

DISASTER AND FIRE SAFETY COMMISSION REGULAR MEETING

December 6, 2023

7:00 PM

Fire Department Division of Training Classroom – 997 Cedar Street

Mayor's Appointee- Andy Katz

District 1 – Michael Wilson

District 2 – Weldon Bradstreet

District 3 – Todd Darling

District 4 – Robert Kinosian

District 5 – Shirley Dean

District 6 – Greg Murphy

District 7 – Harrison Raine

District 8 – Theo Gordon

AGENDA

Preliminary Matters

Call to Order

Approval of the Agenda

Public Comment on Non-Agenda Matters

1. Chairperson's Report
2. Fire Department Staff Report*

Consent Items

3. Minutes of October 25, 2023*
From: Commission Secretary
Recommendation: Approve the draft minutes of the October 25, 2023 regular meeting.

Action Items

4. Approve 2024 Disaster and Fire Safety Commission Meeting Schedule (Staff)*
5. Provide recommendation to Council regarding separation of mixed-use pedestrian and e-bike pathways (Dean)*
6. Request to merge action and discussion calendars under the title "Items for Discussion and Possible Action" (Dean)*
7. Send a Report to City Council Recommending Using Measure FF Funds To Support A Once-Time Clearing Of Eucalyptus Understory For Participating Properties (Raine)*

Discussion Items

8. Measure FF Audit Update (Staff)*
9. New Commissioner Work Plan (Bradstreet)*
10. Clarification of Recently Approved Ordinance on ADUs and JADUs (Dean)*
11. Discussion on biolabs and other large facilities, hazardous materials contained therein, and potential emergency response impacts and challenges (Dean)
12. Impact of Increased Density Due to New Developments on Shattuck/Adeline (Darling)

Work Group Reports

- Plan & Budget Oversight
- Home Hardening
- Wildland Urban Interface
- Safe Passages
- Community Outreach

13. Future Agenda Items and Next Steps

Adjournment

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*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Keith May, [kmay@berkeleyca.gov](mailto:kmay@berkeleyca.gov) 510-981-5508.*

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*Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at Berkeley Fire Department located at 2100 Martin Luther King Jr. Way Berkeley, CA.*



**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Berkeley City's Disaster and Fire Safety Commission was posted at the front of the Division of Training, 997 Cedar Street, as well as on the City's website, three days prior to the scheduled Commission meeting.

SECRETARY SIGNATURE

DFSC Staff Report

December 6, 2023

1. Measure FF Monthly Report

a. Budget Overview –

b. Quarter 1 (July, August, September) report due in November

Quarter 2 (October, November, December) **report due in February**

Quarter 3 (January, February, March) report due in May

Quarter 4 (April, May, June) End of Year Report due in October

i. Program Review

- **Community Wildfire Protection Plan (CWPP)** – The CWPP is a comprehensive risk analysis that addresses local target hazards and includes a community-based action plan to mitigate threats, promote preparedness activities, and ensure resiliency. It will serve as the foundation and roadmap for the Departments work to prevent wildfire and limit the spread when they ignite.
 - Update: Approved by City Council on May 16, 2023 ([Item 1](#)) All signatures have been acquired and the CWPP is complete.

<https://cwpp-berkeley.hub.arcgis.com/>

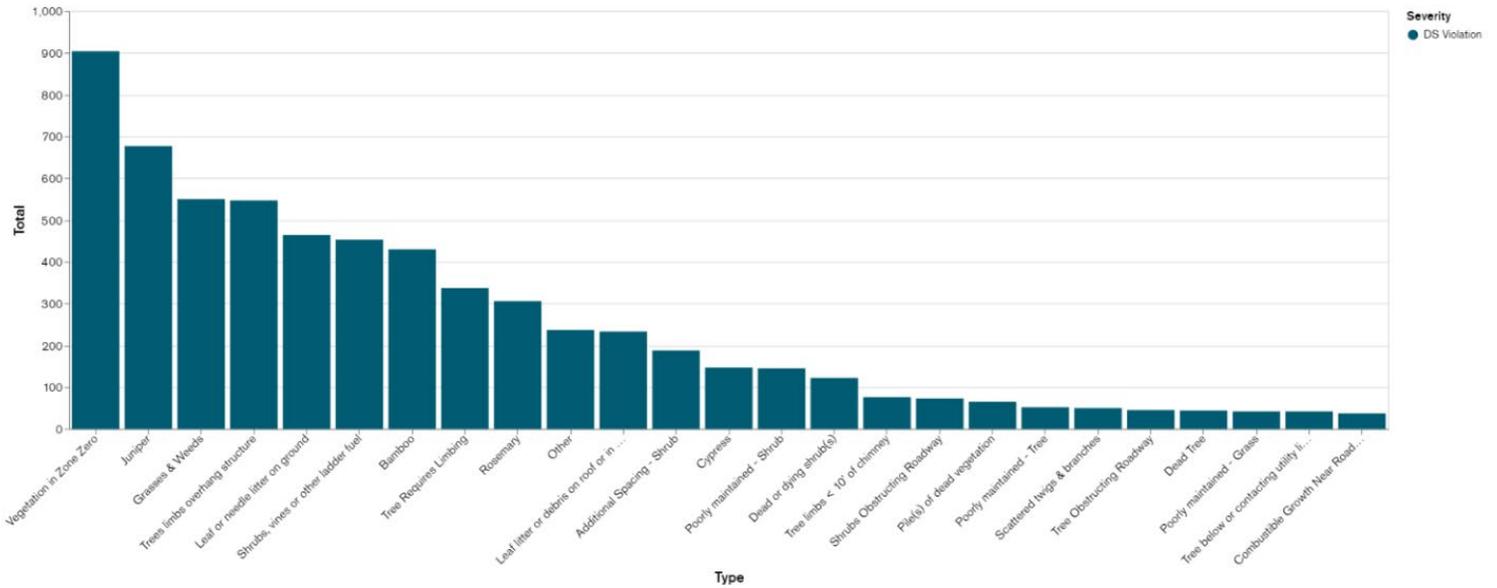
• **Wildfire Prevention / Mitigation – Vegetation Management Inspections –**

- **Updates:** The success of the Chipper Program continues and the service has been extended to December. As of November 3rd, the program has been up and running for twenty-four weeks and have there have been over 1,085 resident debris pick ups.
- **WUI Interns** – The Interns provide Berkeley Fire Department with a trained, mobile and mission-specific workforce that is principally assigned to monitor vegetative hazardous fuel on or near structures, collect data, and identify reduction activities
 - **Updates:** No new updates.

