Debt to revenues measures the total debt burden on the government's revenue position rather than the annual cost of the debt, which can be manipulated by amortization structures. Net direct debt is calculated as of the date of our analysis, including any debt issuance we are currently rating. Debt to expenditures is measured similarly, recognizing any near-term changes due to the government's debt structure. Table 14 details the scoring for the debt and contingent liabilities score. For more information on debt measurement, see "[Debt Statement Analysis](#)," published Aug. 22, 2006.

Table 14 Assessing The Debt And Contingent Liabilities Score (see paragraphs 78-84)					
	Net Direct Debt As % Of Total Governmental Funds Revenue				
Total Governmental Funds Debt Service As A % of Total Governmental Funds Expenditures	<30	30 to 60	60 to 120	120 to 180	≥180
< 8	1	2	3	4	5
8 to 15	2	3	4	4	5
15 to 25	3	4	5	5	5
25 to 35	4	4	5	5	5
≥35	4	5	5	5	5
A score of 1, 2, 3, 4 and 5 are very strong, strong, adequate, weak and very weak, respectively.					
Qualitative factors with a positive impact on the initial score:			Qualitative factors with a negative impact on the initial score:		
Overall net debt as a percentage of market value below 3%.			Significant medium-term debt plans produce a higher initial score when included.		
Overall rapid annual debt amortization, with more than 65% coming due in 10 years.			Exposure to interest-rate risk or instrument provisions that could increase annual payment requirements by at least 20%.		
			Overall net debt as a percentage of market value exceeding 10%.		
			Unaddressed exposure to large unfunded pension or OPEB obligations leading to accelerating payment obligations over the medium term that represent significant budget pressure (see paragraph 82). If there is a plan to address the obligations, the final score worsens by one point; otherwise the score worsens by two points.		
			Speculative contingent liabilities or those otherwise likely to be funded on an ongoing basis by the government representing more than 10% of total governmental revenue.		
For each relevant qualitative factor, the score changes by one point, except for unaddressed exposure to unfunded pension or OPEB obligations which can worsen the final score by two points. The final debt and contingent liabilities score equals the initial score adjusted up or down based on the net effect of the qualitative factors. Metrics equal a cutoff point between two initial scores will equate to the worse score.					

79. *Qualitative adjustments may raise or lower the final debt and contingent liabilities score relative to the initial score, as shown in table 14. The criteria consider pending debt issuance through an upward score adjustment when including the planned or recently issued debt results in a worse score.*

80. *The criteria improve the final score by one point when above-average annual debt amortization (based on total direct debt) inflates the debt service as a percentage of expenditures score and masks the future flexibility stemming from an early deleveraging. The criteria do not apply this adjustment when the early amortization results from a near-to-medium term bullet maturity that will not be retired with funds on hand. Exposure to interest-rate risk or instrument provisions that cause amortization or interest-rate changes beyond the issuer's control increase the score by one point, reflecting additional uncertainty as to whether current debt service costs will be sustained. Examples include unhedged variable-rate debt or higher interest rates resulting from failed remarketings in instruments such as auction-rate securities, variable-rate demand bonds, and certain direct purchase obligations.*

81. *An overall net debt to TMV level of above 10% worsens the score by one point, while a low level, below 3%, improves the score by one point. This statistic captures the burden of the local government's debt in addition to that of overlapping jurisdictions on the overall tax base. An atypical debt burden can present extra challenges or flexibility over and above that suggested by the individual government's debt burden alone.*

82. *The impact of pension and OPEB obligations depends on the degree to which such costs will likely escalate and whether the government has plans to address them. Relative to debt, governments have a higher level of flexibility to address these costs, both from a temporal payment perspective and from an obligation level perspective. Many governments have the flexibility to alter benefit levels, and some governments already have availed themselves of this ability. Most governments also can pay less than the annual required contribution without leaving the fund unable to meet actual payments in the current and following year. On the other hand, such delays accelerate the growth rate of future payments. When the potential for such accelerations exists and the increased payments would increase budget stress, the final debt and contingent liabilities score worsens by one point when a specific and credible plan to address this burden is in place. Otherwise, the score worsens by two points relative to the initial score. Among the areas of analytic focus when assessing the pension and OPEB burden will be:*

- *The required annual pension payment plus annual OPEB payment as a percentage of total governmental funds expenditures. A combined carrying charge of 10% or more will be considered elevated, however, we will consider whether we expect the elevated payments to result in lower future obligations.*
- *The actuarial funded ratio(s) of the pension plan(s) a local government participates in or sponsors. If the ratio(s) are less than 80%, they will receive further review especially when the carrying charge is elevated. We also consider the magnitude of the unfunded obligation in tandem with the funded ratio(s) when assessing the potential for stress.*
- *The contributions actually made to all pension plans a local government participates in or sponsors. The degree to which a local government contributes less than its full*

required contribution(s) could be an indication of either short-term cash flow issues or a willingness of management to defer difficult decisions.

- *The OPEB costs exceed 5% of total governmental funds expenditures and the local government has limited flexibility to change or amend these benefits.*

83. Finally, another adjustment considers additional future contingent liabilities not yet requiring government support. While our debt burden calculation already considers other nondirect debt requiring government support and our liquidity score considers the near-term impact of any contingent liabilities, the adjustment to the debt score results from a likelihood of ongoing payment obligations not yet occurring that represent more than 10% of total governmental funds revenues. Once the payment obligations become reality, they are included in the debt measure. Examples of contingent liabilities include potential legal judgments, currently self-supporting government enterprise debt that is likely to require support in the near future, guaranteed debt likely to need support in the near future, and additional costs resulting from pending changes in law.

Appendix 3

Selections from “Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings” guidance, published Oct 7, 2019

Actual Contribution

Not all pension plans have an actuarial funding plan in place, which can hinder evaluation of the funding discipline. One way we may evaluate how effective the most recent year's contributions are at reaching 100% funding within a reasonable timeframe is our minimum funding progress (MFP) metric. The MFP metric assesses whether the most recent employer and employee contributions cover total service cost plus unfunded interest cost plus 1/30th of the principal and is defined as follows:

$$MFP = SC + IC + NPL/30$$

- *Service cost = new benefits earned during the year*
- *Unfunded interest cost = interest earned during the year on the net pension liability*
- *Net pension liability (NPL) = NPL at beginning of year*

When contributions are to equal service cost plus unfunded interest cost alone, the plan would typically maintain its current funding levels and not make any progress toward full funding; in other words, it is "static funding." We generally do not view static funding as prudent because failing to make measureable progress on the unfunded liability, especially during periods of economic expansion, indicates poor plan management that increases the risk of higher costs during down markets. We view contributions that cover static funding plus 1/30th of the unfunded liability in the most recent annual contribution as a minimum amount of progress that governments should make toward full funding, without regard to an actuarial funding plan.

Appendix 4

Selected Criteria and Guidance documents

Link to spratings.com	“Debt Statement Analysis” criteria, published Aug 22, 2006
Link to spratings.com	“U.S. Local Governments General Obligation Ratings: Methodology And Assumptions” criteria, published Sept. 12, 2013
Link to spratings.com	“Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings” guidance, published Oct 7, 2019



Office of the City Manager

WORK SESSION

March 16, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Rama Murty, Acting Budget Manager

Subject: FY 2021 Mid-Year Budget Update

INTRODUCTION

This report presents the FY 2021 Mid-Year Budget Update and focuses on projected General Fund revenues and actual General Fund and Special Fund expenditures from July 2020 to December 2020.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley is currently in Fiscal Year 2021 (FY), the second of two fiscal years in the FY 2020 & FY 2021 biennial budget cycle, which Council adopted on June 30, 2020¹. In June 2020, the City Council adopted a significant revision to the FY 2021 budget due to the loss of anticipated revenue from the COVID-19 pandemic. FY 2021 runs from July 1, 2020 through June 30, 2021.

As depicted in the table below, as of December 31, 2020, while General Fund revenues are on track to exceed initial estimates, General Fund expenses are also somewhat higher than anticipated.. Given these trends and the fiscal uncertainty attributed to the COVID-19 pandemic, Staff will carefully monitor revenues and expenses in the second half of FY 2021.

\$'s in Millions

	Adjusted Budget	FY 2021 Mid-Year Actuals	% Received/ Expensed and Encumbered
Revenues	\$195.8	\$102.2	52%
Expenditures	(\$224.1)	(\$118.3)	53%
Carryover and Excess Equity	\$ 29.4		
Balance	\$ 1.1		

¹ https://www.cityofberkeley.info/Clerk/City_Council/2020/06_June/Documents/2020-06-30_Item_40_FY_2021_Mid-Biennial_Budget_pdf.aspx

The carryover and excess equity are carried forward from FY 2020. Additional information on the carryovers and excess equity allocation is discussed later in this report under the General Fund Expenditures section.

FY 2021 Mid-Year Summary

On November 17, 2020, Council was provided the [FY 2020 Year-End Results and FY 2021 First Quarter Budget Update](#) report. At the time, both the General Fund revenues and the General Fund expenditures were tracking within budget.

The chart below shows FY 2021 General Fund Revenues through the first six months and compares them to the first six months of FY 2020.

General Fund Revenues (Adopted and Year to Date Actual thru December 31)

Revenue Categories	FY 2021				FY 2020				Comparison FY21 vs FY 20	
	Adopted	Actual	Variance	% Received	Adopted	Actual	Variance	% Received	Amount	%
	(a)	(b)	c=(b) - (a)	(d) = (b)/(a)	(e)	(f)	g=(f) - (e)	(h) = (f)/(g)	(i) = (b) - (f)	(j) = (i)/(f)
Secured Property	\$61,165,454	\$34,731,618	(\$26,433,836)	56.78%	\$63,199,622	\$32,175,526	(\$31,024,096)	50.91%	2,556,092	7.94%
Redemptions - Regular	534,512	432,291	(102,221)	80.88%	668,140	356,477	(\$311,663)	53.35%	75,814	21.27%
Supplemental Taxes	1,260,000	855,050	(404,950)	67.86%	1,400,000	808,127	(\$591,873)	57.72%	46,923	5.81%
Unsecured Property Taxes	2,250,000	2,995,351	745,351	133.13%	2,500,000	2,705,126	\$205,126	108.21%	290,225	10.73%
Property Transfer Tax	16,500,000	10,665,913	(5,834,087)	64.64%	12,500,000	15,043,643	\$2,543,643	120.35%	(4,377,730)	-29.10%
Property Transfer Tax-Measure P (New December 21, 2018)	4,747,414	4,254,324	(493,090)	89.61%	1,509,218	7,046,430	\$5,537,212	466.89%	(2,792,106)	-39.62%
Sales Taxes	15,786,200	8,069,851	(7,716,349)	51.12%	18,238,000	9,430,533	(\$8,807,467)	51.71%	(1,360,682)	-14.43%
Soda Taxes	970,794	530,328	(440,466)	54.63%	1,459,057	765,628	(\$693,429)	52.47%	(235,300)	-30.73%
Utility Users Taxes	12,750,000	6,304,755	(6,445,245)	49.45%	15,000,000	6,327,260	(\$8,672,740)	42.18%	(22,505)	-0.36%
Transient Occupancy Taxes	5,070,000	1,084,961	(3,985,039)	21.40%	7,800,000	4,483,409	(\$3,316,591)	57.48%	(3,398,448)	-75.80%
Short-term Rentals	676,260	218,590	(457,670)	32.32%	1,020,000	867,507	(\$152,493)	1,020,000	(648,917)	-74.80%
Business License Tax	12,984,192	390,253	(12,593,939)	3.01%	19,584,000	1,166,980	(\$18,417,020)	5.96%	(776,727)	-66.56%
Recreational Cannabis	1,300,000	355,641	(944,359)	27.36%	510,000	702,857	\$192,857	137.82%	(347,216)	-49.40%
U1 Revenues	2,700,000	53,389	(2,646,611)	1.98%	1,000,000	187,700	(\$812,300)	18.77%	(134,311)	-71.56%
Other Taxes	922,048	705,675	(216,373)	76.53%	1,116,860	769,335	(\$347,525)	68.88%	(63,660)	-8.27%
Vehicle In-Lieu Taxes	12,421,597	7,190,227	(5,231,370)	57.88%	13,333,826	6,678,022	(\$6,655,804)	50.08%	512,205	7.67%
Parking Fines-Regular Collections	5,049,000	1,714,828	(3,334,172)	33.96%	6,600,000	2,337,328	(\$4,262,672)	35.41%	(622,500)	-26.63%
Parking Fines-Booting Collections			0		200,000	8,685	(\$191,315)	4.34%	(8,685)	-100.00%
Moving Violations	190,000	42,277	(147,723)	22.25%	190,000	114,850	(\$75,150)	60.45%	(72,573)	-63.19%
Ambulance Fees	5,103,208	1,414,206	(3,689,002)	27.71%	4,200,000	2,392,802	(\$1,807,198)	56.97%	(978,596)	-40.90%
Interest Income	2,851,200	2,627,359	(223,841)	92.15%	3,500,000	3,019,829	(\$480,171)	86.28%	(392,470)	-13.00%
Franchise Fees	1,551,696	370,029	(1,181,667)	23.85%	2,068,928	421,414	(\$1,647,514)	20.37%	(51,385)	-12.19%
Other Revenue	6,246,348	5,631,071	(615,277)	90.15%	8,044,544	4,494,527	(\$3,550,017)	55.87%	1,136,544	25.29%
IDC Reimbursement	5,490,000	2,683,137	(2,806,863)	48.87%	6,100,000	2,525,542	(\$3,574,458)	41.40%	157,595	6.24%
Transfers	17,274,293	8,865,281	(8,409,012)	51.32%	5,266,688	2,633,344	(\$2,633,344)	50.00%	6,231,937	236.65%
			-				-		-	
Total Revenue:	\$195,794,216	\$102,186,405	-\$93,607,811	52.19%	\$197,008,883	\$107,462,881	-\$89,546,002	54.55%	(\$5,276,476)	-4.91%

Note: This statement is presented on a budgetary basis.

The Mid-year review generally focuses on the major revenue fluctuation and changes that have occurred that might result in significant changes in future projections. However, in light of the disruptions created by the COVID-19 pandemic, Staff believes it would be prudent, where possible, to indicate where revisions to revenue projections maybe needed based on mid-year trends and macro-economic indicators. Staff have identified this in the detailed discussions of the specific revenue streams below. Staff will continue to monitor the actual revenues received over the next two quarters and then provide revised projections as appropriate.

During the first six months of FY 2021, General Fund revenue and transfers decreased from the first half of FY 2020 by \$5,276,476 or 4.91%, from \$107,462,881 in the first half of FY 2020 to \$102,186,405 during the first half of FY 2021. This is primarily due to decreases in the following:

- Property Transfer Tax - \$4,377,730,
- Property Transfer Taxes- Measure P - \$2,792,106,
- Sales Tax - \$1,360,682,
- Transient Occupancy Taxes (TOT) decline of \$3,398,448,
- Parking Fines - \$622,500,
- Ambulance Fees - \$978,596, and
- Interest Income - \$392,470.

These decreases were partially offset by increases in the following:

- Transfers In of \$6,231,937,
- Secured Property Tax - \$2,556,092,
- Vehicle in Lieu Taxes - \$512,205,
- Other Income - \$1,136,544.

Based on results from the first six (6) months of the Fiscal Year, Staff is increasing the total projected General Fund revenues for FY 2021 by \$9,056,121 or 4.6% to \$204,850,337 from the \$195,794,216 reflected in the Adopted Budget.

The following table summarizes the Adopted FY 2021 forecast and the Revised FY 2021 forecast.

FY 2021 Revenue Comparison			
	FY 2021 Adopted	FY 2021 Revised	Change
Undesignated Revenues			
Secured Property Taxes	61,165,455	68,058,514	6,893,059
Regular Redemptions	534,511		
Unsecured Property Taxes	2,250,000	3,000,000	750,000
Supplemental Taxes	1,260,000	2,000,000	740,000
Property Transfer Taxes	16,500,000	16,500,000	0
Sales Taxes	15,786,200	16,727,492	941,292
Soda Tax	970,794	970,794	0
Utility Users Taxes	12,750,000	12,750,000	0
Transient Occupancy Taxes(TOT)*	5,746,260	3,546,260	(2,200,000)
Business License Taxes**	14,284,192	14,284,192	0
Vehicle In Lieu Taxes	12,421,597	14,384,459	1,962,862
Other Taxes	922,048	1,456,560	534,512
Parking Fines	5,049,000	4,049,000	(1,000,000)
Moving Violations	190,000	190,000	0
Interest Income	2,851,200	4,051,200	1,200,000
Ambulance Fees	5,103,208	3,342,159	(1,761,049)
Franchise Fees	1,551,696	1,581,650	29,954
Indirect cost reimbursements	5,490,000	5,490,000	0
Transfers	17,274,293	17,274,293	0
Other Revenues	6,246,348	6,246,348	0
Total Undesignated Revenues	\$188,346,802	\$195,902,922	\$8,090,631
*TOT for Short-Term Rentals	676,260	476,260	
**Business License Taxes for Cannabis Recreational	1,300,000	1,300,000	
Designated Revenues			
Prop. Transfer Taxes for capital improvements	0	0	
Prop. Transfer Taxes-Measure P	4,747,414	6,247,414	
Measure U1 for low income housing	2,700,000	2,700,000	
Total Designated Revenues			
TOTAL REVENUES AND TRANSFERS	\$195,794,216	\$204,850,336	\$9,056,120

These projections will be reviewed and analyzed every quarter as more data is collected and revenue trends are determinable.

After the COVID-19 pandemic started and the shelter in place orders were implemented, the economic activities that drives some of the General Fund's major revenue streams caused a sharp decline in the growth rate for the first six months of FY 2021. However, some revenue streams were impacted differently than others.

Property Tax Revenue Streams:

Because of the way property taxes are assessed, due and paid, the major property tax revenue sectors were only mildly impacted or not impacted at all. For example:

For Secured Property Taxes in FY 2021, assessed values were determined and taxes were liened on January 1, 2020, before the start of the COVID-19 pandemic. Therefore, the taxes could only be significantly affected by a lower collection rate. (i.e., a higher level of taxpayers who are delinquent in paying the taxes).

In addition, assessed values for Unsecured Property Taxes were determined and taxes were liened on January 1, 2020, before the pandemic started; and, these taxes are due and primarily paid during the first quarter. Therefore, revenues in this tax category will be unaffected by the COVID-19 pandemic in FY 2021.

Revenue Streams Reliant Upon Business and Other Activity:

As a result of the initial shelter in place orders to close all non-essential businesses and the stops and starts since then, business-related activity declined sharply and resulted in significant negative impacts on the following revenue streams in the first six months of FY 2021 compared to the first six months of FY 2020:

- Transient Occupancy Taxes (TOT)- Decline of 75.8%;
- Short-Term Rentals – Decline of 74.8%
- Property Transfer Taxes- Decline of 29.1%;
- Measure P Property Transfer Taxes-Decline of 39.6%
- Parking fines – Decline of 26.6%;
- Sales Taxes -Decline of 14.4%;
- Ambulance fees -Decline of 40.9%; and
- Interest Income -Decline of 13.0%

Secured Property Tax (+\$2,556,092 more than FY 2020 Actual). Increase projections by \$6,893,062

During the first half of FY 2021, Secured Property Tax revenues totaled \$34,731,618, which was \$2,556,092 or 7.94% more than the \$32,175,526 received for the same period in FY 2020. The Staff revenue projection reflected in the FY 2021 Adopted Budget assumes a 3.22% decline for the year, while the County's Certification of Assessed Valuation reflects growth of 7.70%. The receipts in the first half of FY 2021 are consistent with the County's Certification of Assessed Value growth of 7.70%.

Since assessed values for Secured Property Taxes were determined as of January 1, 2020, and they were liened as of that date, the only material factor that could impact Secured Property Tax revenues as a result of COVID-19 would be a significant increase in delinquent property taxes, resulting in a significant reduction in the collection rate, and Staff does not expect that to occur. As indicated in the table below, the collection rate for

the City of Berkeley has been high and rising for many years. In addition, the COVID-19 pandemic had little, if any, impact on the second Secured Property Tax payment for FY 2020, which was due February 1, 2020 and was delinquent on April 10, 2020 (i.e., The total Secured Property Tax revenues in FY 2020 was the amount expected based on the actual growth in assessed value for FY 2020).

**Percentage of Secured Property Tax Levy Collected Within the Fiscal Year of Levy
Fiscal Year Ended June 30**

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
96.71%	97.27%	97.47%	98.16%	98.57%	98.73%	98.58%	98.92%	98.89%	98.97%

Staff is revising the FY 2021 projection to \$68,058,516 from the \$61,165,454 reflected in the FY 2021 Adopted Budget, consistent with the County's Certification of Assessed Value growth of 7.70%.

Unsecured Property Tax (+\$290,225 more than FY 2020 Actual). Increase projections by \$750,000

During the first half of FY 2021, Unsecured Property Tax revenues totaled \$2,995,351, which was \$290,225 or 10.73% more than the \$2,705,126 received for the same period in FY 2020. The Staff revenue projection reflected in the FY 2021 Adopted Budget assumes a 15.2% decline for the year, versus the County's Certification of Assessed Valuation growth of 8.23%.

Since unsecured property taxes lien on January 1, 2020, were due July 1, 2020, and were mostly collected in the first half, these taxes do not appear to be impacted by COVID-19 in FY 2021. As a result, staff is increasing the projection from the \$2,250,000 reflected in the Adopted Budget to \$3,000,000.

Property Transfer Tax (-\$4,377,730 less than FY 2020 Actual)

During the first half of FY 2021, Property Transfer Tax totaled \$10,665,913, which was \$4,377,730 or 29.1% less than the \$15,043,643 received for the first half of FY 2020. The primary reasons for the \$4,377,730 decrease in Property Transfer Tax were

- The FY 2020 total includes the sale of a small group of properties that resulted in huge Property Transfer Taxes in August 2019 and October 2019;
- The dollar value of property sales declined by 34.5% during the first half of FY 2021, as illustrated in the table below; and
- The number of property sales transactions declined by 25 or 5.1% during the first half of FY 2021, as illustrated in the table below.

In Millions \$

Property Sales \$	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
FY 2021	\$ 74.0	\$115.0	\$106.4	\$127.2	\$139.1	\$118.4	\$ 680.1
FY 2020	113.4	234.1	112.8	317.2	119.5	142.0	1,039.0
Change	-39.4	-119.1	-6.4	-190.0	19.6	-23.6	-358.9
% Change	-34.7%	-50.9%	-5.7%	-59.9%	16.4%	-16.6%	34.5%

Transactions	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
FY 2021	50	82	73	89	91	85	470
FY 2020	86	86	84	68	85	86	495
Change	-36	-4	-11	21	6	-1	-25
% Change	-41.9%	-4.7%	-13.1%	-30.9%	7.1%	11.1%	-5.1%

Measure P Property Transfer Tax (-\$2,792,106 less than FY 2020 Actual). Increase projections by \$1,500,000

In addition, \$4,254,324 in Measure P Property Transfer taxes (a tax which took effect on December 21, 2018) was collected during the first half of FY 2021 compared to \$7,046,430 collected during the first half of FY 2020, a decline of \$2,792,106 or 39.6%. The decline was for the same reasons identified for Property Transfer Taxes above. Staff is revising the projected amount for FY 2021 to \$6,247,414.

Sales Tax (- \$1,360,682 less than FY 2020 Actual). Increase projections by \$941,292)

For the first half of FY 2021, Sales Tax revenue totaled \$8,069,851, which is \$1,360,682 or 14.43% less than the \$9,430,533 received for the first half of FY 2020. Staff is revising

the projection for Sales Taxes from the \$15,786,200 reflected in the FY 2021 Adopted Budget to \$16,727,492, based on the latest sales tax return and collection trends compiled by the City's Sales Tax Consultant:

FY 2020 Actual Revenues and FY 2021 Projected Revenues

Tax Quarter	FY2021 Projected	FY 2020 Actual	\$ Change	% Change
Quarter:				
3 rd Quarter	\$ 4,058,762	\$ 4,680,703	-\$621,941	-13.29%
4 th Quarter	4,787,297	4,764,553	+ 22,744	+ 0.48%
1 st Quarter	4,562,188	5,067,679	-505,491	- 9.97%
2 nd Quarter	3,319,245	3,063,078	+256,167	+ 8.36%
Total	\$16,727,492	\$17,576,013	-\$848,521	-4.83%

Utility Users Taxes (- \$22,506 less than FY 2020 Actual)

Utility Users Tax revenue for the first half of FY 2021 totaled \$6,304,755, which is \$22,506 or .36% less than the \$6,327,260 received for the same period in FY 2020. This decline of \$22,506 was primarily a result of a \$208,686 increase in electric charges that were offset by declines in telephone charges (\$12,899), cable charges (\$90,565), and cellular charges (\$152,578) as follows:

FY 2021 Actual First Half Revenues versus FY 2020 Actual First Half Revenues

	FY2021	FY 2020	\$ Change	% Change
Telephone	\$ 778,162	\$ 765,263	\$ 12,899	-1.69%
Cable	487,938	578,502	- 90,565	-15.66%
Cellular	518,275	670,853	-152,578	- 22.74%
Electric	3,655,820	3,447,134	208,686	6.05%
Gas	864,560	865,507	-948	-.11%
Total	\$6,304,755	\$6,327,260	-\$ 22,506	-.36%

Staff expects Utility Users Tax revenue in FY 2021 to meet or slightly exceed the FY 2021 revenue projection of \$12,750,000.

Transient Occupancy Tax (-\$3,398,448 less than FY 2020 Actual).

Lowering projections by \$2,000,000

Transient Occupancy Tax (TOT) revenue for the first half of FY 2021 totaled \$1,084,961, which is \$3,398,448 or 75.8% less than the \$4,483,409 received for the first half of FY 2020. The decrease in FY 2021 is primarily attributable to a decline of 77.0% at the five largest hotels in Berkeley during the first half of the fiscal year. The declines ranged from 50.3% to 97.4%. During FY 2020, there were remittances made by all five hotels for all six months. However, during FY 2021, in addition to remittances being significantly lower, there were months where there were no remittances or a small remittance for some of

the hotels. Given the lack of activity at our hotels/motels, Staff is lowering the FY 2021 projection of \$5,070,000 reflected in the Adopted Budget to \$3,070,000.

Short-Term Rentals (-\$648,917 less than FY 2020 Actual). Lowering projections by \$200,000

Short-Term Rentals revenue for the first half of FY 2021 totaled \$218,590, which is \$648,917 or 74.8% less than the \$867,507 received for the first half of FY 2020. This decline was consistent with the percentage decline in TOT for the period. Staff is lowering the FY 2021 projection of \$676,260 in the FY 2021 Adopted Budget to \$476,260.

Business License Taxes (-\$776,727 less than FY 2020 Actual)

Business license Taxes (BLT) revenue for the first half of FY 2021 totaled \$390,253, which is \$776,727 or 66.6% less than the \$1,166,980 received for the first half of FY 2020. BLT are not due yet, so it is too soon to gauge the effect COVID-19 has had on FY 2021 Business License Tax revenue.

Recreational Cannabis (-\$347,216 less than FY 2020 Actual)

Recreational Cannabis revenue for the first half of FY 2021 totaled \$355,641, which is \$347,216 or 49.4% less than the \$702,857 received in the first half of FY 2020. This decline is partially attributable to \$160,250 of FY 2019 Recreational Cannabis revenues which were recorded in the first quarter of FY 2020. Recreational Cannabis taxes are not yet due, so it is too soon to gauge the effect COVID-19 has had on FY 2021 Recreational Cannabis.

U1 Revenues (-\$134,311 less than FY 2020 Actual)

U1 revenues for the first half of FY 2021 totaled \$53,389, which is \$134,311 or 71.6% less than the \$187,700 received in the first half of FY 2020. U1 revenues are not yet due, so it is too soon to gauge the effect COVID-19 has had on FY 2021 U1 revenues.

Vehicle In Lieu Taxes (+\$512,205 more than FY 2020 Actual). Increase projections by \$1,962,862

Vehicle in Lieu Taxes (VLF) received during the first half of FY 2021 totaled \$7,190,227, which is \$512,205 or 7.67% more than the total of \$6,678,022 received for the same period in FY 2020. However, the Staff revenue projection reflected in the FY 2021 Adopted Budget assumes a 6.8% decline for the year, while the County's Certification of Assessed Valuation reflects growth of 7.70%.

Changes in VLF revenues are based on the growth in assessed values.

Since assessed values for VLF Taxes were determined as of January 1, 2020, and they were lienied as of that date, the only material factor that could impact revenues as a result of COVID-19 would be a significant increase in delinquent property taxes, resulting in a significant reduction in the collection rate. Staff does not expect this to occur. As indicated in the table below, the collection rate for the City of Berkeley has been high and rising for

many years. In addition, the COVID-19 pandemic had little, if any, impact on the second payment of Property Taxes for FY 2020, which was due February 1, 2020 and was delinquent on April 10, 2020.

**Percentage of Secured Property Tax Levy Collected Within the Fiscal Year of Levy
Fiscal Year Ended June 30**

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
96.71%	97.27%	97.47%	98.16%	98.57%	98.73%	98.58%	98.92%	98.89%	98.97%

Staff is revising the FY 2021 projection from \$12,421,597 reflected in the Adopted Budget to \$14,384,459, consistent with the County's Certification of Assessed Value growth of 7.70% for FY 2021.

Parking Fines (-\$622,500 less than FY 2020 Actual). Lowering projections by \$1,000,000

Parking Fines revenue for the first half of FY 2021 totaled \$1,714,828, which is \$622,500 or 26.6% less than the \$2,337,328 received for the first half of FY 2020. The primary reason for the decline is the reduction in ticket writing, due to the shelter in place orders. From March 17, 2020 to approximately July 1, 2020, Parking Enforcement was directed to only enforce Street Sweeping violations, and violations that impacted safety or impeded access to essential services. In addition, during this period of time, the City Manager's Office informed customers that if the citation received for Street Sweeping represented a hardship during the shelter in place period that they could contact the City and one citation per household would be dismissed/voided. On July 1st, meters returned with a pay rate of 50 cents per hour, but parking was not in high demand due to the shelter in place orders. The Residential parking enforcement program did not begin again until October 1st. In addition, the Traffic and Parking Bureau was in quarantine from December 24th to January 7th.

During the first half of the fiscal year, ticket writing declined from 58,900 in the first half of FY 2020 to 55,824 in the first half of FY 2021, as follows:

	July	August	Sept.	Oct.	Nov.	Dec.	Total
FY 2020	8,640	9,888	9,122	9,431	10,667	11,152	58,900
FY 2021	6,810	7,744	9,093	12,519	10,357	9,301	55,824
Difference	-1,830	-2,144	-29	-3,088	-310	-1,851	-2,976
% Difference	-21.2%	-21.7%	-3%	-32.7%	-2.9%	-16.6%	-5.1%

Staff has lowered the Parking Fines projection to \$4,049,000 from the \$5,049,000 reflected in the FY 2021 Adopted Budget.

Ambulance Fees (-\$978,596 less than FY 2020 Actual). Lowering projections by \$1,761,049

Revenue from Ambulance Fees for the first half of FY 2021 totaled \$1,414,206, which is \$978,596 or 40.9% less than the \$2,392,802 received for the same period during FY 2020. Prior to the COVID-19 pandemic, the City's Ambulance Fees vendor was projecting 6,541 transports and \$4,774,200 in Ambulance Fees revenues on a cash basis. Currently, they are projecting that transports and Ambulance Fees revenue for FY 2021 will decline to 4,579 transports and \$3,342,159 in revenue.

As a result, Staff is lowering the FY 2021 projection from the \$5,103,208 reflected in the Adopted Budget to \$3,342,159.

Interest Income (-\$392,470 less than FY 2020 Actual). Increase projections by \$1,200,000

For the first half of FY 2021, interest income totaled \$2,627,359, which is \$392,470 or 13.0% less than the total of \$3,019,829 received for the same period in FY 2020. This decrease is primarily attributable to a sharp drop in short-term and long-term interest rates, as a result of the Federal Reserve Board's (the Fed) vote on March 15, 2020 to cut interest rates back to zero, in order to mitigate the negative impact of the COVID-19 pandemic on the US economy. The Fed subsequently also announced that it expects to keep rates at this low level through FY 2023.

Primarily as a result of the Fed's actions, the net interest rate earned by the City dropped from a range of 1.97%-2.33% during the first half of FY 2020, to a range of 1.12%-1.17% during the first half of FY 2021, as follows:

Monthly Net Interest Rate Earned

FY	July	August	September	October	November	December
2020	2.33%	2.29%	2.23%	1.97%	2.25%	2.09%
2021	1.17%	1.13%	1.14%	1.12%	1.16%	1.14%

As a result of the sharp decline in the net interest rate being earned by the City, interest income in FY 2021 and beyond will be significantly lower than the total earned in FY 2020. Staff expected a sharp decline in interest rates. However, the impact thus far has not been as negative as anticipated, and Staff has increased the FY 2021 Interest Income projection to \$4,051,200 from the \$2,851,200 level reflected in the FY 2021 Adopted Budget (Down from the \$6,696,279 received in FY 2020).

Franchise Fees (-\$51,385 less than FY 2020 Actual). Increasing projections by \$29,954

Franchise Fees for the first half of FY 2021 totaled \$370,820, which is \$51,385 or 12.2% less than the \$421,414 received for the same period in FY 2020. Staff is slightly

increasing the FY 2021 Franchise Fees revenues projection to \$1,581,650 from the \$1,551,696 reflected in the Adopted Budget (but down from the \$1,839,102 received in FY 2020), based on the projected COVID-19 impact below:

Category	FY 2020 Actuals	Est. FY 2021 COVID Impact %	Est. FY 2021 COVID Impact \$	FY 2021 Revised Projection
Cable	\$ 791,663	-20%	-\$158,333	\$ 633,330
Electric	598,023	-5%	-29,901	568,122
Gas	422,442	-10%	-42,244	380,198
Total	\$1,812,128	-13%	-\$230,478	\$1,581,650

Transfers (+\$6,231,937 more than FY 2020 Actual)

Transfers from other funds for the first half of FY 2021 totaled \$8,865,281 which is \$6,231,937 or 236.7% more than the \$2,633,344 received for the same period in FY 2020. This is primarily attributable to the transfer of \$3,450,000 from the Stabilization Reserve Fund and the transfer of \$2,250,000 from the Catastrophic Reserve Fund during the first half of FY 2021, to mitigate the negative impact of COVID-19. It should be noted that as part of the FY 2021 Adopted Budget, a total of \$6,900,000 and \$4,500,000 was authorized by City Council to be transferred from the Stabilization Reserve Fund and Catastrophic Reserve Fund to support General Fund operations in FY 2021.

Other Revenues (+\$1,136,544 more than FY 2020 Actual)

Other Revenues consists of licenses and permits; grants; preferential parking fees; general government charges for services; public safety charges for services; health charges for services; culture and recreation charges for services; rents and royalties; and other miscellaneous revenues that are not considered major.

Other Revenues for the first half of FY 2021 totaled \$5,631,071 which is \$1,136,544 or 25.3% more than the \$4,494,527 received for the first half of FY 2020, This increase resulted from the receipt of \$1,513,511 received from the State (Cares Act Funds) and \$936,500 from East Bay Community Foundation for the Berkeley Relief Fund, to finance grant payments to assist businesses and nonprofit organizations impacted by the COVID-19 pandemic. Even though the Other Revenue projections includes the implementation of the TNC tax that is effective January 1, 2021, the projection is unchanged as the \$200,000 projected for the tax will be offset by the projected decrease in other revenues.

General Fund Expenditures

On January 19, 2021, the City Council approved General Fund recommended rollovers, carryovers, and adjustments totaling \$29.4 million in the [Amendment to the FY 2021 Annual Appropriations Ordinance](#)²(AAO).

The changes to the FY 2021 General Fund Budget from the AAO are shown below:

FY 2021 Adopted Budget	Encumbered Recommended	Unencumbered Recommended	Other Adjustments	FY 2021 Revised Budget
\$ 194,718,710	\$ 7,191,365	\$ 4,702,740	\$ 17,489,694	\$ 224,102,509

The encumbered rollovers reflect contractual obligations entered into in FY 2020, which had not been paid as of June 30, 2020. Unencumbered carryovers are approved by Council for specific purposes that had not been completed by the end of FY 2020. Funding for these commitments is brought forward into the current fiscal year to provide for payment of these obligations. Adjustments are new allocations for projects and Council priorities as detailed in the AAO.

Included in the other adjustments of \$17.5 million are Council authorized allocations for the following items:

1. \$13,389,336 for the Mayor's Proposed Supplemental Recommendations for the Allocation of General Fund Excess Equity
2. \$719,017 for a transfer to the Public Liability Fund for outside counsel, court costs, and claims and judgements in FY 2021
3. \$411,270 for Wittman Enterprises LLC contract to provide emergency response billing, fire inspection billing, and related hardware, software, and program oversight
4. \$406,952 for transfer of Excess Property Transfer Tax Revenue to the Workers' Compensation Fund to repay loan to purchase Premier Cru (University Center)
5. \$360,437 for a survey of the Underground Utility District (UUD) No. 48 at Grizzly Peak
6. \$234,881 for Measure JJ for the Mayor and Councilmember Salaries and Benefit increases approved by voters on November 3, 2020
7. \$270,000 for 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.

General Fund expenditures are tracking slightly over budget as of December 31, 2020 as shown in the chart below.

² https://www.cityofberkeley.info/Clerk/City_Council/2021/01_Jan/Documents/2021-01-19_Item_01_Ordinance_7748.aspx

Some departments that are tracking over 50 percent spent in personnel is due to staff time charged to the General Fund instead of to other funds. These departments will process personnel corrections to adjust labor charges from the General Fund to other funds. These corrections will be processed in the second half of FY 2021.

Departments that are over 50 percent in non-personnel is due to encumbrances for contractual obligations entered into in FY 2021 in which payment might not be currently due as good or services might be in progress or not yet complete.

FY 2021 MID-YEAR GENERAL FUND EXPENDITURES (AS OF DECEMBER 31, 2020)							
DEPARTMENT	FY 2021 ADOPTED	FY 2021 REVISED*	YTD ACTUAL + ENCUMBRANCES	AVAILABLE BUDGET	NON-		
					% USED	PERSONNEL % USED	PERSONNEL % USED
11 MAYOR AND COUNCIL	2,559,046	2,626,468	1,174,065.03	1,452,403	45%	45%	44%
12 CITY AUDITOR	2,657,863	2,640,324	1,204,953.27	1,435,371	46%	45%	49%
21 CITY MANAGER'S OFFICE	10,450,066	12,059,855	5,960,474.58	6,099,380	49%	47%	54%
31 CITY ATTORNEY	2,587,273	2,668,059	1,313,780.08	1,354,279	49%	51%	41%
32 CITY CLERK	2,338,047	3,149,587	1,471,479.11	1,678,108	47%	51%	43%
33 FINANCE	5,978,002	7,503,046	4,087,713.61	3,415,333	54%	51%	61%
34 HUMAN RESOURCES	2,280,207	2,910,875	1,297,727.30	1,613,148	45%	41%	51%
35 INFORMATION TECHNOLOGY	580,710	2,153,885	1,162,287.43	991,598	54%		54%
51 HEALTH, HSG & COMMUNITY SVC	14,850,382	26,346,918	18,152,732.41	8,194,186	69%	49%	82%
52 PARKS, RECREATION & WATERFR	6,831,086	7,746,386	3,566,581.29	4,179,804	46%	43%	51%
53 PLANNING & DEVELOPMENT	2,178,037	2,361,990	1,375,928.85	986,062	58%	55%	66%
54 PUBLIC WORKS	4,408,589	6,688,258	3,162,558.33	3,525,700	47%	48%	47%
71 POLICE	65,460,524	64,843,729	37,976,902.73	26,866,826	59%	57%	70%
72 FIRE & EMERGENCY SERVICES	32,272,610	36,964,113	20,836,524.83	16,127,589	56%	54%	63%
99 NON DEPARTMENTAL	39,286,268	41,691,072	15,540,911.71	26,150,160	37%	100%	37%
Grand Total	194,718,710	222,354,566	118,284,621	104,069,945	53%	54%	53%

*FY 2021 Revised does not reflect as of December 31, 2020 all Council approved allocations included in the FY 2021 AAO #1.