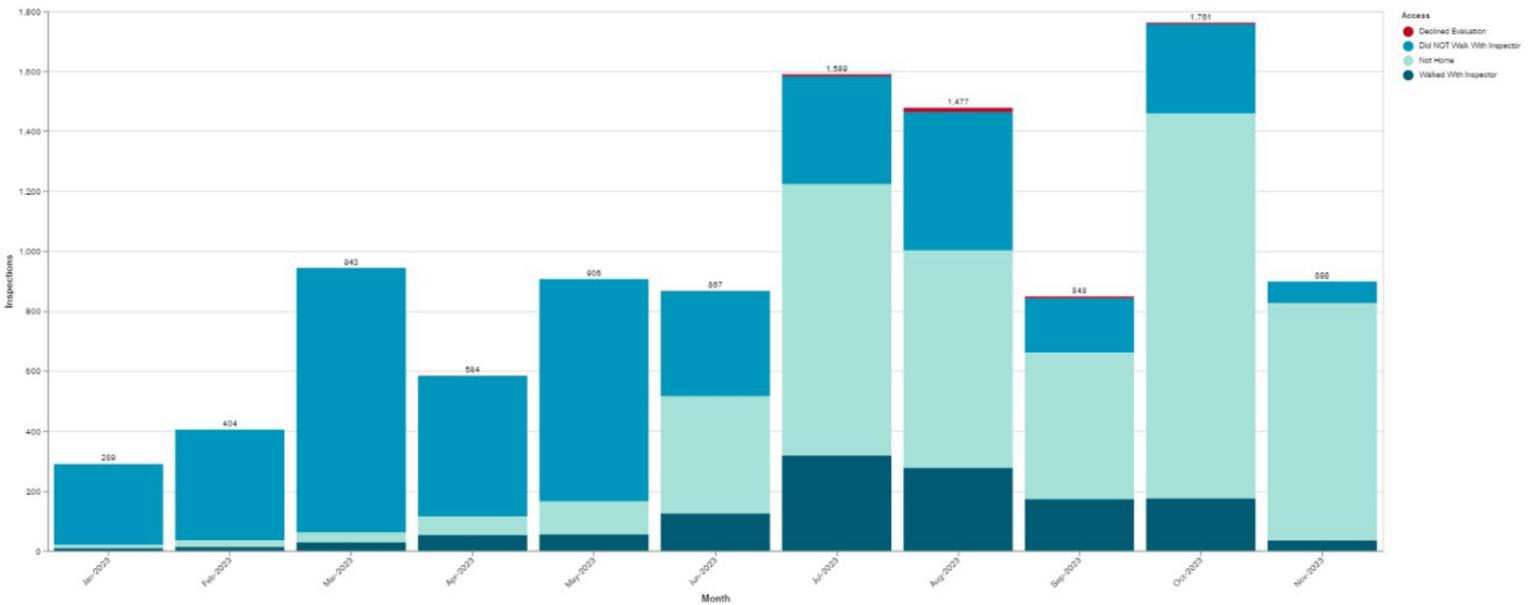
- Defensible Space Inspections

	November 1-30 2023	2023 YTD
Defensible space inspections (Properties inspected 1 st time)	59	7,971
Properties Re-Inspected (1 st time)	839	2,257
Total Inspections	898	10,566
Violations Identified	27	6,397
Violations Corrected	118	3,894

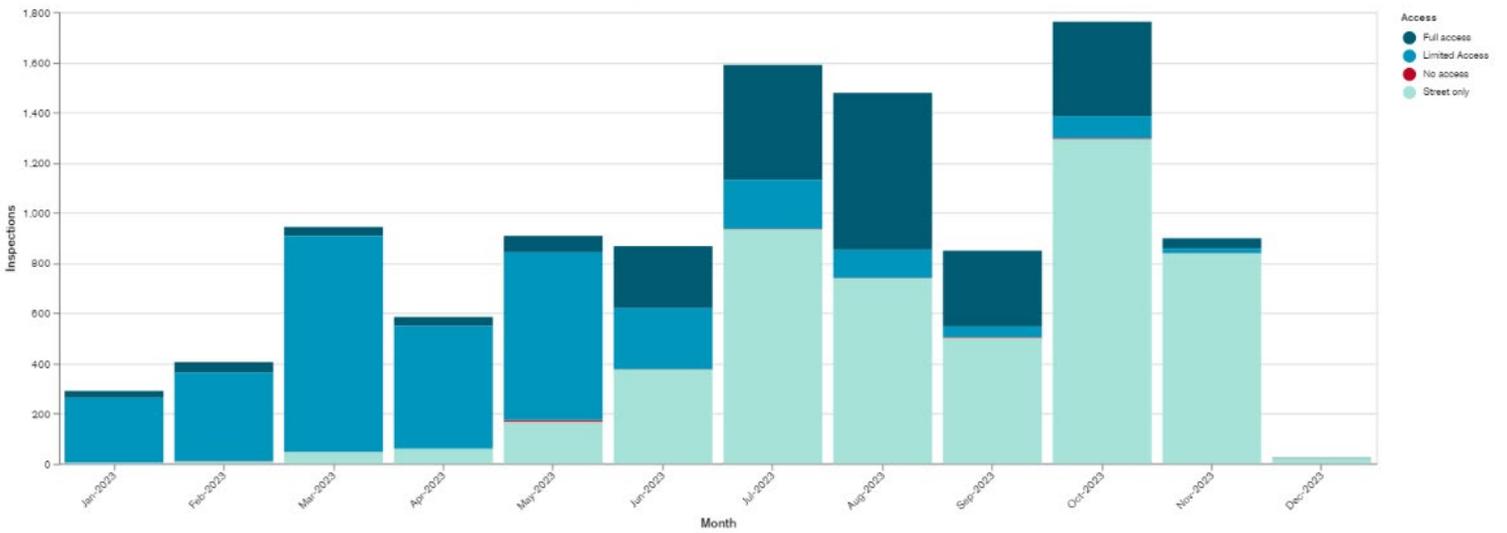
Top 25 Unresolved DS Items



Resident Engagement Over Time



Inspection Access Over Time



- Safe Passage** - The Fire Department has contracted with a vendor to help the City of Berkeley meet requirements outlined in SB 99, AB 747, and AB 1409, provide City with professional services in the areas of traffic and evacuation modeling and planning, given various evacuation and/or emergency response scenarios as determined by the City.

- **Update:** No new updates.

- ii. Implementation & Metrics

- **Outdoor Warning System** – No new updates

- 2. Measure GG Monthly Report

- a. Budget Overview – No new update
- b. Quarter 1 (July, August, September) report due in November
Quarter 2 (October, November, December) **report due in February**
Quarter 3 (January, February, March) report due in May
Quarter 4 (April, May, June) End of Year Report due in October

- 3. Fire Facilities Master Plan (FMP): Berkeley Fire Department stations are undersized, in poor condition and in need of remodels or replacement. The Department initiated a long-term replacement planning process to better understand infrastructure needs. This process will provide the City leaders of today and tomorrow with actionable information ahead of future infrastructure bond measures. *(Measure FF has funded the study only)*

- a. Update: **No new update**

- 4. Department Activities

- a. **CERT Neighborhood Drill:** E4-C (**Cpt. Chase, AO Arrindell, Cpt. Sullivan**) who stopped by a neighborhood CERT drill to help them and provided coaching and feedback. 90min spent on a Sunday afternoon left a big impression with the members of this neighborhood.
- b. **Measure FF Spending Audit:** We participated in the exit conference for this year long audit of our decision-making and expenditure of Measure FF funds. The results were positive – showing that we spent funds within the parameters of the measure. Through the audit our staff spent dozens of hours working to respond to auditor requests and questions. The Auditors Office will be presenting their findings later tonight.
- c. **Fire Station Ring Down System:** Our emergency procurement has launch into full speed. The replacement of Comtech, our failing station notification system, kicked off with installation of the new Phoenix G2 system with equipment installation in the dispatch server room and they have started installing the new system in the fire stations.
- d. **Hello Winter Weather! Preparedness Workshop at Strawberry Creek Park on December 9:** We have been collaborating with Public Works to host a workshop for the public focused on getting ready for rains, flooding, high winds and other winter weather. The event will also serve as an outreach opportunity for the 2024 Local Hazard Mitigation Plan. More details [here](#).

5. Grants

- a. **SAFER Grant Planning:** We will be submitting for a SAFER grant to begin to address the staffing recommendations that are outlined in the Standards of Coverage report. A team has been working on the application for several months now and we are close to having a final draft.
 - i. We were not successful in this grant cycle but have retained the services of a grant writer and will be resubmitting in the next cycle.
- b. **AFG Grant Submission:** We applied for ~800k that would fund two additional full-time on-site Human Performance Specialists for two years who would focus on nutrition and behavioral health.
 - i. **O2X On Site Specialist (OSS):** We’ve got the first of two additional full time OSS’s started on Monday the 27th. Dr. Tim Bayley will be our first Mental Performance Coach, a position funded for two years through AFG.
 - ii. .
- c. **CalFIRE Hills Emergency Forum (HEF) Grant:** Berkeley Fire is submitting for about \$2.8 million multi-agency mitigation grant that will provide funding for hazardous vegetation management along key roadways in Fire Zone 2, mostly along all of Grizzly Peak. A lot of work is going into this and the benefits will be a huge win for the City.
 - i. No new updates.

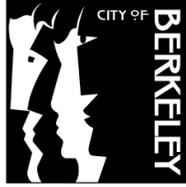
6. Call Volume Report

Fire Department Report by California Incident Type		
	October 2023	November 2023
Fires – including Encampment Fires (structures, mobile properties, vegetation, rubbish, equipment, cooking, chimney,	33	50
Encampment Fires (structures, warming/cooking, debris)	27	46
Explosion - no fire (overpressure ruptures, explosions)	1	0

Rescue & EMS (medical assist, vehicle accident)	854	833
Hazardous Condition - no fire (combustible spills/leaks, chemical release, radioactive condition, electrical wiring problem, biological hazard, potential accident w/ building/aircraft/vehicles)	56	49
Service Calls (person in distress, water issue, smoke/odor problem, animal issue, public assist, cover assignment/standby)	133	101
Good Intent (canceled en-route, wrong location, nothing found, steam mistaken for smoke)	135	116
False Alarm Calls (malicious, malfunction, unintentional, biohazard scare)	201	165
Severe WX (lightening, wind storms)	0	0
Special Incidents (citizen complaints)	4	5
TOTAL	1,417	1,325
	Apparatus Count	Apparatus Count
Unit Utilization	3,213	3,095

DFSC Action Tracker

Date of DFSC Action	Description	Status
10/25/2023	Provide a recommendation to City Council on the development of a plan that includes a feasibility study and identification of funding sources for constructing an emergency secondary access road on Panoramic Hill	Fire Department is doing outreach to potentially impacted departments to draft language for the City Manager's section of the DFSC Report to Council.



DISASTER AND FIRE SAFETY COMMISSION REGULAR MEETING

**October 25, 2023
7:00 PM**

Fire Department Division of Training Classroom – 997 Cedar Street

Present: Mike Wilson, Andy Katz, Weldon Bradstreet, Shirley Dean, Robert Kinosian, Greg Murphy

Absent: Todd Darling, Harrison Raine, Theo Gordon

Staff: David Sprague, Leah Greenbaum

Public: 11 attendees

AGENDA

Preliminary Matters

Call to Order

Approval of the Agenda

Item 11 held to next meeting

Agenda approved as amended by Acclamation

Public Comment on Non-Agenda Matters

3 public speakers. A. Katz arrived at 7:10 pm

1. Chairperson's Report
2. Fire Department Staff Report*
Staff Report includes presentation on Fire Department FY23 Overview and FY24 Goals* (Staff)

Consent Items

3. Minutes of September 27, 2023*
From: Commission Secretary
Recommendation: Approve the draft minutes of the September 27, 2023 Regular Meeting.