Some of the significant overages in departments that need further explanation are the following:

- Health, Housing & Community Services (HHCS): In the first 6 months of FY 2021, HHCS has encumbered and spent almost \$9.4 million in General Fund community agency contract funds. The department also had \$1.1 million in FY 2020 Measure U1 Funds loan encumbrances that were carried over to FY 2021. These two items along with other regular expenditures led to General Fund Non-Personnel expenditures being at 82 percent spent through the first six months.
- Police: Through December 2020, Police overtime is \$3,459,236. This represents about 2/3 of what has been allocated to the department after adjusting for the \$3.5 million allocated to the department in December 2020 but excluding the \$1.0 million set aside in reserves. A portion of overtime reserves (approximately

\$180,000) has been allocated to enable the downtown bike patrol team to operate 7 days/week. The Department's use of overtime is due to a number of factors including, but not limited to, mutual aid requests, reimbursable overtime requested by third-parties, COVID-19, and training. Staff is monitoring Police Department expenditures and working with the Department on these to develop strategies to ensure that Police Department expenditures are consistent with appropriated funds.

- Fire: Fire Department overtime is anticipated to exceed budgeted amounts due a number of factors such as observing COVID-19 isolation and quarantine protocols, being deployed to multiple wildfires, and staffing up for red-flag events, the vaccination clinic, and COVID-19 testing sites. Offsetting the increase in overtime are reimbursement requests for the wildfires totaling \$640,554.

Staff is carefully monitoring the FY 2021 General Fund budget to make sure the City stays within budget and is also watching to make sure that savings realized as part of the adopted budget deferrals for FY 2021 are met by the end of the year.

Additional information regarding General Fund revenues and expenditures will be presented in May with the FY 2022 Proposed Budget. Final FY 2021 year-end General Fund revenues and expenditures information will be included in the **FY 2021 Year-End Report and FY 2022 First Quarter Update** that will be presented to Council in November 2021.

All Funds Expenditures

The General Fund comprises 30.1 percent of the total adjusted budget. The rest of the budget consists of various Special Funds. Special Funds are collected for a specific purpose; therefore, are not discretionary. Only costs associated with the Special Fund activity may be charged to a Special Fund. Included in the FY 2021 Mid-Year All Fund Expenditures by Department chart below are both the General Fund expenditures to date and the Special Funds expenditures to date. On an All Funds basis, the City is tracking over budget as of December 31, 2020 as can be seen in the following chart:

FY 2021 MID-YEAR ALL FUNDS EXPENDITURES (AS OF DECEMBER 31, 2020)						
DEPARTMENT	YTD ACTUAL +			AVAILABLE BUDGET	% USED	
	FY 2021 ADOPTED	FY 2021 REVISED	ENCUMBRANCES			
11 MAYOR AND COUNCIL	2,559,046	2,641,468	1,174,065	1,467,403	44%	
12 CITY AUDITOR	2,786,499	2,768,960	1,260,217	1,508,743	46%	
13 RENT STABILIZATION BOARD	6,646,209	6,772,560	3,592,645	3,179,915	53%	
21 CITY MANAGER'S OFFICE	13,515,943	15,666,114	7,570,305	8,095,809	48%	
22 BERKELEY PUBLIC LIBRARY	21,846,159	25,044,555	12,822,260	12,222,295	51%	
31 CITY ATTORNEY	4,509,824	6,159,772	3,399,452	2,760,320	55%	
32 CITY CLERK	2,839,880	3,651,420	1,783,808	1,867,612	49%	
33 FINANCE	8,555,177	10,088,120	4,806,945	5,281,175	48%	
34 HUMAN RESOURCES	4,072,239	4,815,202	2,208,374	2,606,828	46%	
35 INFORMATION TECHNOLOGY	20,647,410	27,513,549	11,909,300	15,604,249	43%	
51 HEALTH, HSG & COMMUNITY SVC	53,834,105	116,663,573	64,341,785	52,321,788	55%	
52 PARKS, RECREATION & WATERFR	32,561,123	83,753,434	42,819,299	40,934,134	51%	
53 PLANNING & DEVELOPMENT	25,022,338	27,284,553	11,836,192	15,448,361	43%	
54 PUBLIC WORKS	138,631,154	207,439,781	106,212,507	101,227,274	51%	
71 POLICE	70,325,114	69,882,747	40,415,183	29,467,564	58%	
72 FIRE & EMERGENCY SERVICES	41,254,373	47,812,600	27,138,762	20,673,838	57%	
99 NON DEPARTMENTAL	83,711,926	86,480,963	41,146,263	45,334,699	48%	
Grand Total	533,318,519	744,439,372	384,437,364	360,002,008	52%	

Health, Housing, & Community Services, Parks, Recreation & Waterfront, and Public Works carried over funds for projects and grants started in FY 2020. These departments also appropriated new grant funds that support programs and services as well as special funds for capital improvements. Details of these carryover requests can be found in the December 15, 2020, [Amendment to the FY 2020 Annual Appropriations Ordinance³](#) (AAO) discussed earlier in this report.

The following key special funds need further discussions regarding their current status:

Marina Fund

The Marina Fund is experiencing revenue shortages in lease revenues and berth rentals revenues in FY 2021 and is still facing exhausting all reserves by the end of FY 2022. A detailed presentation on the fund and potential solutions to address the deficit were included in an update on the Berkeley Marina Area Specific Plan that was presented to Council on February 16, 2021⁴

³ https://www.cityofberkeley.info/Clerk/City_Council/2020/12_Dec/Documents/2020-12-15_Item_43_Amendment_FY_2021_Annual.aspx

⁴ https://www.cityofberkeley.info/Clerk/City_Council/2021/02_Feb/Documents/2021-02-16_WS_Item_02_Berkeley_Marina_Area_Specific_Plan_pdf.aspx

Permit Service Center Fund

The Permit Service Center Fund began FY 2021 with a fund balance of approximately \$14.75 million. Due to the COVID-19 pandemic, the Planning Department staff is concerned about a potential slowdown in development activity that could result in the need to rely on reserves to sustain operations. A detailed presentation on the fund was presented to the Budget & Finance Policy Committee on February 25, 2021⁵.

Parking Meter Fund

Due to the pandemic related revenue loss to the parking program, a General Fund allocation of \$3.2 million was approved by the Council on December 15, 2020 to cover some FY 2021 operational costs. In addition to that, the Parking Meter Fund utilized a significant amount of its reserves thereby depleting resources that had been set aside for future capital replacement. As a result of these balancing measures, the Parking Meter Fund will need an allocation of \$3,355,000 over the next two fiscal years (FY 2022 – FY 2023) to fund the replacement of the elevator at the Telegraph/Channing Garage and to upgrade and replace parking meters.

Public Liability Fund

The Public Liability Fund pays for all of the City's legal costs including costs for outside counsel and claims and judgements paid out by the City. The fund also pays for 75 percent of a Deputy City Attorney III position, 75 percent of a Senior Legal Secretary position, and 100 percent of another Senior Legal Secretary position in the City Attorney's Office. The fund is supported by an annual transfer from the General Fund of approximately \$1.7 million.

The City's legal costs have been steadily increasing over the last several years. Council allocated an additional General Fund allocation of \$719,017 in the First Amendment to the FY 2021 Annual Appropriations Ordinance to the Public Liability Fund to cover additional legal costs in FY 2021. Recent award settlements and additional legal costs may require additional funds in FY 2021 or a possible increase in the General Fund transfer amount in FY 2022. Staff is working with the City Attorney's Office to determine how much and the timing of when the funds may be needed.

5

<https://www.cityofberkeley.info/uploadedFiles/Clerk/Item%204%202.25.21%20PSC%20Fund%20Status%20Update%20for%20Budget%20and%20Finance%20Committee.pdf>

Next Steps:

Staff is currently in the process of preparing the FY 2022 Budget approved which will be presented to Council on May 11, 2021.

The table below outlines key Council meeting dates at which budget information will be provided.

FY 2022 Budget Calendar	
Date	Action/Topic
March 16, 2021	<ul style="list-style-type: none"> FY 2021 Mid-Year Update & Projections of Future Liabilities Report (includes preliminary budget challenges)
April 27, 2021	<ul style="list-style-type: none"> Public Hearing on CDBG & ESG Annual Action Plan and proposed funding allocations to community agencies
May 11, 2021	<ul style="list-style-type: none"> FY 2022 Proposed Budget Presentation Public Hearing #1: Budget Proposed Fee Increases FY 2021 Annual Appropriations Ordinance Amendment #2
May 25, 2021	<ul style="list-style-type: none"> Public Hearing #2: Budget
June 1, 2021	<ul style="list-style-type: none"> Council recommendations on budget due to the City Manager
June 15, 2021	<ul style="list-style-type: none"> Council discussion on budget recommendations
June 29, 2021	<ul style="list-style-type: none"> Adopt FY 2022 Proposed Budget Update & FY 2022 Annual Appropriations Ordinance


The FY 2021 Mid-Year Budget Update is a Strategic Plan Priority, advancing our goal to provide an efficient and financially-healthy City government.

ENVIRONMENTAL SUSTAINABILITY

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

Rama Murty, Acting Budget Manager, City Manager's Office, 981-7000
Henry Oyekanmi, Finance Director, Department of Finance, 981-7300



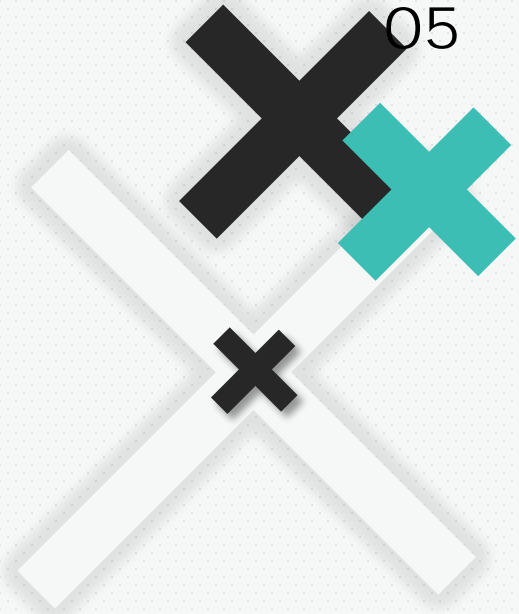
No Material
Available for
this Item

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

**Homeless
Services
Panel of Periodic
Experts: Report**



Health, Housing & Community
Services

AGENDA



1. Overview
2. Data
3. Power BI
4. Discussion
5. Budget Cycle
6. Conclude

Berkeley Homeless Programs and Funding



Intro to
- [Homelessness] -

City of Berkeley

Non-profit Partners

23 agencies providing 57 programs.
Receive \$19 million in City funding
for homeless programs each year.

Homeless Commission

Advisory Role

Advises City Council on homeless
policy and programs, including funding
for homeless services.



Outreach, Housing
Navigation &
Prevention



Emergency Shelter
/ Transitional
Housing



Permanent
Housing



Supportive
Services



Basic Services

- Meals
- Drop-In Centers
- Showers



Permanent Supportive Housing

- Shelter Plus Care + Square One
- Case Management Support



Emergency Shelter

- Single Men/Women
- Families
- Winter Storm Shelter



Rapid Re-Housing

- Short-term rental subsidies



Transitional Housing

- Single Men/Women
- Families
- TAY



Alcohol and Drug Treatment

- Residential Treatment
- Daytime services



Homeless Outreach

- BACS, Lifelong Medical Care
- City Manager's Office
- DBA

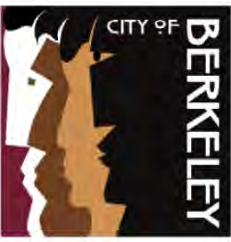


Other Services

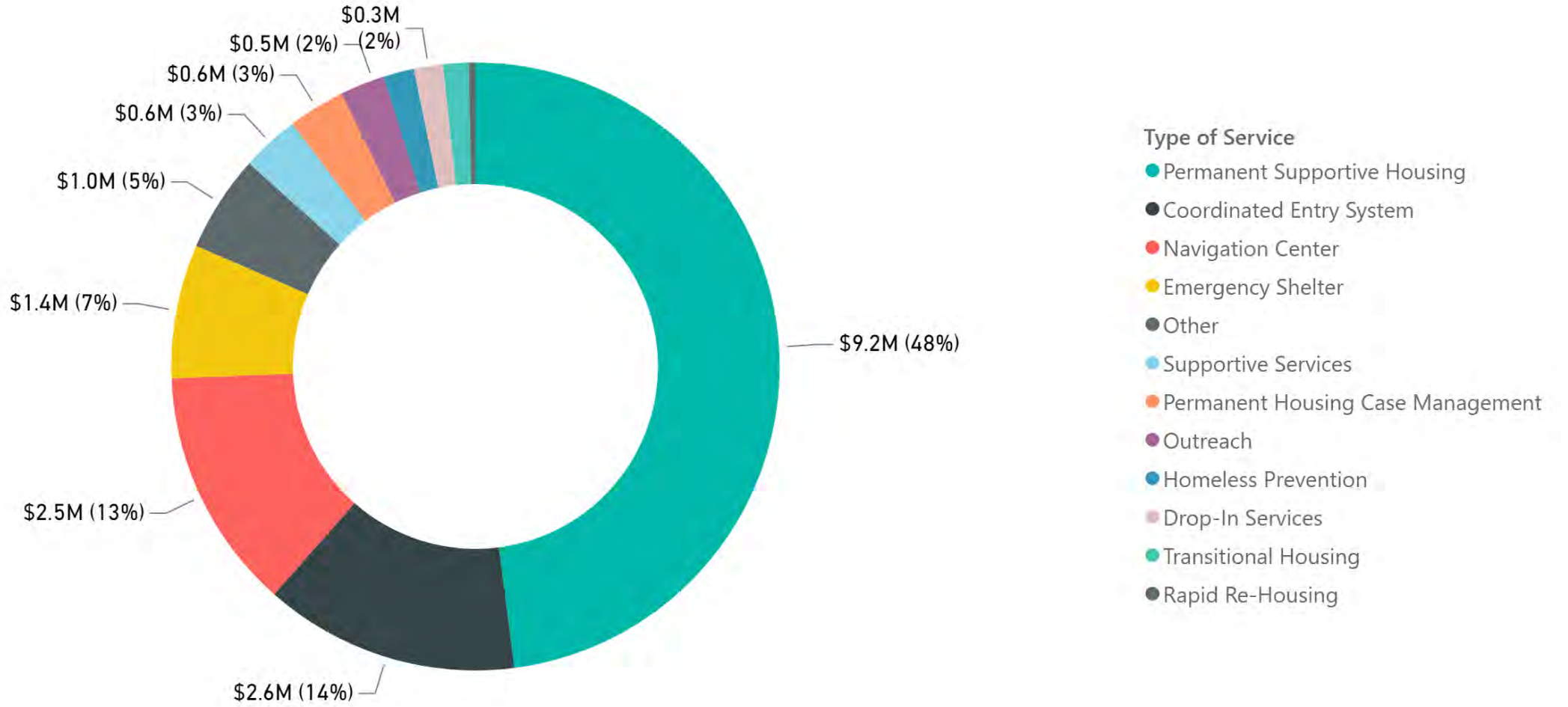
- Domestic Violence Services
- Representative Payee
- Benefits Advocacy

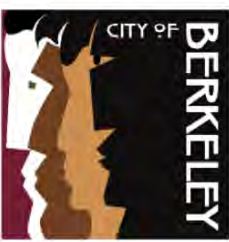
Many Departments Work on Homelessness

- HHCS
 - HCS
 - Community Agency Contracts
 - Shelter Plus Care
 - Homeless Policy / Coordination with County
 - Mental Health
 - Full Service Partnership
 - Aging Services
 - Case management
 - Senior Centers
 - Environmental Health
 - Encampments
- PW
 - Encampments
 - Abandoned Belongings
- Parks, Recreation & Waterfront
 - Encampments
 - Shower Program
- BPD
- City Manager's Office



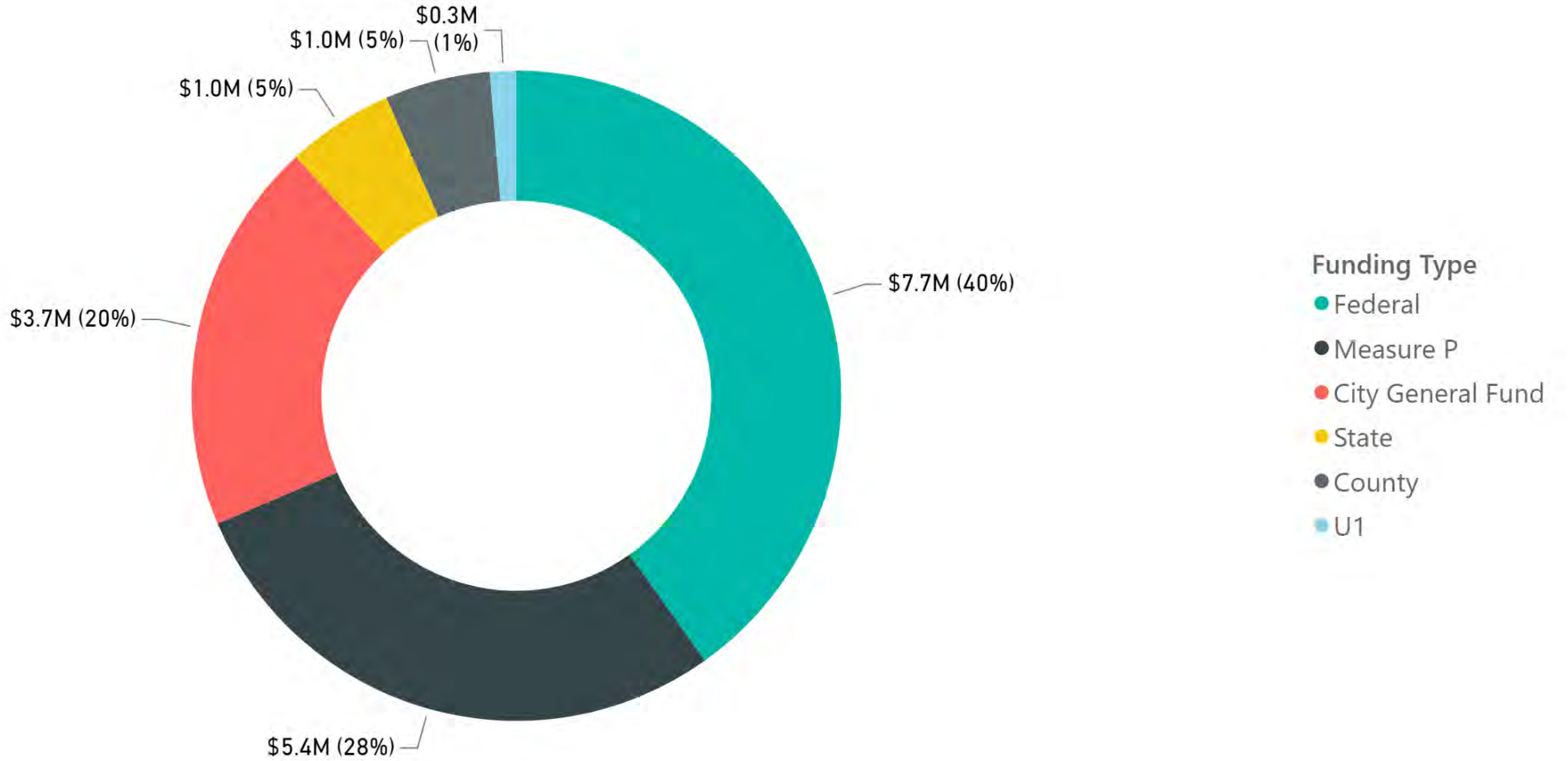
\$19.14M
FY20/21





\$19.14M

FY20/21



CARES Act and Other Funding for COVID-19

Sources:

- CDBG – CV1: \$1,610,805
- CDBG – CV3: \$891,121
- ESG – CV1: \$808,117
- ESG-CV2: \$5,840,486
- CSBG : \$373,097
- HEAP : \$893,000

Uses:

- Berkeley Respite Program
- Rapid Re-Housing
- Hygiene and Food
- Additional Costs for Shelter Programs
- Mobile Shower Program
- Rental Subsidies

1. Data



- HMIS - Homeless Management Information System
- City Data Services

-[Data Sets]-

Homeless Management Information System
HMIS

Called Clarity. Used throughout Alameda County and in many other Bay Area jurisdictions.

Other Data Set
Excel

In addition to HMIS data, some Excel data sets were used to sort data in different ways.



Dependent on Providers



Not Always in Real Time



Multitude of Data Points



Includes All of Alameda County

-[Data Sets]-

Homeless Management Information System
HMIS

Alameda County and the City of Berkeley use the software Clarity Human Services developed by BitFocus.

Other Data Set
Excel

In addition to HMIS data, some Excel data sets were used to create a calendar to map budget and client data to dates and to track individual program capacity.



**Client
Centered**



Uniformity



**Performance
Reports**



**Shows Trends
and Gaps**

Agency	Program	In HMIS?
ASUC/Suitcase Clinic	ASUC Suitcase Clinic	No
Bay Area Community Services	Coordinated Entry System/STAIR	Yes
Berkeley Drop-In Center	Berkeley Drop-In Center/Lockers/Rep Payee	Partial
Berkeley Food and Housing Project	Shelter/SPC Services	Yes
Bonita House	Supported Independent Living (SIL)	Yes
BOSS	Shelter/SPC Services/Rep Payee	Partial
City of Berkeley	Shelter Plus Care Program	Yes
Covenant House California	YEAH! Youth shelter	Partial
Dorothy Day House	Shelter/Drop-In/Lockers/BESS	Partial
Fred Finch Youth Center	Turning Point TH	Yes
Homeless Action Center	SSI Advocacy	Yes
LifeLong Medical Care	SPC Services	Yes
Options Recovery Services	Transitional Housing	Partial
Toolworks, Inc.	Supportive Housing	No
Women's Daytime Drop-In Center	Drop-In, Transitional Housing	Partial

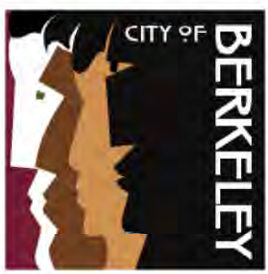
2. Reports



Power BI is software that turns data into coherent and interactive visuals

Emergency Shelter





Health, Housing & Community Services

Homeless Services Panel of Experts Periodic Report

Page 16 of 36

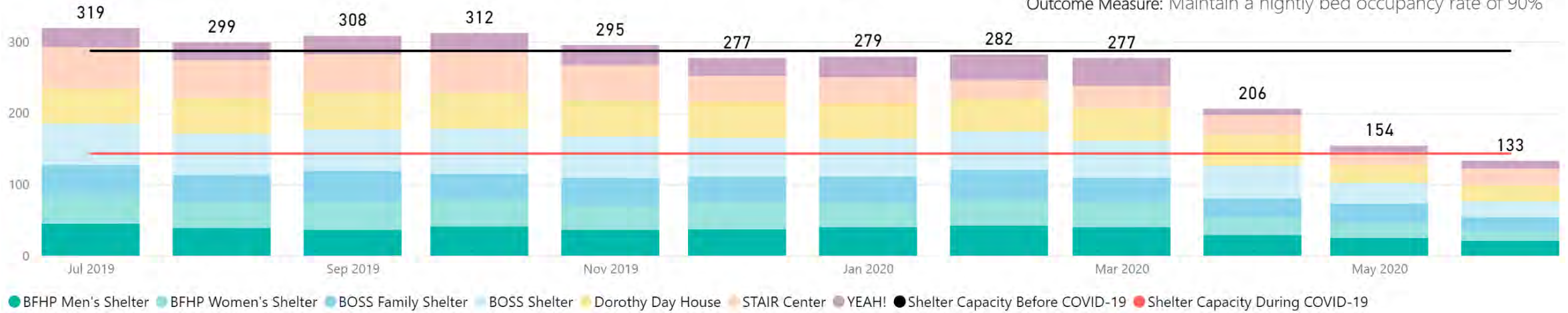
Select all	BFHP Women's Shelter	BOSS Shelter	STAIR Center
BFHP Men's Shelter	BOSS Family Shelter	Dorothy Day House	YEAH!

Clients Served
600

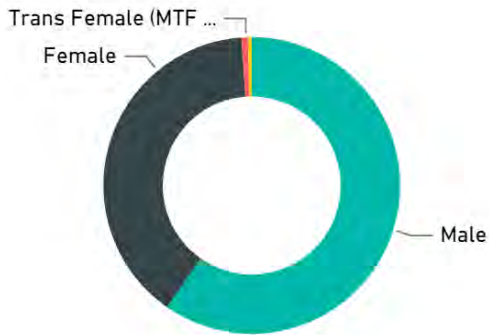
Average Age
42

Average Length of Stay
192

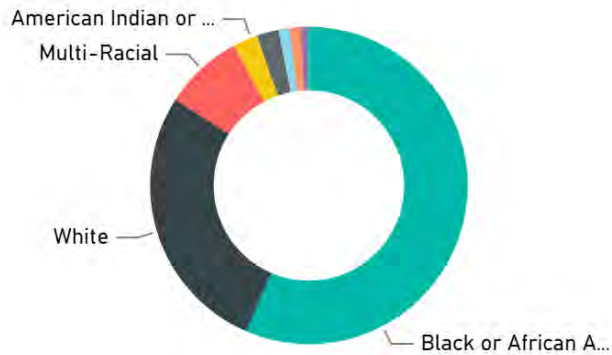
Outcome Measure: Maintain a nightly bed occupancy rate of 90%



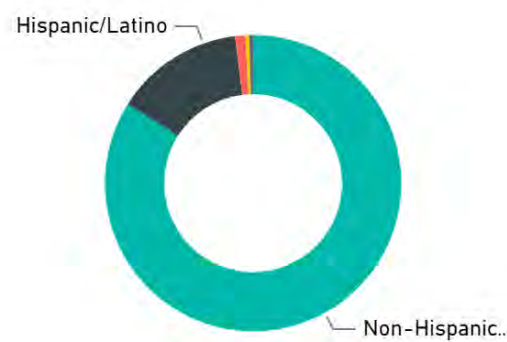
Gender



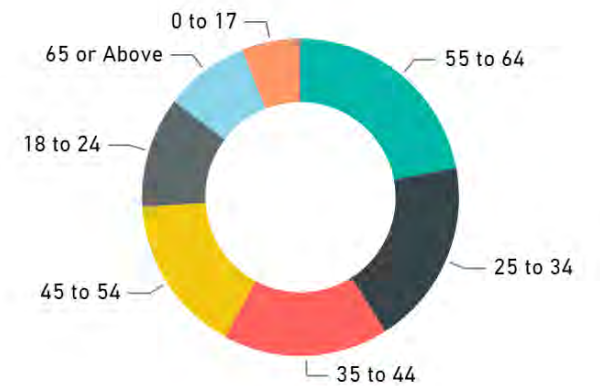
Race



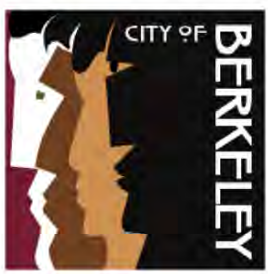
Ethnicity



Age



FY 19-20 Shelter Stayers



Health, Housing & Community Services

Homeless Services Panel of Experts Periodic Report

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Clients Served

58

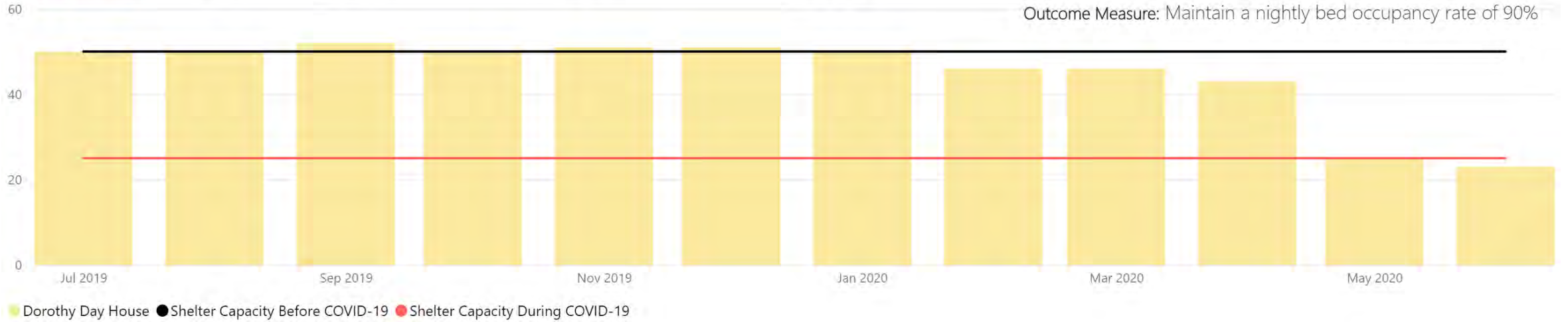
Average Age

55

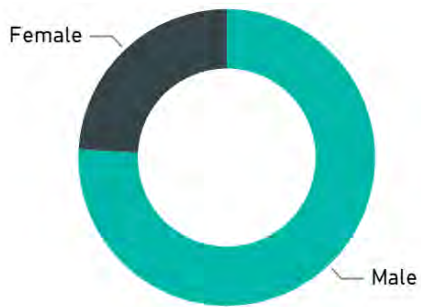
Average Length of Stay

502

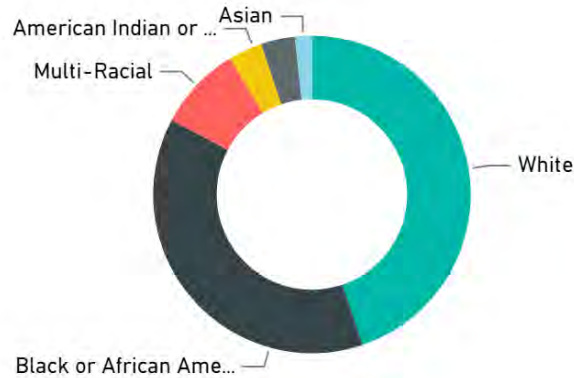
Select all	BFHP Women's Shelter	BOSS Shelter	STAIR Center
BFHP Men's Shelter	BOSS Family Shelter	Dorothy Day House	YEAH!



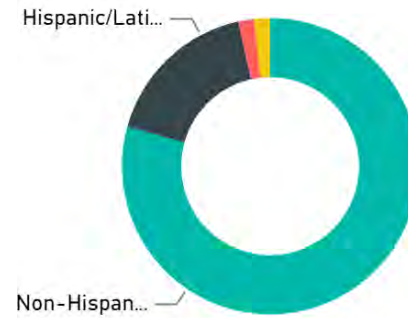
Gender



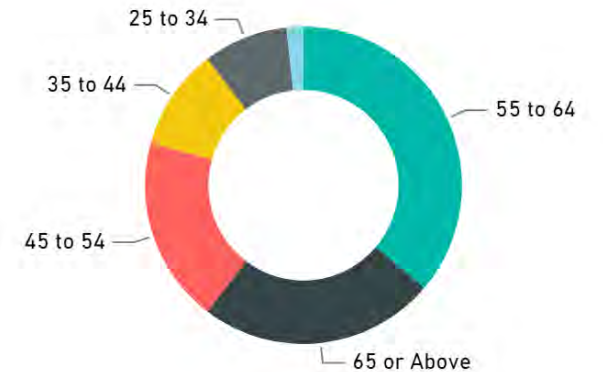
Race



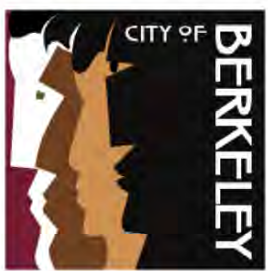
Ethnicity



Age



FY 19-20 Shelter Stayers



Health, Housing & Community Services

Homeless Services Panel of Experts Periodic Report

Clients Served

14

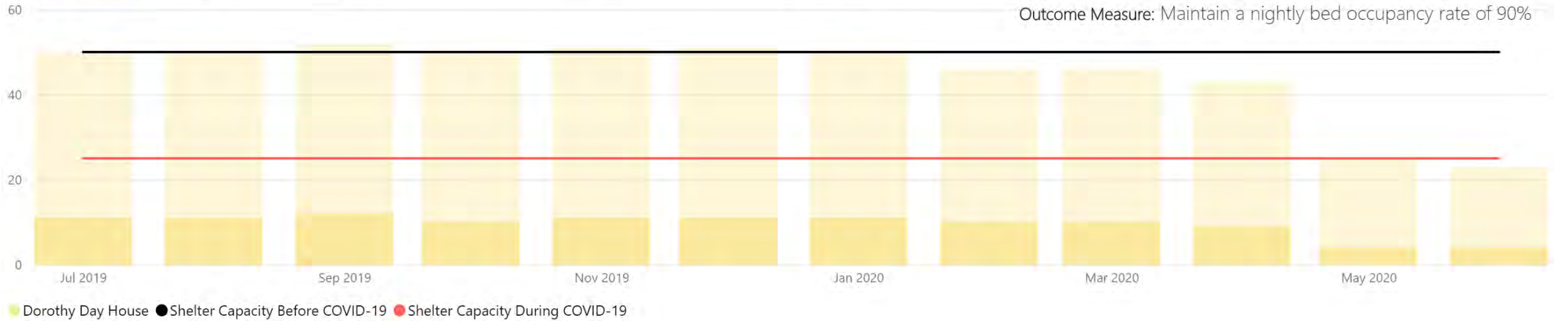
Average Age

50

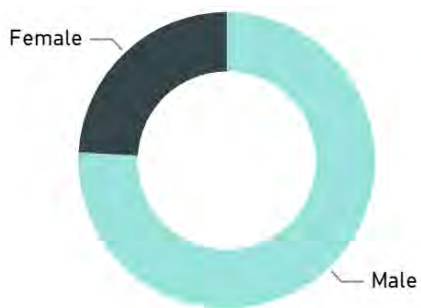
Average Length of Stay

473

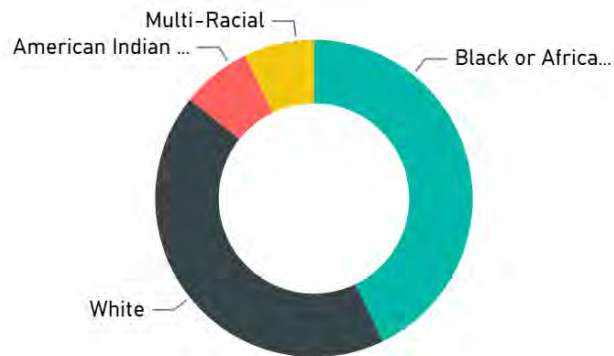
Select all	BFHP Women's Shelter	BOSS Shelter	STAIR Center
BFHP Men's Shelter	BOSS Family Shelter	Dorothy Day House	YEAH!



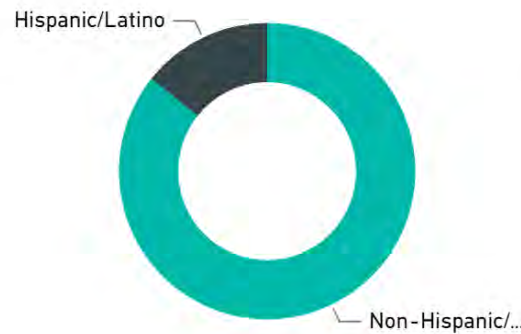
Gender



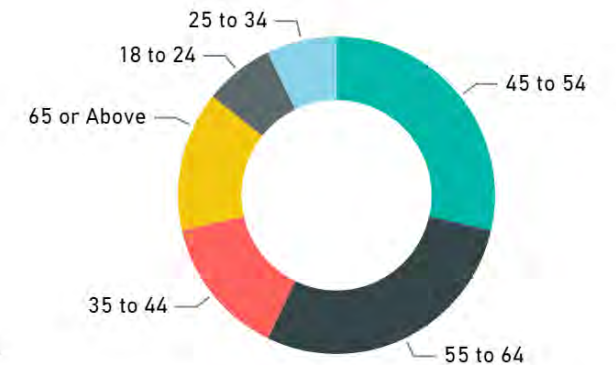
Race



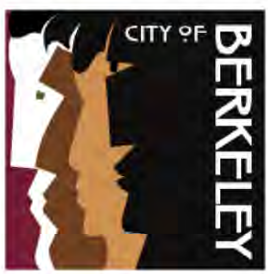
Ethnicity



Age



FY 19-20 Shelter Stayers



Health, Housing & Community Services

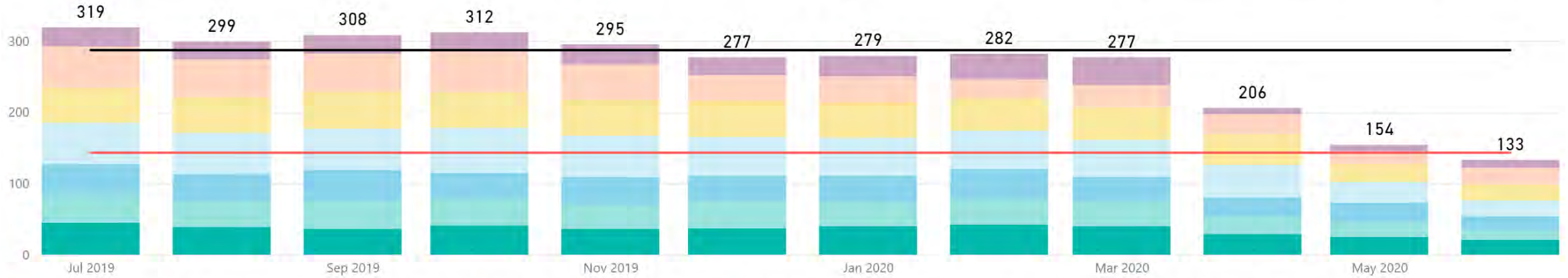
Homeless Services Panel of Experts Periodic Report

Select all	BFHP Women's Shelter	BOSS Shelter	STAIR Center
BFHP Men's Shelter	BOSS Family Shelter	Dorothy Day House	YEAH!