Motion to approve as amended: G. Murphy

Second: A. Katz

Vote: 6 Ayes: A. Katz, M. Wilson, R. Kinosian, S. Dean, G. Murphy, W. Bradstreet. 0 Noes; 3 Absent: T. Darling, H. Raine, T. Gordon. 0 Abstain

Action Items

4. Send a Commendation Letter to Steve Greenberg for his years of service to the City's Community Emergency Response Team (CERT) program (Bradstreet)*

Motion to approve the presentation of a commendation letter to Steve Greenberg: W. Bradstreet

Second: S. Dean

Vote: 6 Ayes: A. Katz, M. Wilson, R. Kinosian, S. Dean, G. Murphy, W. Bradstreet. 0 Noes; 3 Absent: T. Darling, H. Raine, T. Gordon; 0 Abstain

2 public speakers

5. Provide a recommendation to City Council on the development of a plan that includes a feasibility study and identification of funding sources for constructing an emergency secondary access road on Panoramic Hill (Dean)*

A Katz proposed friendly amendments and made a motion that the Commission recommends to City Council the development of a feasibility study and identification of funding sources for constructing an emergency secondary egress road on Panoramic Hill.

Dean accepted the friendly amendments (consistency on reference to road and inclusion of additional stakeholders).

Second: Bradstreet.

Vote: 6 Ayes: A. Katz, M. Wilson, R. Kinosian, S. Dean, G. Murphy, W. Bradstreet. 0 Noes; 3 Absent: T. Darling, H. Raine, T. Gordon; 0 Abstain

1 public speaker provided additional documents that were sent to commissioners and added to Agenda packet after the meeting.

Dean will format letter on Council Action Report template and transmit to Chair Bradstreet.

6. Provide recommendation to Council regarding separation of mixed-use pedestrian and e-bike pathways (Dean)*

Item held to next meeting.

7. Request to merge action and discussion calendars under the title “Items for Discussion and Possible Action” (Dean)*

Item held to next meeting.

Discussion Items

8. New Commissioner Work Plan Participation* (Bradstreet)

Item held to next meeting.

9. Clarification of recently approved ordinance on ADUs and JADUs* (Dean)

Item held to next meeting.

10. Discussion on impact of increased density due to new developments along Shattuck/Adeline (Darling)

Item held to next meeting.

11. Discussion on biolabs and other large facilities, hazardous materials contained therein, and potential emergency response impacts and challenges (Dean)

Though the item had been pulled earlier, Commissioner Katz requested brief discussion of this item with Fire Chief.

Work Group Reports

- Plan & Budget Oversight
- Home Hardening
- Wildland Urban Interface
- Safe Passages
- Community Outreach

Future Agenda Items and Next Steps

- Provide recommendation to Council regarding separation of mixed-use pedestrian and e-bike pathways (Dean)*
- Request to merge action and discussion calendars under the title “Items for Discussion and Possible Action” (Dean)*
- New Commissioner Work Plan Participation (Bradstreet)*
- Clarification of recently approved ordinance on ADUs and JADUs (Dean)*
- Send a Commendation Letter to Chief Sprague for the Master Facilities Plan (Dean)
- Discussion on biolabs and other large facilities, hazardous materials contained therein, and potential emergency response impacts and challenges (Dean)

Adjournment

Motion to adjourn: W. Bradstreet

Second: R. Kinosian

Vote: 6 Ayes: A. Katz, M. Wilson, R. Kinosian, S. Dean, G. Murphy, W. Bradstreet. 0 Noes; 3 Absent: T. Darling; H. Raine. T. Gordon; 0 Abstain

Meeting adjourned at 9:31pm

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SECRETARY SIGNATURE

DRAFT

2024 Commission Meeting Schedule

Please complete this form and email it to the commission@berkeleyca.gov by: **Friday, January 8, 2024**

Name of Commission: Disaster and Fire Safety Commission

Commission Secretary: Keith May

Example

Month	Meeting Day and Date	Time	Month	Meeting Day and Date	Time
February 2024	Wednesday 2/10/2024	7:00 pm	July 2024	No Meeting	

Month	Meeting Day	Meeting Date	Time
January 2024	Wednesday	1/24/2024	7:00 pm
February 2024	Wednesday	2/28/2024	7:00 pm
March 2024	Wednesday	3/27/2024	7:00 pm
April 2024	Wednesday	4/24/2024 (Passover) 4/17/2024	7:00 pm
May 2024	Wednesday	5/22/2024	7:00 pm
June 2024	Wednesday	6/26/2024	7:00 pm
July 2024		No Meeting	
August 2024	Wednesday	8/7/2024	7:00 pm
September 2024	Wednesday	9/25/2024	7:00 pm
October 2024	Wednesday	10/23/2024 (Shmini Atzeret/ Simchat Torah) 10/30/2024	7:00 pm
November 2024		No Meeting	
December 2024	Wednesday	12/4/2024	7:00 pm

City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays

Pursuant to Resolution No. 70,066-N.S., it is the policy of the City to avoid scheduling meetings of City Legislative Bodies (City Council, Policy Committees, Commissions, Task Forces) on religious holidays that incorporate significant work restrictions. City legislative bodies must avoid scheduling meetings on the religious holidays listed below.

Religion	Holiday	2024 Date(s)
Shinto	New Year	1/1/2024 thru 1/3/2024
Hindu	Makar Sankranti	1/14/2024
Cultural	Chinese New Year (Eve, Day, Lantern Festival)	2/9, 2/10, 2/24
Islam	Ramadan (Eve & First Night)	3/10/2024 thru 3/11/2024
Jewish*	Purim	3/23/2024 thru 3/24/2024
Hindu	Holi	3/25/2024
Christian	Good Friday	3/29/2024
Christian	Easter Sunday	3/31/2024
Islam	Eid al-Fitr	4/9/2024 thru 4/12/2024
Jewish	Passover (Nights 1, 2, 7, 8)	4/22 - 4/24 & 4/29 - 4/30
Jewish*	Yom HaShoah	5/5/2024 thru 5/6/2024
Buddhist	Vesak	5/23/2024
Jewish	Shavuot	6/11/2024 thru 6/13/2024
Islam	Eid al-Adha	6/15/2024 thru 6/19/2024
Jewish*	Tish'a B'Av	8/12/2024 thru 8/13/2024
Shinto	Obon Ceremony	8/13/2024 thru 8/15/2024
Jewish	Rosh Hashanah	10/2/2024 thru 10/4/2024
Jewish	Yom Kippur	10/11/2024 thru 10/12/2024
Hindu	Dussehra	10/12/2024
Jewish	Sukkot (1st Day)	10/16 - 10/18 & 10/23
Jewish	Shmini Atzeret/ Simchat Torah	10/23/2024 thru 10/25/2024
Hindu	Diwali	10/31/2024
Baha'i Faith	Birth of Bab	11/1/2024 thru 11/2/2024
Baha'i Faith	Birth of Baja'u'llah	11/2/2024 thru 11/3/2024
Christian	Christmas	12/25/2024
Jewish	Chanukah (1st night)	12/25/2024
Cultural	Kwanzaa	12/26/2024 thru 1/1/2025
Jewish	Shabbat (Friday sunset to Saturday sunset)	Weekly