Clients Served
600

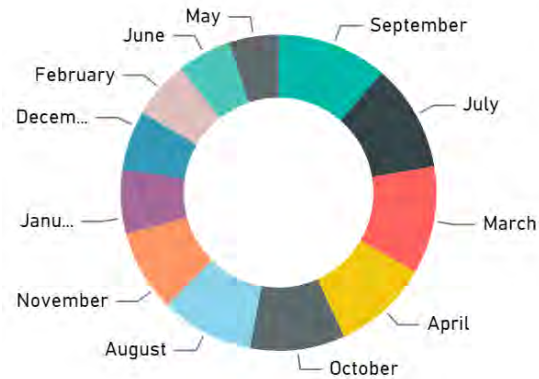
Average Age
42

Average Length of Stay
192

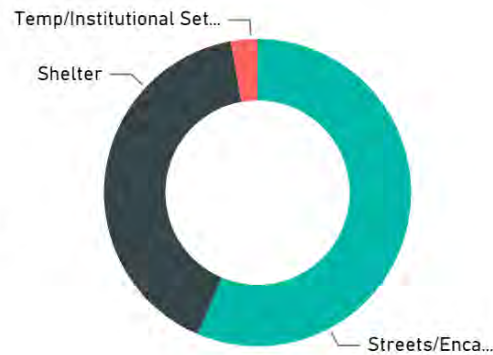


● BFHP Men's Shelter ● BFHP Women's Shelter ● BOSS Family Shelter ● BOSS Shelter ● Dorothy Day House ● STAIR Center ● YEAH! ● Shelter Capacity Before COVID-19 ● Shelter Capacity During COVID-19

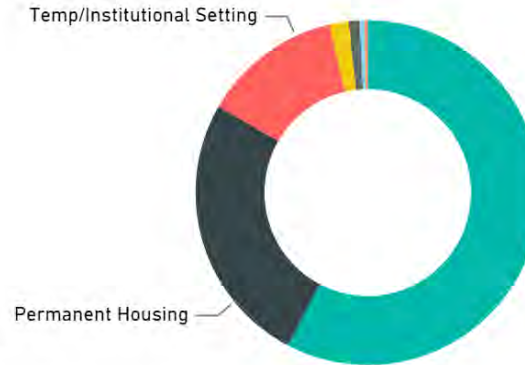
Clients Exited Per Month



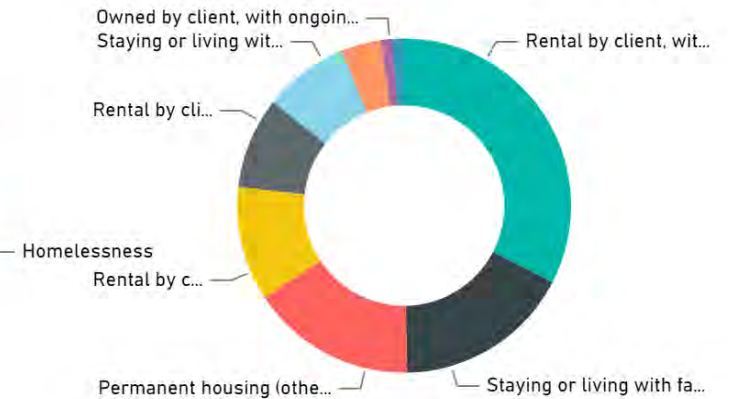
Prior Living Situation



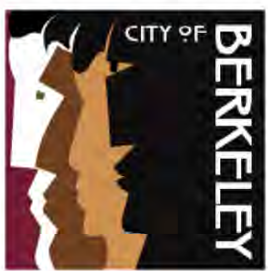
Exit Destinations



Permanent Destinations



FY 19-20 Shelter Stayers



Health, Housing & Community Services

Homeless Services Panel of Experts Periodic Report

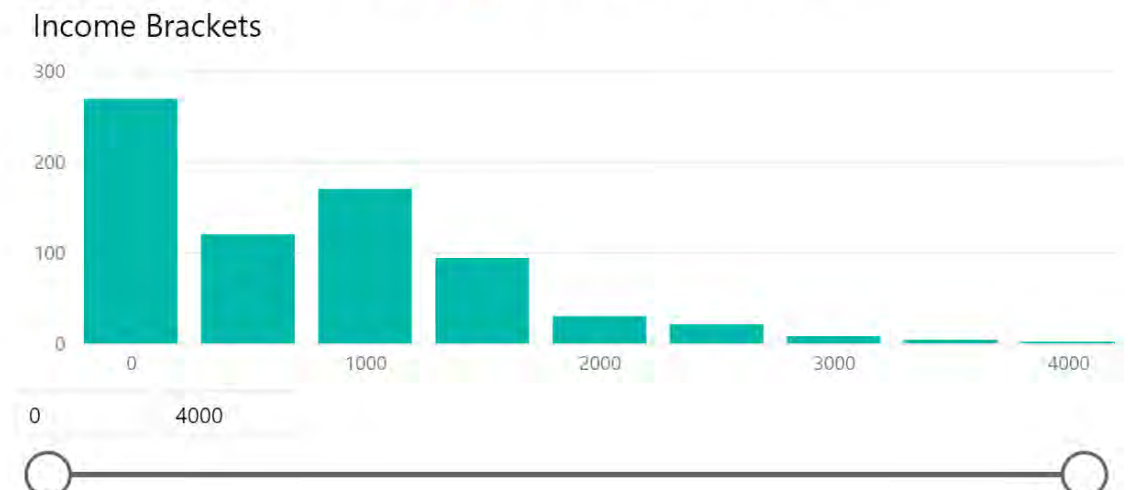
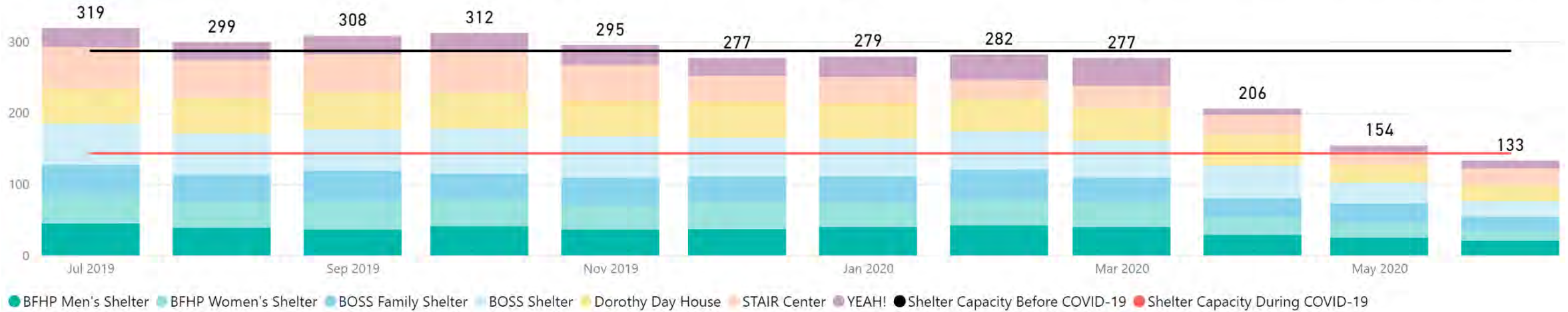
Page 20 of 36

Select all	BFHP Women's Shelter	BOSS Shelter	STAIR Center
BFHP Men's Shelter	BOSS Family Shelter	Dorothy Day House	YEAH!

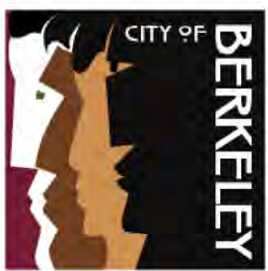
Clients Served
600

Average Income
\$591

Average Length of Stay
192



FY 19-20 Shelter Stayers

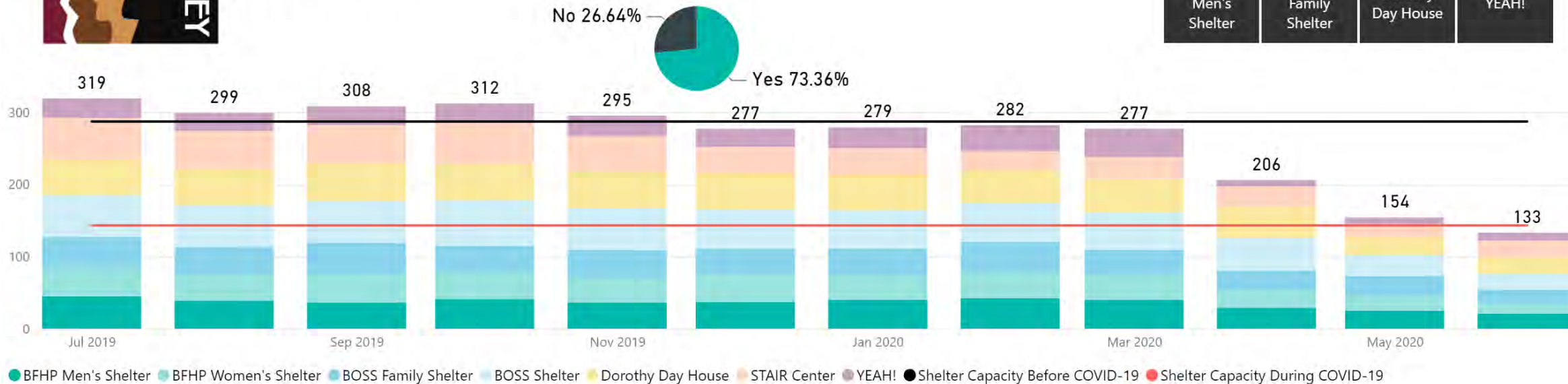


Health, Housing & Community Services

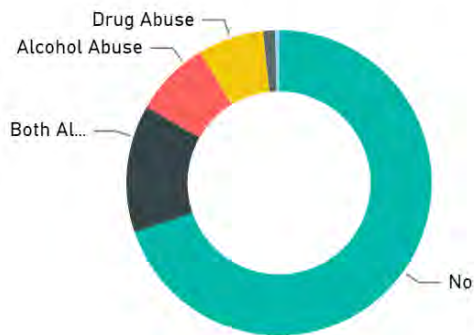
Homeless Services Panel of Experts Periodic Report

Health Condition

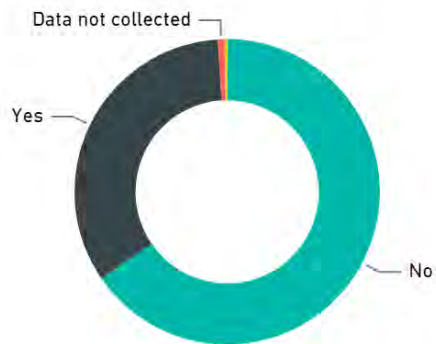
Select all	BFHP Women's Shelter	BOSS Shelter	STAIR Center
BFHP Men's Shelter	BOSS Family Shelter	Dorothy Day House	YEAH!



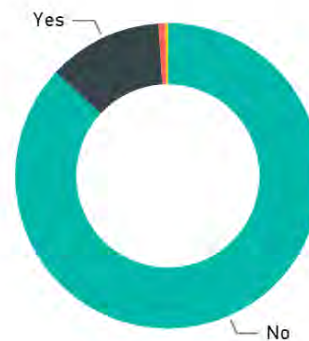
Substance Use Condition



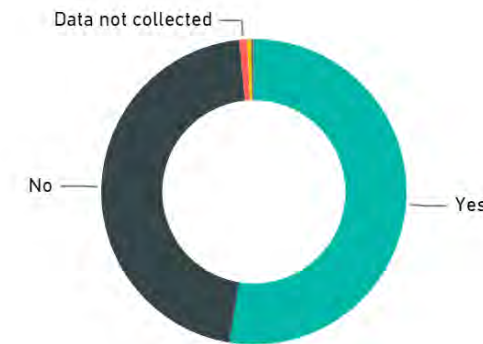
Chronic Health Condition



Developmental Condition



Mental Health Condition



FY 19-20 Shelter Stayers

4. Discussion



Open discussion on what the Homeless Services Panel of Experts wants to have included in these reports.

Measure P



-[Measure P Timeline]-

Funding Source
Property Tax

Measure P increased the City's tax on the transfer of real property with a consideration over a certain threshold.

Homeless Services Panel of Experts
Advisory Role

Charged with advising the City Council regarding how and to what extent the City should establish and/or fund programs to end or prevent homelessness in Berkeley and provide humane services and support.



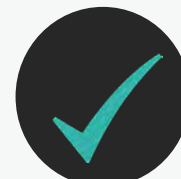
November 6, 2018
Measure Passes



May 2019
Panel First Meeting



November, 2019
Panel and CM Recs to Council



December 2019 + January 2020
Council Adopts MP Allocations

-[Timeline]-

Periodic Reporting
Homeless Services Templates

In October, the panel asked for periodic reports on Programs/Outcomes, Finances, and Other Needs and Trends that could be used to help inform funding decisions.

City Council Actions
Updates

City Council has since taken several actions to allocate Measure P funds.



March 2020
Berkeley Relief Fund



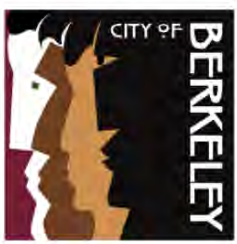
June 2020
Council adopts Revisions to FY21 Budget



October 2020
Council refers BOSS Project to Committee



December 2020
Council adopts CM Program Funding



Health, Housing & Community Services

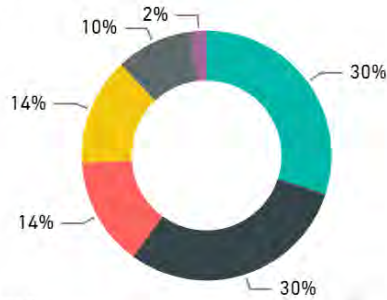
Page 26 of 36

Homeless Services Panel of Experts Periodic Report

Revenue **\$18.19M** Cost **\$13.18M** Surplus **\$5.01M**

Select all Allocated Encumbered Spent

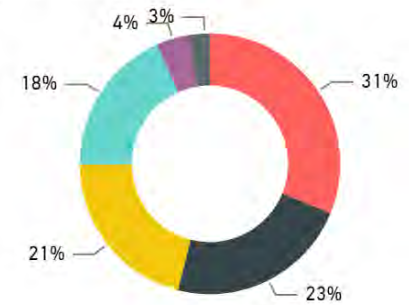
Panel of Experts Recommendations



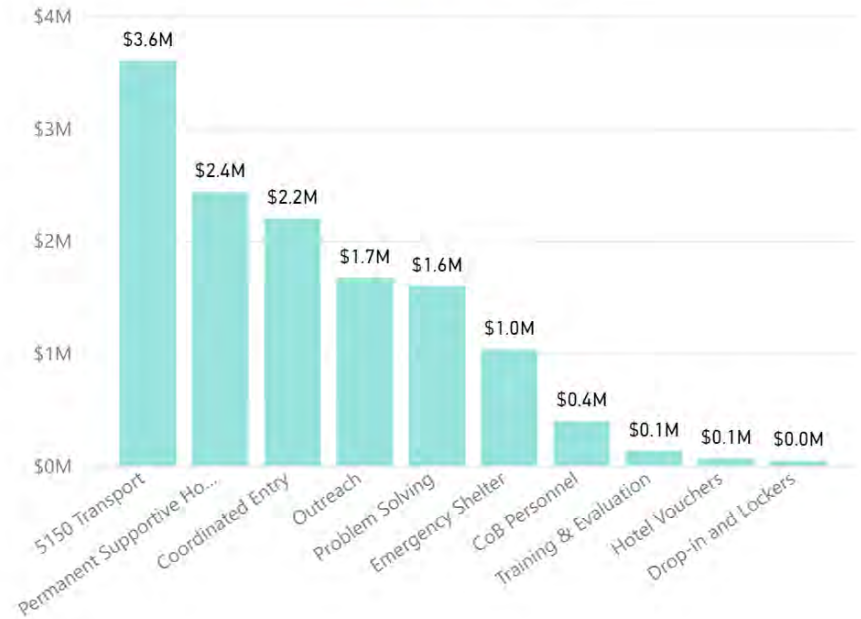
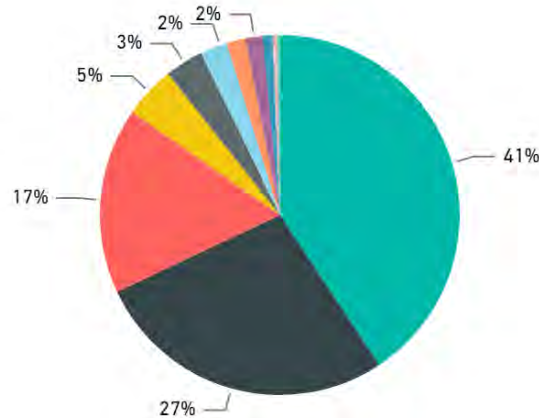
Program Component

- 1. Permanent Supportive Housing
- 2. Shelter and Temporary Accommodations
- 3. Immediate Street Conditions & Hygiene
- 4. Other Supportive Services
- 5. Flexible Housing Subsidies
- 6. Infrastructure

Program Component Allocated



FY Year	Cost	Cost Detail	Recipient
2020	\$846,616	5150 Response & Transport (2) (5)	HHCS
2020	\$1,600,000	Berkeley Relief Fund	Fire
2020	\$38,266	Finance Contract Specialist	BACS
2020	\$80,255	HHCS Community Services Specialist II (Filled)	Outdoor
2020	\$20,000	Homeless Outreach Worker	LifeLong Medical
2021	\$2,753,384	5150 Response & Transport (2) (5)	DDH
2021	\$21,340	Dorothy Day House Drop In (6)	DTST
2021	\$300,000	Dorothy Day House Shelter (6)	Finance
2021	\$11,734	Finance Contract Specialist	YSA
2021	\$152,965	Finance Finance Accountant II (2)	DBA
2021	\$115,228	HHCS Community Services Specialist II (Filled)	BDIC
2021	\$65,947	HHCS: Square One Hotel Vouchers	
2021	\$40,000	Homeless Outreach Worker	
2021	\$934,533	Homeless Response Team	
2021	\$25,000	Locker Program	
2021	\$615,000	Outdoor Shelter	
2021	\$2,200,000	Pathways STAIR Center	
2021	\$2,434,053	Permanent Housing Subsidies	
2021	\$454,239	Street Medicine	
Total	\$13,183,894		



TRANSFER TAX -- MEASURE P PROGRAM PROJECTION

2/2/21 4:49 PM

	FY 2019 Actuals	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate	FY 2023 Estimate	FY 2024 Estimate
Revenues						
Beginning Fund Balance		\$2,932,313	\$9,859,779	\$6,508,436	\$2,233,374	(\$3,165,646)
Measure P Revenues (1)	2,932,313	9,512,603	6,247,414	6,247,414	6,247,414	6,247,414
Permanent Local Housing Allocation (FY 21)	0	0	0	0	0	0
Total Revenues and Balance of Funds	2,932,313	12,444,916	16,107,193	12,755,850	8,480,788	3,081,768
LESS: Total Expenses	0	2,585,137	9,598,757	10,522,476	11,646,433	11,662,565
Personnel Costs	0	118,521	279,927	336,951	460,909	477,041
Finance: Accountant II (2)		0	152,965	158,319	163,860	169,595
Finance: Contract Staffing		38,266	11,734	0	0	0
HHCS: Community Services Specialist II (Filled) (3)		80,255	115,228	178,633	184,885	191,356
HHCS: 50% Senior Management Analyst (Requested) (4)		0	0	0	112,164	116,090
Non-Personnel Costs/ Program Expenses	0	2,466,616	9,318,830	10,185,524	11,185,524	11,185,524
Fire: 5150 Response & Transport (2) (5)	0	846,616	2,753,384	2,400,000	2,400,000	2,400,000
Dorothy Day House Shelter (6)	0	0	300,000	566,000	566,000	566,000
Dorothy Day House Drop In (6)	0	0	21,340	182,000	182,000	182,000
Pathways STAIR Center	0	0	1,200,000	1,499,525	2,499,525	2,499,525
Coordinated Entry System	0	0	0	1,442,426	1,442,426	1,442,426
BDIC Locker Program	0	0	25,000	50,000	50,000	50,000
LifeLong Medical - Street Medicine	0	0	454,239	454,239	454,239	454,239
YSA Tiny Home	0	0	117,000	78,000	78,000	78,000
DBA- Homeless Outreach Worker	0	20,000	40,000	40,000	40,000	40,000
Downtown Streets Team	0	0	225,000	225,000	225,000	225,000
Outdoor Shelter	0	0	615,000	615,000	615,000	615,000
COVID-19 Housing Solutions (8)	0	0	0	0	0	0
Permanent Housing Subsidies	0	0	1,501,078	1,600,000	1,600,000	1,600,000
1367 University Avenue Step Up Housing Project (9)	0	0	932,975	900,000	900,000	900,000
HHCS: Square One Hotel Vouchers	0	0	65,947	0	0	0
Training and Evaluation	0	0	133,334	133,334	133,334	133,334
Homeless Response Team	0	0	934,533	0	0	0
Berkeley Relief Fund	0	1,600,000	0	0	0	0
Fiscal Year Surplus (Shortfall)	2,932,313	6,927,466	(3,351,343)	(4,275,062)	(5,399,019)	(5,415,151)
Ending Fund Balance	\$2,932,313	\$9,859,779	\$6,508,436	\$2,233,374	(\$3,165,646)	(\$8,580,797)

5. Budget Cycle



Review of the budget cycle from the city, community agency, and county levels.

- [City Budget
Cycle] -

City of Berkeley's Biennial Cycle

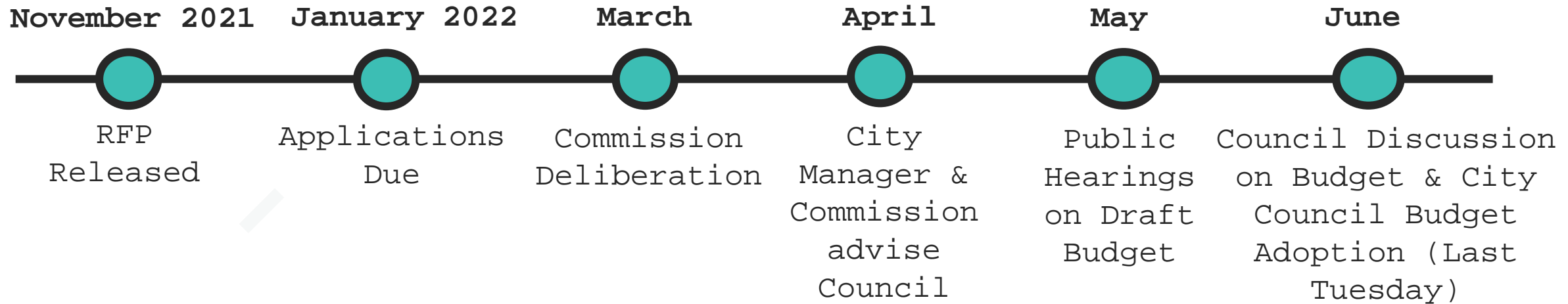
The budget operates on a two year cycle. The following dates outline the key stages of the biennial budget cycle:



-[Community Agency Funding Cycle]-

Four Year Cycle

Operates on a four year funding cycle between FY19 – FY22:



7. Conclude



Final questions,
thoughts, concerns?



Josh Jacobs
Homeless Services Coordinator
Health, Housing, &
Community Services

Thank you!



Lori Droste
Vice Mayor District 8

Consent Calendar
February 9, 2021

To: Honorable Mayor and Members of the City Council
From: Vice Mayor Lori Droste
Subject: Potential Measure P FY2022 Allocations

Recommendation

Refer the Measure P funding discussion to the City Manager, Measure P Homeless Panel of Experts, and the Health and Life Enrichment policy committee to determine next steps to ensure that the Measure P fund stays solvent. Specifically, these bodies should prioritize preferred programs and services within the various categories that the Measure P panel previously outlined according to updated projected revenues. During the course of these deliberations, the Panel of Experts should hear presentations from staff on which homeless services (e.g. permanent supportive housing exits, shelters, emergency interventions, multi-departmental staffing, and supportive services) are funded outside of Measure P so that the bodies can make recommendations after understanding the entirety of services and programs.

To the extent possible, the committees and commissions should attempt to find a non-volatile source of funding for permanent supportive housing, using the [1,000 person plan](#) as a framework for best addressing the homelessness crisis on our streets.

The Panel of Experts and Health and Life Enrichment policy committee should finalize their priorities in time for the budget committee's consideration in June of 2021.

Background

Current Measure P revenues projections for the upcoming fiscal years are currently estimated at \$3 million dollars while total annual expenses hover around \$11.5 (Attachment A). While the beginning fund balance is healthy for FY21 and FY22, if current allocations are sustained, the fiscal year shortfalls begin this year and extend to \$8 million dollar annual fiscal year deficits in the following fiscal years.¹

¹ <https://www.cityofberkeley.info/uploadedFiles/Clerk/2020-11-12%20Budget%20Item%203a.pdf>

In 2019, the Measure P Panel of Experts recommended that Council allocate its Measure P revenues accordingly:

- 30% permanent supportive housing
- 30% temporary accommodations and shelter
- 14% street conditions and hygiene
- 14% supportive services
- 10% flexible housing funds
- 2% infrastructure.

If Council chooses to strictly follow the recommended percentage allocations, this means that Council has the following revenue to allocate to the aforementioned categories:

- \$900,000 to permanent supportive housing
- \$900,000 to temporary accommodations and shelter
- \$420,000 to street conditions and hygiene
- \$420,000 to supportive services
- \$300,000 to flexible housing funds
- \$60,000 to infrastructure

For example, Council allocated approximately \$2.6 million for temporary shelters (STAIR, Dorothy Day, YSA, outdoor shelter) in FY2021. If Council wants to maintain these existing and new shelter programs *and* if overall revenues are anticipated to be only \$3 million, Council will exhaust all Measure P revenue and have no money to allocate to permanent supportive housing, street conditions and hygiene, supportive services, flexible housing funds, and infrastructure. (Additionally, in October of 2020, City Council also approved a \$900,000 yearly [permanent supportive housing Measure P allocation](#) for homeless housing.)

Fiscal Impacts

By addressing future funding shortfalls, this item will guide discussions to ensure that the Measure P fund remains financially solvent.

Contact

Lori Droste, Vice Mayor, ldroste@cityofberkeley.info

Attachment 1. Measure P Program Projection

EXHIBIT 1
TRANSFER TAX -- MEASURE P PROGRAM PROJECTION

1/13/21 2:56 PM

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
	Actuals	Actual	Estimate	Estimate	Estimate	Estimate
Revenues						
<i>Beginning Fund Balance</i>		\$2,932,313	\$9,859,779	\$5,008,436	(\$3,514,040)	(\$12,100,474)
<i>Measure P Revenues (1)</i>	2,932,313	9,512,603	4,747,414	3,000,000	3,060,000	3,121,200
<i>Permanent Local Housing Allocation (FY 21)</i>	0	0	1,000,000	0	0	0
Total Revenues and Balance of Funds	2,932,313	12,444,916	15,607,193	8,008,436	(454,040)	(8,979,274)
LESS: Total Expenses						
Personnel Costs	0	118,521	279,927	336,951	460,909	477,041
Finance: Accountant II (2)		0	152,965	158,319	163,860	169,595
Finance: Contract Staffing		38,266	11,734	0	0	0
HHCS: Community Services Specialist II (Filled) (3)		80,255	115,228	178,633	184,885	191,356
HHCS: 50% Senior Management Analyst (Requested) (4)		0	0	0	112,164	116,090
Non-Personnel Costs/ Program Expenses	0	2,466,616	10,318,830	11,185,524	11,185,524	11,185,524
Fire: 5150 Response & Transport (2) (5)	0	846,616	2,753,384	2,400,000	2,400,000	2,400,000
Dorothy Day House Shelter (6)	0	0	300,000	566,000	566,000	566,000
Dorothy Day House Drop In (6)	0	0	21,340	182,000	182,000	182,000
Pathways STAIR Center	0	0	2,200,000	2,499,525	2,499,525	2,499,525
Coordinated Entry System	0	0	0	1,442,426	1,442,426	1,442,426
BDIC Locker Program	0	0	25,000	50,000	50,000	50,000
LifeLong Medical - Street Medicine	0	0	454,239	454,239	454,239	454,239
YSA Tiny Home	0	0	117,000	78,000	78,000	78,000
DBA- Homeless Outreach Worker	0	20,000	40,000	40,000	40,000	40,000
Downtown Streets Team	0	0	225,000	225,000	225,000	225,000
Outdoor Shelter	0	0	615,000	615,000	615,000	615,000
COVID-19 Housing Solutions (7)	0	0	0	0	0	0
Permanent Housing Subsidies	0	0	2,434,053	2,500,000	2,500,000	2,500,000
HHCS: Square One Hotel Vouchers	0	0	65,947	0	0	0
Training and Evaluation	0	0	133,334	133,334	133,334	133,334
Homeless Response Team	0	0	934,533	0	0	0
Berkeley Relief Fund	0	1,600,000	0	0	0	0
Fiscal Year Surplus (Shortfall)	2,932,313	6,927,466	(5,851,343)	(8,522,476)	(8,586,433)	(8,541,365)
Ending Fund Balance	\$2,932,313	\$9,859,779	\$5,008,436	(\$3,514,040)	(\$12,100,474)	(\$20,641,839)

Notes:

Measure P: General Fund (Fund 011)/ Program Code 5002

(1). Revenues revised to reflect FY 20 actuals and revised projections part of FY 21 adopted budget.

(2). Approved as part of FY 20 budget.

(3). This position supports the Measure P Panel of Experts, monitors contracts with BACS, tracks and reports on outcomes of homeless programs and represents Berkeley at county-wide homeless coordinating meetings

(4). Responsibilities include processing contracts and payments for homeless contracts, tracks expenditures and assists in reporting to funders. Funding to be shared with Measure U1 as proposed and discussed at Land Use Policy Committee.

(5). Assumes 1,200 calls per year and a cost per call of \$2,000. Reimbursement levels will vary and may impact this estimated cost.

(6). Existing program. FY 20 represents partial year funding. FY 21 and thereafter represents full year funding.

(7). [Per Mayor's Recommended Adopted Budget for FY 21, STAIR Center Expansion \(\\$705,000\) and Safe RV Parking \(\\$100,000\) were combined for COVID-19 Homeless Solutions.](#) On December 15, 2020, City Council adopted FY 21 AAO#1 and reallocated these funds to the Homeless Response Team.

EXHIBIT 2
Homeless Response Team

	FY 2021 Estimate	FY 2022 Estimate	FY 2023 Estimate	FY 2024 Estimate
<i>Personnel Costs</i>	\$257,016	\$1,000,673	\$1,000,673	\$1,000,673
CMO: Community Services Specialist II (Existing, Not Filled)	47,750	191,000	191,000	191,000
CMO: Community Services Specialist III (New)	53,487	213,949	213,949	213,949
CMO: Health Services Program Specialist (Existing, Filled)	11,000	11,000	11,000	11,000
CMO: Social Services Specialist (New)	75,362	150,724	150,724	150,724
PRW: Landscape Gardener	69,417	119,000	119,000	119,000
PW: Helper and Driver	0	315,000	315,000	315,000
PD: Community Services Officer	0	0	0	0
PD: Staff Support Overtime	57,920	57,920	57,920	57,920
<i>Non-Personnel Costs/ Program Expenses</i>	\$677,517	\$414,300	\$414,300	\$414,300
CMO: Neighborhood Services Outreach Fund	15,000	15,000	15,000	15,000
CMO: Neighborhood Services Mitigation Flex Fund	29,167	50,000	50,000	50,000
CMO: Staff Operating Costs	43,600	21,600	21,600	21,600
CMO: Outreach Vehicle	32,000	0	0	0
CMO: Outreach Vehicle - Replacement and Maintenance Fees	1,000	6,700	6,700	6,700
Public Works: Downtown Streets Handsweep	50,000	100,000	100,000	100,000
Public Works: Tipping Fees	43,750	75,000	75,000	75,000
Public Works: Rear Loader and Stake Bed Truck	380,000	0	0	0
Public Works: Truck - Replacement and Maintenance Fees	83,000	146,000	146,000	146,000
Total Expenses	\$934,533	\$1,414,973	\$1,414,973	\$1,414,973



Office of the City Manager

February 25, 2021

To: Budget and Finance Policy Committee
 From: Dee Williams-Ridley, City Manager
 Submitted by: Melissa McDonough, Senior Management Analyst
 Subject: Disposition of Referrals, Projects, and Audits – No Action Required

Staff is in the process of reviewing existing referrals and projects for incorporation as Strategic Plan projects in the proposed FY 22 budget based on staffing and resources (see Attachment). During this time of pandemic and economic constraint, the existing backlog of approximately 509 items: 249 referrals, 75 open audit recommendations, and 185 Strategic Plan projects will need to be carefully considered, alongside other important current work such as:

- Administering the COVID-19 vaccine,
- Implementing recently approved ballot measures,
- Reimagining public safety,
- Measure T1 implementation,
- Vision 2050,
- Addressing homelessness,
- Upcoming labor negotiations, and
- Continuing to address COVID-19 impacts on public health, people's housing stability and livelihood, as well as the local economy.

The attached list summarizes the disposition of open referrals, projects, and audit recommendations, including wherever possible, indication of available budget and staffing resources. The Policy Committee may wish to review this backlog of work and consider whether any items should be deferred, or cancelled, given the events of 2020, budgetary constraints, the need to fit the work of the organization to its capacity and current Council priorities, and the age of some items (e.g., the oldest referral dates to a 2011 City Council meeting).

Please see the attached document and contact me with any questions, including requests for more information regarding any particular referral(s), project(s), or audit recommendation(s).

Attachment:

Disposition of Referrals, Projects, and Audits

Disposition of Referrals, Projects and Audits

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
1	Council and Budget Referrals - Demand	Adopt a resolution in support of the Good Food Purchasing Program's core values and join San Francisco, Oakland, Los Angeles and Chicago as one of the first five cities nationwide to become a Good Food Purchasing partner, and refer to the City Manager to incorporate over time the vision and standards of the Good Food Purchasing Program (GFPP) into City of Berkeley food purchasing practices.	Adopt a resolution in support of the Good Food Purchasing Program's core values and join 28 public institutions across 14 U.S. cities, including San Francisco, Oakland, Los Angeles, Chicago, and Washington, D.C. to endorse Good Food Purchasing values, and refer to the City Manager to incorporate over time the vision and standards of the Good Food Purchasing Program (GFPP) into City of Berkeley food purchasing practices.	N/A	Draft	City Manager's Office	N	N	N	N	N	N	N
2	Council and Budget Referrals - Demand	Budget Referral: Youth Listening Campaign & Citywide Master Plan	Amended to include Youth Commission. In support of the 2020 Vision process and as part of the larger commitment of the City of Berkeley to its young people, we are proposing a planning process that centers the voices and needs of young people, their families and the people who support them day-in and day-out. The process would include: 1) A Listening Campaign that would include focus groups, surveys and one-on-one interviews to identify the experiences of, perspectives of, needs of and barriers for young people, ages 13-24, in securing and maintaining safety and well-being, achieving their goals and dreams, and having positive and supportive relationships with adults in their lives, including the schools and programs they participate in; 2) Use the results of the Listening Campaign to organize assemblies of young people, their families and the programs and providers they are connected to in order to collectively reflect on the results and identify potential services, programs, resources and policies that could respond to their needs, reduce barriers and harms and broaden what is available to support young people; and 3) Use the outcomes from the assembly process and Listening Campaign to partner with city staff in creating a Youth Master Plan.	N/A	Draft	City Manager's Office	Y	N	N	Pursuing grant funding for a similar initiative (Prop 64)	N	Y (if grant funding acquired)	Y (if grant funding acquired)

Note: All referrals are entered into the database as a "Demand" draft. If it is a short term referral, it is immediately converted into a "Project". For long term referrals, typically, once work has begun, they are converted from Demands to Projects.

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
3	Council and Budget Referrals - Demand	Changes to the Berkeley Municipal Code and City of Berkeley Policies with Respect to Local Emergency Declarations and First Amendment Curfews - Item A	1. Direct the City Manager to return to the City Council for adoption amendments to the Berkeley Municipal Code and/or policies to approve that clarify and codify the following concepts with respect to the declaration of a Local Emergency: a. A Local Emergency can only be declared by the Director of Emergency Services if a regular or special meeting and session of the City Council cannot be called due to physical impossibility of holding a meeting, because a quorum cannot be established, or because the urgency of the Local Emergency is such that waiting 24 hours for the City Council to convene a session and/or Special Meeting would endanger the community; b. Should the Director declare a Local Emergency without action of the City Council (due to one of the reasons stated at (a), above), the City Manager should inform councilmembers immediately and Council ratification of such action should occur at the first possible opportunity, even if it requires calling a Special Meeting and/or session of the Council; and c. The applicable statutory and legal standards (Federal, State and Local) for calling a Local Emergency shall be presented to the City Council when seeking declaration or ratification of a Local Emergency, along with facts to support meeting those standards, so that the City Council, likely acting under rushed and exigent circumstances, is able to make a carefully considered and fact-based determination that declaration of such Local Emergency conforms with the legal standards presented to it.	N/A	Draft	City Manager's Office	N	N	Y	N	N	Y (part of post-COVID work)	N
4	Council and Budget Referrals - Demand	Construct Additional Taxi Stands and Relocate One Stand Within the City	That the Council refer to the City Manager the construction of seven taxi stands in total and the relocation of one stand in the City to improve accessibility for pedestrians, create visibility, and increase profits for taxi drivers. These taxi stands should be constructed at the following sites: Two stands at Hotel Shattuck; Two stands at the Doubletree Hotel; Two stands at Telegraph & Bancroft or Durant & Telegraph; and One stand at Bancroft Hotel. In addition, the Ashby BART taxi stand shall be relocated closer to the station entrance on MLK Jr. Way.	N/A	Draft	City Manager's Office	N	N	N	N	N	N	N
5	Council and Budget Referrals - Demand	Create and Implement Additional Sensitivity Training Options for Taxi Drivers	That the Council refer to the City Manager the creation and implementation of one of the following two additional options for sensitivity trainings to allow for more accessibility for new and continuous taxi drivers. Firstly, an online sensitivity training course should be created and implemented in the City's current taxi checklist. Secondly, there should be a designated sensitivity training site readily accessible within the City.	N/A	Draft	City Manager's Office	N	N	N	N	N	N	N

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
6	Council and Budget Referrals - Demand	Freedom from Domestic Violence as a Human Right Resolution	Adopt the Freedom from Domestic Violence as a Human Right Resolution. City Manager shall prepare a report within the next six (6) months on the policy and practice of City departments on domestic violence, including but not limited to, the Berkeley Police, the Berkeley Fire Department, and Health, Housing & Community Services, with respect to the status of domestic violence and the City's work to overcome domestic violence and support survivors. BE IT FURTHER RESOLVED that City departments shall work to incorporate this Resolution into their work.	N/A	Draft	City Manager's Office	N	N	N	N	N	Y	N
7	Council and Budget Referrals - Demand	Personal Delivery Service Franchise Agreements	Referral to the City Manager's Office to develop a program that would enable the City to consider franchise applications for personal delivery service companies involving personal delivery devices.	N/A	Draft	City Manager's Office	N	N	N	N	N	N	N
8	Council and Budget Referrals - Demand	Referral to City Manager to address the conversion of Not Available To Rent rental units to unregistered short term rentals and unregistered medium term rentals from 15 to 30 days	Referral to City Manager to address the apparent conversion of Not Available To Rent rental units to unregistered Short Term Rentals and unregistered medium term rentals from 15 to 30 days. Refer to Planning Permit Service Center, Code Enforcement, Finance Department, Rent Stabilization Board, and Host Compliance, to comprehensively review whether units that are not available for rent (NAR) are compliant with Rent Board Regulations, and short-term rental (STR) regulations.	N/A	Draft	City Manager's Office	N	Y	Y	N	N	Y	Y
9	Council and Budget Referrals - Demand	Referral to the Community Environmental Advisory Commission: Cigarette Butt Pollution Prevention Program in South Berkeley	Refer to the Community Environmental Commission (CEAC) AND THE CITY MANAGER to consider developing a Cigarette Butt Pollution Prevention Program for South Berkeley. Explore the following items: a) Location. Work with the local business associations, business owners, as well as other neighborhood and community organizations to identify key locations for cigarette butt receptacles. b) Operation. Work with local businesses to develop a system for cleanup and disposal of the contents of the receptacles. c) Cost. Identify any one-time costs associated with the program, including purchasing and installation of the receptacles. Identify any costs that should be set aside for maintenance. There should not be regular ongoing costs. CEAC should work with the businesses and neighborhoods to develop a community-based system to facilitate daily operations.	N/A	Draft	City Manager's Office	Y	N	N	N	N	Y	Y

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
10	Council and Budget Referrals - Demand	Siting the African American Holistic Resource Center and Affordable Housing at 1890 Alcatraz	That the City Council refers to the City Manager to study the feasibility of using the city-owned property located at 1890 Alcatraz Avenue (currently temporary Mental Health Division offices) for the African American Holistic Resource Center (AAHRC) and also developing affordable housing on the site. The City Manager should report back on the costs and implementation steps to repurpose the property for the AAHRC using the AAHRC Feasibility study as a guide, including what physical improvements would need to be made, and cost for ongoing operations by a non-profit. The City Manager and Planning should also conduct an analysis of potential site capacity looking at site context and yield and report on how much housing could be developed on the site under current zoning, including the AAHRC on the ground floor. Additionally, the City Manager and Planning Commission should incorporate the Community Preference policy in selecting applicants for the affordable housing units created by this project. AAHRC Steering Committee to be consulted during implementation.	N/A	Draft	City Manager's Office	N	Y	Partial	Pursuing grant funding	N	N	N
11	Council and Budget Referrals - Demand	Urgent Item: Create an Interjurisdictional Group Violence Intervention Program "GVI," or "Operation Ceasefire," to Reduce Gun Violence	Refer to the Community Engagement Process for Reimagining Public Safety creation of a Group Violence Intervention Program (GVI), or "Operation Ceasefire," that will assemble a Berkeley-centered interjurisdictional working group of community members, law enforcement personnel, and supportive services providers to address gun violence.	N/A	Draft	City Manager's Office	N	Y	Y	N	N	Y	Y
12	Council and Budget Referrals - Demand	City Manager Referral to Update City's Municipal Code To Increase Competitiveness of Taxi Industry	That the Council refer to the City Manager to update the City's municipal code sections 9.52.020, 9.52.070, 9.04.020, and 9.04.035 to reflect the following items, in order to increase the competitiveness of our local taxi industry: 3. Allow the annual vehicle inspection to be conducted by either a city employee or an ASI-certified mechanic.; 4. Construct a general policy that would allow taxi stands to operate near newly constructed and existing hotels in the city of Berkeley.; 5. Move the Ashby BART Taxi Stand outside of the BART station to neighboring M.L.K. Jr. Way, in order to increase visibility for taxis.; 6. Extend the exemption of the Low Emission Requirements for vans to taxis due to the unavailability of similarly sized hybrid vehicles.; 7. Extend the validity period of taxi driver ID permits to three years, replacing the current policy of yearly renewals. In addition, all existing permits to January 1, 2018 should perform a net renewal on January 1, 2021.; 8. Waive insurance payments for taxi drivers who must take a leave of absence in case of emergency.; 9. Evaluate the Taxi Driver Association's proposal that the city of Berkeley should change the entire renewal process, including renewal of both physical and mechanical inspections, business licenses, and taxi driver IDs, from one year to three years.	N/A	Draft	City Manager's Office	N	N	N	N	N	N	N

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
13	Council and Budget Referrals - Demand	Use of Gender Neutral Language in City Documents	Refer to the City Manager to: 1. Develop and return to Council with a procedural and financial plan to modify all appropriate City forms to include an optional field for personal gender pronouns (she/her, he/him, they/them, and space to specify other). 2. Develop and return to Council with a procedural and financial plan to revise the Berkeley Municipal Code to replace all instances of gendered pronouns with the singular "they," and amend Sections 1.04.020, 4.36.110, 4.38.110, 4.39.110, and 11.08.050 regarding grammatical interpretation to indicate that whenever a gender neutral personal pronoun is used, it shall be deemed to include the feminine and masculine also.	N/A	Draft	City Manager's Office	N	N	N	N	N	N	N
14	Council and Budget Referrals - Demand	Companion Report: Ban on Receipts Made with Bisphenol A (BPA) and Other Phenols	Take no action on the Community Health Commission recommendation to adopt an ordinance to ban the use of thermal paper by 2020 and instead implement a community education effort about methods for reducing exposure to BPA-treated thermal paper. Approved the recommendation with the amendment requesting that staff conduct a survey to determine how many businesses are using receipts with BPA.	N/A	Draft	City Manager's Office/Health, Housing & Community Services	N	N	N	N	N	Data Pending	Data Pending
15	Council and Budget Referrals - Demand	Revitalization of the Civic Center Park Fountain	Refer to the City Manager to work with the Turtle Island Fountain Project in developing a plan to revitalize the fountain at Martin Luther King Jr. Civic Center Park and consider this referral as part of the Civic Center Park visioning RFP.	N/A	Draft	City Manager's Office/Office of Economic Development/Parks, Recreation & Waterfront	N	Y	Partial	N	N	Y	Y
16	Council and Budget Referrals - Demand	Ronald V. Dellums Fair Chance Access to Housing Ordinance; Adding BMC Chapter 13.106	1. Adopt a first reading of the Ronald V. Dellums Fair Chance Access to Housing Ordinance and; 2. Direct the City Manager to take all necessary steps to implement this chapter including but not limited to developing administrative regulations in consultation with all relevant City Departments including the Rent Stabilization Board, preparing an annual implementation budget, designating hearing officers and other necessary staffing for administrative complaint, exploring the development of a compliance testing program similar to that used by the Seattle Office of Civil Rights, developing timelines and procedures for complaints, conducting outreach and education in partnership with the Alameda County Fair Chance Housing Coalition, and referring program costs to the June budget process.	N/A	Draft	City Manager's Office/Rent Board/Health, Housing & Community Services	N	Y	N	N	N	Y	N
17	Council and Budget Referrals - Demand	6. City Manager Referral: Standardize Finance Categories of Software and Exclusively Internet Companies	Refer to the City Manager creating one simple clear standard for categorizing software companies and exclusively internet companies that do business in Berkeley	N/A	Approved	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
18	Council and Budget Referrals - Demand	Ban-the-Box for Employers Doing Business with the City of Berkeley	Request that the City Manager draft language requiring businesses doing business with the City of Berkeley to eliminate disclosure of conviction history prior to receiving a conditional offer of employment.	N/A	Approved	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
19	Council and Budget Referrals - Demand	City Manager Referral: Improvements to Berkeley's Very Low Income Tax Relief Refund Program	Refer to the City Manager to make improvements to Berkeley's Very Low Income Refund Program.	N/A	Approved	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
20	Council and Budget Referrals - Demand	Comprehensive Investment Policy based on ESG Principles	Refer to the City Manager to consider the integration of ESG (environmental, social and governance) principles into the current City of Berkeley Investment Policy framework and return to Council with a recommendation.	N/A	Approved	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
21	Council and Budget Referrals - Demand	Referral Response: Gender Pay Equity	1. Direct staff to draft an ordinance related to an equal pay vendor preference for city contractors who demonstrate equal pay for male and female employees (gender based on self-identification) 3. Develop an equal pay certification program for city contractors.	N/A	Draft	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
22	Council and Budget Referrals - Demand	Socially Responsible Banking Services for the City of Berkeley	Request that the City Manager initiate a process for proposals from providers of banking services that uses criteria articulated in the 2013 process, but adds and emphasizes criteria related to ethical business practices. Ask for an extension of the existing contract with Wells Fargo should additional time be needed. Also, include consideration of provisions of a socially responsible banking policy such as elements of social and environmental justice, requirement for a code of fair treatment, low pay inequity between executives and rank and file, and support for human rights.	N/A	Approved	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
23	Council and Budget Referrals - Demand	City Manager Referral to Improve Fire Safety Standards for Rebuilt Fire-Damaged Structures	Refer to the City Manager to require repair and replacement of fire damaged buildings to be brought up to current fire safety standards.	N/A	Submitted	Fire & Emergency Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
24	Council and Budget Referrals - Demand	Companion Report: Smoke-Free Multi-Unit Housing Ordinance Policy and Enforcement Modifications	On September 29, 2020, the Health, Life Enrichment, Equity & Community Committee made a qualified positive recommendation to send the item to Council including the following referrals: 1. Refer to staff to explore expanding the Ordinance to buildings with one unit; 2. Refer to staff to explore and consider improvements in the interface between the residential and commercial non-smoking Ordinances in mixed-use buildings; 3. Refer to staff to create a web-based complaint filing mechanism/service; 4. Refer to staff to create special protocols for chronic situations and to consider including requirements for better air filtration and purification as well as other measures to effectively manage chronic cases; 5. Refer to staff to study the infraction and enforcement mechanisms and determine if they have any benefits and to consider other potential enforcement end points; 6. Refer to staff to look for opportunities for bias in enforcement and mechanisms to better guard against bias while still allowing for maximum action to resolve legitimate complaints; 7. Refer to staff to propose funding sources for enforcement; 8. Refer to staff to collect demographic data around complaints and targets of complaints (as much as possible); and 9. To return to Council with Ordinance amendments to accomplish the following: (a) amend or remove the 10-day language element (b) modify or remove the 2-complainant rule if warranted (c) adjust for the medical cannabis state law changes, (d) propose any and all other improvements beneficial to the Ordinance.	N/A	Draft	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
25	Council and Budget Referrals - Demand	Companion Report: The SSBPPE Commission's Proposed Policy to Refrain from Procuring, Selling, and Serving Sugar-Sweetened Beverages	Refer both Item 26a and 26b to the City Manager and request that the City Manager draft an ordinance for consideration by the City Council. Original Comm Recommendation: "...adopt an Ordinance amending the Administrative Code to direct the City of Berkeley departments and City food services contractors to refrain from: 1. Procuring sugar-sweetened beverages with City funds; 2. Selling sugar-sweetened beverages on City property, including in vending machines; and 3. Serving sugar-sweetened beverages at City meetings and events on City property."	N/A	Draft	Health, Housing & Community Services	N	Y	N	N	N	Y	N
26	Council and Budget Referrals - Demand	Developing a Mechanism to Facilitate an Improved Homeless Point-In-Time Count	The Homeless Commission recommends to Council that Council refer to staff to assign an intern or seek a volunteer affiliation, through an educational institution, to conduct outreach to, and engage with, community stakeholders including homeless advocates and persons who are experiencing or have experienced homelessness, to identify how homeless persons can be more thoroughly counted during the upcoming 2021 Berkeley Homeless Point-In-Time count.	N/A	Draft	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
27	Council and Budget Referrals - Demand	Development of the West Berkeley Service Center, 1900 6th Street, for Senior Housing with Supportive Services [Part c]	<p>State the intent of the City Council that the West Berkeley Service Center property, 1900 6th Street, will be used for senior housing with on-site services consistent with Age Friendly Berkeley Plan recommendations, maximizing the number of affordable units.</p> <p>The Berkeley Way Project, 2012 Berkeley Way, is the City's top affordable housing priority. The West Berkeley Service Center, as a City-owned property, to be developed for affordable housing falls under the "High Priority" on the list of housing initiatives passed by Council on November 28, 2017. In light of the above, refer to the City Manager to take the following actions to initiate the process of developing senior housing at the West Berkeley Service Center:</p> <p>c. Based on recommendations from the Health, Housing and Community Services Department, the Housing Advisory Commission, Measure O Bond Oversight Committee, Commission on Aging, and taking into consideration requirements and restrictions associated with potential funding sources, create recommendations to Council regarding levels of affordability, unit sizes, on-site services and other features to be included in a senior housing and social services development, including senior living housing types. These recommendations will be presented to the City Council to inform the issuance of an RFP.</p>	N/A	Draft	Health, Housing & Community Services	N	N	N	N	N	N	N
28	Council and Budget Referrals - Demand	Home Share Pilot Program Recommendation	Item 26a moved to the Consent Calendar to refer to the City Manager the possibility of working within existing similar programs such as Safe Home and Ashby Village.	N/A	Draft	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
29	Council and Budget Referrals - Demand	Referral to the City Manager and the Housing Commission to Consider Creating a Dedicated Revenue Stream from Campus Area Projects to Fund Housing for Homeless and Extremely Low Income Students, and Drafting a Letter Encouraging Exploration of University Funding streams for student housing	Refer to the City Manager and Housing Commission to consider in partnership with the proposed density bonus in the campus area and other policies directed at increasing student housing, creating a dedicated revenue stream to fund housing for homeless and extremely low income students using methods of identifying eligible students based on one or more of the following criteria: EOP, FAFSA, Pell Grant, Work Study qualified, family income or other verifiable status as well as similar categories applicable to graduate students.	N/A	Draft	Health, Housing & Community Services	Y	N	N	N	N	N	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
30	Council and Budget Referrals - Demand	Budget Referral: Transportation to Support Mobility-Impaired Individuals Experiencing Homelessness who are Engaged in Rehousing and other Services	"Refer to the budget process to allocate funds to provide transportation for mobility-impaired individuals experiencing homelessness who are engaged with rehousing and other services through the STAIR Center, The Hub, or other City of Berkeley-funded homeless services. Refer to staff to determine needs and establish the best method for providing transit services to mobility-impaired individuals, and to also consider potential transit needs of other individuals engaged with rehousing and homeless services. For the mobility-impaired, options include, but are not limited to, helping one or more service providers to purchase or lease wheelchair-accessible vehicle(s), or to repair or retrofit currently owned vehicle(s), providing additional vouchers for existing Paratransit services, providing additional taxi scripts (as recommended by the Homeless Commission), or contracting with a suitable transportation service. Also consider making mobility services and transportation available during enforcement activities, both for people and belongings. Consistent with the Americans with Disabilities Act (ADA), vehicles purchased, leased, or otherwise procured for the mobility-impaired should include the option of/access to a boarding device (e.g. lift or ramp) so that a passenger who uses a wheelchair or mobility device can reach a securement location onboard."	N/A	Draft	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
31	Council and Budget Referrals - Demand	Paid Family Leave Policy in Berkeley to Supplement California Paid Family Leave Program	That the City Council adopt this policy and refer to the City Manager and City Attorney to amend the proposed ordinance based on the recommendations of the Paid Family Leave (PFL) Subcommittee and to conform to legal and code consistency requirements.	N/A	Draft	Human Resources	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
32	Council and Budget Referrals - Demand	Whistleblower Ordinance - Revised materials (Supp 2)	The purpose of this proposal is to protect the whistleblowers from many forms of retaliation, including but not limited to discrimination, harassment, intimidation, alienation, and in some cases even termination. The following recommended actions can be considered to comply with the aforementioned purpose: 1. Adopt the attached ordinance that provides legal safeguards which protect whistleblowers from retaliation. 2.a. Assign the responsibilities to a current city department to accept and investigate such reports/complaints from whistleblowers within the existing resources. Or b. Create a separate unit within the department or establish a contract with an independent contractor to be managed by the city department to accept and investigate such reports/complaints from current employees and the public. Or c. Establish a contract with an independent contractor to provide a "hotline" that would then turn the complaint over to the city unit for further investigation.	N/A	Approved	Human Resources	N	Y	N	N	Y	Y	N
33	Council and Budget Referrals - Demand	Referral to the City Manager to consider the videotaping of Planning Commission meetings	That the City Council refer to the City Manager to consider ways of videotaping the Planning Commission meetings in the same manner as Zoning Adjustment Board meetings.	N/A	Draft	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
34	Council and Budget Referrals - Demand	City Manager Referral: Consider Mitigations for Minimum Wage Increases to Support Small Businesses and Non-Profits by Addressing Parking, Permit and High Rents Issues	Refer to the City Manager to consider mitigations for minimum wage increases to support small businesses and non-profits by attempting to address parking and permits. Request that the Office of Economic Development report on other methods to mitigate the impacts of minimum wage increases on small businesses.	N/A	Approved	Office of Economic Development	N	N	N	N	N	Data Pending	Data Pending
35	Council and Budget Referrals - Demand	Solano Avenue Economic Development Study	Refer to the City Manager to undertake a comprehensive study of the Solano Avenue Commercial District, to provide baseline information for future strategic planning and business development and initiatives that will result in increased tax revenues for the City of Berkeley, and to report to the Council on a priority basis, at an upcoming worksession.	N/A	Draft	Office of Economic Development	N	N	N	N	N	Y	N
36	Council and Budget Referrals - Demand	Vitality of University Avenue	Refer to the City Manager and Economic Development to analyze storefront vacancies on University Avenue and make recommendations on how to create a more vibrant streetscape on our main boulevard.	N/A	Draft	Office of Economic Development	N	N	N	N	N	N	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
37	Council and Budget Referrals - Demand	Budget Referral: Increasing Safety at San Pablo Park	3. Re-initiate classes for daycare providers who use San Pablo Park out of the Frances Albrier Community Center: Historically, the City provided a variety of classes on safety and recreation for daycare providers who use San Pablo Park. This referral includes re-establishing a series of courses that daycare providers find useful based on gathering their input. One such course requested was sheltering in place in the situation of an active shooter.	N/A	Draft	Parks, Recreation & N Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
38	Council and Budget Referrals - Demand	Consider Fire Safety Options for Fire Pit at Codornices Park	Referral to the Parks & Waterfront Commission to consider safety options regarding the future of the fire pit at Codornices Park. Please consider 1) Complete removal of fire pit or 2) Manufacture of a cover that can be secured and locked.	N/A	Approved	Parks, Recreation & Y Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
39	Council and Budget Referrals - Demand	Evaluation of Possible Ban on New Planting of Certain Tree Species	Take action to either: a) Direct the City Manager to proceed with Option 1, and continue the City's current practice regarding tree plantings on City property, which currently do not include Eucalyptus, and Monterey Pine (except at the Marina).-OR- b) Adopt a Resolution as described in Option 2 that would ban the new planting of certain tree species on City property. -OR-c) Direct the City Manager to develop an ordinance for Council adoption that bans the new planting of certain tree species on both public and private property, and includes enforcement mechanisms.	N/A	Approved	Parks, Recreation & N Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
40	Council and Budget Referrals - Demand	Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley	1. Refer to the City Manager to incorporate relevant elements of the Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley, submitted to the City Council by the Commission on Disability, into the Berkeley Pedestrian Master Plan currently being updated, and any other planning processes for which the report would provide relevant information. 2. Refer to the Public Works and Parks and Waterfront Commissions to return to Council reports on ways that elements of the Navigable Cities Framework can be incorporated into the work, projects, contracts, and policies of the Public Works and the Parks, Recreation & Waterfront Departments.	N/A	Draft	Parks, Recreation & Y Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
41	Council and Budget Referrals - Demand	Refer the City Manager to Improve the Current Tree Ordinance and Seek Funding Opportunities to Plant More Trees in the City	That the Council refer the City Manager to improve the current tree ordinance to protect more trees, develop policy on street tree/hardscape conflicts, encourage more community initiative and participation in the maintenance and care of our street trees and seek potential funding opportunities to plant more trees in Berkeley and funds to maintain new and existing trees on public property.	N/A	Draft	Parks, Recreation & N Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
42	Council and Budget Referrals - Demand	2-Lane Option on Adeline St. between MLK Way and Ward St.	Refer to the City Manager to analyze the potential for a major redesign of the section of Adeline St. between MLK Way and Ward St., to improve the public space to increase safety for pedestrians, cyclists, and people living with disabilities, while also meeting the needs of public transit and emergency vehicles and to also consider potential use of portions of the redesign area for use as a shared community plaza. The analysis should prioritize a 2-lane option that reduces the width of the street and creates many benefits for our community and include exploration of demonstration projects for study. Specific project designs should be reviewed by the Transportation Commission. Refer \$250,000 to the budget process to fund this important project.	N/A	Draft	Planning	N	N	Y	Y	N	Y	Y
43	Council and Budget Referrals - Demand	Amendments to Berkeley Municipal Code 23C.22: Short Term Rentals	1. Refer to the City Manager to come up with a program to clarify existing short term rental regulations in areas that have proven confusing to hosts, guests and tenants. 2. Refer ordinance considering Short Term Rental regulations including host platform responsibilities and possible remedies for violating the ordinance simultaneously to the Land Use, Housing and Economic Development Committee and the Planning Commission.	N/A	Draft	Planning	Y	N	N	N	N	Y	N
44	Council and Budget Referrals - Demand	Berkeley Electric Mobility Roadmap - Electric Mobility Implementation Working Group	Adopt a Resolution approving the Berkeley Electric Mobility Roadmap and refer to the City Manager to form an Electric Mobility Implementation Working Group, including community stakeholders, relevant commissions, to prioritize, support, and track implementation of the other actions of this plan, including identification of funding sources for implementation.	10.00	Draft	Planning	N	Y	N	N	N	Y	N
45	Council and Budget Referrals - Demand	Berkeley Opportunity Zone Displacement Mitigation Zoning Overlay	Direct the City Manager and refer to the Planning Commission to create one or several zoning overlays, and/or recommend any mechanism, which protects Berkeley residents living in one or all of Berkeley's Federal Opportunity Zones from gentrification and displacement. Overlays and/or recommendations may also confer community benefits, including but not limited to: affordable housing, supportive social services, green features, open space, transportation demand management features, job training, and/or employment opportunities.	N/A	Draft	Planning	Involves Planning Commission	N	N	N	N	N	N
46	Council and Budget Referrals - Demand	Bird Safe Berkeley Requirements	Refer to the Planning Commission and the City Manager to consider the attached ordinance amending Berkeley Municipal Code Title 23C, adding a new Chapter 23C.27 establishing bird safety requirements for new construction and significant renovations and a new Chapter 23C.28 establishing a dark skies ordinance, for review and approval.	N/A	Draft	Planning	Involves Planning Commission	N	N	N	N	Y	Y

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47	Council and Budget Referrals - Demand	City Manager and Planning Commission Referral: Facilitate Primarily Student Housing by a Twenty Feet Height Increase and Adjust Floor Area Ratio in the R-SMU, R-S and R-3 Areas Only From Dwight to Bancroft and From College to Fulton	Refer to the City Manager and Planning Commission to facilitate primarily Student Housing by amending the Zoning Ordinance to add a twenty feet height increase and adjust Floor Area Ratio in the R-SMU, R-S and R-3 areas only from Dwight to Bancroft and from College to Fulton.	50.00	Approved	Planning	Y	Y	Y	N	N	Y	Y
48	Council and Budget Referrals - Demand	City Manager and Planning Commission's Referral: Enable Implementation of Council Approved Floor Area Ratio in the Telegraph Commercial District between Dwight and Bancroft by Amending the Zoning Ordinance	Refer to the City Manager and Planning Commission an immediate implementation strategy to bring the City Zoning Ordinance in compliance with the policy adopted by City Council to increase Floor Area Ratio (FAR) in the Telegraph Commercial District between Dwight and Bancroft - COUNCIL DIRECTION ON COMMUNITY BENEFITS NEEDS FOLLOW UP WORK AND REPORT TO COUNCIL	50.00	Approved	Planning	Y	Y	Y	N	N	Y	Y
49	Council and Budget Referrals - Demand	Companion Report: Conducting an Analysis of Increasing Inclusionary Housing over Affordable Housing Mitigation Fee	Refer to the City Manager to conduct a feasibility analysis for the recommendations by the Homeless Commission as part of the existing referral to examine potential reforms to the Affordable Housing Mitigation Fee.	N/A	Draft	Planning	Involves Planning Commission	Y	Y	N	N	Y	N
50	Council and Budget Referrals - Demand	Creating Additional Administrative Powers of Zoning Officer to Grant or Recommend New Permits as Related to Code Enforcement	Refer to the City Manager and Berkeley Planning Commission to explore the creation of a mechanism that would explicitly allow staff new discretionary powers to prevent applicants from being granted new residential permits until they have abated outstanding noncompliance issues or code violations in other buildings they own in Berkeley within a reasonable time frame or taken good faith measures to commence doing so.	N/A	Draft	Planning	N	N	N	N	N	Y	N
51	Council and Budget Referrals - Demand	Creating Additional Administrative Powers of Zoning Officer to Grant or Recommend New Permits as Related to Code Enforcement DMND0002545	Refer to the City Manager and Berkeley Planning Commission to explore the creation of a mechanism that would explicitly allow staff new discretionary powers to prevent applicants from being granted new residential permits until they have abated outstanding noncompliance issues or code violations in other buildings they own in Berkeley within a reasonable time frame or taken good faith measures to commence doing so.	N/A	Draft	Planning	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
52	Council and Budget Referrals - Demand	Customer Service Improvements to Land Use Permit Process	Direct staff to make structural improvements to the Zoning Ordinance, communication improvements to better explain complex technical and procedural elements to the public, and organizational improvements to the Land Use Planning Division; and authorize the issuance of a request for proposals (RFP) for the selection of consultants to make structural improvements to the Zoning Ordinance and develop graphic communication elements in an amount not to exceed \$300,000.	N/A	Approved	Planning	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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53	Council and Budget Referrals - Demand	Development of the West Berkeley Service Center, 1900 6th Street, for Senior Housing with Supportive Services. [Parts a and b]	<p>State the intent of the City Council that the West Berkeley Service Center property, 1900 6th Street, will be used for senior housing with on-site services consistent with Age Friendly Berkeley Plan recommendations, maximizing the number of affordable units.</p> <p>The Berkeley Way Project, 2012 Berkeley Way, is the City's top affordable housing priority. The West Berkeley Service Center, as a City-owned property, to be developed for affordable housing falls under the "High Priority" on the list of housing initiatives passed by Council on November 28, 2017. In light of the above, refer to the City Manager to take the following actions to initiate the process of developing senior housing at the West Berkeley Service Center:</p> <p>a. Refer to the City Manager to conduct a basic analysis of the development potential for the West Berkeley Service Center site including build-out scenarios for a three-, four-, five-, six- and seven-story building at the site, using Mixed-Use Residential (MUR), West Berkeley Commercial (C-W), and Multiple-Family Residential (R-3) Development Standards. Each buildout scenario should reflect base project conditions, and conditions if a Density Bonus is granted including waivers and concessions, or if Use Permits are used to modify standards. The scenarios should also incorporate space on the ground floor for resident amenities, supportive social services, and community space. The results of the development scenarios will be presented to the City Council and Planning Commission.</p>	N/A	Draft	Planning	N	N	N	N	N	N	N
54	Council and Budget Referrals - Demand	Direct the City Manager to Draft an Ordinance to Waive Certain Fees for Berkeley Housing Trust Fund Projects and Send a Letter to BUSD Board of Education Requesting Consideration of a Waiver of School Facility Fees for Berkeley Housing Trust Fund Projects	<p>1. Direct the City Manager to draft an ordinance establishing automatic waiver of certain administrative, permit, impact and other fees for projects receiving City of Berkeley Housing Trust Fund (HTF) monies and submit a draft within 90 days for Council approval. Fee waivers shall apply to all HTF projects that have not yet been issued a building permit, and should include, but not be limited to:</p> <p>a. Waiver of internal, staff-time-related permit, inspection, and other fees; and c. Notwithstanding the above, fees to cover City "out of pocket" costs, fees passed-through to other agencies, and fees necessitated by CEQA should not be waived.</p>	N/A	Approved	Planning	N	N	Y	N	N	Y	Y
55	Council and Budget Referrals - Demand	Enable Internal Renovation of a Residence That Does Not Increase the Footprint As an AUP if the Building is an Historic Non-Conforming Use in the Percent of Lot Coverage	<p>Refer to the Planning Commission to enable an AUP for the renovation of an existing residence, rather than a Use Permit, in the following circumstances: 1. The renovation does not increase the percentage of lot coverage; 2. The residence is an pre-existing non-conforming use in the percentage of lot coverage; 3. The renovation does not appear to create an intensification of use; 4. No change to the building envelope.</p>	N/A	Draft	Planning	Y	N	N	N	N	Y	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
56	Council and Budget Referrals - Demand	Encouraging Long-Term Tenant Stability	Facilitate the ability of long-term tenants to purchase their residence by referring to the City Manager to amend BMC 21.28.080 as it pertains to the Affordable Housing Mitigation fee as follows: If the property contains 4 units or fewer, the affordable housing mitigation fee for a unit that is and has been occupied by an owner as his or her principal place of residence for at least 5 consecutive years immediately prior to the date of conversion or sale, including as a tenant in that unit immediately prior to ownership, shall be reduced by 50 percent.	N/A	Draft	Planning	N	N	N	N	N	N	N
57	Council and Budget Referrals - Demand	Fossil Fuel Free Berkeley	Refer to the Energy Commission and Transportation Commission consideration of the proposed resolution or similar action to further implement the Climate Action Plan and establish the goal of becoming a Fossil Fuel Free Berkeley, and further consider: <ul style="list-style-type: none"> Establishing a date by which we are committed to being a Fossil Fuel Free City. Opposing further transportation of oil, gas, and coal. Fully implementing Berkeley Deep Green Building, raising the citywide LEED certification requirement above the current LEED Silver, and applying the same requirements to newly constructed city facilities, and major renovations. Requiring all future City government procurements of vehicles to minimize emissions, and establishing a goal and plan for transitioning the city's vehicle fleet to all electric vehicles Establishing a goal and plan for transitioning to 100% renewable energy for municipal operations and a community wide goal of 100% reductions by 2030. Formally opposing the recent expansion of offshore drilling by the Trump Administration. Calling for region-wide solutions to carbon emissions, including rapid adoption of renewable energy sources, affordable densification of cities and low-emissions public transportation infrastructure. 	N/A	Approved	Planning	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
58	Council and Budget Referrals - Demand	Item E - Short-Term Referral to the Planning Commission and Design Review Committee to Research and Draft an Urban Forestry Ordinance Requiring Tree Planting Upon Completion of New Residential Construction and Certain Alterations	Six-month referral to the Planning Commission to research and draft an Urban Forestry Ordinance requiring tree planting upon completion of new construction, excluding single-family homes and ADUs, as well as construction in High Hazard Fire Zones. The Planning Commission should consider the following: <ul style="list-style-type: none"> Appropriate tree planting requirements for new construction, with the goal of increasing the tree canopy in Berkeley. Appropriate species requirements. Establishing a Tree Planting Fund to support increased tree planting throughout Berkeley. 	N/A	Draft	Planning	N	N	N	N	N	N	N

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59	Council and Budget Referrals - Demand	Missing Middle Housing Report	Refer to the City Manager to prepare a report to the Council of examining methods, including potential revisions to the zoning code, that may foster a broader range housing types across Berkeley, particularly missing middle housing types (duplexes, triplexes/fourplexes, courtyard apartments, bungalow courts, townhouses, etc.), in areas with access to essential components of livability like parks, schools, employment, transit, and other services. Given the range of requests included in this referral, it is expected that responding to the referral will require a combination of field research, consultation with design professionals and other cities and agencies, and community outreach and engagement. Council requests that staff initiate this work as soon as possible.	N/A	Draft	Planning	N	N	Deferred	N	N	Y	N
60	Council and Budget Referrals - Demand	Mitigating Impacts of Outdoor Air Quality on Indoor Air Quality in Berkeley	Refer the item to the Planning Commission to consider the analyses presented here, and the draft provided in Appendix II, to create new Standard Conditions of Approval (SCA) for new building construction near major sources of air pollution, to achieve an acceptable level of indoor air quality (IAQ) for sensitive receptors.	N/A	Draft	Planning	N	N	N	N	N	N	N
61	Council and Budget Referrals - Demand	Rectify Discrepancy Regarding Inclusionary Units in Live/Work Housing	Refer amendments to the Berkeley Municipal code (Sections 23C.12 and 23E.20.080) to rectify discrepancies over how Live/Work Unit inclusionary requirements are governed, both for rental and owner occupied units, to the Planning Commission.	50.00	Draft	Planning	Involves Planning Commission	Y	Y	N	N	Y	N
62	Council and Budget Referrals - Demand	Refer the Civic Arts Commission's recommended language to the Planning Commission on protecting Live Work spaces from conversion to cannabis uses.	Refer the Civic Arts Commission's recommended language to the Planning Commission on protecting Live Work spaces from conversion to cannabis uses. This action was adopted as part of the Cannabis Ordinance amendments.	N/A	Draft	Planning	Y	N	N	N	N	Y	N
63	Council and Budget Referrals - Demand	Refer to the City Manager the design of a companion Resilient Homes Equity Pilot Program that would provide funding for home retrofit improvements to low-income residents	Refer to the City Manager the design of a Companion Resilient Homes Equity Pilot Program that would provide funding for home retrofit improvements for low income residents	10.00	Draft	Planning	N	Y	N	Y	N	N	Y
64	Council and Budget Referrals - Demand	Refer to the City Manager to add a condition to Zoning Board Approved permits to bring attention to the Pay Transparency policy to project applicants, and consider these Pay Transparency Ordinance amendments	That the Council refer to the City Manager to add a condition to Zoning Board Approved permits in order to bring attention to the Pay Transparency policy to project applicants, and consideration of amendments to the Pay Transparency Ordinance.	N/A	Draft	Planning	N	N	N	N	N	Y	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
65	Council and Budget Referrals - Demand	Refer to the Planning Commission an amendment to BMC Chapter 23C.12.020 (Inclusionary Housing Requirements - Applicability of Regulations) and the Affordable Housing Mitigation Fee Resolution to Close a Loophole for Avoiding the Mitigation Fee through Property Line Manipulation	1) Refer to the Planning Commission an amendment to BMC Section 23C.12.020 (Inclusionary Housing Requirements – Applicability of Regulations) and BMC Section 22.20.065 (Affordable Housing Mitigation Fee) to close a loophole allowing prospective project applicants to avoid inclusionary affordable housing requirements for projects by modifying property lines so that no lot is large enough to construct five or more units; the Commission should return to Council with a report by April 30, 2019. 2) Refer to the Planning Commission to consider modifying the structure of in-lieu fees for owner-occupied developments to a flat per-unit fee, as with rental developments, or a per square foot fee; the Commission should return to Council with a report. 3) Refer to the Housing Advisory Commission to assess the appropriateness of the fee level as suggested in the proposed amendments to BMC 23C.12. 4) The Planning Commission is to consider the following language from the item submitted at the meeting: It is possible that the new fee structure will be adopted prior to the Housing Advisory Commission approving the level of the fee. In this instance, those projects that opt to pay the in-lieu fee and are permitted after the new fee structure is adopted but before the new fee level is adopted shall be given the choice of paying the current fee level, or the one that is adopted.	50.00	Approved	Planning	Y	Y	Y	N	N	Y	N
66	Council and Budget Referrals - Demand	Refer to the Planning Commission and Housing Advisory Commission to Research and Recommend Policies to Prevent Displacement and Gentrification of Berkeley Residents of Color and African Americans	Refer to the Planning Commission and Housing Advisory Commission to research and recommend policies to prevent displacement and gentrification of Berkeley residents of color. Recommended policies should include real solutions. The Commission should do the following: - Develop a policy to address the erosion of People of Color (POC), including the African American sector of our Berkeley society. - Develop rules and regulations to halt the loss of People of Color including the African American communities. - Develop a "right to return" for Berkeley's People of Color including the African American communities who have been displaced by these economic and social developments, especially those who continue to be employed in our City, even after having to relocate beyond our boundaries. - Solicit expert and lived experience testimonies regarding displacement and gentrification. - Recommend alternatives to prevent displacement and gentrification of our valued Berkeley citizens of color and African Americans. Hold public workshops on the subject.	10.00	Draft	Planning	Y	Y	N	N	N	N	N
67	Council and Budget Referrals - Demand	Referral Response: Expanding community engagement within work to address Climate Impacts	Refer to the City Manager to continually advance engagement around community-driven, equitable climate solutions, and to seek external resources to enable increased community engagement of impacted communities around equitable climate solutions	20.00	Draft	Planning	N	Y	N	N	N	N	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
68	Council and Budget Referrals - Demand	Referral Response: Modifications to the Zoning Ordinance to Support Small Businesses	Refer to the Planning Commission modifications to the Zoning Ordinance that are designed to streamline the zoning review process for new or expanding small businesses in Berkeley.	N/A	Draft	Planning	Y	N	N	N	N	Y	Y
69	Council and Budget Referrals - Demand	Referral Response: Modifications to the Zoning Ordinance to Support Small Businesses (Beer/Wine in M Dist)	Refer to staff and the Planning Commission to consider amendments related to beer and wine sales in the M District.	N/A	Draft	Planning	Involves Planning Commission	N	N	N	N	Y	N
70	Council and Budget Referrals - Demand	Referral to City Manager to Return to Council with an Amnesty Program for Undocumented Secondary Units	Referral to City Manager to Return to Council with an Amnesty Program for Undocumented Secondary Units using the guiding framework presented in the Background.	N/A	Draft	Planning	N	N	N	N	Y	N	N
71	Council and Budget Referrals - Demand	Referral to Planning Commission: City-Wide Green Development Requirements	Refer to the Planning Commission, Energy Commission, and the Community Environmental Advisory Commission to consider requiring the same Green Building and Transportation Demand Management (TDM) measures required in the Commercial Downtown Mixed Use District (C-DMU) for projects of 75 units or more throughout the City of Berkeley's commercial zoning districts. The commissions are to consider the standards as outlined in the report which would apply to larger projects city-wide and pertain to: bicycle parking spaces, vehicle sharing spaces, Residential Parking Permits, required parking spaces, LEED rating, Stopwaste Small Commercial Checklist standards, and transportation benefits. In addition, the commissions are to also consider the following 1. that transit passes would only be required for projects within a quarter of a mile of a bus stop; 2. a square-footage threshold, in addition to the unit threshold, for projects to which the requirements would apply, 3. the validity of the LEED certification; and 4. the impact on the financial feasibility of proposed requirements on the development of housing and affordable housing in particular.	N/A	Approved	Planning	Y	Y	Y	N	N	Y	Y
72	Council and Budget Referrals - Demand	Referral to Planning Commission: Guiding Development on San Pablo Avenue	Refer to the Planning Commission the development of a Plan to guide development on San Pablo Avenue.	N/A	Draft	Planning	Y	N	N	Y	Y	N	N
73	Council and Budget Referrals - Demand	Referral to the City Manager and Planning Commission: Update BMC Chapter 22.16 Development Agreement Procedures	Refer to the City Manager and Planning Commission to review and update the Berkeley Municipal Code Chapter 22.16 Development Agreement Procedures to create a streamlined process that maximizes community benefits and conforms to State law.	N/A	Draft	Planning	N	Y	N	N	N	Y	Y