* No work restriction, but avoid scheduling meetings if possible

RESOLUTION NO. XX,XXX–N.S.

2023 COMMISSION MEETING FREQUENCY SCHEDULE

WHEREAS, on June 13, 2005, the City Council adopted a plan which created three categories of meeting schedules and a process for requesting Council or Agenda Committee approval of any extra meetings; and

WHEREAS, Council also directed commission secretaries to submit an information report whenever a commission cancels two consecutive meetings for lack of quorum and an annual attendance report; and

WHEREAS, on January 15, 2008, the City Council adopted a plan which created a fourth category of meeting frequency; and

WHEREAS, adopting a commission meeting schedule will provide commissions with direction to set their respective regular meeting schedules for subsequent years.

WHEREAS, on March 17, 2020, during pandemic, the council adopted a plan which dividing the commissions into two categories, due to the Shelter-in-Place order necessitated by the COVID-19 pandemic, most commissions ceased or greatly scaled back their activities in March of 2020; and

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley directs that commission secretaries shall submit an information report to Council whenever a commission cancels two consecutive meetings for lack of quorum.

BE IT FURTHER RESOLVED that commissions may request that the Council approve extra meetings by placing a report on the City Council agenda for consideration.

BE IT FURTHER RESOLVED that commissions will meet according to the following categories:

Category A. These commissions will meet on their own schedule.

- Board of Library Trustees
- Design Review Committee
- Fair Campaign Practices Commission/Open Government Commission
- Housing Advisory Commission
- Landmarks Preservation Commission
- Personnel Board
- Planning Commission
- Police Accountability Board
- Zoning Adjustments Board

Category B. These commissions will have a maximum of ten meetings per year.

- Civic Arts Commission
- Commission on Aging
- Commission on Disability
- Commission on Labor
- Commission on the Status of Women
- Community Environmental Advisory Commission
- Community Health Commission
- Disaster and Fire Safety Commission
- Environment and Climate Commission
- Homeless Services Panel of Experts
- Human Welfare and Community Action Commission
- Mental Health Commission
- Parks, Recreation and Waterfront Commission
- Peace and Justice Commission
- Sugar-Sweetened Beverage Product Panel of Experts
- Transportation and Infrastructure Commission
- Youth Commission
- Zero Waste Commission

Category C. These commissions will meet as necessary to fulfill their legal requirements as determined by the board chair and/or staff.

- Elmwood Business Improvement District Advisory Board
- Loan Administration Board
- Solano Avenue Business Improvement District Advisory Board

Category D. These commissions will have a maximum of six meetings per year.

None

BE IT FURTHER RESOLVED that commission secretaries will submit a commission attendance and meeting frequency report for the period September 1st through August 31st to the City Clerk in September of each year.

BE IT FURTHER RESOLVED that a report presenting commission attendance and meeting frequency will be submitted to the City Council for review in November of each year.

BE IT FURTHER RESOLVED that the meeting frequency schedule contained herein shall remain in effect until superseded by Council Resolution.

BE IT FURTHER RESOLVED that Resolution No. 69,331-N.S. is hereby rescinded.

November 29, 2023

To: Chairperson Bradstreet and Members of the Disaster and Fire Safety Commission
From: Commissioner Shirley Dean
Re: REVISED Item for December 6 Meeting of the Disaster and Fire Safety Commission

RECOMMENDATION:

That the members of the Disaster and Fire Safety Commission request that staff obtain information regarding the proposed bike lanes on parallel streets on the west side of San Pablo Avenue and those on the east side of San Pablo Avenue from the Oakland/Emeryville border to the south and the border with Albany on the north. That the discussion will define the impacts that these new bike lanes will have on the day to day safety for both bike riders and pedestrians and on the evacuation of residents during a major catastrophic event. That after review of the information received, the Commission will then determine what action should be taken.

Background:

Recently the City Council approved a plan presented by the Alameda County Transportation Commission that due to the high rate of accidents involving bicycles, bike riding on San Pablo Avenue (State Highway 123) would be prohibited. New bike lanes are to be developed on parallel streets on the west side and on the east side of San Pablo Avenue. The presentation specifically mentioned Ninth Street on the west side of San Pablo Avenue. Since there is no street on the east side that runs straight through Berkeley border to border there was no clearly stated street named. Kains Avenue was mentioned as a possibility and the Ohlone Greenway was also mentioned in a minor way.

This item does not suggest that the DFSC get into any discussion whatsoever regarding the pros and cons of what was approved regarding San Pablo Avenue itself. It concerns *only* the new proposed bike lanes on “parallel city streets. The Commission should discuss what needs to be known about proposed bike lanes and then decide how it wishes to proceed. Some of the information that the Commission might decide it needs to obtain are listed below. The Commission may add, delete or amend these as it feels necessary:

1. Does the Alameda County Transportation Commission already have a proposed route to be considered for the new bike lanes? If yes, what is it and if no, will that agency have any role in approval of the details or will it be entirely a matter for the city to determine/
2. What will be the process and proposed timeline for a decision regarding the new bike routes be made ?
3. What City Department will be involved in the process? There is already a simmering controversy involving the northern portion of the Ohlone Greenway (starting around Peralta Avenue to the Albany border) as to use of this public pathway. Here it has been determined that the use will be shared by bike riders and pedestrians rather than as a separated path for bikes and pedestrians. The current project manager of this part of the north section of the Ohlone Greenway is in the Public Works Department. Use of the Ohlone Greenway pathway associated with the North Berkeley BART Station is managed

by the Parks, Recreation and Waterfront Department. Here the use seems to be more as a park rather than a pathway. Motorized bikes are prohibited per the Berkeley Municipal Code. See attachment 1.