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
74	Council and Budget Referrals - Demand	Referral to the Community Environmental Advisory Commission and the City Manager: Anti-Idling Ordinance	Refer to the Community Environmental Advisory Commission and the City Manager to explore developing an anti-idling ordinance. The ordinance should limit vehicle engine idling when a vehicle is parked, stopped, or standing, including for the purpose of operating air conditioning equipment; and prohibit all unattended private passenger motor vehicles from idling. The ordinance should outline enforcement and citation procedures. The Commission and the City Manager should develop appropriate exceptions for commercial vehicles. Any funds received through enforcement of the ordinance should accrue to the General Fund to provide additional funding for sustainability efforts. The Community Environmental Advisory Commission and the City Manager should review the District of Columbia's anti-idling regulations (attached to report) to aide in the development of the ordinance.	N/A	Approved	Planning	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
75	Council and Budget Referrals - Demand	Referral to the Energy Commission to Hold a Series of Public Outreach and Educational Meetings Regarding Electrification	Refer to Berkeley's Energy Commission to hold two separate special public outreach and educational meetings regarding electrification in new buildings by July 31, 2019: 1. A meeting regarding multi-family, mid/high-rise buildings, including those with ground floor commercial; 2. A meeting regarding commercial buildings (without housing), including manufacturing.	N/A	Approved	Planning	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
76	Council and Budget Referrals - Demand	Referral to the Planning Commission to Allow 4 Temporary Zoning Amendments to Increase Student Housing in the Southside Area	Refer to the City Manager and the Planning Commission to consider conversion of existing commercial space for residential use between College Avenue and Fulton Street and Bancroft Way to Dwight Way.	N/A	Approved	Planning	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
77	Council and Budget Referrals - Demand	Referral to the Planning Commission to Allow Non-commercial Use on Ground Floor	Refer to the Planning Commission an amendment to the Zoning Ordinance to create a use permit process to allow non-commercial use on the ground floor in appropriate locations, where commercial might otherwise be required.	N/A	Approved	Planning	Y	Y	Y	N	N	Y	Y
78	Council and Budget Referrals - Demand	Referral to the Planning Commission to Consider Amendments to the Zoning Ordinance and "Mini-Dorm" Ordinance	Referral to the Planning Commission to: 1. Amend the mini-dorm ordinance to enable the conversion of an accessory structure into an office (which is also considered a bedroom) without the required public hearing process under the mini-dorm regulations, as long as there are no other alterations to the subject property, and 2. Consider amendments to the Zoning Ordinance and "Mini-Dorm" Ordinance to provide more flexibility for accessory buildings on properties that are developed with single-family residences. ADD: Issues raised in supplemental memo.	N/A	Draft	Planning	Involves Planning Commission	N	N	N	N	Y	N
79	Council and Budget Referrals - Demand	Wildland Urban Interface Fire Safety and Fire Safety Education	Commission Referral #5 revised to read: 5. Refer to the Planning Commission to consider Accessory Dwelling Units (ADUs) in the Very High Hazard Fire Zone to review public safety issues especially relevant to the risk of WUI fires. Amend Section 23D.10 to incorporate greater public safety considerations to be met before issuing an Administrative Use Permit (AUP);	N/A	Submitted	Planning	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
80	Council and Budget Referrals - Demand	Zoning Ordinance Modification for Elmwood Commercial District	Refer to the Planning Commission to amend Chapter 23E.44, C-E Elmwood Commercial District Provisions to allow for amusement device arcades with a Tier 2 Administrative Use Permit (for spaces >3,000 Sq. Ft.) and a Zoning Certificate (for spaces < 3,000 Sq. Ft.). Proposed ordinance language for changes to Table 23E.44.030 are attached to the report.	75.00	Draft	Planning	Y	Y	N	N	N	Y	Y
81	Council and Budget Referrals - Demand	100% Sustainable Trips by 2040	Adopt the attached Resolution, setting a goal of achieving 50% increase in trips taken by sustainable modes by 2030 and 100% by 2040, and refer to the Community Environmental Advisory Commission, the Energy Commission, and the Transportation Commission to develop relevant proposals and recommendations for accomplishing that goal.	N/A	Draft	Planning & Public Works	Y	Y	N	Y	N	N	N
82	Council and Budget Referrals - Demand	Campus-City National Night Out. Revised to be a Referral with no specific date - Revised materials (Supp 1)	Adopting a Resolution to refer the campus-city National Night Out event to the City Manager to help reduce crime in the campus area.	N/A	Draft	Police	N	N	N	N	N	N	N
83	Council and Budget Referrals - Demand	Extend the Berkeley Police Drone Moratorium for One Additional Year	Extend the moratorium on the use of unmanned aircraft systems, or "drones," by the Berkeley Police for one additional year. REFERRAL: Approved recommendation amended to request that the City Manager return to Council with a policy on the use of drones by Berkeley Police.	N/A	Approved	Police	N	N	N	N	N	N	N
84	Council and Budget Referrals - Demand	Improving Hate Crimes Reporting and Response	Refer to the City Manager to review the following proposals and implement new systems for reporting and response to hate incidents and crimes: -Develop a Hate Crimes Reporting Hotline (modeled after the San Francisco District Attorney's hotline) to be staffed by the Berkeley Mental Health Division or a non-profit community partner. The Hotline will provide support for victims and those reporting hate crimes/incidents, and direct victims to resources and how to report hate crimes or incidents. Consider existing internal and external resources including the City's 311 Customer Service line and the County's Hate Crimes Reporting Hotline. -Explore adding hate crimes to the BPD Online Crime Reporting System to allow individuals to report specific hate related criminal acts or incidents. - Launch a public information campaign including the production of informational videos, posters, and ads in different languages about what is a hate crime and how to report it to Berkeley Police. -Conduct proactive outreach and develop partnerships with religious leaders, community service providers and organizations that work with groups which have historically been the target of hate crimes/incidents. -Refer to the Police Review Commission to review existing BPD policy on hate crimes (BPD Policy 319), request a report from BPD on hate crimes statistics and its implementation of BPD Policy 319, and review: privacy policies/procedures for reporting; culturally appropriate personnel structures to respond to incidents that will encourage reporting, reduce fear and provide support. The creation of accessible and multilingual	N/A	Draft	Police	N	N	N	N	N	N	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
85	Council and Budget Referrals - Demand	Referral: Measures to Address Traffic Enforcement and Bicycle Safety	2. Refer to the City Manager to establish the opportunity for bicyclists to participate in a ticket diversion program that would provide safety education as an alternative to monetary fines related to other infractions, and to ensure integration of Vision Zero principles in implementation of state Office of Traffic Safety grants. Staff should consider either the creation of a City of Berkeley-operated ticket diversion program or cooperation with ticket diversion programs operated by neighboring jurisdictions.	N/A	Draft	Police	N	Y	Y	Y	N	Y	Y
86	Council and Budget Referrals - Demand	31. City Manager Referral: Refer CPTED Streetscape for Action and Exploration of Grant or Other Funding Opportunities to Find the Funds to Construct the Proposed Improvements	Refer the Crime Prevention Through Environmental Design (CPTED) streetscape to the City Manager for action and exploration of grant or other funding opportunities to find the funds to construct the proposed improvements.	N/A	Approved	Public Works	N	N	N (However, some components of the Telegraph CPTED proposal might be incorporated into the federally funded Southside Complete Streets project as funding allows)	N	N	N	N
87	Council and Budget Referrals - Demand	48. City Manager Referral: Preparations to Apply for Telegraph Pedestrian Safety Funds (Continued from December 3, 2013)	Refer to the City Manager to apply for Telegraph Ave pedestrian safety funds and to produce a preliminary plan for Telegraph pedestrian safety improvements as requested by the Telegraph Merchants Association.	N/A	Approved	Public Works	N	N	N (However, pedestrian safety improvements between Bancroft and Dwight are included in the federally funded Southside Complete streets project)	Y	N	N	N
88	Council and Budget Referrals - Demand	9. Portable Sign Pilot Program	Refer to the City Manager, the Commission on Disability, and the Transportation Commission for consideration the expansion of the existing portable sign program that enables businesses to place portable signs on sidewalks and medians.	N/A	Approved	Public Works	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
89	Council and Budget Referrals - Demand	City Manager Referral: Updating Graffiti Ordinance and Policies Based on a Review of San Francisco's New Ordinance	Refer to the City Manager and the Public Works and Parks and Recreation Commissions to create an ordinance that revises Berkeley's policies regarding graffiti, focusing on prevention and enforcement of regulations.	N/A	Submitted	Public Works	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
90	Council and Budget Referrals - Demand	City Manager Short-Term Referral: To Change Telegraph Avenue Parking Signs to Allow Parking All Times	That the Council refer to the City Manager to eliminate the no parking signs on Telegraph Avenue between Bancroft and Dwight.	N/A	Draft	Public Works	N	Y	N	N	N	Y	
91	Council and Budget Referrals - Demand	Conceptual Study for Undergrounding Utility Wires in Berkeley From: Public Works Commission, Disaster and Fire Safety Commission, and Transportation Commission	That Council approve the following items: 1. Conceptual Study for undergrounding utility wires in Berkeley (the "Undergrounding Plan"). 2. Proceed with Phase 3 of the Undergrounding Plan. We want to emphasize the importance for Berkeley to actively participate in the current California Public Utilities Commission review of the Rule 20 program.	N/A	Draft	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
92	Council and Budget Referrals - Demand	Consideration of Universal Design Standards in City Projects	Refer to the City Manager to make the consideration of Universal Design features an explicit and listed criteria for all projects undertaken by the city, including the many upcoming projects to be funded through Measure T1.	N/A	Approved	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
93	Council and Budget Referrals - Demand	Considering Multi-year Bidding Processes for Street Paving	1. Restate the recommendation approved at the December 11, 2018 Council meeting to create a two-year bidding process for street paving to realize savings by (a) reducing by 50% City staff time devoted to bidding and contracting processes over each two year period and (b) benefitting from reduced pricing which may be available for larger contracts that offer greater economies of scale and reduce contractors' bidding and contracting costs. 2. Short-term referral to the City Manager to explore the possibility, feasibility, costs, and benefits of bidding in increments of up to 5 years to encompass entire 5-year paving plans, or other ideas to more rationally and cost-effectively align the paving plan with budget cycles and reduce costs associated with frequent bid cycles for relatively small contracts.	N/A	Approved	Public Works	N	N	N	N	N	Y	Y
94	Council and Budget Referrals - Demand	Creation and Adoption of a Transit Streets Cooperative Agreement with the Alameda-Contra Costa (AC) Transit District	Refer to the City Manager the Creation and Adoption of a Transit Streets Cooperative Agreement with the Alameda-Contra Costa (AC) Transit District.	N/A	Draft	Public Works	N	N	N	N	N	Y	Y
95	Council and Budget Referrals - Demand	Electric Vehicles for the City Fleet	Request that the City Manager return to the Council with a Fleet Climate Action Plan for transition to all-electric vehicles (EVs) or plug-hybrids for the City fleet. The plan could: 1. set annual targets for greenhouse gas (GHG) reductions from City fleet operations in support of the City's Climate Action Plan; 2. require replacing all non-emergency vehicles and all possible emergency vehicles with EVs or plug-in hybrids by April 1, 2025, with an interim goal of a certain percent by April 1, 2018; 3. require conversion wherever possible to hybrid vehicles in cases where EVs or plug-in hybrids are not yet feasible; and 4. consider the Additional Measures as described in the report.	N/A	Approved	Public Works	N	Y	N	Y	Y	N	Y

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96	Council and Budget Referrals - Demand	Farmers' Markets Investments	Refer to the City Manager to initiate improvements and changes to support the Berkeley Farmers' Markets that would address growing public safety and access concerns while enhancing the shopping experience and benefit the markets.	N/A	Draft	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
97	Council and Budget Referrals - Demand	Installation of Solar Panels at the Donna Spring Animal Shelter Parking Area	Request that the City Manager pursue grant funding for a solar installation at the Donna Spring Animal Shelter parking area.	N/A	Approved	Public Works	N	N	N	N	N	Y	N
98	Council and Budget Referrals - Demand	Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley	1. Refer to the City Manager to incorporate relevant elements of the Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley, submitted to the City Council by the Commission on Disability, into the Berkeley Pedestrian Master Plan currently being updated, and any other planning processes for which the report would provide relevant information. 2. Refer to the Public Works and Parks and Waterfront Commissions to return to Council reports on ways that elements of the Navigable Cities Framework can be incorporated into the work, projects, contracts, and policies of the Public Works and the Parks, Recreation & Waterfront Departments.	N/A	Draft	Public Works	N	N	N	N	N	N	N
99	Council and Budget Referrals - Demand	Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley	1. Refer to the City Manager to incorporate relevant elements of the Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley, submitted to the City Council by the Commission on Disability, into the Berkeley Pedestrian Master Plan currently being updated, and any other planning processes for which the report would provide relevant information. 2. Refer to the Public Works and Parks and Waterfront Commissions to return to Council reports on ways that elements of the Navigable Cities Framework can be incorporated into the work, projects, contracts, and policies of the Public Works and the Parks, Recreation & Waterfront Departments.	N/A	Draft	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
100	Council and Budget Referrals - Demand	Prioritizing Pedestrians at Intersections	Refer to the City Manager and the Transportation Commission the development of policies to improve the pedestrian crossing experience and reduce pedestrian wait times at intersections with "beg buttons," potentially by activating pedestrian crossing signaling with every cycle (as opposed to the current situation, which only activates crossing signals when a button is pushed). Consider the development of a pedestrian-driven intersection improvement process to address signaling and timing inadequacies.	N/A	Draft	Public Works	N	Y	N	N	N	N	Y

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
101	Council and Budget Referrals - Demand	Providing Wheelchair Charging Opportunities for Homeless Individuals	Refer to the City Manager to develop policies which will provide accessible, reliable opportunities for homeless individuals with disabilities to charge power wheelchairs. Refer to the City Manager to research existing conditions of homeless individuals with disabilities; barriers to charging power wheelchairs; related consequences; and potential City actions to provide accessible, reliable wheelchair charging. Refer to the City Manager to assemble a policy to be reviewed and implemented.	50.00	Work in Progress	Public Works	Y	Y	N	N	N	N	N
102	Council and Budget Referrals - Demand	Referral: Develop a Bicycle Lane and Pedestrian Street Improvements Policy	1) Refer to the City Manager to develop a comprehensive ordinance with input from the Public Works & Transportation Commissions governing a Bicycle Lane and Pedestrian Street Improvements Policy that would: <ul style="list-style-type: none"> • Require simultaneous implementation of recommendations in the City's Bicycle and Pedestrian Plans when City streets are repaved, if one or more of the following conditions are met: <ul style="list-style-type: none"> • Bicycle Plan recommendations can be implemented using quick-build strategies that accommodate transit operations. • Pedestrian Plan recommendations can be implemented using quick-build strategies that accommodate transit operations. • The Bicycle Plan recommends studying protected bike lanes as part of a Complete Street Corridor Study in the Tier 1 Priority list. • Improvements are necessary to comply with the Americans with Disabilities Act. • Encourage the use of quick builds by expediting quick-build projects under \$1 million. • "Quick-build" is defined as projects that a) require non-permanent features such as bollards/paint/bus boarding islands, b) make up less than 25 percent of the total repaving cost for that street segment, and c) can be a component of a Complete Street Corridor Study that includes evaluation after installation. • Require staff to report progress back to Council every two years. 	N/A	Draft	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
103	Council and Budget Referrals - Demand	Referral: Electric Moped Ride-Share Franchise Agreement	Refer to the City Manager to rename the existing One-Way Car Share Program as the One-Way Vehicle Share Program and to amend the Program to include administrative requirements and parking permit fees for motorized bicycles that are affixed with license plates and require a driver's license for individuals to operate them (mopeds), in coordination with the City of Oakland.	N/A	Draft	Public Works	N	Y	Y	N	N	Y	Y
104	Council and Budget Referrals - Demand	Referral: Measures to Address Traffic Enforcement and Bicycle Safety	3. Refer to the City Manager to develop a plan to calm and divert motor vehicle traffic on bicycle boulevards to provide people who bicycle and walk a safe, comfortable and convenient mobility experience by adding or reconfiguring stop signage and other traffic calming measures, per the recommendations of the 2017 Bicycle Plan.	N/A	Draft	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
105	Council and Budget Referrals - Demand	Referral: Measures to Address Traffic Enforcement and Bicycle Safety DMND0003830	3. Refer to the City Manager to develop a plan to calm and divert motor vehicle traffic on bicycle boulevards to provide people who bicycle and walk a safe, comfortable and convenient mobility experience by adding or reconfiguring stop signage and other traffic calming measures, per the recommendations of the 2017 Bicycle Plan.	N/A	Draft	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
106	Council and Budget Referrals - Demand	Referral: Report on Public Realm Pedestrianization Opportunities [Transportation Commission]	Refer to the Transportation Commission to generate a report on potential public realm pedestrianization opportunities in Berkeley.	N/A	Draft	Public Works	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
107	Council and Budget Referrals - Demand	Referral: Telegraph Shared Streets	Refer to the City Manager to develop and return to Council with a plan to implement the shared streets proposal outlined in the Telegraph Public Realm Plan, including identification of potential regional funding sources for the project, in consultation with appropriate transportation agencies.	N/A	Draft	Public Works	N	N	N (May be able to partially fund some components as part of Southside Complete Streets)	N	N	N	N
108	Council and Budget Referrals - Demand	Zero Emission Vehicle Requirements for City Fleet	Refer to the City Manager the finalization of a policy which would require all new purchases of light-duty passenger vehicles to be electric vehicles or plug-in hybrids, and require the City-owned light-duty passenger vehicle fleet to be 100% electric vehicles or plug-in hybrids by the mid-2020s. This policy would be based on the City & County of San Francisco's zero-emission light-duty passenger vehicle policy, and the report to Council should identify any additional costs associated with electric vehicles or plug-in hybrids, potentially accelerated fleet turnover, and necessary charging infrastructure on City lots.	N/A	Submitted	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
109	Council and Budget Referrals - Project	Cannabis Ordinance Revisions; Amending Berkeley Municipal Code Chapters 12.21, 12.22, 20.40, 23C.25, and Sub-Titles 23E and 23F	1) determine if the City can require businesses to post notices on their website	0.00	Not Started	City Attorney	N	N	N	N	N	Y	N
110	Council and Budget Referrals - Project	Dynamex Decision Impact and Compliance on Minimum Wage Ordinance and Paid Sick Leave Ordinance	That the City Council refers to the City Manager and the Labor Commission to ensure the Berkeley Minimum Wage Ordinance (MWO) and Paid Sick Leave Ordinance are interpreted and enforced in a manner consistent with the holdings in Dynamex Operations West, Inc. v. Superior Court of Los Angeles (2018) 4 Cal.5th 903.	67.00	Work in Progress	City Attorney	N	Y	N	N	N	Y	Y

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111	Council and Budget Referrals - Project	Personal Liability Protection for Small Businesses	1. Direct the City Manager and City Attorney to draft and submit to the City Council for consideration an emergency ordinance to prohibit the enforcement of personal liability provisions in commercial leases and commercial rental agreements in the City of Berkeley for lessees/renters who have experienced financial impacts related to the Covid-19 pandemic. 2. Direct the City Manager to conduct outreach to all commercial tenants regarding any protections enacted by the City Council, with a particular focus on businesses that were required to stop serving food or beverages (e.g., restaurants, bars); close to the public (e.g., hair salons, barbershops, tattoo parlors); cease operations (e.g., gyms, fitness centers); or sharply limit operations (e.g., schools, retail shops, nurseries) due to the COVID-19 crisis.	33.00	Work in Progress	City Attorney	N	N	N	N	N	Y	Y
112	Council and Budget Referrals - Project	Private Parking Lot Regulations	Refer to the City Manager the development of an ordinance that would allow parking lot operators to manage their parking facilities so as to meet the needs of local businesses and their customers.	0.00	Deferred	City Attorney	N	N	N	N	N	Y	N
113	Council and Budget Referrals - Project	Prohibition on the Resale of Used Combustion Vehicles in 2040	On November 18, 2020 the Facilities, Infrastructure, Transportation, Environment & Sustainability Committee made a positive recommendation to refer to the City Manager for review of the attached ordinance prohibiting the resale of used, existing combustion-powered vehicles beginning in 2040, to the extent legally possible.	0.00	Not Started	City Attorney	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
114	Council and Budget Referrals - Project	Supplemental Paid Family Leave	2) refer to the City Manager to draft an ordinance regarding retaliation against employees using state family leave, including a private right of action provision.	50.00	Work in Progress	City Attorney	N	Y	N	N	N	Y	Y
115	Council and Budget Referrals - Project	Referral Response: Including Climate Impacts in City Council Reports	Request that the City Manager update the templates and associated training materials to add "Climate Impacts" in the "Environmental Sustainability" section of reports to the City Council, and codify the changes in Appendix B in the next update to the Berkeley City Council Rules of Procedure. This recommendation is a partial response to a January 21, 2020 referral, sponsored by Councilmembers Davila and Bartlett, to require that all City Council items and staff reports include "climate impacts" in addition to environmental sustainability.	25.00	Work in Progress	City Clerk	N	Y	N	N	N	Y	Y

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116	Council and Budget Referrals - Project	Referral: Commission Low-Income Stipend Reform	Refer to the City Manager to develop and return to Council with a plan to improve equity, accessibility, and representation in City of Berkeley commissions by modernizing the low-income stipend program, and in doing so consider: 1. Increasing the annual household income cap for stipend eligibility from \$20,000 to align with the 50% Area Median Income (AMI) guidelines for Alameda County and reflect household size, and updating it annually with the latest HUD data. 2. Increasing the low-income stipend from \$40 to \$78 per meeting, and updating it annually with the City of Berkeley minimum wage to correspond to compensation for 2.5 hours of work.	0.00	Not Started	City Clerk	N	Y	N	N	N	Y	Y
117	Council and Budget Referrals - Project	Administrative Changes Related to Taxicabs	Request the City Manager consider the following administrative changes, in order to increase the competitiveness of the taxi industry: 1. Reduce the annual vehicle inspection fee from \$88 to \$45 and the re-inspection fee from \$45 to \$25.; 2. Increase the maximum amount of free taxi scrip that drivers are able to redeem each week from the current limit of \$400 to \$800 (if taxi scrip is redeemed twice per week, the maximum amount redeemed at once should be raised to \$400 from \$200).; 3. Consolidate all taxi-related undertakings, including customer service and taxi scrip redemption, to one office located at 1947 Center Street, Berkeley, CA 94704.; 4. Reduce the burden of the current mandatory sensitivity training course for taxi drivers, by exploring an option to complete the course online instead of in San Francisco, which costs \$50 and imposes onerous logistical costs. For example, available courses can be found at http://www.equo.co.uk/11-Taxi-Drivers .; 5. Clarify in writing that taxi-drivers may purchase collective insurance instead of individual insurance. This will allow drivers to accumulate a more substantial fund to cover individual crashes, pay less per person, and reap similar benefits as rideshare drivers (who are insured by Transportation Network Companies) do.	0.00	Work in Progress	City Manager's Office	N	N	N	N	N	N	N

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118	Council and Budget Referrals - Project	City of Berkeley Neighborhood Services and Outreach Program (formerly "Amend April 26, 2018 Referral Regarding Sidewalks Policies ")	In light of the 9th Circuit Court of Appeal's September 4, 2018 ruling in Martin v. City of Boise, refer to the City Manager further analysis of Council's April 26, 2018 proposed "Regulations for Sitting, Lying, Dogs and Objects on Sidewalks and in Parklets" and analysis of Berkeley's existing regulations and practices, including but not limited to ordinances, administrative regulations, training protocols and other policies and practices, related to use and limits to use of sidewalks, parklets, streets, parks and other City property. Refer to the City Manager to collaborate with the offices of the Mayor and Councilmember Hahn to amend existing and, as necessary, draft new policies and procedures compliant with the above analysis, and report back to Council with recommendations for compliant policies.	50.00	Work in Progress	City Manager's Office	N	N	N	N	N	N	N
119	Council and Budget Referrals - Project	Denouncing Presidential Executive Order to Build a Border Wall and Urging the City of Berkeley to Divest from Companies Supporting or Participating in the Construction of a Border Wall; Revised materials	Adopt a Resolution denouncing the presidential executive order to build a wall along the U.S.-Mexico border and recommend that the City of Berkeley divest from any companies involved in the construction of a border wall.	0.00	Not Started	City Manager's Office	N	N	N	N	N	N	N
120	Council and Budget Referrals - Project	Enforce Bi-Weekly (Once Every Two Weeks) Residential Cleaning Measures to Address Encampments and Promote Clean Streets in Berkeley	Refer to the City Manager to promote equitable street cleaning practices and require biweekly (once every two weeks), cleanings of populated encampment sites in Berkeley and adjacent residential neighborhoods. In order to determine where City Staff should prioritize residential cleaning services, the City Manager should establish a radius around the campsites. When encampments are on non-City owned property, such as Caltrans, the City should bill the appropriate agency for the cost of staff and materials.	50.00	Work in Progress	City Manager's Office	Y	Y	Y	N	N	Y	Y
121	Council and Budget Referrals - Project	Non-Criminal Options for Enforcement of Sidewalk Regulations	Refer to the City Manager the development of non-criminal options for the enforcement of Berkeley laws and regulations related to use of public space that: Reduce, delay or, if possible, eliminate criminal penalties; Offer positive alternatives; and Ensure that the City has effective tools for enforcement of laws and regulations. While ensuring effective enforcement, options should delay or avoid pursuing infractions and misdemeanors and provide options to cure violations through positive actions such as mandated and verified community service, education, or participation in social service programs.	10.00	Work in Progress	City Manager's Office	N	N	N	N	N	N	N

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122	Council and Budget Referrals - Project	Public Toilet Policy	Refer to the City Manager to develop the following "Neighborhood Public Toilet Policy": Develop a process in which residents can obtain a permit for a neighborhood public toilet via an official petition; Residents should contact the City via 311 to obtain an official petition form to apply for a permit; In order to obtain the permit, the petition should be signed by at least 51% of residential addresses and business owners within the nearest two block radius of the proposed public toilet site; The City shall not fund or contribute to the financing of the public toilets or their maintenance.	85.00	Past Due	City Manager's Office	N	Y	N	N	N	Y	N
123	Council and Budget Referrals - Project	Recommendations Related to Code Enforcement and Receivership Actions	On November 25, 2019, the Health, Life Enrichment, Equity & Community Committee took action to send an item to Council with a positive recommendation that for purposes of understanding the issues and identifying potential changes to the City's codes, policies, and procedures the committee recommends the following: a. That the City Manager provide an information session to the City Council regarding the various ways in which code enforcement issues have been brought to the attention of the City over the last 5 years; b. How various code enforcement issues at residential properties are currently handled; c. Timeframe and mechanisms for achieving code compliance at residential properties; d. Any existing assistance programs available to support property owners found to have code violations; e. Specific learnings/changes in City practices resulting from the Leonard Powell receivership case; f. Other information deemed relevant and appropriate to understand the City's current code enforcement practices for residential properties Additionally, the Policy Committee requests that the Mayor call a special meeting of the City Council for purposes of a forum based on the recommendations provided by Councilmember Bartlett as the draft plan for a public meeting on receivership. And third, the Committee requests from the City Manager a specific reply on creating a mechanism to provide legal and technical assistance to independent third parties for	25.00	Work in Progress	City Manager's Office	N	Y	N	N	N	Y	N

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124	Council and Budget Referrals - Project	Referral Responses: Managing Recreational Vehicle (RV) Parking	<p>The City of Berkeley seeks to implement all laws and ordinances in a fair and humane manner.</p> <p>To that end, we refer to the City Manager for consideration the following guidelines to help ensure enforcement of revised RV parking restrictions allowed under Ordinance No. 7,643-N.S. (BMC Section 14.40.120) is conducted with outreach, including information and resource guides and written notice.</p> <p>Further, we refer to the City Manager to quickly establish a three-month permit program (with possibility for renewal), to be offered on a one-time basis to existing priority populations and we refer to the Health, Life Enrichment, Equity & Community Policy Committee to establish basic criteria for a standard two-week permitting process.</p> <p>The City Council reiterates its February 28, 2019 referral to identify and develop a temporary RV site to serve highly vulnerable populations, as well as a regional non-profit RV site, and to develop a program to allow private entities to host RVs on their property.</p>	0.00	Work in Progress	City Manager's Office	N	Y	N	N	N	Data Pending	N
125	Council and Budget Referrals - Project	Referral to City Manager to establish Recreational Vehicle Waste Discharge Facility on City Property and Referral to FY 2020/21 Budget Process	1. Refer to the City Manager to establish a recreational vehicle waste discharge facility on City property and equitable administrative fee program, and 2. Refer costs associated with the facility to the FY 2020/21 Budget Process. Include consideration of 1) method of pump out; 2) cost; 3) locations; and 4) capacity.	0.00	Pending	City Manager's Office	N	N	Partial	N	N	Y	Y
126	Council and Budget Referrals - Project	Supporting Worker Cooperatives and Referral to City Manager to Develop a Worker Cooperative Ordinance (Continued from January 12, 2016 – Item includes revised materials.)	<p>Adopt a Resolution to support worker cooperatives, and refer to the City Manager to develop a Worker Cooperative Ordinance, which includes:</p> <p>1. Revising the existing Buy Local contracting preference and adding a worker cooperative preference; 2. Revising the business permit application; 3. Incentivizing existing businesses to convert to cooperatives; 4. Creating business tax and land use incentives, and 5. Developing educational materials.</p>	75.00	Work in Progress	City Manager's Office	N	Y	Y	N	N	Y	Y
127	Council and Budget Referrals - Project	Urgency Item: Safety for All: The George Floyd Community Safety Act - City Attorney and Manager Analysis of Contractual and Legal Barriers to Public Safety Reform	Direct the City Manager and City Attorney to analyze contractual and legal barriers to public safety reform including police union contracts, vendor contracts, state and federal laws, to determine barriers to accountability and substantive reform. In addition, direct the City Manager and City Attorney to evaluate elements in the proposed police review commission charter amendment, that can be implemented by the City Council.	10.00	On Hold	City Manager's Office	N	N (On hold, pending Reimaging Police)	N	N	N	N	N

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128	Council and Budget Referrals - Project	Companion Report: Effective Enforcement of Safe Lead-Paint Practices - Update on Amendments	Based on the intent of the recommendation from the Community Environmental Advisory Commission (CEAC) for the City to expand enforcement of unsafe lead paint practices, refer to the City Manager to: - Coordinate with the Alameda County Healthy Homes Program to clearly identify roles and responsibilities for expanding enforcement of unsafe lead practices, and to explore options for sharing resources that can support expanded local enforcement; - Identify what resources, staff capacity, and program structure would be required to expand City enforcement of unsafe lead practices; - Continue current work to educate building permit applicants and contractors about safe lead paint practices; train and certify all City of Berkeley Building and Housing Inspectors in lead paint safety; respond to, investigate, and enforce safe lead paint practices as needed; and administer the Public Health Division's Childhood Lead Poisoning Prevention Program; and - Provide an update to City Council within one-year that identifies progress and next steps for expanding enforcement of unsafe lead practices. Additions: Request that the City Manager return to Council as soon as possible with recommendations on staffing for robust enforcement and internal restructuring for inspections. Options for noticing and distributing disclosure information. Enforcement by the City or the County, if feasible.	0.00	Pending Not On Schedule	City Manager's Office/Health, Housing & Community Services/Planning	N	N	N	N	N	N	N
129	Council and Budget Referrals - Project	Funding Streetlight Near South East Corner of Otis Street	Approved recommendation revised to change the item to a budget referral and refer an assessment of feasibility to fund construction of a streetlight on the corner of Otis near Ashby to the City Manager.	0.00	Not Started	City Manager's Office/Public Works	N	N	Data Pending	N	N	Data Pending	Data Pending
130	Council and Budget Referrals - Project	Community Microbond Initiative. Revised materials (Supp 2)	Refer to the 2018 prioritization process to direct the City Manager to produce a report outlining steps required if the City were to implement a Pilot Project for the Community Microbond Initiative within 90 days. Consider including a community engagement component (such as a survey) to identify a project for the pilot, identify City staff who would be involved in the Pilot Project, analyze the cost structure to the City, clarify the process to identify, select and collaborate with relevant vendors, and outline any and all other necessary steps to achieve a Pilot Microbond offering. Consider including the following requirements for a proposed RFP: Vendor(s) selected should have municipal bond underwriting capabilities; Vendor(s) selected should have experience with blockchain technology	90.00	Work in Progress	Finance	N	Y	Y	N	N	Y	Y
131	Council and Budget Referrals - Project	Develop Ordinance Prohibiting Companies Participating in the Construction of a Border Wall from Contracting with the City of Berkeley	Direct the City Manager to develop an ordinance prohibiting companies involved in the construction of a border wall from contracting with the City of Berkeley. Return to Council with the proposed ordinance within 90 days.	25.00	Pending Not On Schedule	Finance	N	Y	Y	N	N	Y	Y

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132	Council and Budget Referrals - Project	Accessory Dwelling Unit Ordinance Updates	Action: M/S/Carried (Hahn/Wengraf) to adopt the item as written in Supplemental Reports Packet #1 and including the following changes. <ul style="list-style-type: none"> Remove the language regarding view protections. Add new #9 on hillside heights measurements where no previous structure exists. Add "and any other solutions" to #5 regarding parking. Include the referral from Item 15 with this referral. 01/14/21 (SM for DB) Restricted allowances due to state law. Solution may be incorporated into Safe Passages.	90.00	Work in Progress	Fire & Emergency Services	N	Y	Y	N	Y	Y	N
133	Council and Budget Referrals - Project	Commission Referral: Recommendation to Install an Outdoor Public Warning System (Sirens) and Incorporate It Into a Holistic Emergency Alerting Plan	Recommend that City of Berkeley explore evaluating locations to install and maintain an outdoor public warning system (sirens) as a supplement to other alert and warning technologies within our boundaries and coordinated with abutting jurisdictions and Alameda County, and refer the item to the November budget discussion. 01/14/21 (SM for DB). Funding identified in Measure FF	10.00	Work in Progress	Fire & Emergency Services	Y	Y	Y	N	N	Y	Y
134	Council and Budget Referrals - Project	Immediate Measures to Address Fire Safety and Prevention [Non-RRV Prioritization Process]	Refer to the City Manager to study and evaluate, in consultation with relevant Commissions, the following fire safety and prevention measures on a priority basis. After study and evaluation, implement or, where additional resources may be required, recommend implementation and sources of funding. 1. Complete the Berkeley Fire Department's comprehensive Evacuation Plan and publicize evacuation routes and protocols on a priority basis. 2. Increase outreach efforts to sign up residents for the Alameda County Emergency Alert program. 3. Review and update the City's existing Fire Safety ordinances, including BMC 12.50 Fire Inspection Program. 4. Consider implementation of a siren warning system, similar to Oakland's Emergency Siren system. 5. Review and, as necessary, strengthen coordination and communication with Oakland, East Bay Regional Parks (EBRP), Alameda County, Contra Costa and other neighboring Fire Department and emergency response service providers. 6. Expand programs and practices to reduce fire hazards and fuel loads and ensure clearance for utility lines on both public and private property as outlined in the report. 01/14/21 - Programs to be funded by FF (SM for DB).	10.00	Not Started	Fire & Emergency Services	Y	Y	Y	N	N	Y	N

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135	Council and Budget Referrals - Project	Referral to Develop Comprehensive Plan for Disaster Preparedness and Post-Disaster Rebuilding with Respect to Multi-Family Housing [Non-RRV Prioritization Process]	Refer to applicable City departments and commissions the development of a comprehensive plan for both disaster preparedness and post-disaster rebuilding with respect to multi-family housing. As part of the plan, applicable departments and commissions should explore how applicable ordinances (e.g., Demolition Ordinance, Relocation Ordinance, Rent Stabilization Ordinance) may interface with rebuilding efforts in the event of a major disaster and make recommendations to amend or clarify them as appropriate. The referral can be added to existing referrals concerning disaster preparedness item and prioritized as appropriate.	0.00	Not Started	Fire & Emergency Services	Y	N	N	N	N	N	N
136	Council and Budget Referrals - Project	Referral to the Disaster and Fire Safety Commission and the City Manager: Five Year Plan for Expanded Disaster Preparedness Services [Non-RRV Prioritization Process]	Refer to the Disaster and Fire Safety Commission and the City Manager's office to explore developing a five year plan for expanded disaster preparedness services.	0.00	Work in Progress	Fire & Emergency Services	Y	N	N	N	N	N	N
137	Council and Budget Referrals - Project	Adding Threat of Displacement of a Berkeley Resident to the Current Income Qualification Guidelines Which Would Place an Applicant in Priority Status for BMR (Below Market Rate) Units [Housing Action Plan]	Refer to the City Manager adding to income qualification the status of pending displacement of a Berkeley resident or family, for priority eligibility for BMR units.	0.00	Not Started	Health, Housing & Community Services	N	Y	Y	Y	N	Y	Y
138	Council and Budget Referrals - Project	Cigarette and Tobacco Litter Ordinance; Referral to Community Health Commission	Referral to the Community Health Commission to establish an ordinance that would diminish pollution from cigarettes waste similarly to San Francisco's Cigarette Abatement Fee Ordinance.	0.00	Work in Progress	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
139	Council and Budget Referrals - Project	Community Impact of Future Changes to Services at Sutter Health Alta Bates Ashby Campus	Refer to the Community Health and Disaster and Fire Safety Commissions to evaluate potential community impacts of changes to services at the Sutter Health Alta Bates Ashby campus in the coming years.	0.00	Work in Progress	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
140	Council and Budget Referrals - Project	Companion Report and Referral Response: Creation of a Small Sites Program	4) Request that the Council and Housing Advisory Commission receive copies of small sites loan applications along with staff's corresponding analysis and decision. 6) Refer further consideration of a long-term small sites program to the City Manager and the Housing Advisory Commission. 7) Refer the small sites program to the November budget update and next biannual budget planning cycle in 2019.	0.00	Work in Progress	Health, Housing & Community Services	Y	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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141	Council and Budget Referrals - Project	Companion Report: Support for Oregon Park Senior Apartments - [Housing Action Plan]	Refer the Housing Advisory Commission's recommendation that staff work with Oregon Park Senior Apartments (OPSA) to the Council prioritization process so that the Council can evaluate this recommendation in the context of other recommendations for the use of Housing & Community Services staffing resources. Adopted with the following conditions: 1. Oregon Street Park Apartments will conduct a financial audit. 2. Oregon Street Park Apartments will conduct a full assessment of the structure of the building and the facility needs. 3. Oregon Street Park Apartments will hire a property manager to oversee the financials and the property. 4. The City will commit to holding the fines in abeyance until such time that conditions 1-3 are completed.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
142	Council and Budget Referrals - Project	Disposition of City-Owned, Former Redevelopment Agency Property at 1631 Fifth Street	Refer the item to the City Manager to explore City uses of the property for housing and homelessness services and needs, or other uses, and review the remediation needs of the property.	0.00	Pending	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
143	Council and Budget Referrals - Project	Health Equity & Innovation District	Referral to the Planning Commission, the Community Health Commission, the Commission on Aging, and the City Manager to establish a Health Equity & Innovation District (HID). The goal of the HID is to reduce chronic racial health disparities and improve the overall public health strategy of Berkeley by fostering innovations in healthcare delivery, improving resiliency, and strengthening the integration of health services and systems. The HID is intended to draw investment and grant opportunities, as well as to explore the expansion of scope of practice for medical providers.	0.00	Work in Progress	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
144	Council and Budget Referrals - Project	Healthy Checkout Ordinance	2. 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.	25.00	Work in Progress	Health, Housing & Community Services	N	Y	N	N	Y	Y	
145	Council and Budget Referrals - Project	Providing our Unhoused Community in the City of Berkeley with Menstrual Products	3. Direct the City Manager to use existing homeless services funding to develop and deploy a program to provide a broad spectrum of menstrual products, including but not limited to, feminine hygiene, pads, tampons, underwear, and other related products, both through the City's outreach direct services, as well as through the community based homeless services providers. Additionally, require some elements of this program be deployed immediately, with a full program deployment within six months.	10.00	Work in Progress	Health, Housing & Community Services	N	Y	N	N	N		Y
146	Council and Budget Referrals - Project	Refer to the City Manager's Office and Budget Referral: Second Dwelling Unit/Accessory Dwelling Unit Pilot Program to House the Homeless	Refer to the City Manager's office and the HAC to develop a second dwelling unit/accessory dwelling unit Pilot Project as an additional strategy to provide housing for homeless persons and families.	0.00	Not Started	Health, Housing & Community Services	Y	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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147	Council and Budget Referrals - Project	Referral to Commission on Labor: Amendments to Living Wage Ordinance (BMC 13.27)	Refer to the Commission on Labor the following suggested amendments to the Living Wage Ordinance, Berkeley Municipal Code Chapter 13.27: 1. Amend Section 13.27.050.A to allow an employee the right to opt out of an employer provided medical benefit plan and still receive the higher compensation amount (currently \$15.99 per hour) as cash in lieu if they provide proof of alternative coverage under a medical benefit plan. 2. Amend the posting requirements, retaliation, complaint process, and enforcement sections to conform to the language in the recently adopted Minimum Wage Ordinance.	0.00	Work in Progress	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
148	Council and Budget Referrals - Project	Referral to the City Manager: Adopt Section 8 Landlord Incentives [Housing Action Plan]	Refer to the City Manager the adoption of the following measures to encourage landlords to accept Section 8 and Shelter + Care vouchers: 1. Create a list of qualified, efficient and affordable contractors vetted by the City, and a discount or waiver of permit fees, to support bringing their unit(s) to code; 2. Provide legal and/or mediation support, offered either through the City or a partner, in negotiating Landlord/Tenant disputes out-of-court; 3. Allow parcel and/or property tax reductions based on the percentage of property or units that are currently Section 8 and/or decided during annual Section 8 inspection; and 4. Identify organizations who can support financial literacy and management for Section 8 tenants, including establishing bank accounts with direct deposit to Landlords. We ask City staff to research and develop a proposal of options for implementing these within the next six months.	0.00	Not Started	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
149	Council and Budget Referrals - Project	Referral to the Labor Commission and the Commission on the Status of Women: Paid Family Leave Ordinance Revised materials	Refer the attached ordinance for consideration by to the Labor Commission and the Commission on the Status of Women to help in the development of a Paid Family Leave Ordinance for the City of Berkeley. The Labor Commission shall be responsible for conducting a public hearing to collect community input on the attached draft legislation. The Labor Commission shall conduct outreach and invite relevant stakeholders to attend, including representatives from small business associations, chambers of commerce, Berkeley employers, and Berkeley employees. The Commission on the Status of Women shall be responsible for research and overall project management. The Commissions shall jointly prepare a report for submission to Council summarizing both commissions' suggestions and the community's suggestions for changes that should be made to the attached legislation.	0.00	Work in Progress	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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150	Council and Budget Referrals - Project	Small Sites Acquisition Program and Tenant Opportunity to Purchase [Housing Action Plan]	Refer to the City Manager the implementation of the following strategies to preserve existing affordable housing and prevent displacement: 1. Create a Small Sites Program to assist non-profits in acquiring existing properties that considers the following criteria: a. Targets 5-25 unit multi-family buildings, particularly properties with strong potential for conversion to resident ownership, those in which no-fault evictions have been filed, or those at high risk of speculative purchase. b. Allocates \$1-2 million from multiple funding sources. Such sources could include Measure A1 and U1 funds, Section 8 vouchers, and the MTC NOAH program. c. Includes administrative guidelines for a streamlined allocation process that will ensure an expedited commitment and funding process. Such commitments could include a letter of commitment from the City when non-profit organizations are placing an option on a property, or a small grant to make a down payment. 2. Review and develop an ordinance modeled after Washington D.C.'s Tenant Opportunity to Purchase Act that offers existing tenants the first right of refusal when property owners place rental property on the sale market, which can be transferred to a qualifying affordable housing provider.	50.00	Work in Progress	Health, Housing & Community Services	N	Y	N	N	N	N	N
151	Council and Budget Referrals - Project	Workforce Housing Affordability Plan [Housing Action Plan]	Refer to the City Manager the addition of a new workforce housing option to the inclusionary housing law that raises the percentage of inclusionary units by allowing the production of more subsidized units at a reduced subsidy per unit. Additionally, request that the City Manager return with "affordable by design" suggestions to help address the underproduction of middle-income units in Berkeley.	0.00	Not Started	Health, Housing & Community Services	N	Y	Y	N	N	Y	Y
152	Council and Budget Referrals - Project	Workforce Housing for Berkeley Unified School District Personnel [Housing Action Plan]	Request the City Manager to direct staff to investigate the feasibility of developing workforce housing, in conjunction with Berkeley Unified School District, for teachers and employees. This investigation should include research into what other California cities (such as San Francisco, Oakland, Santa Clara and San Mateo County) are considering as part of their pursuit of school district workforce housing.	0.00	Not Started	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
153	Council and Budget Referrals - Project	Budget Referral: Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way, FY2020-2021	Refer to the November 2019 AAO consideration of at least \$150,000 and up to remediate the Lawn Bowlers, North Green and Santa Fe Right-of-Way in advance of Request for Proposal (RFP) for these areas that potentially could provide much needed affordable alternative housing. Refer to the Homeless Services Panel of Experts to consider Measure P funds for remediation purposes for these properties.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
154	Council and Budget Referrals - Project	Cannabis Ordinance Revisions; Amending Berkeley Municipal Code Chapters 12.21, 12.22, 20.40, 23C.25, and Sub-Titles 23E and 23F	2) analyze the impacts of artificial flavorings/additives and advise if any further regulations are necessary	0.00	Pending	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
155	Council and Budget Referrals - Project	Cannabis Ordinance Revisions; Amending Berkeley Municipal Code Chapters 12.21, 12.22, 20.40, 23C.25, and Sub-Titles 23E and 23F	2) direct the Berkeley Public Health Department to review the issue of flavored cannabis products for combustion or inhalation, and cannabis products whose names imply that they are flavored, and review any additional ingredients that may be hazardous, whether natural or artificial, including vitamin E acetate in inhalation products, and make recommendations for action.	0.00	Pending	Health, Housing & Community Services	Y	Y	Y	N	Y	Y	Y
156	Council and Budget Referrals - Project	Companion Report: Health Study to be Conducted by the Public Health Division to Gather Data on Health Conditions, Health Disparities and Mortality Rates of Berkeley's homeless	Send a letter to Alameda County requesting data on deaths of identified homeless individuals. Contact Alameda County request that they explore the feasibility of recording homelessness as a data point in death records and/or making investments to begin tracking this information locally.	50.00	Work in Progress	Health, Housing & Community Services	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
157	Council and Budget Referrals - Project	Open Doors Initiative: City Worker and First Time Affordable Homebuyer Program	That the City Council refer the City Manager and Housing Advisory Committee to explore mechanisms to support homeownership by City of Berkeley employees and further refer to City Manager to prepare a report detailing available first-time homeownership and low-income homeowner programs that might be available for implementation in the City of Berkeley. Analysis to include the new Self-Help Housing Program and the provisions of AB 101.	0.00	Not Started	Health, Housing & Community Services	Y	N	N	N	N	Y	Y
158	Council and Budget Referrals - Project	Voluntary Time Off on Statewide Election Days for City Employees	Refer to the City Manager to designate Statewide Election Days as VTO days, and refer to the 2x2 Committee to discuss coordinating City and District policy on holidays, in particular Election Day.	80.00	Work in Progress	Human Resources	N	Y	Y	N	Y	Y	N
159	Council and Budget Referrals - Project	Expanding the Downtown Arts District	1. Request the Planning Commission examine expanding the boundaries of the current Downtown Arts District Overlay as well as the allowable active ground-floor uses. 2. Request the City Manager consider the Downtown Arts District as part of the update to the Berkeley Arts and Culture Plan.	95.00	Work in Progress	Office of Economic Development	N	Y	N	N	N	Y	Y