4. If the proposed new lanes involve the north Ohlone Greenway, a 17-foot width is required for separated bike and pedestrian lanes, and it has been found that a 17-foot width does not exist throughout the pathway and that mature trees would have to be cut down even at a lesser width. However, 17-foot width is what is required when the pathway is used for recreation. Since with the addition of the bikes from San Pablo Avenue does this change the purpose of this pathway from recreation to transportation people may specifically be going to El Cerrito Plaza, or even to use the BART connection at that location. Does such a change to transportation usage allow a width lesser than 17 ft?
5. Will decisions regarding these new bike lanes apply to all public pathways as there are many in Berkeley that are connected to parks and there are those that simply function as a path.
6. When connected to parks, will the pathways have the same closing times as the park, usually around 10:00 pm or in the case of the north Greenway portion, it is proposed that the pathway be open 24/7. Does this mean that each pathway will have different requirements attached and how will that be enforced given that there will be new bike riders who are not familiar with what Berkeley will require.
7. How will requirements be enforced - by whom and some idea of estimated maintenance cost?
8. How many intersections will require installation of mechanisms that will enhance safety of pedestrians and bike riders. I have seen various estimates of cost but again these are fragmented. We should have an idea of the total as current fragmented reports indicate there are no funds available to implement installation. Even a rough estimate of the cost of installation and maintenance of such devices should become a part of the discussion so that budget discussions include them.
9. Should all of this require a review of the 2017 Bicycle Plan and how decisions are made as to designation of bike lanes and whether changes should be made to the street itself in order to ensure safety? This review of what bicycle safety mechanisms goes to the heart of whether spaces for cars associated with housing units be provided on site and how on-street parking impacts emergency vehicle response and evacuation. There are narrow streets in all parts of Berkeley that when on street parking is allowed on both sides of the street, emergency vehicles are impacted.

These are not easy questions, but once we understand what is existing and what has been approved the Commission would then decide what should be recommended to do.



October 25, 2023

To: Chair Bradstreet, Vice Chair Murphy and Members of the Disaster and Fire Safety Commission (DFSC)

From: Commissioner Shirley Dean

Re: Request to merge action and discussion calendars under the title "Items for Discussion and Possible Action"

Currently our agenda divides items that we are considering into two groups: Discussion and Action.. We have received requests from the public to merge these two groups under the title ITEMS FOR DISCUSSION AND POSSIBLE ACTION. We were told that this is done by other commissions. I checked recent agendas of the Planning Commission and confirmed this. The Planning Commission agenda states the following:

AGENDA ITEMS: All agenda items are for discussion and possible action. Public Hearing items require hearing prior to Commission action.

DFSC members should discuss this change and act to change our agenda format effective at our Next regular meeting. This will be more efficient specifically whenever action needs to be taken without delay and whenever the discussion about a specific matter unexpectedly turns out to indicate an action should occur.

November 27, 2023

To: Chair Weldon Bradstreet, and Members of the Disaster and Fire Safety Commission

From: Greg Murphy, Vice Chair, Disaster and Fire Safety Commission

Re: Suggested amended language to merge action and discussion items on the DFSC agenda

Since the commission was unable to hold a discussion on this item during the October 25 DFSC meeting due to lack of time, and to save time and avoid a lengthy discussion on this item, I would like to submit the following language as an alternative to Commissioner Dean's memo to the Commission dated October 25, 2023:

Re: Request to merge action and discussion calendars under the title "Items for Discussion and Possible Action"

Recommendation: Provided that the agenda title and purpose comply with the 2019 Berkeley Commissioner Manual, Section E, Paragraph 5 that states "The agenda must be clear on what action, if any, may be taken on an item", the DFSC will merge Action and Discussion items on the agenda as is currently done by several commissions with the statement "All agenda items are for discussion and possible action".

The Commissioner Manual goes on to state: "the Brown Act requires that agenda items titles fully describe the issue or action to be discussed" ... "In preparing the agenda, consider the position of a member of the public and determine if a reasonable person could determine from the agenda title what the commission is discussing and what action is being proposed."

The following is a selection of agenda items from the Housing Advisory Commission's meeting of November 2, 2023, for reference.

HOUSING ADVISORY COMMISSION:

All agenda items are for discussion and possible action.

5. Approval of October 5, 2023, Meeting Minutes (Attachment 2)
6. Receive Presentation from City of Berkeley Community Development Block Grant (CDBG) funded subrecipient: Center for Independent Living Residential Access Program – Staff and Center for Independent Living
7. Discussion and Possible Action to Recommend Property Transfer and Funding for the MLK House Request for Proposals (RFP) – HTF Subcommittee/Staff (Attachment 3)
8. Discussion and Possible Action on Fair Access and Transparency for Rental Housing Applications Ordinance – Subcommittee (Attachment 4)
9. Discussion and Possible Action to Approve the 2024 Housing Advisory Commission Meeting Calendar– All/Staff (Attachment 5)
10. Discussion and Possible Action to Form a Request for Proposals (RFP) for Funding Community Agencies Subcommittee – All/Staff (Attachment 6)

5) Agenda Titles/Purpose

The purpose of the agenda is to inform the public regarding the issues to be discussed. Government Code Section 54954.2 of the Brown Act requires that agenda item titles fully describe the issue or action to be discussed

and/or taken. This requirement, therefore, precludes such agenda titles as "University Avenue Improvements" or listing a topic on every meeting agenda to cover the "possibility" of discussion.

In preparing the agenda, consider the position of a member of the public and determine if a reasonable person could determine from the agenda title what the commission is discussing and what action is being proposed.