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160	Council and Budget Referrals - Project	Path to Permanence for Outdoor Dining and Commerce Permits Granted Under COVID-19 Public Health Emergency Declaration	On November 2, 2020 the Facilities, Infrastructure, Transportation, Environment & Sustainability Committee made a positive recommendation to send the item to the City Council with the recommendation language as amended by the committee. The revised recommendation language includes: Refer to the City Manager to develop a program and, if necessary, ordinance language to facilitate the transition of temporary outdoor dining and commerce permits that were obtained under the City's declaration of emergency to permanent status. - Consider criteria for transitioning spaces for Public vs. Private outdoor use. - Consider the structural, materials, safety and other criteria for temporary vs. permanent outdoor spaces. - Consider costs and benefits of private outdoor spaces adjacent to specific businesses on customer access, parking availability, parking revenues, and all other factors. - Consider Merchant opt-out vs. opt-in: To encourage and support the use of outdoor commerce, upon the conclusion of the City declaration of emergency, outdoor commerce permit holders might automatically be transitioned to permanent permit status unless the permit holder chooses to remove the installation, or the City might reach out to temporary permit holders and offer an opt-in or quick transition program. - Consider Fees and potential Fee waivers for temporary spaces transitioning to permanent status: Fees associated with the minor encroachment permits or sidewalk seating typically necessary for outdoor dining and commerce permits could be waived for all temporary permits. Consider Postponing	10.00	Work in Progress	Office of Economic Development	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
161	Council and Budget Referrals - Project	Referral to the Civic Arts Commission to Consider the Creation and Selection of a Flag for the City of Berkeley	Refer to the Civic Arts Commission to select a flag for the City of Berkeley from submissions from the public.	0.00	Work in Progress	Office of Economic Development	Y	N	Y	N	N	Y	Y
162	Council and Budget Referrals - Project	Referral to the Civic Arts Commission to create interactive family-friendly art attractions	Refer to the Civic Arts Commission to create interactive family-friendly art attractions in the City of Berkeley.	0.00	Work in Progress	Office of Economic Development	Y	Y	Y	N	N	Y	Y
163	Council and Budget Referrals - Project	Referral to the Civic Arts Commission to develop a grant program available for arts and cultural organizations to support retaining and improving creative spaces for artists	Referral to the Civic Arts Commission to prioritize within their current Work Plan creating a process for awarding competitive grants to Berkeley-based arts and cultural organizations that will help support their ability to stay in Berkeley.	11.00	Work in Progress	Office of Economic Development	Y	Y	Y	N	N	Y	Y
164	Council and Budget Referrals - Project	Evaluation of Possible Ban on New Planting of Certain Tree Species	Take action to either: a) Direct the City Manager to proceed with Option 1, and continue the City's current practice regarding tree plantings on City property, which currently do not include Eucalyptus, and Monterey Pine (except at the Marina).-OR- b) Adopt a Resolution as described in Option 2 that would ban the new planting of certain tree species on City property. -OR-c) Direct the City Manager to develop an ordinance for Council adoption that bans the new planting of certain tree species on both public and private property, and includes enforcement mechanisms.	0.00	Work in Progress	Parks, Recreation & Waterfront	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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165	Council and Budget Referrals - Project	Referral to the City Manager: Equitable Access to Greenspace	Refer to the City Manager to explore developing a plan for increasing Equitable Access to Greenspace in Berkeley. Future parks and greenspace investments should be targeted at reducing disparities in access to greenspace. Criteria to consider should include: ☐ Geographical distance and square footage of available greenspace ☐ Income levels of area residents, which may impact their ability to afford non-public facilities and/or transportation to green spaces ☐ The proportion of youth, seniors and disabled people unable to travel to more distant facilities The City may utilize recommendations from the report "Berkeley Parks Planning for an Equitable Future" produced by the Parks and Waterfront Commission's Subcommittee on Planning. The City should also consider the work of San Francisco's Green Connections (see http://sf-planning.org/green-connections) which promotes the presence and attractiveness of walking and bike paths to green spaces in order to encourage their use. The City should investigate strategies for expanding park capacity including assessing prime areas for developing new parks and greenspaces, such as in the Adeline Corridor and Santa Fe ROW. The Adeline Corridor Plan must consider and account for increasing greenspace in the Southeast Quadrant of Berkeley, and explore innovative ways for integrating greenspace into our urban environment. To implement these recommendations, the City should explore public private funding partnerships as well as community partnerships with Berkeley residents, community	0.00	Work in Progress	Parks, Recreation & N Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
166	Council and Budget Referrals - Project	Authorize Installation of Security Cameras at the Marina and Request an Environmental Safety Assessment	Adopt the following recommendations 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; -Refer to the City Manager to perform an environmental safety assessment of the Berkeley marina with particular attention to the berther parking areas. Cameras will not use facial recognition or biometric software.	90.00	Work in Progress	Parks, Recreation & N Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
167	Council and Budget Referrals - Project	27. Green Affordable Housing Package (Continued from October 6, 2015)	Refer that the Planning Commission and City Manager investigate the following two policies as ways to reduce barriers for the creation of affordable housing. City Council requests that commissions and staff address and propose solutions and/or an implementation plan using the recommendations in the report by September 1, 2016. Policy 1: Designate units and funding for affordable housing by prioritizing housing over parking spaces in new developments. Policy 2: Remove the structural and procedural barriers to creating more housing.	90.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
168	Council and Budget Referrals - Project	City Manager Referral: Facilitate the Local Implementation of Senate Bill 1413 and Expedite the Development of Teacher and School Employee Housing [Housing Action Plan]	Refer to the City Manager to work with the Planning to facilitate the local implementation of Senate Bill 1413 in an effort to expedite the development of housing for teacher and school employees in Berkeley.	0.00	Not Started	Planning	N	N	N	N	N	Y	N

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169	Council and Budget Referrals - Project	Classify Home Occupation Activities Receiving Five or Fewer Visits as Moderate Impact Home Operation (PDF)	Refer to the City Manager that the zoning code for Moderate Impact Home Operation (Moderate Impact HO) be amended to include home occupation activities receiving five or fewer visits weekly, requiring an AUP rather than a Use Permit with public hearing.	90.00	Work in Progress	Planning	Involves Planning Commission	Y	N	N	N	Y	Y
170	Council and Budget Referrals - Project	Deferral of Remaining Permit Fees for 2009 Addison Street	Refer to the City Manager to conduct a feasibility analysis and develop an MOU with the Berkeley Repertory Theater to defer \$720,000 in remaining permit and inspection fees for Berkeley Repertory Theater's housing project at 2009 Addison Street (leaving flexibility for timing, setting of interest, schedule of payments, and fund sources).	0.00	Not Started	Planning	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
171	Council and Budget Referrals - Project	Partial Response to Council Referral on Deep Green Building Initiative - Recommendation for Dedicated Revenue Stream to Incentivize Residential Energy Efficiency and Electrification	City Council refers to staff a request to conduct an analysis to identify and develop a set of programs and policies consistent with the Climate Action Plan to incentivize residential energy efficiency and electrification investments, based on a cost benefit analysis to determine highest value energy-saving measures. This recommendation supports the Deep Green Building Initiative referral from the Council to the Energy Commission. Council further refers \$50,000 to the budget process for the staff work and analysis.	20.00	Work in Progress	Planning	N	Y	Y	Y	N	Y	Y
172	Council and Budget Referrals - Project	Permit Service Center Improvements	Refer to the City Manager to include in current efforts to improve the Land Use Permitting process the following proposals to increase the efficiency and outreach of the Permit Service Center, making the permitting process easier for staff and applicants alike. Specific proposals to consider include: 1. Website improvements for tracking of permits, calculating permit fees, and applying online; 2. Case Managers for coordinated intake of permit applications and materials; 3. Informational materials including an improved user guide and infographics modeled after BizGrid; 4. Customer service improvements at the Center including a fast track line, kiosks, and an online appointment booking system.	50.00	Work in Progress	Planning	N	Y	Y	N	N	Y	Y
173	Council and Budget Referrals - Project	Planning Commission Referral for a Pilot Density Bonus Program for the Telegraph Avenue Commercial District to Generate Revenue to House the Homeless and Extremely Low-Income Individuals	Refer a City Density Bonus policy for the Telegraph Avenue Commercial District to the Planning Commission to generate in-lieu fees that could be used to build housing for homeless and extremely low-income residents.	25.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
174	Council and Budget Referrals - Project	Providing Requested Direction to the City Manager and Planning on the Number of Cannabis Retail Establishments and the Creation of an Equity Program	That the Council provides requested direction to the Planning on how to proceed with the Equity Program recommended by the Cannabis Commission in the October 9, 2018 staff report; with the following specifications: Recommendation of creating 1 new dispensary license for equity applicants. It is envisioned as new licenses are created, such as, delivery, manufacturing, and micro-business, permits will be reserved for equity applicants for each new category.	25.00	Work in Progress	Planning	Involves Planning Commission, Cannabis Commission	N	N	N	N	Y	N

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175	Council and Budget Referrals - Project	Referral to the Planning Commission to Allow 4 Temporary Zoning Amendments to Increase Student Housing in the Southside Area	Refer to the City Manager and the Planning Commission to consider conversion of existing commercial space for residential use between College Avenue and Fulton Street and Bancroft Way to Dwight Way.	50.00	Work in Progress	Planning	Y	Y	Y	N	N	Y	Y
176	Council and Budget Referrals - Project	Short Term Referral to Expedite Components of the More Student Housing Now Resolution, and budget referral to the annual appropriation ordinance adoption	Short term referral to the City Manager and the Planning to promptly move forward with components of the More Student Housing Now Resolution that do not require additional CEQA review, amend existing City ordinances and policies that prevent the implementation of SB 1227, and provide a budget referral to the annual appropriation ordinance adoption that would allocate the necessary resources as determined by the Planning Staff.	50.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
177	Council and Budget Referrals - Project	Tiny Homes and Tiny Home Communities as Homeless Housing Options [Housing Action Plan]	2. Refer the item to the City Manager for further research and analysis. The creation of Tiny Homes on public or private property for long-term use and/or as habitable dwellings with facilities intended as a homeless program would require modifications to the existing zoning and building codes and additional program requirements to ensure such developments are moving clients out of homelessness.	0.00	Not Started	Planning	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
178	Council and Budget Referrals - Project	Zoning Ordinance Amendments to Increase the Floor Area Ration (FAR) and Building Heights in Portions of the Telegraph Avenue Commercial (C-T) District; Amending BMC Chapter 23E.56; REFERRAL: refer to the City Manager to develop community benefit requirements, with a focus on labor practices and affordable housing	Adopt first reading of an Ordinance amending the Zoning Ordinance, Berkeley Municipal Code Chapter 23E.56, Telegraph Commercial District (C-T) to increase the floor area ration and building heights in portions of the Telegraph Avenue Commercial (C-T) District.	50.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
179	Council and Budget Referrals - Project	ZORP Customer Service Improvements to Land Use Permit Process	Direct staff to make structural improvements to the Zoning Ordinance, communication improvements to better explain complex technical and procedural elements to the public, and organizational improvements to the Land Use Planning Division; and authorize the issuance of a request for proposals (RFP) for the selection of consultants to make structural improvements to the Zoning Ordinance and develop graphic communication elements in an amount not to exceed \$300,000.	30.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
180	Council and Budget Referrals - Project	City Manager Referral: Expanding Gun Safety Measures in Berkeley	Refer to the City Manager to consider the following ordinances: 1. Banning Unsecured Firearms And Ammunition Located In Unattended Vehicles In The Public Right Of Way And "Public Places" As Defined In The Ordinance; and 2. Requiring That City-Issued Firearms In Unattended Vehicles Be Secured.	30.00	Work in Progress	Police	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
181	Council and Budget Referrals - Project	City Manager Referral: Plan for Lighting and Signage at the Ohlone Greenway at Cedar, Rose, and Hopkins	Refer to the City Manager to develop a plan to improve the lighting and signage (e.g. stop signs) at the Ohlone Greenway crossing at Cedar, Rose, and Hopkins, particularly for bicycle transit.	0.00	Work in Progress	Public Works	N	Y	N	Y	N	Y	Y
182	Council and Budget Referrals - Project	Four Way Stop Signs on Eighth Street at Carleton Street and Pardee Street	Refer to the City Manager a proposal to install stop signs at the intersections of Eighth Street and Carleton Street and Eighth Street and Pardee Street.	2.00	Work in Progress	Public Works	N	N	N	N	N		N

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183	Council and Budget Referrals - Project	Refer to City Manager to look into adopting an ordinance requiring a permit process for scooter sharing companies to operate on public streets	Refer to the City manager to look into adopting an ordinance establishing a pilot Powered Scooter Share Permit Program for 24 months, requiring a permit issued by the Director of Public Works, establishing a fee for the issuance of the permit, establishing administrative penalties for failure to obtain a permit or violation of permit requirements, providing a procedure for the assessment and collection of administrative penalties for permit violations or parking or leaving standing an unpermitted powered scooter subject to the pilot Powered Scooter Share Permit Program on a sidewalk, street, or other public right-of-way.	50.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
184	Council and Budget Referrals - Project	Referral to Consider Caregiver Parking in Residential Shared Parking Pilot	Refer to the City Manager and Transportation Commission to consider a pilot program for caregiver parking permits in RPP zones in the goBerkeley Residential Shared Parking Pilot.	25.00	Pending On Schedule	Public Works	Y	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
185	Council and Budget Referrals - Project	Referral to the City Manager: Prioritize Climate Action Plan's Policy to Redesign/Rebuild the Berkeley Transfer Station and Material Recovery Facility into a State of the Art Zero Waste Facility	Referral to the City Manager: Prioritize the City of Berkeley's Climate Action Plan's policy to redesign/rebuild the Berkeley Transfer Station and the material recovery facility into a state of the art Zero Waste facility.	0.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
186	Council and Budget Referrals - Project	Referral to the Public Works Department and the City Manager: Finishing the installation of Sculpture Lighting into Adjacent Street Lights for the William Byron Rumford Statue on Sacramento and Julia St.	Refer to the City Manager a request to finish the installation of sculpture lighting into adjacent street lights for the William Byron Rumford statue on Sacramento and Julia Street. Refer to the Public Works Department for its installation.	25.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
187	Council and Budget Referrals - Project	Request for Information Regarding Current Status and Progress on Traffic Mitigations at Dwight Way and California Street	Refer to the City Manager a request for information regarding the current status and progress on traffic mitigations and pedestrian safety improvements at the intersection of Dwight Way and California Street.	0.00	Not Started	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	N
188	Council and Budget Referrals - Project	Residential Preferential Parking (RPP) Program Reform and Expansion	2. Refer to the City Manager to explore options to amendments to the ordinance related to the cap on permits for situations such as caregivers, child care, and others.	25.00	Work in Progress	Public Works	N	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
189	Council and Budget Referrals - Project	Restrict Parking in the Hills Hazardous Fire Area (Continued from January 12, 2016)	Refer to staff the design of a parking restriction program in the Hills Fire Zone to ensure access for emergency vehicles and to allow for safe evacuations in an emergency and to hold public meetings to get community input in the design of such a program.	10.00	Work in Progress	Public Works	N	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
190	Council and Budget Referrals - Project	Special RPP Designation, Grant Street between Ohlone Park and Delaware Street	Request the City Manager to designate a special "no 2-hour parking grace period" residential permit parking zone for the one cul-de-sac block of Grant Street between Ohlone Park and Delaware Street. Also, request to provide Council with an Info Report on the process and perform increased enforcement.	0.00	Work in Progress	Public Works	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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191	Council and Budget Referrals - Project	Adopt a Spot Initiative for Volunteer Stewardship of Public Spaces	Refer to the Public Works Commission and Parks and Waterfront Commission to develop an Adopt A Spot initiative; specifically outlining potential environmental benefits, program costs, staffing. Rationale: -Adopt a Spot programs enable a network of volunteer residents to assist in city maintenance and clean up efforts which have great impact using minimal City staff/funding. -Vision 2050 will include stormwater and watershed management goals, both of which this program would support.	75.00	Work in Progress	Public Works/Parks, Recreation & Waterfront	Y	Y	Y	N	N	Y	N
192	Council and Budget Referrals - Project	Wildland Urban Interface Fire Safety and Fire Safety Education	To address long term fire, earthquake and disaster preparedness, response, and safety: Refer all of the Proposed Measures from the Commission's report to the City Manager for review by the Fire Department, Public Works, Parks, Recreation & Waterfront and other affected departments to be considered and prioritized along with: Councilmember Bartlett's November 28, 2017 referrals, Councilmember Hahn's January 30, 2018 referrals, and The January 2018 Conceptual Study to Underground Utility Wires. All of these measures should be reviewed, evaluated and prioritized by the City Manager. Report the City Manager's prioritization to Council.	0.00	Work in Progress	Fire & Emergency Services	Y	Y	Y	N	N	Y	N
193	Council and Budget Referrals - Project	Treatment of women in custody at Santa Rita Jail	Refer to the Commission on the Status of Women the alleged offensive treatment of women in custody at Santa Rita Jail, as reported below with the aim of ensuring that searches of women not be conducted in the presence of men (be they male officers or inmates) and any other changes in protocol that might be needed to ensure appropriate policies are followed during searches of women in custody.	0.00	Work in Progress	City Manager's Office	Y	Data Pending	N	N	N	Data Pending	N
194	Council and Budget Referrals - Project	Traffic Circle Vegetation Maintenance Policy	Refer to Parks and Waterfront Commission and the Transportation Commission to establish a city/community task force to: a) Evaluate the City's current traffic circle vegetation policy and b) Conduct a community led process to update that policy to ensure pedestrian/bicycle/vehicle safety and preserve community efforts to beautify traffic circles.	0.00	Not Started	Parks, Recreation & Waterfront	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
195	Council and Budget Referrals - Project	Non-Citizen Voting in Berkeley Elections Refer to Peace and Justice Commission	Refer to the Peace and Justice Commission to consider preparation of an amendment to the Berkeley City Charter to be presented to the voters in Berkeley that would allow a non-citizen resident the right to vote in Berkeley city elections.	0.00	Not Started	City Manager's Office	Y	N	N	N	N	Data Pending	N
196	Council and Budget Referrals - Project	Referral to Peace and Justice Commission to Further Protections for Immigrants and Religious Minorities	Adopt a Resolution referring to the Peace and Justice Commission to: 1. Identify entities involved in attempts to create databases and registries used to target immigrants and religious minorities, and make recommendations to the City Council on divesting from such entities; and 2. Identify all service providers to US Immigration and Customs Enforcement, and make recommendations to the City Council on prohibiting city investment in such service providers.	0.00	Not Started	City Manager's Office	Y	N	N	N	N	N	N

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197	Council and Budget Referrals - Project	Referral to the Peace & Justice Commission: Examine Internet Communications Platforms Servicing Berkeley	Referral to the Peace & Justice Commission to examine the internet communications platforms servicing Berkeley to assess whether they are propagating or promoting racism and/or discrimination.	0.00	Not Started	City Manager's Office	Y	N	N	N	N	Data Pending	N
198	Council and Budget Referrals - Project	Accessory Dwelling Unit Ordinance Updates	Refer to the Planning Commission to consider additional elements for Berkeley's Accessory Dwelling Unit Ordinance (BMC 23C.24), on an expedited basis, and refer to the Disaster and Fire Safety Commission bullet point #5, relating to potential obstruction of emergency vehicles, and request that their recommendations be sent directly to the Planning Commission to inform the Planning Commission's review and recommendations. Amendments: Remove the language regarding view protections; Add new #9 on hillside heights measurements where no previous structure exists; Add "and any other solutions" to #5 regarding parking; Include the referral from Item 15 with this referral.	0.00	Not Started	Fire & Emergency Services	Y	Y	Y	N	Y	Y	Y
199	Council and Budget Referrals - Project	Amending Chapter 19.34 of the Berkeley Municipal Code to Expand Automatic Gas Shut-Off Valve Requirements in Multifamily, Condominium and Commercial Buildings Undergoing Renovations and to All Existing Buildings Prior to Execution of a Contract for Sale or Close of Escrow	Refer to the Disaster and Fire Safety Commission to consider an ordinance amending Berkeley Municipal Code (BMC) 19.34.040 to expand requirements for automatic natural gas shut-off valves or excess flow valves in multifamily, condominium and commercial buildings undergoing renovations and in all existing buildings prior to execution of a contract for sale or close of escrow. Ask the Commission to consider other triggers as appropriate. 01/14/21 (SM for DB) DFSC recommendation to be reviewed by Planning prior to going to Council.	90.00	Work in Progress	Fire & Emergency Services	Y	Y	N	N	N	Y	N
200	Council and Budget Referrals - Project	Comprehensive Study of Emergency Services Call Center, Staffing and Development Systems Revised Materials	Refer to the City Manager and the Disaster and Fire Safety Commission to work with the Berkeley Fire Department and Berkeley Firefighters Association to investigate the Department's current practices and determine the feasibility of implementing a criteria-based dispatching system that allocates staffing based on need and risk, ensures that calls are prioritized based on acuity, and more efficiently delivers the appropriate allocation of resources to every 911 call. Include Alta Bates ER closure in analysis.	0.00	Work in Progress	Fire & Emergency Services	Y	Y	Y	N	N	Y	Y
201	Council and Budget Referrals - Project	Referral to the Disaster and Fire Safety Commission and the City Manager: Five Year Plan for Expanded Disaster Preparedness Services	Refer to the Disaster and Fire Safety Commission and the City Manager's office to explore developing a five year plan for expanded disaster preparedness services.	0.00	On Hold	Fire & Emergency Services	Y	N	N	N	N	N	N
202	Council and Budget Referrals - Project	Amending BMC Chapter 9.04: Tax Rate for Non-Medical Cannabis Businesses	2) refer to the Community Health Commission to study the health effects of cannabis and possible funding recommendations for allocating the tax revenue;	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
203	Council and Budget Referrals - Project	First They Came for the Homeless Encampment	to refer Item 38a back to the Homeless Commission with the chart of questions provided by Council and request that the commission develop a more specific policy that is broadly applicable.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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204	Council and Budget Referrals - Project	Homeless Youth Policy	Refer to the City Manager, the Homelessness Commission, and the Labor Commission to develop a Homeless Youth Policy for the City of Berkeley.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
205	Council and Budget Referrals - Project	Homeless Youth Policy	Refer to the City Manager, the Homelessness Commission, and the Labor Commission to develop a Homeless Youth Policy for the City of Berkeley.	0.00	Work in Progress	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
206	Council and Budget Referrals - Project	Mobile Shower Referral	Refer to the Homeless Commission and City Manager the establishment of a mobile shower unit in Berkeley and assess the feasibility/cost of such a project in comparison to existing programs.	50.00	Work in Progress	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
207	Council and Budget Referrals - Project	Moderate-Income Housing Strategies [Housing Action Plan]	Forward these strategies to the Housing Advisory Commission (HAC) and staff for follow-up as appropriate: 1. Renter Strategies: Encourage homeowners to rent out unused rooms. Encourage homeowners to build Accessory Dwelling Units (ADU's) that could be rented to tenants. 2. Owner/Renter Strategies: Continue to study the use of a small sites strategy to maintain affordability in existing housing. Commit to securing one site as a small sites case study that could be replicated. Encourage and support new development that is owned and financed in less traditional ways, including expanded use of land trusts, cooperative form of ownership, and other approaches, such as co-housing and collaborative housing. Promote construction of affordable housing on surplus public land, particularly for BUSD teachers and staff. 3. Allocation of New Funding Sources: Inform Berkeley residents of the new Measure A1 funds that will be available from the County to assist moderate-income homeowners. Allocate a portion of the Measure U1 funds for moderate-income housing development.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
208	Council and Budget Referrals - Project	Neighborhood Preference in Affordable Housing to Reduce the Impact of Displacement and Ellis Act Evictions (Continued from March 29, 2016) [Housing Action Plan]	Refer to the City Manager and Planning Commission an ordinance to clarify existing preferences in allocating City affordable housing units to Berkeley residents living within ½ mile of any new development and tenants evicted under the Ellis Act, expand the second category of preference for eligible tenants displaced under the Ellis Act to include certain tenants displaced through an Owner Move-In or (Measure Y) eviction.	0.00	Work in Progress	Health, Housing & Community Services	Y	Y	Y	Y	N	Y	Y
209	Council and Budget Referrals - Project	Referral to the Health Commission to Consider a "Deemed Approved Ordinance"	Refer to the Health Commission to consider a Concurrent Sales of Gasoline and Alcoholic Beverages Law regulating the concurrent sales of gasoline and alcoholic beverages. Deem such establishments approved, subject to their adherence to certain standards of behavior.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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210	Council and Budget Referrals - Project	Decriminalizing Entheogenic Plants	Refer to the Community Health Commission to consider the possibility of de-prioritizing enforcement of laws relating to entheogenic plants and fungi by persons over 21 years of age. Consider potential health and community benefits and concerns, as well as possible policy variations with regard to possession, use, growing/production, and sales; quantities involved; use while driving; use during pregnancy and other possible "special circumstances considerations."	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
211	Council and Budget Referrals - Project	Housing for a Diverse, Equitable and Creative Berkeley: Proposing a Framework for Berkeley's Affordable Housing	Refer to the Housing Advisory Commission, the Measure O Bond Oversight Committee, and the Homeless Services Panel of Experts to consider the proposed Housing for a Diverse, Equitable and Creative Berkeley framework (the "Framework") and return comments for consideration at a Special Meeting of the City Council in the early fall, to inform a final version the City Council will adopt to guide Berkeley's affordable housing policies, programs and projects through 2030. The item is further amended to add a "Draft" notation, remove the phrase "rather than for profit-maximizing companies" from Section II, and remove reference to the 50% goal.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
212	Council and Budget Referrals - Project	Local Construction Workforce Development Policy	Policy Recommendation: That the City Council refer to the Commission on Labor to address the shortage of qualified local construction workers; worker retention, and elevated labor costs through the creation of a construction workforce development policy. This local workforce development policy will encourage housing and nonresidential development applicants to require contractors to utilize apprentices from state-approved, joint labor-management training programs, and to offer employees employer-paid health insurance plans. The policy will help stabilize regional construction markets; and enhance productivity of the construction workforce Berkeley needs to meet its General Plan's build-out goals.	0.00	Not Started	Health, Housing & Community Services	Y	N	N	N	N		N
213	Council and Budget Referrals - Project	Local Construction Workforce Development Policy	Policy Recommendation: That the City Council refer to the Commission on Labor to address the shortage of qualified local construction workers; worker retention, and elevated labor costs through the creation of a construction workforce development policy. This local workforce development policy will encourage housing and nonresidential development applicants to require contractors to utilize apprentices from state-approved, joint labor-management training programs, and to offer employees employer-paid health insurance plans. The policy will help stabilize regional construction markets; and enhance productivity of the construction workforce Berkeley needs to meet its General Plan's build-out goals.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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214	Council and Budget Referrals - Project	Refer on a Short Term Basis to the Planning Commission Close a Loophole for Avoiding the Mitigation Fee through Property Line Manipulation and to Consider Modifying the In Lieu Fee Structure for Owner Occupied Units; Refer to the Housing Advisor Commission to Assess the Rate of a Fixed Per-Unit Fee for Owner-Occupied Developments	1. Refer to the Planning Commission an amendment to BMC Section 23C.12.020 (Inclusionary Housing Requirements – Applicability of Regulations) and BMC Section 22.20.065 (Affordable Housing Mitigation Fee) to close a loophole allowing prospective project applicants to avoid inclusionary affordable housing requirements for projects by modifying property lines so that no lot is large enough to construct five or more units; the Commission should return to Council with a report by April 30, 2019. 2. Refer to the Planning Commission to consider modifying the structure of in-lieu fees for owner-occupied developments to a flat per-unit fee, as with rental developments, or a per square foot fee; the Commission should return to Council with a report. 3. Refer to the Housing Advisory Commission to assess the appropriateness of the fee level as suggested in the proposed amendments to BMC 23C.12. 4. The Planning Commission is to consider the following language from the item submitted at the meeting: It is possible that the new fee structure will be adopted prior to the Housing Advisory Commission approving the level of the fee. In this instance, those projects that opt to pay the in-lieu fee and are permitted after the new fee structure is adopted but before the new fee level is adopted shall be given the choice of paying the current fee level, or the one that is adopted.	0.00	Not Started	Health, Housing & Community Services	Y	N	Y	N	N	Y	Y
215	Council and Budget Referrals - Project	Refer to the City Manager and the Housing Advisory Commission to Consider Reforming the Affordable Housing Mitigation Fee	Refer to the City Manager, the Planning Commission, and the Housing Advisory Commission to consider possible reforms to the Affordable Housing Mitigation Fee, including adopting a per-square-foot fee structure, potentially on a geographic basis.	0.00	Not Started	Health, Housing & Community Services	Y	Y	Y	N	N	Y	Y
216	Council and Budget Referrals - Project	Refer to the Planning Commission and Housing Advisory Commission to Research and Recommend Policies to Prevent Displacement and Gentrification of Berkeley Residents of Color and African Americans	Refer to the Planning Commission and Housing Advisory Commission to research and recommend policies to prevent displacement and gentrification of Berkeley residents of color. Recommended policies should include real solutions. The Commission should do the following: - Develop a policy to address the erosion of People of Color (POC), including the African American sector of our Berkeley society. - Develop rules and regulations to halt the loss of People of Color including the African American communities. - Develop a "right to return" for Berkeleyans, including the African American communities who have been displaced by these economic and social developments, and those who continue to be employed in our City, even after having to relocate beyond our boundaries. - Solicit expert and lived experience testimonies regarding displacement and gentrification. - Recommend alternatives to prevent displacement and gentrification of our valued Berkeley residents of color and African Americans. Recommendation includes a request for public workshops.	0.00	Not Started	Health, Housing & Community Services	Y	N	Y	Y	N	Y	Y

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217	Council and Budget Referrals - Project	Small Sites Loan Program Recommendations	4. Request that the Council and Housing Advisory Commission receive copies of small sites loan applications along with staff's corresponding analysis and decision. 6. Refer further consideration of a long-term small sites program to the City Manager and the Housing Advisory Commission. 7. Refer the small sites program to the November budget update and next biannual budget planning cycle in 2019.	0.00	Not Started	Health, Housing & Community Services	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
218	Council and Budget Referrals - Project	Referral: Telegraph Crosswalk Art Installations	Refer to the Civic Arts Commission to develop and return to Council with a plan to: 1. Create a public contest to design new crosswalk art on Telegraph at the intersections of Bancroft, Durant, Channing, Haste, and Dwight Streets. 2. Build the winning design on the intersections.	0.00	Not Started	Office of Economic Development	Y	N	Y	N	N	Data Pending	Y
219	Council and Budget Referrals - Project	Replacement Mural for Center for Independent Living (CIL)	Request the Arts Commission to consider, with CIL representatives, potential locations and suggestions for a new mural to replace that which was at the CIL Telegraph site.	0.00	Not Started	Office of Economic Development	Y	N	Y	N	N	Data Pending	Y
220	Council and Budget Referrals - Project	Consider Fire Safety Options for Fire Pit at Codornices Park	Referral to the Parks & Waterfront Commission to consider safety options regarding the future of the fire pit at Codornices Park. Please consider 1) Complete removal of fire pit or 2) Manufacture of a cover that can be secured and locked.	0.00	Not Started	Parks, Recreation & Waterfront	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
221	Council and Budget Referrals - Project	Direction to the Children, Youth, and Recreation Commission: Tackle the Summer Learning Loss for Elementary School Children	Direct the Children, Youth, and Recreation Commission to tackle the summer learning loss for low-income elementary children through: 1. Consolidation, Education, & Outreach as outlined in the report; and 2. Assessment & Policy Recommendations as outlined in the report.	0.00	Not Started	Parks, Recreation & Waterfront	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
222	Council and Budget Referrals - Project	Pollinators and Habitat (Commission Referral)	Adopt three referrals that will deepen Berkeley's commitment to protecting pollinator plants and establishing habitats that will protect pollinators and our environment: 2. Refer to Public Works Commission and Parks and Waterfront Commission consideration of how to incorporate pollinators and habitat into the Adopt-A-Spot initiative referred on April 2, 2019. (COMMISSION REFERRAL) Parts 1 and 3 referred to City Manager	0.00	Not Started	Parks, Recreation & Waterfront	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
223	Council and Budget Referrals - Project	Potential Recreational Opportunities at Willard Park and Pool	Refer the issue of recreational opportunities in the vicinity of Willard Park to the City Manager, Parks and Waterfront Commission and the 2X2 Committee of the City Council and the Board of Education to determine the best course of action for increased recreational equity in South Berkeley, including but not limited to the re-opening of Willard Pool. Authorize staff to develop cost estimates for a minimal level of repairs to get Willard Pool operational.	0.00	Work in Progress	Parks, Recreation & Waterfront	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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224	Council and Budget Referrals - Project	Referral to the City Manager and Parks and Waterfront Commission to Create a Policy to Establish a Commemorative Tree Program	Refer to the City Manager and the Parks and Waterfront Commission the creation of a policy establishing a Commemorative Tree Program, similar to the City's Park Bench Donation Policy.	0.00	Not Started	Parks, Recreation & Waterfront	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
225	Council and Budget Referrals - Project	Referral to the Parks and Waterfront Commission: Greg Brown Park	Recommend that the Parks and Waterfront Commission consider initiating a community process regarding the reopening of Greg Brown Park. Conduct a public hearing and invite relevant stakeholders – including neighbors, representatives from the Berkeley Police and the Parks, Recreation, and Waterfront Department. Include an assessment of any funding requirements and/or public safety concerns. Prepare a report for submission to Council summarizing feedback from the public hearing and the commission's recommendations.	0.00	Not Started	Parks, Recreation & Waterfront		Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
226	Council and Budget Referrals - Project	Ban on Receipts Made with BPA and Other Phenols	Refer to the Health Commission and the Community Environmental Advisory Commission to consider an Ordinance to ban the manufacture, distribution, sale, or use of receipt paper that contains BPA or other phenols, and request that the commissions conduct at least one public hearing that includes invitations to local business associations.	0.00	Not Started	Planning	Y	N	N	N	N	Y	N
227	Council and Budget Referrals - Project	COUNCIL DIRECTION ON COMMUNITY BENEFITS NEEDS FOLLOW UP WORK AND REPORT TO COUNCIL City Manager and Planning Commission Referral: Facilitate Primarily Student Housing by a Twenty Feet Height Increase and Adjust Floor Area Ratio in the R-SMU, R-S and R-3 Areas Only From Dwight to Bancroft and From College to Fulton	Refer to the City Manager and Planning Commission to facilitate primarily Student Housing by amending the Zoning Ordinance to add a twenty feet height increase and adjust Floor Area Ratio in the R-SMU, R-S and R-3 areas only from Dwight to Bancroft and from College to Fulton.	50.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
228	Council and Budget Referrals - Project	Housing Accountability Act	Refer to the City Manager, Planning Commission, Zoning Adjustments Board, and Design Review Committee to consider the following actions, and others they may find appropriate, to address the potential impacts of the Housing Accountability Act and to preserve local land use discretion: 1. Amend the General Plan and Zoning Ordinance to adopt numerical density and/or building intensity standards that can be applied on a parcel-by-parcel basis in an easy and predictable manner. These would constitute reliable and understandable "objective general plan and zoning standards" that would establish known maximum densities. This could be done across the board or for specified districts. 2. Devise and adopt "objective, identified written public health or safety standards" applicable to new housing development projects. 3. Adopt "design review standards that are part of 'applicable, objective general plan and zoning standards and criteria". 4. Quantify and set objective zoning standards and criteria under the first sentence of Government Code Section 65589.5(j) for views, shadows, and other impacts that often underlie detriment findings.	25.00	Work in Progress	Planning	Involves Joint Subcommittee for the Implementation of State Housing Laws	N	Y	Y	Y	N	N