For example: "University Avenue Improvements" listed on an agenda by itself does not provide enough information. An appropriate title might be:

"Adopt a Recommendation to the City Council to Proceed with the Proposed \$5 million University Avenue Landscaping Improvements"

Another example: "Earth Day" listed on an agenda by itself is too vague. An appropriate title might be:

"Discussion of Recommendation to Council to Sponsor Earth Day Parade"

The agenda must be clear on what action, if any, may be taken on an item. The agenda should list the recommendation or action proposed using the 20-word guideline. By using a full explanation in the item title (never use acronyms), members of the public who may be in favor of or opposed to such an issue will know to be present at the commission meeting to discuss their views.

6) Agenda Format/Headings



Planning Commission

AGENDA

REGULAR MEETING OF THE PLANNING COMMISSION

This meeting is held in a wheelchair accessible location.

Wednesday, June 7, 2023

5:30 PM

North Berkeley Senior Center

1901 Hearst Avenue, Berkeley

See “*MEETING PROCEDURES*” below.

All written materials identified on this agenda are available on the Planning Commission webpage: <https://berkeleyca.gov/your-government/boards-commissions/planning-commission>

PRELIMINARY MATTERS

- 1. Roll Call:** **Merker, Blaine**, appointed by Councilmember Kesarwani, District 1
Vincent, Jeff, Chair, appointed by Councilmember Taplin, District 2
Moore III, John E. “Chip”, appointed by Councilmember Bartlett, District 3
Oatfield, Christina, appointed by Councilmember Harrison, District 4
Mikiten, Elisa, appointed by Councilmember Hahn, District 5
Marthinsen, Emily, appointed by Councilmember Wengraf, District 6
Twu, Alfred, appointed by Councilmember Robinson, District 7
Hauser, Savlan, appointed by Councilmember Droste, District 8
Ghosh, Barnali, Vice Chair, appointed by Mayor Arreguín
- 2. Land Acknowledgement:** The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley’s residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley’s incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

- 3. Order of Agenda:** The Commission may rearrange the agenda or place items on the Consent Calendar.
- 4. Public Comment:** Comments on subjects not included on the agenda. Speakers may comment on agenda items when the Commission hears those items. (See “Public Testimony Guidelines” below):
- 5. Planning Staff Report:** In addition to the items below, additional matters may be reported at the meeting. **Next Commission meeting: July 5, 2023.**
- 6. Chairperson’s Report:** Report by Planning Commission Chair.
- 7. Committee Reports:** Reports by Commission committees or liaisons. In addition to the items below, additional matters may be reported at the meeting.
- 8. Approval of Minutes:** Approval of Draft Minutes from the meeting on May 3, 2023.
- 9. Future Agenda Items and Other Planning-Related Events:** None.

AGENDA ITEMS: All agenda items are for discussion and possible action. Public Hearing items require hearing prior to Commission action.

- 10. Action:** **Planning Commission 2023-2024 Work Plan Subcommittee Selection**
Recommendation: Establish the Work Plan Subcommittee and appoint three Planning Commissioners by a vote.
Written Materials: N/A.
Presentation: N/A.
- 11. Action:** **Public Hearing: State Law Technical Edits Revised**
Recommendation: Review the revised proposed zoning ordinance amendments to update the BMC in accordance with state laws related to special needs housing, employment housing, family day care home and parking as well as additional non-substantive edits. Take public comment, discuss draft ordinance amendments, and make a recommendation to City Council.
Written Materials: Attached.
Presentation: N/A.
- 12. Discussion:** **Waterfront Specific Plan**
Recommendation: Receive a presentation on the status of the Waterfront Specific Plan (WSP), take public comment, and provide feedback to staff. The WSP, if adopted, would guide future civic decisions related to nature, recreation, and development at the Berkeley Waterfront.

Written Materials: N/A.
Presentation: N/A.

- 13. Discussion:** **Zoning Amendments to Support Businesses**
Recommendation: Receive a presentation on proposed zoning amendments to support Berkeley businesses, take public comment, provide feedback and direction to staff, and convene a Subcommittee to provide detailed review of the proposed amendments for Planning Commission consideration.
- Written Materials:** Attached.
Presentation: N/A.

ADDITIONAL AGENDA ITEMS: In compliance with Brown Act regulations, no action may be taken on these items. However, discussion may occur at this meeting upon Commissioner request.

Information Items:

- May 10, 2023 – North Berkeley BART Open House - Community Meeting #2, <https://berkeleyca.gov/construction-development/land-use-development/general-plan-and-area-plans/ashby-and-north-berkeley>
- May 18, 2023 – Southside Zoning Modification Project presented at the Design Review Committee (continued to June 15, 2023)
 - Agenda: https://berkeleyca.gov/sites/default/files/legislative-body-meeting-agendas/May_2023_Linked.pdf
 - Minutes: https://berkeleyca.gov/sites/default/files/legislative-body-meeting-minutes/2023-05-18_DRC_Draft%20Summary.pdf
- Kala Art Institute's Print Public Municipal Artist in Residence Program, <http://www.kala.org/residencies/print-public-residency-program/>

Communications: General.

Late Communications: (Received after the packet deadline):

Late Communications: (Received and distributed at the meeting):

ADJOURNMENT

Meeting Procedures

Public Testimony Guidelines:

Speakers are customarily allotted up to two minutes each and may not cede their time to another speaker. The Commission Chair may limit the number of speakers and the length of time allowed to each speaker to ensure adequate time for all items on the Agenda. **To speak during Public Comment or during a Public Hearing, please line up behind the microphone.** Customarily, speakers are asked to address agenda items when the items are before the Commission rather

Internal



Office of the City Manager

[CONSENT OR ACTION]CALENDAR

[Meeting Date (Month Day, yyyy)]

To: Honorable Mayor and Members of the City Council

From: Weldon Bradstreet, Disaster and Fire Safety Commission Chair

Submitted by:

Subject: Use of Measure FF to Support Understory Mitigation

RECOMMENDATION

That the Berkeley City Council pass a resolution to support the Fire Department in using Measure FF funds to conduct one-time eucalyptus understory clean-ups on select, participating private properties within the City.

FISCAL IMPACTS OF RECOMMENDATION

This program would use existing budgeted funds and requires no additional financial authority from the Council. Measure FF provides approximately \$8.5 million annually to support fire services, emergency response, 9-1-1 communication, hazard mitigation, and wildfire prevention. The Department allocated \$1,000,000 in the FY24 budget for the purpose of supporting vegetation management activities.