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229	Council and Budget Referrals - Project	Referral to Planning Commission to Amend Zoning Ordinance (non-commercial ground floor)	Refer to the Planning Commission an amendment to the Zoning Ordinance to create a use permit process to allow non-commercial use on the ground floor where commercial might otherwise be required.	25.00	Work in Progress	Planning	Y	Y	Y	N	N	Y	Y
230	Council and Budget Referrals - Project	Referral to the Community Environmental Advisory Commission and the City Manager: Anti-Idling Ordinance	Refer to the Community Environmental Advisory Commission and the City Manager to explore developing an anti-idling ordinance. The ordinance should limit vehicle engine idling when a vehicle is parked, stopped, or standing, including for the purpose of operating air conditioning equipment; and prohibit all unattended private passenger motor vehicles from idling. The ordinance should outline enforcement and citation procedures. The Commission and the City Manager should develop appropriate exceptions for commercial vehicles. Any funds received through enforcement of the ordinance should accrue to the General Fund to provide additional funding for sustainability efforts. The Community Environmental Advisory Commission and the City Manager should review the District of Columbia's anti-idling regulations (attached to report) to aide in the development of the ordinance.	0.00	Not Started	Planning	Y	N	N	N	N	Y	N
231	Council and Budget Referrals - Project	Referral to the Community Environmental Advisory Commission and the City Manager: Anti-Idling Ordinance	Refer to the Community Environmental Advisory Commission and the City Manager to explore developing an anti-idling ordinance. The ordinance should limit vehicle engine idling when a vehicle is parked, stopped, or standing, including for the purpose of operating air conditioning equipment; and prohibit all unattended private passenger motor vehicles from idling. The ordinance should outline enforcement and citation procedures. The Commission and the City Manager should develop appropriate exceptions for commercial vehicles. Any funds received through enforcement of the ordinance should accrue to the General Fund to provide additional funding for sustainability efforts. The Community Environmental Advisory Commission and the City Manager should review the District of Columbia's anti-idling regulations (attached to report) to aide in the development of the ordinance.	50.00	Work in Progress	Planning	Y	N	N	N	N	Y	N
232	Council and Budget Referrals - Project	Referral: Update the definition of "Research and Development"	Refer to the Planning Commission to update the definition of "Research and Development."	0.00	Not Started	Planning	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
233	Council and Budget Referrals - Project	Removing Plastic Microfibers From The Water Supply: A Referral to the Community Environmental Advisory Commission	Refer to the Community Environmental Advisory Commission to assess the City's capacity to participate in an outreach program informing residents of the harmful nature of microfibers. Revised to add that the Council will send a letter to EBMUD requesting a report on EBMUD's water sourcing measures in drought years; and that the letter will be submitted to Council as an information item.	0.00	Not Started	Planning	N	N	N	N	N	Y	N

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234	Council and Budget Referrals - Project	Refer the Police Review Commission to create training requirements for Police Review Commissioners	Request that the Police Review Commission establishes mandatory training requirements for Police Review Commissioners, with input from the Police Review Commission Officer and Chief of Police. Recommendation amended to request that the commission consult with the City Manager regarding the training.	0.00	Not Started	Police Review Commission	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
235	Council and Budget Referrals - Project	Refer the Police Review Commission to extend time period to impose discipline on Berkeley Police officers pursuant to Police Review Commission findings	Recommend that the Council refer to the Police Review Commission to extend the time limit for Police Review Commission investigations and notification of discipline from the current limit to one calendar year.	0.00	Not Started	Police Review Commission	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
236	Council and Budget Referrals - Project	City Manager Referral: Improving the City's Elevator Ordinance	Referral to the City Manager and Commission on Disability to improve the City's Elevator Ordinance by addressing the concerns of the disabled community.	0.00	Not Started	Public Works	Y	N	N	N	N	Y	N
237	Council and Budget Referrals - Project	Oversized Vehicle Restrictions on Bicycle Boulevards	Refer to the Transportation Commission a draft ordinance amending Berkeley Municipal Code Chapter (BMC) 14.56.050 to prohibit commercial trucks exceeding five tons gross vehicle weight from utilizing streets comprising the bicycle boulevards network. Request that the commission work with business associations, the size limitations, the streets subject to the restrictions, and the clarifications added by Councilmember Wengraf related to emergency vehicles.	0.00	Not Started	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
238	Council and Budget Referrals - Project	Pavement of Derby Street and Ward Street between Telegraph Ave and Shattuck Ave	That the Council refers consideration of the paving of Derby St. and Ward St. between Shattuck Ave and Telegraph Ave to the Public Works Commission in order to repair these deteriorating streets that serve as a part of a major commuter corridor which both individual drivers and buses use in their daily commute.	0.00	Not Started	Public Works	Y	N	N	N	N	N	Y
239	Council and Budget Referrals - Project	Protected Pedestrian Walkways	Refer to the City Manager and request that the Transportation Commission review and craft potential policy solutions—including but not limited to open or covered protected walkways—to improve pedestrian accessibility immediately surrounding construction or sidewalk upgrades.	0.00	Not Started	Public Works	Y	N	N	N	N		
240	Council and Budget Referrals - Project	Reassessing Traffic Calming Policy	Refer to the Transportation Commission to re-evaluate the City's qualifying criteria and ranking and prioritization process for traffic calming, by considering the following possibilities, among other changes that would promote safe residential streets and maximize the public health benefit of the traffic calming program: -Lowering the speed limit criteria to read "where the 85th percentile speed profile is greater than the speed limit" instead of "greater than 5 mph over the speed limit." -Taking alignment with the City's bicycle and pedestrian plans into account.	0.00	Not Started	Public Works	Y	N	N	N	N		
241	Council and Budget Referrals - Project	Refer the Transportation Commission to consider incentives for the public to use sustainable modes of transportation similar to Bologna, Italy	Refer to the Transportation Commission to create incentives for members of the public to cycle, walk and take public transport as opposed to driving.	0.00	Not Started	Public Works	Y	N	N	N	N	N	N

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242	Council and Budget Referrals - Project	Refer to the City Manager, Disability Commission, and Planning Commission to Develop an Ordinance Requiring New Residential Buildings to Provide Auto-door Openers and Roll-in Showers	Refer to the City Manager, Disability Commission, and Planning Commission to require new residential buildings in Berkeley to include essential wheelchair-accessible modifications such as auto door openers and roll-in showers.	0.00	Work in Progress	Public Works	Y	N	N	N	N	N	N
243	Council and Budget Referrals - Project	Refer to the Commission on Disability to examine the impacts that the parking citation system may have on persons with low income and disabilities	Refer to the Commission on Disability to examine the impacts that the parking citation system may have on people with low income and disabilities.	0.00	Not Started	Public Works	Y	N	N	N	N	N	N
244	Council and Budget Referrals - Project	Refer to the Commission on Disability to examine the impacts that the parking citation system may have on persons with low income and disabilities	Refer to the Commission on Disability to examine the impacts that the parking citation system may have on people with low income and disabilities.	0.00	Not Started	Public Works	Y	N	N	N	N	N	N
245	Council and Budget Referrals - Project	Referral: Measures to Address Traffic Enforcement and Bicycle Safety	1. Refer to the Transportation Commission to consider a Resolution deprioritizing enforcement against the Idaho Stop convention for persons operating a bicycle, in an empty intersection after the operator has yielded to any other road users with the right of way, by limiting the use of any City funds or resources in assisting in the enforcement or issuance of citations for bicyclist violations of California Vehicle Code Section 22450(a), and to develop a process for evaluating the before and after effects on safety.	0.00	Not Started	Public Works	Y	N	N	N	N	Y	N
246	Council and Budget Referrals - Project	Referral: Street Lighting Near Campus	Refer to the Public Works Commission to include the following in the Street Lighting Subcommittee Work Plan, for the purposes of seeking input from key stakeholders and bringing together work that happens through parallel processes. The Subcommittee should: 1. Invite input from representatives from the UC Berkeley administration, UC Berkeley undergraduate and graduate students, UCPD and BPD, the Department of Public Works, and other relevant groups. 2. Develop a streamlined and accessible process for requesting street lights that includes neighborhood and campus input, while recognizing the overriding public safety concern posed by substandard lighting. 3. Develop a plan for expeditiously installing new streetlights near campus that prioritizes high-crime areas, high-injury pedestrian corridors, and student-priority areas as determined by student input.	0.00	Work in Progress	Public Works	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
247	Council and Budget Referrals - Project	Report on Public Realm Pedestrianization Opportunities	Refer to the Transportation Commission to generate a report on potential public realm pedestrianization opportunities in Berkeley.	0.00	Not Started	Public Works	Y	N	N	N	N	N	N
248	Council and Budget Referrals - Project	Restricting the Number of Vehicles Being Parked on Our Streets	Refer to the Transportation Commission to establish an ordinance that would prevent the parking of many multiples of vehicles on any given Berkeley street, or contiguous streets, by an individual owner.	0.00	Not Started	Public Works	Y	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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249	Council and Budget Referrals - Project / Strategic Plan - Project	Street Sweeping Improvement Plan	Refer to the City Manager, Public Works commission, and Zero Waste commission to develop a new strategy to ensure that street sweeping is not obstructed by waste/recycling pick-up. In addition to being unsightly, without proper street sweeping, trash and debris are more likely to go into the stormwater drains. Specifically 1. Staff should provide a map of streets in which sweeping days and waste/recycling pickup coincide to better understand where and when this problem occurs; and 2. Staff and Commissions should return to Council with a proposed solution including, but not limited to, rescheduling street sweeping and waste/recycling pickups to ensure that both services do not occur on the same day.	0.00	Not Started	Public Works	Y	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
250	Open Audit Recommendation	City at Crossroads as Long-Standing Need for Structured Approach to Line of Business Experts Function Intersects with ERP Implementation- Recommendation 1.1	Clearly define the purpose, responsibilities, minimum qualifications, and training requirements for the line of business experts function.	Data Pending	Partly Implemented	City Manager's Office	N	Y	N	N	N	Data Pending	Data Pending
251	Open Audit Recommendation	City at Crossroads as Long-Standing Need for Structured Approach to Line of Business Experts Function Intersects with ERP Implementation- Recommendation 1.2	Work with Information Technology to establish written policies and procedures for the line of business experts function at the appropriate organizational level based on the guiding principles established in Recommendation 1.1.	Data Pending	Partly Implemented	City Manager's Office	N	Y	N	N	N	Data Pending	Data Pending
252	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16) - Recommendation 6.6	Use the information learned from surveying project managers and administrative staff (Recommendation 6.5) to identify critical business needs for the purchase of a comprehensive grants management system. Provide this information to the Department of Information Technology to use as part of Enterprise Resource Planning.	0.00	Not Started	City Manager's Office	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
253	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.1	Issue an internal policy assigning the division responsible for overall grants accounting (e.g., billing and monitoring receivables) and reporting. Make it clear to project managers that they are responsible for providing information on the grants they manage to the appointed division to assist with grants accounting.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
254	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.2	Create a work team of Public Works staff who administer and manage grants. Team members should include the position responsible for overall grants accounting and reporting, and staff from the divisions that manage grants (e.g., Engineering and Transportation). The team should work collectively to evaluate their respective functions and their interrelated roles and responsibilities for grants management, billing, and accounting; and work towards developing an effective workflow that provides for accurate and timely grants accounting and reporting.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	Data Pending

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255	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.3	<p>Require the grants team to work collectively to develop a written procedures manual that clearly explains roles, responsibilities, and workflows. The manual should:</p> <ul style="list-style-type: none"> ▪ provide guidance on the overall grant application, approval, and monitoring process within the department ▪ refer to other applicable policies and procedures such as City Administrative Regulation 1.17 and Contracts Online ▪ describe the specific tasks performed within divisions and/or by job classification ▪ identify the forms and data sheets that staff are to use for recording, tracking, and monitoring grants (also see Recommendations 5.1 and 6.2) ▪ describe coordinating efforts needed between divisions and with the grant coordinator in Finance ▪ identify timelines and requirements for reporting, performing reconciliations, and providing information to the Finance grant coordinator (also see Recommendation 2.2) ▪ provide enough detail to more easily train new hires or staff with new responsibilities <p>As with all procedures, the work team should consider the manual a living document that they review and update regularly to reflect changes in practices, procedures, and assignments.</p>	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
256	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.4	<p>Require the grants work team to have regular meetings to share information and discuss workflows between their divisions. These meetings may need to be more frequent at first, e.g., quarterly, and less frequent over time, e.g., annually. The team should invite the Finance grant coordinator to their meetings to ensure the coordinator is receiving the necessary information for recording grants to the central repository and issuing grants receivables reports.</p>	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
257	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 2.1	<p>Provide the Finance grant coordinator with a list of personnel who are responsible for grants management, accounting, and reporting so that they can be notified when the grant coordinator posts the grants reports to the City's shared drive.</p>	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
258	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 2.2	<p>Require the division responsible for grants accounting and reporting to use Finance's grant reports to:</p> <ul style="list-style-type: none"> ▪ reconcile Public Works' grant financial records with FUND\$ to ensure that the department is recording expenditures and payments to the correct accounts ▪ work with Finance to make any necessary corrections to FUND\$ financial data when they identify discrepancies and errors ▪ track grants receivables and follow up with grantors on outstanding receivables 	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
259	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 3.1	Take ownership of City Administrative Regulation 1.16 and: <ul style="list-style-type: none"> ▪ review and update the regulation so that it is consistent with City practices and procedures, and cross reference the regulation to other guidance and policies, e.g., Contracts Online and City Administrative Regulation 1.17 ▪ reissue the updated guidance to all City staff with emphasis on ensuring that project managers and those responsible for identifying and applying for grant funding are notified of the update 	Data Pending	Started	City Manager's Office	N	N	N	N	N	Data Pending	N
260	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 4.1	Request that all department directors notify their grant management and accounting staff of City Administrative Regulation 1.17, and their expectations that staff adhere to the guidance.	Data Pending	Started	City Manager's Office	N	N	N	N	N	Data Pending	N
261	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 5.1	Require those responsible for grant accounting use the summary of charges sheet and work with project managers and the Finance grant coordinator to obtain the data they need to populate the sheet (also see Recommendations 1.3 and 1.4).	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
262	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.1	Require that all department directors ensure that their staff with grants management and fiscal responsibilities receive the following training: <ul style="list-style-type: none"> ▪ City Administrative Regulation 1.17: Pre-Award Authorization and Post-Award Grant Requirements ▪ Contracts Online, in particular, the revenue contract requirements 	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
263	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.2	Require all departments that receive financial assistance from a third-party to ensure that their written procedures clarify that all such awards are consider grants and must be packaged in accordance with Contracts Online, and to follow City Administrative Regulation 1.17 to ensure that the grant coordinator receives the grant accounting data sheet (also see Recommendation 1.3).	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	Data Pending
264	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.3	Notify department directors when the grant coordinator finds that project managers and administrative staff are not providing grant information in accordance with City policy. Request that the department directors refer their staff to City Administrative Regulation 1.17, Contracts Online, and departmental procedures for guidance on ensuring they adhere to required grant policies and procedures.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	Data Pending
265	Open Audit Recommendation	Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.5	Survey project managers and administrative staff who are responsible for grants management, reporting, and accounting to identify ways to improve the current grant database and reporting so that data are current and accurate, and reports are more user-friendly.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
266	Open Audit Recommendation	Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 1.3	Conduct a staffing analysis to determine the appropriate staffing level needed for the Code Enforcement Unit to effectively enforce City codes. In conducting the analysis, include an assessment of the workload impact created by the codes for which the CEU is solely responsible as well as those created by the codes for which CEU shares responsibility with other enforcement units.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
267	Open Audit Recommendation	Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 1.4	Use the staffing analysis performed in response to Recommendation 1.3 to: <ul style="list-style-type: none"> • Quantify the full burden cost of additional staff • Determine if sufficient budgetary funding is available for additional staff • Request additional staffing from Council during the annual appropriations process 	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
268	Open Audit Recommendation	Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 1.7	Implement code enforcement software that: <ul style="list-style-type: none"> • Identifies case assignment to CEU officers and other work units • Prioritizes cases, in particular high-risk cases posing health and safety risks • Captures pertinent case dates, e.g., opened, notice of violation, citation issuance, and closed • Tracks enforcement actions taken within the CEU and other work units • Quantifies citations issued and collected • Allows for readily identifying repeat offenders • Includes performance measurement tools, e.g., turnaround times within defined specifications (see Recommendation 2.2) • Allows for uploading information from mobile technologies (see Recommendation 1.8) • Includes reporting tool to showcase workload trends and capacity restrictions (i.e., backlogs) 	Data Pending	Partly Implemented	City Manager's Office	N	N	N	N	N	Data Pending	N
269	Open Audit Recommendation	Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 2.2	Implement performance metrics and goals to: <ul style="list-style-type: none"> • Assess the effectiveness of code enforcement operations and goal achievement • Identify constraints preventing goal attainability. • Submit regular reports, e.g., biannually, to City management on performance. <p>Include a metric to provide at least some proactive code enforcement activities. Develop this metric after implementing the process and system improvement recommendations made in this report.</p>	Data Pending	Partly Implemented	City Manager's Office	N	N	N	N	N	Data Pending	N

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270	Open Audit Recommendation	Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight- Recommendation 5	If budgetary constraints prevent additional staffing or if Council does not approve the budget needed to fund additional staffing, report to Council the restrictions placed on the Code Enforcement Unit's ability to effectively enforce City codes. Include information explaining the hindrance this will cause for any new ordinances the City Council may want to pass in the future. Provide this information regularly, for example, annually as part of the budget process, to keep Council informed of the CEU's capacity restrictions. See also Recommendation 1.7.	Data Pending	Partly Implemented	City Manager's Office	N	N	N	N	N	Data Pending	N
271	Open Audit Recommendation	Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight- Recommendation 8	Implement mobile computers and printers to allow Code Enforcement Officers to complete more work in the field, thus improving their time spent in the community and reducing time in the office. Mobile computers should have the capacity to interface with the code enforcement case management software implemented in response to Recommendation 1.7.	Data Pending	Partly Implemented	City Manager's Office	N	N	N	N	N	Data Pending	N
272	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight- Recommendation 1.1	The City Manager should formalize and approve the division of responsibilities between the Public Works department and other departments regarding lease management.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
273	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight- Recommendation 1.2	The Public Works department should determine and formally define the role of the real property administration staff given available resources.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
274	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight- Recommendation 1.5	Formally communicate the plan with all affected City departments.	0.00	Not Started	City Manager's Office	N	N	N	N	N	Data Pending	N
275	Open Audit Recommendation	Most Contracts Executed Timely but Contract Project Managers Could Use Better Tools and Guidance- Recommendation 5	Require departments to document their specific procedures for contract preparation, oversight, and management. Procedures should include: <ul style="list-style-type: none"> • planning for department specific actions, e.g., obtaining management's approval • tracking contract status and funding needs • attending City training courses when offered, e.g., contract preparation and FUND\$ 101 • describing shared contract management responsibilities between project managers and support staff • requiring projects managers to coordinate with and respond to support staff's needs for contract administration • requesting contract extensions • aligning contract needs with department work plans • using Finance's contract process timelines and On Demand report of expiring contracts for contract planning (also see recommendations 1.1 and 1.2) • minimum level of documentation needed to effectively manage contracts 	Data Pending	Started	City Manager's Office	N	N	N	N	N	Data Pending	N
276	Open Audit Recommendation	Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better - Recommendation 4	Develop a system for tracking, analyzing, and reporting on suspected misconduct, including written guidance and forms (or similar) to assist employees in making reports.	Data Pending	Started	City Manager's Office/Human Resources	N	Y	Y	N	N	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in -2 years?	Have adequate staff resources for?
277	Open Audit Recommendation	Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.2	Promote ethical standards to employees and the public by: 1) Including the City's ethics statement in the new employee packet and discussing the City's commitment to ethical standards in new employee orientation 2) Providing all employees with training covering the City's ethics related policies and incorporating key aspects of the Fair Political Practices Commission ethics training 3) Providing a variety of ways to access ethics information and resources for employees, including those with no regular computer access at work, such as: <ul style="list-style-type: none"> • Posters and wallet cards • Centralized, intranet based ethics resource center • Periodic inclusion of ethics statement in Berkeley Matters 4) Emphasizing the City's commitment to workplace ethics during formal meetings, informal staff discussions, and regular communications with outside parties 5) Making the code of ethics available to the public, such as including the ethics code and related material in a centralized location on the City's public internet	Data Pending	Partly Implemented	City Manager's Office/Human Resources	N	Y	N	N	N	Y	Data Pending
278	Open Audit Recommendation	Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.3	Provide supervisors and midlevel management with written guidance and training on how to: <ul style="list-style-type: none"> • Initiate and encourage discussions of ethical issues to help dispel misconceptions and alert management to actual problems • Report concerns or complaints to management or an external resource, and conduct investigations of ethics related complaints according to the City's procedures 	Data Pending	Partly Implemented	City Manager's Office/Human Resources	N	Y	N	N	N	Data Pending	Data Pending
279	Open Audit Recommendation	Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.5	Provide employees and the City Council with summary reports about investigation and resolution of employee ethics complaints, such as the reports already provided about EEO complaints, taking care to protect confidential and identifying information.	0.00	Not Started	City Manager's Office/Human Resources	N	N	N	N	N	Data Pending	Data Pending
280	Open Audit Recommendation	Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.6	Monitor and regularly evaluate the effectiveness of the ethics program and make improvements based on results.	Data Pending	Partly Implemented	City Manager's Office/Human Resources	N	Y	N	N	N	Y	Data Pending
281	Open Audit Recommendation	Credit Card Use: Clearer Guidance Needed- Recommendation 3	Align City policies and procedures reflecting purchasing requirements and restrictions: purchasing; travel and attendance; petty cash; credit card use; food purchases; and any others that, if not updated, would create disconnect regarding the City's expectations and create confusion for City staff expected to adhere to City policy.	Data Pending	Started	Finance	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
282	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 1.1	Analyze the short- and long-term impact of putting forth a change to the Berkeley Municipal Code to reduce the types or frequency of fire prevention inspections.	60.00	Work in Progress	Fire & Emergency Services	N	Y	Data Pending	N	Data Pending	Data Pending	Data Pending
283	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 1.2	Perform a workload analysis to quantify the staff needed now and in the future to comply with the local fire prevention inspection requirements.	60.00	Work in Progress	Fire & Emergency Services	N	N	Data Pending	N	Data Pending	Data Pending	Data Pending
284	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 2.1	Develop a process, in consultation with the Information Technology Department, for sharing information on property changes and additions between Fire and other City database platforms.	Data Pending	Started	Fire & Emergency Services	N	Y	Data Pending	N	Data Pending	Data Pending	Data Pending
285	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 2.2	Work with both the database's software vendor and the Information Technology Department to strengthen controls over the database, including: · Assessing the needs for required fields for processing an inspection, such as unit, shift, inspector name, address, violation details, and violation location. · Formatting drop-down menus for inspection status, inspection type, and violation status. Formatting the options available for the violation code numbers and violation description fields.	0.00	Not Started	Fire & Emergency Services	N	N	Data Pending	N	Data Pending	Data Pending	Data Pending
286	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.1	Coordinate work plans with Suppression for all mandated fire prevention inspections. These should take into consideration the volume and nature of the other work Suppression performs.	0.00	Not Started	Fire & Emergency Services	N	N	Data Pending	N	Data Pending	Data Pending	Data Pending
287	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.2	Create a risk-assessment plan to identify those properties that are most at risk of a fire.	60.00	Started	Fire & Emergency Services	N	Y	Data Pending	N	Data Pending	Data Pending	Data Pending
288	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.5	Revise the fire prevention inspection training to provide hands-on training, using experienced Suppression staff, on how to conduct inspections and interact with residents and community members during inspections.	25.00	On Hold	Fire & Emergency Services	N	Y	Data Pending	N	Data Pending	Data Pending	Data Pending
289	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.6	Develop and distribute educational information to property owners prior to the beginning of the inspection cycle to provide information on the fire prevention inspection program, common violations, and any upcoming inspections for that area of the City.	0.00	Not Started	Fire & Emergency Services	N	N	Data Pending	N	Data Pending	Data Pending	Data Pending
290	Open Audit Recommendation	Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.7	Create a process for issuing, tracking, and following up on administrative citations for properties with repeat or high-risk violations, including revenue collections and tracking. That process should collaborate with other City work units that perform enforcement activities to provide consistency.	0.00	Not Started	Fire & Emergency Services	N	N	Data Pending	N	Data Pending	Data Pending	Data Pending
291	Open Audit Recommendation	Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 1.1	Define and include sexual assault, stalking, and witnesses' rights.	0.00	Not Started	Human Resources	N	Y	Y	N	N	Y	Y
292	Open Audit Recommendation	Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 1.3	Revise the policy title to reflect the comprehensive scope of the policy.	0.00	Not Started	Human Resources	N	Y	Y	N	N	Y	Y

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293	Open Audit Recommendation	Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 1.4	Clarify that requirements for employees to document their use of leave or request for accommodations are at the discretion of Human Resources and may include self-certification when appropriate. We also recommend that Human Resources clarify that employees are encouraged to come to Human Resources for assistance even if they do not initially have the documentation that may be requested.	0.00	Not Started	Human Resources	N	Y	Y	N	N	Y	Y
294	Open Audit Recommendation	Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 13.1	Implement best practices, including: - Training supervisors and Human Resources staff about their role in responding to employees experiencing domestic violence and providing information for employees about the domestic violence response policy; - Conducting periodic outreach to employees to inform them about the policy, encourage them to come forward, and provide general information about domestic violence; - Facilitating collaboration among city staff who have a role in implementing the policy, and convening a domestic violence response team to advise on policies, ongoing outreach and education, and Human Resources' implementation of recommendations from this audit; and - Adopting a trauma-informed and inclusive approach.	0.00	Not Started	Human Resources	N	Y	Y	N	N	Y	Y
295	Open Audit Recommendation	Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 2	State that when assessing safety accommodations, Human Resources takes into consideration danger to the employee and undue burden to the employer.	0.00	Not Started	Human Resources	N	Y	Y	N	N	Y	Y
296	Open Audit Recommendation	Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 2.1	Incorporate the model policy and all best practice elements described in this finding, and communicate this guidance to city staff.	0.00	Not Started	Human Resources	N	Y	Y	N	N	Y	Y
297	Open Audit Recommendation	City at Crossroads as Long-Standing Need for Structured Approach to Line of Business Experts Function Intersects with ERP Implementation- Recommendation 5	Work with Human Resources to revise the job classification used for the portfolio coordinator position. Minimum qualification factors might include, but are not limited to: - IT Governance/Portfolio Management experience; - Project Management Professional certification; - Project coordination experience; and - Excellent verbal and written communication skills.	Data Pending	On Hold	Information Technology	N	Y	N/A	N	N	N	N
298	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal- Recommendation 8	Create a method for community members to track the status of their cases online, which will reduce the call volume to the 311 Call Center.	0.00	Not Started	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
299	Open Audit Recommendation	911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale - Recommendation 2	Use the staffing analysis performed in response to recommendation 1.1, to determine future resource needs of the Communications Center, including staffing, equipment, and physical space. Take into account planned changes to services and factors that may influence call volume.	Data Pending	Partly Implemented	Police	N	Y	N	Y	N	N	N

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300	Open Audit Recommendation	911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale - Recommendation 6	Implement an automated scheduling software that has built-in decision-making capabilities to automatically fill shifts based on specified qualifications and staff availability.	25.00	Partly Implemented	Police	N	Y	N	N	N	Y	N
301	Open Audit Recommendation	911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale - Recommendation 7	Decrease the concentration of overtime among dispatchers.	75.00	Partly Implemented	Police	N	Y	N	N	N	Y	Y
302	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 1.3	Develop and finalize a property management plan that documents the specific responsibilities of Public Works and of other departments for lease management.	0.00	Not Started	Public Works	N	N	N	N	N	Y	N
303	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 1.4	The property management plan should be coordinated with affected City departments, including the Contract Administrator in Finance/Purchasing, before finalizing.	0.00	Not Started	Public Works	N	N	N	N	N	Y	N
304	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 2.1	Administrative Regulation 6.6 and Contracts Online should be updated to give clear direction to City staff regarding administration and execution of lease agreements.	0.00	Not Started	Public Works	N	N	N	N	N	Y	N
305	Open Audit Recommendation	Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 3.3	Public Works should update the City's real property administration policies and procedures to align with management's expectations.	0.00	Not Started	Public Works	N	N	N	N	N	Y	N
306	Open Audit Recommendation	Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 1	Update the Street Rehabilitation and Repair Policy annually and define who is responsible for ensuring the Policy is updated, as stated in the Policy.	50.00	Work in Progress	Public Works	N	Y	N	N	N	Y	Y
307	Open Audit Recommendation	Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 1.1	Annually, conduct a budget analysis, based on the deferred maintenance needs at that point in time, to determine what level of funding is necessary to achieve the desired goals of the Street Rehabilitation Program. Report findings to City Council. This information will be helpful during updates to the Five-Year Street Rehabilitation Plan and during the budgeting process.	50.00	Work in Progress	Public Works	Y	Y	N	N	N	Y	Y
308	Open Audit Recommendation	Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 1.2	Identify funding sources to achieve and maintain the goals of the Street Rehabilitation Program.	0.00	Work in Progress	Public Works	N	Y	N	N	N	N	N
309	Open Audit Recommendation	Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 2.2	When updating the Street Rehabilitation and Repair Policy, incorporate equity to align with Vision 2050 and clearly define how it will be applied to the street maintenance and rehabilitation planning process.	50.00	Work in Progress	Public Works	N	Y	N	N	N	Y	Y
310	Open Audit Recommendation	Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 2.3	Define goals and performance measures to guide the Street Rehabilitation and Repair Policy and Street Rehabilitation Program that align with other plans and policies relevant to street paving (e.g., Complete Streets Policy, Vision 2050, etc.). Regularly report to Council on performance measures.	25.00	Work in Progress	Public Works	N	Y	N	N	N	Y	Y
311	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.1	Request the City Council to redefine and then reaffirm its commitment to zero waste (i.e., the percentage that the Council considers to be success), and to ensure sufficient resources to fund appropriate staffing and the necessary infrastructure to achieve stated goals by 2020.	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N

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312	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.2	Draft and obtain Council approval of a written strategic plan to achieve zero waste by 2020, including annual or biennial interim waste diversion goals. Topics that the strategic plan should discuss include: <ul style="list-style-type: none"> • Objectives and long-term and interim goals • Actions to be taken • Responsible parties • Expected cost and impact of implementation • Performance measures • External factors affecting performance and progress 	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N
313	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.3	Prepare detailed annual work plans that contain: <ul style="list-style-type: none"> • Objectives • Annual/biennial (short-term) goals • Actions to be taken • Budget allocated for the actions • Timeline for completion • Lead staff responsible for task completion • Full-time equivalent employees assigned to the tasks • Performance measures 	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N
314	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.4	Regularly communicate zero-waste goals and achievements to City staff and the Council, and offer training to staff on how they can help Berkeley achieve zero waste. This includes sharing strategic and annual work plan goals and regular updates regarding progress and completion.	Data Pending	Partly Implemented	Public Works	N	Y	Data Pending	Data Pending	N	Y	Data Pending
315	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.5	Determine if additional funds are needed for the education, outreach, compliance, and enforcement necessary to reach zero-waste goals. If sufficient funds are not available, propose to Council a separate fee to cover those costs for the City's zero-waste program, such as a regulatory fee as allowed under Proposition 218.	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N
316	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.1	Work with the Department of Information Technology to configure the CRM system with a required field that auto populates valid route information based on address and service delivery type so that route-specific data can be collected on a going-forward basis.	0.00	Not Started	Public Works	N	Y	N	N	N	N	N
317	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.2	Work with the Department of Information Technology to create a link between RouteSmart and the CRM system (or the software implementation of Recommendation 2.5 below).	0.00	Not Started	Public Works	N	Y	N	N	N	N	N
318	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.4	Designate a business-line expert within the Zero Waste Division and require that expert to develop internal capacity to configure optimal collection routes and produce standardized reports for route-specific reporting using existing software (or the software implementation of Recommendation 2.5 below). The reports developed should allow measurement of the performance metrics developed in Recommendation 1.2 and 1.3 above.	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N

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319	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.5	Assess the benefits of using mobile technologies that would allow drivers to enter information directly into the CRM system while on their routes, take pictures of why pickups were skipped, and implement electronic route books and other mobile field reporting. Include in the assessment changes to job responsibilities that might require a meet and confer with union representatives. Purchase the software and hardware if cost beneficial.	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N
320	Open Audit Recommendation	Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.7	Use the reports developed from implementing recommendation 2.4 to monitor customer complaints and determine what impact the annual bid process has on customer service. If the information demonstrates the annual bid process significantly affects customer service, meet and confer with union representatives to discuss the elimination the annual route bidding process to help reduce customer complaints and improve service delivery. Implement change if agreement is reached.	0.00	Not Started	Public Works	N	Y	N	N	N	N	N
321	Open Audit Recommendation	Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.3	Require the zero waste team formed in response to recommendation 1.2 to develop written procedures that clearly support cross-departmental strategies and help staff perform their work, as well as understand how their work contributes to success. Include information that helps promote the unified view of zero waste operations, while also explaining the individual tasks that take place within the departments and how those connect. Examples include, but are not limited to, describing the process for routing customer cases from 311 calls, and detailing in layman's terms the monthly updates that take place to align the CX and RouteSmart systems. Also see recommendation 1.2.	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N
322	Open Audit Recommendation	Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.5	In collaboration with Information Technology and as part of Enterprise Resource Planning, budget for, select, and install an account management system designed for zero waste activities. Use information from the zero waste team evaluation (recommendation 1.2) and zero waste strategy analysis (recommendation 1.8) to identify the critical business needs that should be included in the purchase of new zero waste account management system, or that should be considered when determining whether sufficient middleware options exist to fully integrate existing systems with the new account management software. Also see recommendations 1.2 and 1.8.	Data Pending	Partly Implemented	Public Works	N	Y	N	N	N	N	N
323	Open Audit Recommendation	Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.8	Request that Information Technology use the CX module data extracts, such as the one used for this audit, to provide Public Works staff with the data they need to analyze zero waste strategies. Use the data extracts to further identify the critical business needs for new zero waste account management software. Also see recommendation 1.5.	Data Pending	Partly Implemented	Public Works	N	Y	Data Pending	Data Pending	N	Data Pending	Data Pending

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324	Open Audit Recommendation	Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.9	Perform, or contract for, a fully comprehensive route audit to align service delivery with billing rates. Use the route audit to: <ul style="list-style-type: none"> ▪ Make CX module and/or RouteSmart system updates to ensure customers are billed correctly for their City provided services. ▪ Ensure that all residential accounts are receiving required services. ▪ Ensure that the commercial accounts that the City is responsible for receive and pay for the zero waste services required by City policy. ▪ Verify that roll-off bin customers serviced by the Zero Waste Division are accurately billed. 	Data Pending	Partly Implemented	Public Works	N	Y	Data Pending	Data Pending	N	Data Pending	Data Pending
325	Strategic Plan - Project	City Council Redistricting Process and Citizens' Redistricting Commission	After each decennial census the City is required to adjust the city council district boundaries so that each district has equal population. In 2016 voters adopted a charter amendment to conduct the redistricting process by using a Citizens' Redistricting Commission.	10.00	Work in Progress	City Clerk	N	Y	Y	N	Y	Y	Y
326	Strategic Plan - Project	2020 Vision Milestone	PLACEHOLDER: Recognize the significance of the Year 2020 in Berkeley's 2020 Vision. Source: 2018 CC Berkeley's 2020 Vision Update report	0.00	On Hold	City Manager's Office	N	N	N	N	N	Data Pending	N
327	Strategic Plan - Project	African American Holistic Resource Center	In partnership with many in the community, plan for the development of a holistic African American Resource Center in South Berkeley, which will serve as a place of support and strength for the Berkeley community.	30.00	Work in Progress	City Manager's Office	N	Y	Y	Data Pending	N	Data Pending	Data Pending
328	Strategic Plan - Project	Annual Survey	Implementing an Annual Survey to better understand the needs of the community.	0.00	On Hold	City Manager's Office	N	N	N	N	N	Data Pending	N
329	Strategic Plan - Project	Bayer HealthCare, Inc Development Agreement	Engage with Bayer HealthCare, Inc re: the extension of their existing development agreement.	25.00	Proposed Budget Reduction	City Manager's Office	N	Y	Y	N	N	Y	Y
330	Strategic Plan - Project	Communications Staffing	Introducing new positions of communications specialists to improve the City's communications.	20.00	Work in Progress	City Manager's Office	N	Y	Y	N	N	Y	Data Pending
331	Strategic Plan - Project	Data Analysis	PLACEHOLDER: Explore and identify possible additional data sources to supplement the City's existing measure of outcomes for Berkeley's 2020 Vision. Source: 2018 CC Berkeley's 2020 Vision Update report	70.00	Work in Progress	City Manager's Office	N	N	Data Pending	N	N	Data Pending	N
332	Strategic Plan - Project	Equity Toolkit	Operationalizing equity lens in service delivery and project planning (e.g., toolkit deliverable from Racial Equity Action Plan including things like adding an equity item to agenda reports, requiring an equity checklist as part of project work plans, etc).	0.00	On Hold	City Manager's Office	N	N	N	N	N	Data Pending	N

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333	Strategic Plan - Project	Establishing an Outdoor Emergency Shelter	<p>1. Refer to the City Manager to establish an outdoor emergency shelter in Berkeley. Such a shelter should consider the following amenities to be provided but not required: A. Climate-controlled, wind-resistant durable tents with wooden pallets for support. B. Seeking an agency to manage and oversee the emergency shelter. C. Portable toilet service and handwashing service. D. Shower and sanitation services E. Garbage pickup and safe needle disposal.</p> <p>2. Refer to the November budget process \$615,000 to be considered alongside other Measure P recommendations.</p> <p>3. Temporarily waive BMC Article 9 Section 19.28.100 Section N106, to allow for the installation of tents and membrane structures that may be erected for longer than 180 days even if they do not meet all physical requirements.</p> <p>4. Refer to the City Manager protocol for selecting residents that mirror other shelter selection criteria and are less restrictive than HUD protocols.</p> <p>Action: 28 speakers. M/S/C (Harrison/Davila) to adopt the item as written in Supplemental Communications Packet #1 and #2, amended as follows:</p> <ul style="list-style-type: none"> • Remove "November" from "November budget process" • Refer to the City Manager to analyze what elements, if any, of the municipal code need to be amended to implement program; any suggested locations to be presented to Council prior to implementation; provide an updated budget including installation costs. 	25.00	Work in Progress	City Manager's Office	N	Y	Y	Data Pending	N	Data Pending	N
334	Strategic Plan - Project	Fleet-Related Initiatives	<p>A series of initiatives to:</p> <ul style="list-style-type: none"> • increase alternative fuel vehicles, • standardize fleet, • reduce backlog, • implement fleet/system upgrades, and • conduct a City Vehicle Fleet Assessment. 	8.32	Proposed Budget Reduction	City Manager's Office	N	N	Partial	N	N	Data Pending	Data Pending
335	Strategic Plan - Project	Legislative Platform	Creating a formal structure and process to communicate policy and policy support to and from local, regional, and State legislative bodies.	50.00	On Hold	City Manager's Office	N	N	Y	N	N	Data Pending	N
336	Strategic Plan - Project	New City of Berkeley Website	<p>Create a new design, look and information architecture for the City website so that it is interactive and serves and prioritizes the needs of the community, including a focus on increasing the number and types of transactions and services available online.</p> <p>Redesign the City website to improve the information and services available to community members online, to create web server redundancy in case of emergencies</p>	70.00	Work in Progress	City Manager's Office	N	Y	Y	N	N	Y	N
337	Strategic Plan - Project	Performance Management	Implementing results-based accountability citywide and provide a dashboard to better communicate results	0.00	Proposed Budget Reduction	City Manager's Office	N	Y	N	N	N	Data Pending	N

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338	Strategic Plan - Project	Racial Equity Action Plan	With assistance from the Government Alliance on Race and Equity and researchers from UC Berkeley, develop a Racial Equity Action Plan designed to integrate equity considerations throughout City operations and services and to influence change within the community.	83.40	Work in Progress	City Manager's Office	N	Y	N	N	N	Y	N
339	Strategic Plan - Project	UC Long-Range Development Plan	Participate in UC's Long Range Development Plan process	25.00	Work in Progress	City Manager's Office	N	Y	Y	N	N	Data Pending	Y
340	Strategic Plan - Project	Web Content Training	Create and develop a governance structure and a training program so that all departments have the appropriate tools and skills to build effective web content.	50.00	Work in Progress	City Manager's Office	N	Y	Y	N	N	Y	N
341	Strategic Plan - Project	Equal Pay Vendor Preference	Draft an ordinance related to an equal pay vendor preference for City contractors who demonstrate equal pay for male and female employees (gender based on self-identification).	0.00	Pending Not On Schedule	Finance	N	N	Y	N	N	Y	N
342	Strategic Plan - Project	Fire Department Communications	Increase and improve communication to the community by updating the Fire Department web page and creating social media policy and procedures	0.00	On Hold	Fire & Emergency Services	N	N	N	N	N	Y	N
343	Strategic Plan - Project	Fire Department Reserve Truck	Enhance the City's firefighting capacity by replacing a 20-year old ladder truck that has exceeded its user life.	85.29	Work in Progress	Fire & Emergency Services	N	Y	Y	N	N	Y	Y
344	Strategic Plan - Project	Fire Prevention	Increase fire/life safety capacity and resources to effectively maintain community safety.	51.36	Work in Progress	Fire & Emergency Services	N	Y	Y	N	Y	Y	N
345	Strategic Plan - Project	Outdoor Emergency Public Alerting Systems	(part of Rescue and Disaster Response Capabilities Program) Exploring options for system and then procuring and implementing system.	0.00	On Hold	Fire & Emergency Services	Y	N	Y	N	N	Y	N
346	Strategic Plan - Project	Safe Passages	(part of Wildfire Safety Program) Develop standards, update code, develop enforcement; identify narrow streets that need parking restrictions to keep areas clear.	0.00	Proposed Budget Reduction	Fire & Emergency Services	Y	Y	Y	N	Y	Y	Y
347	Strategic Plan - Project	Wildfire Vegetation Management	(part of Wildfire Safety Program) Hand Crews	59.68	Proposed Budget Reduction	Fire & Emergency Services	Y	Y	Y	N	N	Y	Y
348	Strategic Plan - Project	Adult Mental Health Clinic Renovation	The Adult Mental Health Clinic at 2640 MLK is currently uninhabitable and in need of significant repairs to be open to help people in Berkeley with severe and persistent mental illness.	99.98	Work in Progress	Health, Housing & Community Services	N	Y	Y	Y	N	Y	Y
349	Strategic Plan - Project	Age Friendly Plan Implementation	Establish infrastructure for implementation of Aging-Friendly Plan	93.04	Work in Progress	Health, Housing & Community Services	Y	Y	N	N	N	Y	Y
350	Strategic Plan - Project	Cannabis Dispensary/ Production	Develop, propose and implement responsive education and enforcement strategies	54.44	Work in Progress	Health, Housing & Community Services	N	Y	Y	N	Y	Y	Y
351	Strategic Plan - Project	Community Agency Funding Information	Develop and publish comprehensive report on outcomes of community agencies funded by City of Berkeley.	1.35	Work in Progress	Health, Housing & Community Services	N	N	Y	N	N	Y	N
352	Strategic Plan - Project	Home-cook Food Industry	Develop, propose and implement responsive education and enforcement strategies.	76.88	Work in Progress	Health, Housing & Community Services	N	Y	N	N	N	Y	
353	Strategic Plan - Project	Homeless Services Expansion	Implement plan to expand homeless services with Measure P funding as defined by Council.	73.70	Work in Progress	Health, Housing & Community Services	N	Y	Y	N	N	Y	N

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354	Strategic Plan - Project	Increase Affordable Housing: Measure O Implementation	Implement plan to expand affordable housing options with Measure O funding as defined by Council.	30.50	Work in Progress	Health, Housing & Community Services	N	Y	Y				Y
355	Strategic Plan - Project	Landlord Participation in Affordable Housing Programs	Increase the supply of landlords who provide units for Shelter Plus Care and Section 8 programs. Provide other incentives to landlords to participate in these programs.	49.23	Work in Progress	Health, Housing & Community Services	N	Y	Y	N			
356	Strategic Plan - Project	Paid Family Leave Ordinance	Explore an ordinance that guarantees paid leave for new parents.	0.00	On Hold	Health, Housing & Community Services	N	Y	N	N	N	Y	N
357	Strategic Plan - Project	Public Health Strategic Plan Implementation	Implement a tracking and reporting system for Division program performance measures	25.72	Work in Progress	Health, Housing & Community Services	N	Y	N	N	N	Y	N
358	Strategic Plan - Project	Results-Based Accountability Framework for Health, Housing & Community Services Programs	Implement a results-based accountability performance management framework to better account for and improve the work that the Department of Health, Housing & Community Services undertakes, and to maximize impact. Develop and publish outcomes data on selected programs.	19.61	Work in Progress	Health, Housing & Community Services	N	Y	Y	N	N	N	Y
359	Strategic Plan - Project	Shelter Plus Care Expansion	Expand Shelter Plus Care through addition of 53 new housing vouchers	43.33	Work in Progress	Health, Housing & Community Services	N	Y	Y	Y			
360	Strategic Plan - Project	Sugar Sweetened Beverage Policy Development	Develop a City of Berkeley healthy beverage policy	42.62	Work in Progress	Health, Housing & Community Services	N	Y	N	N	Y	N	
361	Strategic Plan - Project	Develop Labor Relations Strategy Plan	In preparation for contract negotiations in 2020. Prepare a plan	80.00	Work in Progress	Human Resources	N	Y	Y	N	Y	Y	N
362	Strategic Plan - Project	Revision of Personnel Rules and Regulations and the Employer-Employee Relations Resolution	Update and revise both sets of Rules and Regulations to comply with current federal and state laws; reflect best practices; and ensure the established rules are comprehensive and consistent.	40.00	Work in Progress	Human Resources	N	Y	N	N	Y	Y	N
363	Strategic Plan - Project	Succession Planning	In advance of a large amount of expected retirements in fiscal year 2018, develop and provide guidance to all City departments to improve succession planning and minimize disruption to the City government and the community it serves.	0.10	Work in Progress	Human Resources	N	Y	Y	N	N	N	N
364	Strategic Plan - Project	360 Street Level Imagery		22.22	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
365	Strategic Plan - Project	Accela Implementation - Phase 5	Modules to Implement: Utility Permits: almost complete Fire Permits Enhancements Public Works Permits Online Code Enforcement - HOLD Right of Way Management - HOLD	0.00	Proposed Budget Reduction	Information Technology	N	Y	Y	N	N	Y	Y
366	Strategic Plan - Project	Active Directory Upgrade	Version upgrade for Active Directory.	0.00	Not Started	Information Technology	N	N	Y	N	N	Y	Y
367	Strategic Plan - Project	AD Cleanup (Prep for future Projects)	AD CleanUP (Prep for future Projects)	6.67	Work in Progress	Information Technology	N	Y	Y	N	N	Y	N

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368	Strategic Plan - Project	Avaya Phone System (VoIP) Support Transition	Avaya Support Transition	79.78	Work in Progress	Information Technology	N	Y	Y	N	Y	Y	Y
369	Strategic Plan - Project	BIA (Business Impact Assessment)	BIA (Business Impact Assessment)	10.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
370	Strategic Plan - Project	Broadband Infrastructure Master Plan	Develop a master plan to improve infrastructure for high-speed internet access in Berkeley. Release the RFP to develop a Broadband Infrastructure Master Plan that provides a roadmap for implementing the broadband infrastructure to increasing internet access and addressing the digital divide	80.00	Work in Progress	Information Technology	N	Y	N	N	N	N	N
371	Strategic Plan - Project	California Public Health Info Exchange Electronic Case Reporting (eCR)	Implement Electronic Case Reporting (eCR) which will automate public health case reporting by automatically generating and transmitting case reports from Electronic Health Records (EHRs) to public health agencies for review and action. The California Reportable Disease Information Exchange - Electronic Case Reporting (CalREDIE eCR) module will allow health care providers and organizations to more easily comply with the California Department of Public Health (CDPH) requirement for the reporting of certain diseases and conditions per the California Code of Regulations (CCR) Title 17 Section 2500.	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
372	Strategic Plan - Project	Capital Project Management Software	Implement a Capital Improvement Project (CIP) tracking tool to better document and manage project implementation	0.00	On Hold	Information Technology	N	N	N	N	N	N	N
373	Strategic Plan - Project	City Data Services System Replacement	Project to replace hosted Grants and Loan Data Management for Health, Housing & Community Services. Community Agency Allocations & Contract Management, Rehab Programs, Housing Trust Fund, Mental Health Division Contracts, etc.	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
374	Strategic Plan - Project	Citywide Backup Solution Replacement	Barracuda Backup Upgrade	79.36	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
375	Strategic Plan - Project	Citywide Windows 10 Upgrade	Pilot and then fully launch the Windows 10 operating system for City computers, including all necessary staff training and application compatibility testing	93.13	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
376	Strategic Plan - Project	Clinical Intake Workflow Improvements: Develop and Integrate Clinic Reproductive and Sexual Health (RSH) Intake Template	Clinical Intake Workflow Improvements: Develop and Integrate Clinic Reproductive and Sexual Health (RSH) Intake Template	40.00	On Hold	Information Technology	N	Y	Y	N	N	Y, if funded	Y, if funded
377	Strategic Plan - Project	Compliance with Data Security Standards	Continue to implement Payment Card Industry (PCI), Department of Justice (DOJ), and Health Insurance Portability and Accountability Act (HIPAA) compliance requirements to maintain data security	10.00	Work in Progress	Information Technology	N	Y	Partial	N	Y	Y	Y, if funded
378	Strategic Plan - Project	Configure Remote Software installations for Off Network Laptops	Configure SCCM IBCM (Internet Based Configuration Management)	51.02	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
379	Strategic Plan - Project	Crime forum transition to new vendor (XenForo)	Migrate police crime forum data away from vBulletin to Xenforo. They use AWS for hosting. internal crime information sharing	80.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y

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380	Strategic Plan - Project	Customer Relationship Management (CRM) Database	Implement a 311 CRM solution and a mobile app to better track and manage community member queries	0.00	Proposed Budget Reduction	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
381	Strategic Plan - Project	Customer Relationship Management of Economic Development	Implement a customer and communications management platform to assist the Office of Economic Development in their business attraction and retention efforts	0.00	Not Started	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
382	Strategic Plan - Project	Cyber Resilience Strategy	Develop a Cyber Resilience Plan in alignment with the City's Resilience Strategy, including software upgrade needs, policies and cyber security training for staff	85.00	Work in Progress	Information Technology	N	Y	Y	N	N	N	Y
383	Strategic Plan - Project	Data Exchange for TCM Program (Alameda Alliance / Medi-Cal Managed Care)	Data Exchange for TCM Program (Alameda Alliance / Medi-Cal Managed Care)	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
384	Strategic Plan - Project	Data Exchange for TCM Program (Blue Cross / Medi-Cal Managed Care)	Data Exchange for TCM Program (Blue Cross / Medi-Cal Managed Care)	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
385	Strategic Plan - Project	Digital Permitting System	Conduct a needs assessment, issue an RFP, and procure a new permitting software	0.00	Proposed Budget Reduction	Information Technology	N	N	N	N	N	N	N
386	Strategic Plan - Project	Disaster Recovery/Business Continuity Plan	Develop a Information Technology infrastructure Disaster Recovery and Business Continuity Plan	50.00	Not Started	Information Technology	N	Y	Partial	N	N	Y, if funded	Y, if funded
387	Strategic Plan - Project	Emergency Operations Center (EOC) Management Software	Implement a software solution to assist with enhanced preparedness, disaster recovery and track emergency management efforts during EOC activations	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
388	Strategic Plan - Project	Emphasys Elite System Replacement	Assess business needs and review feasibility of utilizing ERMA modules. Replace software to manage Shelter Plus Care housing subsidy program for the chronically homeless. (Also used by Berkeley Housing Authority with separate databases.)	0.00	Not Started	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
389	Strategic Plan - Project	Environmental Health Field Operations Improvements	Assess and implement tools to enhance capacity and efficiency of Environmental Health field operations.	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
390	Strategic Plan - Project	EnvisionConnect System Replacement	Develop options, costs and timelines for replacing Decade (Accela) software to manage Environmental Health inspections, work processes, and to produce regular local and State required reports. (System also used by Toxics Management, with separate database).	0.00	Not Started	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
391	Strategic Plan - Project	Extracts/Interfaces for data to Munis from (1) NextGen and (2) Persimmony	Extracts/Interfaces for data to Munis from (1) NextGen and (2) Persimmony	0.00	Not Started	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
392	Strategic Plan - Project	FUND\$ Replacement - Fleet Management System	Replacing the 28-year-old FUND\$ Fleet module for vehicle fleet asset and parts management system	23.06	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
393	Strategic Plan - Project	FUND\$ Replacement - Work Order Application	Replace the Work Order module of FUND\$ with a Commercial Off the Shelf (COTS) software that will enable management of customer requests and work orders, preventive maintenance, resources and inventory, best practices and regulatory compliance.	48.51	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
394	Strategic Plan - Project	FUND\$ Replacement - Zero Waste Solution	Replace the Refuse Billing module of FUND\$ with a Commercial Off the Shelf (COTS) software that will enable billing, routing, and operations software for the public works operations.	25.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y

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395	Strategic Plan - Project	FUND\$ Replacement: Core Financial and HR/Payroll	"To replace City's Enterprise Resource Management Application to improve access to services and information for community members and create more efficient financial and information management processes for City staff, replace the City's core data management system. To improve access to services and information for community members and create more efficient financial, human resources, and information management processes for staff, replace the City's core 28-year old financial and data management system"	84.33	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
396	Strategic Plan - Project	Fund\$ Software Upgrades	SunGard Software Upgrade Project for Fund\$	20.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
397	Strategic Plan - Project	Green City GIS Inventory	Create a database for PRW for Park Assets. Databases design and field inventory of all infrastructure, buildings, such as bathrooms, benches and newly planted trees in the city parks system	95.00	Work in Progress	Information Technology	N	N	Y	N	N	Y	Y
398	Strategic Plan - Project	Help Desk Metrics Expansion	PURPOSE: This project addresses both processes/procedures and various tools that focus on the delivery of customer service across City departments by the HelpDesk and to measure and adjust team productivity to demand.	0.00	Proposed Budget Reduction	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
399	Strategic Plan - Project	Help Desk Process Improvements	Help Desk Process Improvements Year 1 (2019)	0.00	Proposed Budget Reduction	Information Technology	N	N	N	N	N	Y	N
400	Strategic Plan - Project	Help Desk Standard Operating Procedures	Help Desk Standard Operating Procedures	25.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
401	Strategic Plan - Project	HIPAA Security Risk Assessment Audits Calendar Year 2019	HIPAA Security Risk Assessment Audits Calendar Year 2019	0.00	Not Started	Information Technology	N	Y	Y	N	Y	Y	Y
402	Strategic Plan - Project	HR Onboarding	Purchase a software system for HR to streamline the new hire onboarding process. The onboard software will provide new hire access to forms, documents, videos, and checklist.	22.06	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
403	Strategic Plan - Project	Human Resources Case Management	Software to manage and track Human Resources Employee Relations and Equal Employment Opportunity cases.	65.76	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
404	Strategic Plan - Project	Infrastructure and Security Project Metrics	Infrastructure and Security Project Metrics	0.00	Proposed Budget Reduction	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
405	Strategic Plan - Project	IT Classification Study	Conduct an IT Classification Study	0.00	Proposed Budget Reduction	Information Technology	N	Y	Y	N	Y	Y	Y
406	Strategic Plan - Project	IT Service Management/Enterprise PM Tool	Replace Help Desk software, implement project portfolio management software	69.58	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
407	Strategic Plan - Project	Learning Management System (ERP)	To deploy a learning management system for the administration, documentation, tracking, reporting and delivery of training programs	10.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y

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No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
408	Strategic Plan - Project	Legal Case Management Tool	Software to track and manage cases for City Attorneys	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
409	Strategic Plan - Project	Medication Inventory software	Identify business requirements and software that will also integrate with the NextGen EPM-EHR System.	10.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
410	Strategic Plan - Project	Microfiche Digitizing for Berkley Police	Digitize remaining Police microfiche data to improve data management and accessibility	70.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
411	Strategic Plan - Project	Microsoft Office Upgrade	(Formerly "ProofPoint & MS EA FY20 roll-out")	0.00	Not Started	Information Technology	N	N	Y	N	N	Y	Y
412	Strategic Plan - Project	Migrate Veripic Data to Axon Capture (evidence.com)	Migrate evidence data from Veripic (legacy system) to evidence.com (current system from Axon). This is a two step process: 1) export evidence and metadata from VeriPic, and 2) import evidence and metadata to evidence.com. This will allow officers to have one source of evidence and will remove a legacy system. Veripic is currently read only and has no new evidence as of 9-1-18.	75.76	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
413	Strategic Plan - Project	Mobile Device Management (MDM) Software Replacement	Transition from Meraki to Intune	25.00	Work in Progress	Information Technology	N	Y	Y	N	Y	Y	Y
414	Strategic Plan - Project	MS Enterprise O365 Exchange Migration and OneDrive Implementation	Migrate Exchange (Email) to the cloud, and implement OneDrive for cloud-based file storage and file sharing.	87.78	Work in Progress	Information Technology	N	Y	Y	N	N	Y	N
415	Strategic Plan - Project	MS Rights Management (& AIP)	MS Rights Management (& AIP)	25.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
416	Strategic Plan - Project	Network Architecture	Network Architecture (roadmap of capabilities, connections, capacities means, & devices)	0.00	Pending On Schedule	Information Technology	N	N	Y	N	N	Y	Y
417	Strategic Plan - Project	Network Device Replacement for FY18	Network Device Replacement for FY18	87.50	Work in Progress	Information Technology	N	Y	Y	N	N	Y	N
418	Strategic Plan - Project	Network Device Replacement FY20	Network Device Replacement FY20	0.00	Not Started	Information Technology	N	Y	Y, pending Council approval	N	N	Y, if funded	Y, if funded
419	Strategic Plan - Project	New Fire Records Management System	Prepare a new fire records management system that will be compliant with the National Fire Information System and improve data collection and response information.	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
420	Strategic Plan - Project	NextGen eSignatures	NextGen eSignatures	90.00	On Hold	Information Technology	N	N	Y	N	N	N	N
421	Strategic Plan - Project	Online Business Registration Permitting	Implement software program to help entrepreneurs get their businesses up and running more quickly and easily by providing an online interface to the permitting process at City Hall	0.00	Proposed Budget Reduction	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
422	Strategic Plan - Project	Performance Evaluations (ERP)	To deploy a performance evaluation software	10.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y

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423	Strategic Plan - Project	Public Records Act (PRA) Request Management	Implement a solution to track and manage PRA requests and provide visibility and transparency for PRA compliance	92.51	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
424	Strategic Plan - Project	RLSS Loan/Grants Management System Replacement	Project to replace the Revolving Loan Servicing Software (Loan Profile Data, Loan Transactions, and Reporting for State & Federal Programs) Used for Senior Disabled Loan Program.	5.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
425	Strategic Plan - Project	ServiceNow: Asset Management Implementation	Implement SNOW Asset Management Module & create Software & Hardware inventory dashboard	80.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
426	Strategic Plan - Project	SharePoint Intranet	Implement SharePoint based TeamSites and Project sites	45.54	Work in Progress	Information Technology	N	Y	Y	N	N	N	Y
427	Strategic Plan - Project	SIEM/MSSP	SIEM/MSSP	50.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
428	Strategic Plan - Project	SimsUshare	SimsUshare CTC is a training system for emergency responders to develop and enhance knowledge, skills and abilities in safely and efficiently managing all types of incidents.	90.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
429	Strategic Plan - Project	Smart Rooms	Improve IT systems in the City's conference rooms, including conference call, videoconference, and star phone capabilities.	99.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
430	Strategic Plan - Project	Software for Managing Leased Properties (ERP)	Implement a software solution to track and manage properties that the City leases to other entities	0.00	On Hold	Information Technology	N	N	N	N	N	N	N
431	Strategic Plan - Project	SQL Server 2008 Upgrade/Migration CityWide	SQL Server 2008 Upgrade/Migration CityWide	80.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y, if funded	Y, if funded
432	Strategic Plan - Project	Tiburon/CRIMES Data warehousing	needed enterprise license for phones (close to completion)	70.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
433	Strategic Plan - Project	Time Management Application for Police	Time Management Application for Police (Telestaff)	0.00	On Hold	Information Technology	N	N	N	N	N	Y, if funded	Y, if funded
434	Strategic Plan - Project	Upgrade Youth Lab computers	Upgrade Youth Lab computers	0.00	On Hold	Information Technology	N	N	Y	N	N	Y	Y
435	Strategic Plan - Project	Vendor Remote Access Improvements	Improvements to vendor's remote access capabilities.	80.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
436	Strategic Plan - Project	Virtual Desktop Pilot Program	Virtual Desktop Infrastructure (VDI) pilot program with Citrix and Nutanix	10.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
437	Strategic Plan - Project	Virtualize Firewalls	(Formerly "Microsoft Windows Security Patch Deployment", Configure Windows updates for all desktops and Laptops)	0.00	Not Started	Information Technology	N	N	Y	N	N	Y	Y
438	Strategic Plan - Project	VoIP Emergency Announcement Service	PURPOSE: Enhance Voice-over-IP (VoIP) technical capabilities to introduce an Emergency Announcement Service within City buildings and office spaces.	0.00	Proposed Budget Reduction	Information Technology	N	N	Y	N	N	Y	Y

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439	Strategic Plan - Project	Windows Security Patch Deployment Upgrade	Re-Configure Windows Updates	53.75	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
440	Strategic Plan - Project	Windows Server Operating System Upgrades	Windows Server Operating System Upgrades	90.00	Work in Progress	Information Technology	N	Y	Y	N	N	Y	Y
441	Strategic Plan - Project	Berkeley Business Marketing & Communications Project (i.e., Berkeley Branding & Marketing Project)		95.00	Work in Progress	Office of Economic Development	N	Y	Y	N	N	Y	Y
442	Strategic Plan - Project	Berkeley Ventures, Berkeley Values	Develop and implement a "Berkeley Tech, Berkeley Values", a campaign to leverage local tech sector skills, wealth, and other resources to support equitable and inclusive growth.	75.00	Work in Progress	Office of Economic Development	N	Y	Y	N	N	Y	Y
443	Strategic Plan - Project	Expand and Modify the Downtown Arts District Overlay	Examine and develop recommendations for expanding the boundaries of the current Downtown Arts District Overlay as well as the allowable active ground-floor uses. Related to PRJ0013155 and DMND0002497	95.00	Work in Progress	Office of Economic Development	N	Y	N	N	N	Y	Y
444	Strategic Plan - Project	Interactive Digital Kiosks	Facilitate the installation of interactive digital kiosks to share information about civic resources; market local businesses, arts organizations, and commercial districts; and generate revenue for the City of Berkeley	95.00	Work in Progress	Office of Economic Development	N	Y	Y	N	N	Y	N
445	Strategic Plan - Project	Measure T1 Public Art Projects	Implement new public art commissions associated with T1 Bond Projects at North Berkeley Senior Center and San Pablo Park, which will be integrated into the planned improvements in order to beautify these spaces and enhance their unique character	90.00	Work in Progress	Office of Economic Development	N	Y	Y	N	N	Y	Y
446	Strategic Plan - Project	Aquatic Park Tide Tubes Renovation Project	Design, permitting, and environmental documents.	0.00	Not Started	Parks, Recreation & Waterfront	N	N	N	Y	N	N	Y
447	Strategic Plan - Project	Berkeley Municipal Pier Conceptual Design	Feasibility study for potential repairs to Pier.	75.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y
448	Strategic Plan - Project	Berkeley Rose Garden Pathways, Tennis Courts, Pergola	Reconstruction of the pergola, ADA paths, and retaining Walls - Design and Construction.	75.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y
449	Strategic Plan - Project	Berkeley Tuolumne Camp Rebuild	Rebuild Berkeley Tuolumne Camp. Permitting, Environmental, Design, and Construction.	75.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	Y	N	Y	Y
450	Strategic Plan - Project	Cazadero Camp Landslide Fix and Dormitory Replacement	Repair significant damage to the City's Cazadero Camp caused by a landslide that occurred in 2016.	60.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y
451	Strategic Plan - Project	Grove Park Field backstop, dugout, lights, and irrigation	Renovation of existing ballfield backstop, dugout, lights, and irrigation - Construction.	30.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y
452	Strategic Plan - Project	Live Oak Community Center Seismic Upgrade and Renovations	Seismic upgrades and building renovations - Construction.	95.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y
453	Strategic Plan - Project	San Pablo Park Tennis Courts and Play Equipment Upgrade (Ages 5-12 Play Areas)	Renovation of existing play equipment (ages 2-5 and 5-12) and tennis courts - Construction.	70.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y

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454	Strategic Plan - Project	Training and Certification for Sports Coaches and Officials	Start to implement a new program to provide the latest training and certifications all staff who serve as sports officials and coaches for the City's many sports programs, including softball, baseball, and tennis leagues, skateboarding, and more.	35.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	N	Y	N	Y	Y
455	Strategic Plan - Project	Tree Planting Project in South and West Berkeley	Plant 500 trees in South and West Berkeley	50.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	Y	N	Y	Y
456	Strategic Plan - Project	University Avenue (West Frontage Rd to Marina Blvd), Marina Blvd, and Spinnaker Way Renovation	Renovate three roads at the Berkeley Marina (University Ave, Marina Blvd, and Spinnaker Way) - Construction - Design and Construction.	30.00	Work in Progress	Parks, Recreation & Waterfront	N	Y	Y	N	N	Y	Y
457	Strategic Plan - Project	WETA MOU and Ferry Feasibility Study	Develop an MOU with WETA and conduct an engineering feasibility study for potential WETA ferry service and recreation at the existing or a new Berkeley Pier.	80.00	Work in Progress	Parks, Recreation & Waterfront	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
458	Strategic Plan - Project	Ashby and North Berkeley BART Zoning and Development Parameters (formerly station area plan)	State-mandated zoning study and updates at the North Berkeley and Ashby BART stations	25.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	Y	Y	Y	Y
459	Strategic Plan - Project	Clean energy (i.e., Fuel switching)	Promote strategies and make available resources for residents to convert to cleaner fuel use in buildings.	50.00	Work in Progress	Planning	N	Y	N	Y	N	N	Y
460	Strategic Plan - Project	Climate Adaptation Work	New climate adaptation work	5.00	Work in Progress	Planning	Y	Y	N	Y	N	N	N
461	Strategic Plan - Project	Demolition Ordinance and Affordable Housing	Study issues pertaining to demolition and replacement of existing rent controlled and affordable housing. Depending on outcomes of study, may result in a revised fee and/or ordinance	25.00	Work in Progress	Planning	Involves Planning Commission, Rent Stabilization Board	Y	N	N	Y	Y	N
462	Strategic Plan - Project	Development/Density Standards Project	Study options and proposed comprehensive density standards	25.00	Work in Progress	Planning	Involves Joint Subcommittee for the Implementation of State Housing Laws	Y	Y	Y	Y	N	F
463	Strategic Plan - Project	Expanded and streamlined rental housing safety program	Expand and streamline the Rental Housing Safety Program to enable proactive inspections and other actions to maintain Berkeley's aging rental housing stock.	65.00	Work in Progress	Planning	N	Y	Y	N	Y	N	N
464	Strategic Plan - Project	Increased EV infrastructure	Provide better facilities and infrastructure for Electrical Vehicle charging, with an emphasis on electric mobility strategies to make cleaner transportation available to all across income lines.	80.00	Work in Progress	Planning	N	Y	N	Y	N	N	N
465	Strategic Plan - Project	Increased Student Housing	Identify opportunities to enable additional student housing, such as through Zoning Ordinance amendments focused on increasing student housing capacity in the Telegraph Avenue Commercial District.	50.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
466	Strategic Plan - Project	Local density bonus policy	Develop and pilot a local Density Bonus program that enables payment of housing in-lieu fees to be used and leveraged to create additional affordable housing.	50.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	N

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467	Strategic Plan - Project	Missing Middle Housing Study / Housing Element Update	Refer to the City Manager to prepare a report to the Council of examining methods, including potential revisions to the zoning code, that may foster a broader range housing types across Berkeley, particularly missing middle housing types (duplexes, triplexes/fourplexes, courtyard apartments, bungalow courts, townhouses, etc.), in areas with access to essential components of livability like parks, schools, employment, transit, and other services. Given the range of requests included in this referral, it is expected that responding to the referral will require a combination of field research, consultation with design professionals and other cities and agencies, and community outreach and engagement. Council requests that staff initiate this work as soon as possible. (Text from 4/23/19 Council Referral)	1.00	Work in Progress	Planning	Involves Planning Commission	Y	Deferred	N	Y	Y	N
468	Strategic Plan - Project	New Municipal Building Energy Policy	Develop options for a new Municipal Building Energy Policy	5.00	Work in Progress	Planning	N	N	N	N	N	Y	N
469	Strategic Plan - Project	Objective Development Standards	Consultant work with community and commissions to describe, define, and revise objective development standards in corridors.	25.00	Work in Progress	Planning	Involves Joint Subcommittee for the Implementation of State Housing Laws	Y	Y	Y	Y	N	N
470	Strategic Plan - Project	Parking Reform	Strategies to unbundle parking requirements from development requirements to facilitate housing production and car-free modes of transit	90.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y
471	Strategic Plan - Project	Permit Conditions Enforcement Process	Review process/approach to monitoring and enforcing agreed-to conditions on Land Use permits	50.00	Work in Progress	Planning	N	Y	N	N	N	Y	N
472	Strategic Plan - Project	Permit Service Center and Land Use Planning Survey	Develop and administer a customer service survey relating to permitting services and land use planning processes	33.00	Work in Progress	Planning	N	Y	Y	N	N	Y	Y
473	Strategic Plan - Project	Planning DOC	Planning Operations Center (DOC) and Emergency Operations Plan (EOP)	0.00	Not Started	Planning	N	N	N	N	N	Y	N
474	Strategic Plan - Project	Seismic safety programs	Continue implementation of the City's Soft Story and Unreinforced Masonry Ordinances and administer a \$3 million Hazard Mitigation Grant from FEMA, which will provide design and construction grants to owners of the most seismically vulnerable buildings in Berkeley.	70.00	Work in Progress	Planning	N	Y	Y	Y	Y	N	Y
475	Strategic Plan - Project	Sign Policy	Evaluate and update design review processes/policies and Sign Ordinance	50.00	Work in Progress	Planning	Involves Planning Commission, Design Review Committee	Y	N	N	N	Y	N
476	Strategic Plan - Project	Solar + Storage Project	Latest strategy from previous Microgrid pilot program to co-locate solar and storage capacity, especially for emergency backup uses	30.00	Work in Progress	Planning	N	Y	N	Y	N	Y	N
477	Strategic Plan - Project	ZORP (Zoning Ordinance Revision Project)	Revise the City of Berkeley Zoning Ordinance in order to clarify zoning rules and procedures for community members and improve the implementation process for City staff.	50.00	Work in Progress	Planning	Involves Planning Commission	Y	Y	N	N	Y	Y

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478	Strategic Plan - Project	Community Safety During Demonstrations	Increase Police capacity, resources, tools and training, including training a bike-officer response unit, to effectively protect and facilitate free speech and maintain community safety when demonstrations and protests occur.	80.00	Work in Progress	Police	N	Y	N	N	N	Y	Y
479	Strategic Plan - Project	Comprehensive Police Policy Review	Fully implement and update Police policies to Lexipol format, ensuring full compliance with current law, case law, and incorporate best practices.	85.00	Work in Progress	Police	N	Y	Y	N	N	Y	Y
480	Strategic Plan - Project	Develop resources and programs for employee resiliency	Expand Police employee wellness and resiliency programs, including mental health, fitness, and nutrition resources.	75.00	Work in Progress	Police	N	Y	Y	N	N	Y	Y
481	Strategic Plan - Project	Hire, Train, and Retain Excellent Police Personnel	In order to continue to provide excellent service to the community, expediently fill any position vacancies while maintaining a highly qualified, well educated work force.	80.00	Work in Progress	Police	N	Y	Y	N	N	Y	N
482	Strategic Plan - Project	Implementation of new public safety technology. (Comprehensive Review of Police Equipment and Technology Needs)	Conduct a needs assessment and prioritization of tools and technology that would better enable the Police to safeguard the community. Implement new technology.	80.00	Work in Progress	Police	N	Y	N	N	N	N	Y
483	Strategic Plan - Project	Police Community Engagement Strategy	Enhance the Police's existing efforts to engage and inform community members about public safety by developing a Police Community Engagement Strategy.	70.00	Work in Progress	Police	N	Y	N	N	N	Y	Y
484	Strategic Plan - Project	Revise use-of-force policy and implement software	Implement software enhancements used to report and review department commendations and uses of force, in conjunction with a revised use of force policy. This will enable the BPD ability to report aggregate information internally and externally.	95.00	Work in Progress	Police	N	Y	Y	N	N	Y	Y
485	Strategic Plan - Project	2nd Street, Monterey Avenue, Ward Street, Hopkins Street and Bancroft Way	Pavement rehabilitation of 1,600 linear feet (0.3 miles) on Ward Street from San Pablo Avenue to Action Street with full-depth reclamation including sidewalk, driveway, and curb ramp replacement. The street will also include green infrastructure improvements, pervious concrete in the parking lane (8 feet wide) to infiltrate storm water into the native soil. Pavement rehabilitation of 1,600 linear feet (0.3 miles) on 2nd Street from Addison Street to Delaware Street, including installation of sidewalk, curb and gutter, crosswalks along University Avenue underpass, and removal of Railroad tracks on project area. Pavement rehabilitation of 3,100 linear feet (0.6 miles) on Monterey Avenue from Hopkins Street to The Alameda, including installation of sidewalk, curb & gutter, curb ramps, and striping of bike lanes and crosswalks. Pavement rehabilitation of 6,600 linear feet (1.25 miles) on Hopkins Street from San Pablo to The Alameda, including installation of sidewalk, curb & gutter, curb ramps, and striping of bike lanes and crosswalks. Pavement rehabilitation of 350 linear feet (0.06 miles) on Bancroft Way from Shattuck Avenue to Milvia Street, including installation of sidewalk, curb & gutter, curb ramps, and a protected bike lane from Fulton Street to Milvia Street.	50.00	Work in Progress	Public Works	N	Y	Y	N	Y	Y	Y

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486	Strategic Plan - Project	50/50 Sidewalk Program	Reduce 50/50 sidewalk backlog	70.00	Work in Progress	Public Works	N	Y	Y	N	N	N	N
487	Strategic Plan - Project	American Disabilities Act Transition Plan	Work with DAC consultants to survey accessibility and ADA compliance for City facilities, public right of way, and parks, as well as programs and services.	72.00	Work in Progress	Public Works	N	Y	Y	N	Y	Y	Y
488	Strategic Plan - Project	Berkeley Rose Garden Drainage	Repair creek channel to protect channel and contain creek flows.	35.00	On Hold	Public Works	N	N	N	N	N	N	Y
489	Strategic Plan - Project	Bicycle and Pedestrian Infrastructure Improvements (Ongoing Program)	Implement protected bicycle lanes on Milvia and Dana Streets and currently-funded Safe Routes to Schools and Active Transportation Program projects, including the 9th Street path crossing at Ashby Avenue. Implement BeST and Bicycle and Pedestrian Plan improvements during repaving projects. Identify funding sources for implementing all Tier 1 Bicycle Boulevard crossing recommendations from the Bicycle Plan.	25.00	Work in Progress	Public Works	N	Y	Y	Y		Y	Y
490	Strategic Plan - Project	Bicycle Plan FY 2022 Update	Construct bikeway projects and implement encouragement, education, enforcement, and evaluation programs to make Berkeley a model bicycle-friendly city where bicycling is a safe, comfortable, and convenient form of transportation and recreation for people of all ages and abilities	0.00	Not Started	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
491	Strategic Plan - Project	Compostable or Recyclable Foodware	Implementation: Phase 2 - All foodware certified compostable & vendor charges \$0.25 per disposal cup Phase 3 - Only onsite foodware provided by vendor.	5.00	Work in Progress	Public Works	N	Y	N	N	Y	Y	N
492	Strategic Plan - Project	Corporation Yard Roof and Electrical Upgrades	This facility requires general upgrades of the electrical system including panelboards, switchboard, and electrical feeders.	75.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
493	Strategic Plan - Project	Gilman Street Interchange Project	Improve the mobility and safety of the Gilman Street Corridor by reconstructing the Gilman Street Interchange and creating a new gateway into North Berkeley. In FY 2018-2019, complete the environmental documents and begin final design for the I-80 Gilman Interchange and pedestrian overcrossing projects.	90.00	Work in Progress	Public Works	N	Y	Y	Y		Data Pending	Data Pending
494	Strategic Plan - Project	Long-Term Waste Operations Strategy	RFP to develop long term Zero Waste Strategic Plan	10.00	Work in Progress	Public Works	N	N	N	N	Y	N	N
495	Strategic Plan - Project	Major Improvements to Downtown Berkeley Infrastructure and Amenities (Milvia Bikeway Project)	The project is currently in the grant funded planning phase for a protected bikeway between Hearst Ave and Channing Way, with a protected bikeway or traffic calming to upgrade the bikeway between Channing and Blake Street. Conceptual design will be complete in October 2019. Engineering design will start January 2020 and end October 2020. If additional grant funds are secured, construction would begin May 2021 and end January 2022.	45.00	Work in Progress	Public Works	N	Y	Y	Y	N	Y	Y

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496	Strategic Plan - Project	Major Improvements to Downtown Berkeley Infrastructure and Amenities (Center Street Plaza)	Convert Center Street between Shattuck and Oxford to a slow street with enhanced streetscape treatments emphasizing use by pedestrians and cyclists while retaining access for transit and deliveries. Project is on hold because anticipated SOSIP funds from hotel development were deferred for up to 10 years.	0.00	On Hold	Public Works	N	N	N	N	N	N	N
497	Strategic Plan - Project	Major Improvements to Downtown Berkeley Infrastructure and Amenities (Shattuck Reconfiguration)	Improve pedestrian safety by changing traffic flow and turning patterns at the Shattuck/University intersection. Put all through traffic in both directions on the newly two-way west leg of Shattuck between Center and University. Improve parking capacity and shorten pedestrian crossings on the east leg of Shattuck. Provide enhanced transit plaza on the east side of Shattuck between Alston and Center. Contract award by Council is scheduled for October 2018 and Construction is scheduled to commence January 2019.	95.00	Work in Progress	Public Works	N	Y	Y	Y	N	Y	Y
498	Strategic Plan - Project	Marina Corporation Yard Electrical Upgrades	Electrical upgrades to the maintenance building.	75.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
499	Strategic Plan - Project	North Berkeley Senior Center Seismic Upgrades and Renovations	Seismic and general upgrades to meet immediate occupancy rating.	75.00	Work in Progress	Public Works	N	Y	Y	Y		Y	Y
500	Strategic Plan - Project	Pedestrian Plan Update	Update the 2010 Pedestrian Master Plan to guide City efforts to make walking in Berkeley safe, attractive, easy, and convenient for people of all ages and abilities.	97.00	Work in Progress	Public Works	Y	Y	Y	Y	Y	Y	Y
501	Strategic Plan - Project	Public Safety Building Improvements	Renovate the Public Safety Building lobby to improve service to community members and enhance the safety of Fire Department personnel. Install new carpet. Fix water leak on south side of building.	95.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
502	Strategic Plan - Project	Residential Preferential Parking (RPP) Program	Assess the potential for and interest in expansion of RPP in additional commercial districts.	60.00	Work in Progress	Public Works	N	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
503	Strategic Plan - Project	Sewer Master Plan	The plan will provide flow monitoring, hydraulic modeling and capacity assessment, and condition assessment of the sewer system. These services will allow for identification of areas of high inflow and infiltration and capacity deficiency in the sewer system. In addition, they will provide prioritization of capital sewer improvements and a sanitary sewer rate study	70.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
504	Strategic Plan - Project	Solano Avenue Revitalization Plan	Conceptual design	0.00	Not Started	Public Works	N	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending	Data Pending
505	Strategic Plan - Project	Substation relocation project	Relocation of the BPD Traffic Substation to a City of Berkeley-owned facility.	75.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y
506	Strategic Plan - Project	Transfer Station - Master Plan	Re-construct the nearly 8-acre West Berkeley site where waste materials are sorted. The eventual goal of a new site is simple: if we recover more of what can be re-used or recycled, we slash what Berkeley trucks to the mountains of garbage that fill landfills.	50.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	Y

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Disposition of
Referrals, Projects, and Audits

No.	Type	Name	Description	Percent Complete	State	Lead City Department	Commission?	Underway?	Funded?	Grant funding likely?	Required by legislative mandate?	Achievable in ~2 years?	Have adequate staff resources for?
507	Strategic Plan - Project	Undergrounding Utility Wires	Finalize design and begin construction of Underground Utility District #48 (Grizzly Peak). The City is responsible for installation of decorative solar street lighting in support of this Undergrounding District.	80.00	Work in Progress	Public Works	N	Y	Y	N	N	Y	N
508	Strategic Plan - Project	Update Watershed Management and Storm Drain Master Plans	Undertaking a necessary update to citywide watershed management and storm drain master plans	90.00	Work in Progress	Public Works	N	N	Y	N	N	Y	
509	Strategic Plan - Project	Zero Waste Rate Evaluation	Develop a study that provides for a new five year rate structure that sets rates through the Proposition 218 process.	50.00	Work in Progress	Public Works	N	N	Y	N	Y	Y	Y



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