CURRENT SITUATION AND ITS EFFECTS

Climate change is increasing the frequency and intensity of critical fire weather conditions and proactive fuel reduction is the safest, cheapest, and easiest way to reduce the likelihood of extreme fire behavior. This one-time program would provide funding to residents to help offset the costs associated with bringing properties into compliance with best practice hazardous vegetation management practices. Following participation in this program residents will be required to maintain properties in adherence with the Fire Code.

Large portions of the Berkeley Hills contain high levels of hazardous fuels on private property and responsibility for fuel reduction and its associated costs falls solely to property owners. Eucalyptus trees, such as *Eucalyptus globulus*, possess fire-adapted qualities that contribute to fire risk but are also extremely expensive to remove due to their size and age. Planted in plantations over 100 years ago, eucalyptus groves can produce between 10 to 30 tons of dry matter per acre per year and can threaten entire neighborhoods because of their fire-adapted qualities, especially their production of highly flammable deciduous bark that can create catastrophic ember storms. Left unmaintained, eucalyptus bark can rapidly accumulate as hazardous ground and ladder fuels that can result in rapid ground fire spread or support the propagation of a crown fire, in which a wildfire spreads through a forest canopy and is the most extreme form of fire behavior that could threaten the entire city.

The understory clean up would consist of fuels management that may vary within a 100-foot perimeter around a structure as determined by the inspecting fire department personnel, with more intense fuel reduction being used between within five feet of a structure; and remove portions of trees which extend within 10 feet of the outlet of a chimney or stovepipe; and maintain the trunks of trees so that they are free of hanging bark and debris to a height of at least eight (8) feet; limb trees and shrubs by removing branches that are within eight feet (8 ft.) of the ground, or four times the height of the understory vegetation, whichever is greater.

BACKGROUND

Throughout the history of the East Bay Hills, humans have influenced the local ecology, beginning with thousands of years of regular burning by Native Americans, such as the Ohlone, Bay Miwok, Chochenyo peoples¹. Later, European settlers continued these practices for maintenance of grasslands for cattle grazing. Eucalyptus plantations were first established toward the end of the 19th century in the East Bay Hills. Following the end of widespread grazing, the unmanaged growth of eucalyptus and the establishment of the East Bay Regional Park system, the landscape began to transition towards shrubland and, eventually, an urban forest. By 1923, fuel loads were high enough to sustain the East Bay's first catastrophic wildfire, the 1923 Berkeley Fire that entered the city and destroyed 640 structures. Following the Berkeley Fire, the East Bay experienced regular cycles of catastrophic fire every 18-24 years². The last catastrophic wildfire, the Tunnel Fire, occurred 32 years ago.

One major event contributing to the alteration of the East Bay Hills occurred in 1972 with a prolonged freeze, that damaged numerous eucalyptus trees and giving rise to concerns about increased wildfire hazards³. In response, Governor Ronald Reagan declared a State of Emergency, making federal funds available for fire hazard reduction work.

The East Bay Regional Park District subsequently received a federal grant of \$1.3 million to create a 25-mile-long fuel break between Anthony Chabot Regional Park and Tilden Regional Park. The project aimed to mitigate the heightened wildfire risk by clearing 400 acres of freeze-damaged trees in the first year. Multiple agencies, including the State of California, EBMUD, the University of California, PG&E, and the cities of Oakland and Berkeley, collaborated in this emergency effort. Between 1972 and 1979, these agencies collectively spent \$6.7 million on freeze-related eucalyptus removal.

The effort involved the removal of dead and damaged trees, along with flammable debris, using contractors. Usable tree material was transported for paper production, but the stumps were not removed or treated with herbicide, so the stumps sprouted new stems (a natural type of reproduction known as coppice). The new coppice forest grew in dense canopies that

¹ Keeley, J. E. (2005). Fire history of the San Francisco East Bay region and implications for landscape patterns. *International Journal of Wildland Fire*, 14(3), 285.

² Sprague, D. "Disaster & Fire Safety Commission: FY23 Review / FY24 Goals" Presentation, Berkeley, October 2023

³ Kent, J. (2020, March 2). *Aerial views of eucalyptus trees in UC's Hill campus before and after the 1972 freeze*. Claremont Canyon Conservancy

escalated the fire hazard. Over 40 years later, the problem of coppiced eucalyptus trees remains, posing an increased threat of high wildfire severity.

The aftermath of the freeze revealed challenges in managing the coppiced eucalyptus. The lack of consistent and comprehensive efforts to address the issue has allowed these trees to persist, exacerbating the wildfire risk in the East Bay Hills. CalFire has designated the region as a very high hazard severity zone, underscoring the urgent need for effective vegetation management.

Today, much of the East Bay Hills remains covered in flammable vegetation, often on private property⁴. The Berkeley FireSafe Council, consisting of resident volunteers, regularly takes the initiative to clear out and maintain the constantly shedding debris of the eucalyptus groves. They sponsor community workdays and engage students in educational experiences to clear out the groves. However, dense eucalyptus groves can produce between 10-30 tons of bark per acre per year, posing a significant threat as flaming eucalyptus bark can cast embers up to 40 miles ahead of a fire front as was seen in the 2009 Australian Black Saturday bushfires⁵ and the 2017 Portugal Firestorm. Mitigating the magnitude of this risk exceeds the capacity of local grassroots efforts.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Climate change is increasing the frequency of critical fire weather conditions resulting in elevated fire risk for the City of Berkeley. Acting on these recommendations will reduce the likelihood, intensity and severity of a wildfire in the City, potentially avoiding devastating and far-reaching human and environmental impacts in our City. Burnt landscapes can lead to polluted water sources, erosion or landslides, and health impacts from toxic airborne ash. Within forest ecosystems, high severity wildfire often leads to deforestation, the loss of forest carbon sinks, and conversion of biomass into carbon emissions. Reduction of fire risk may require the use of machinery that contributes to local carbon emissions but is overall significantly lower than the level of emissions to be released during a high severity wildfire. The removal of vegetation through management maintains carbon sequestration within biomass and seeks to ensure the longevity of forest carbon sinks.

RATIONALE FOR RECOMMENDATION

Climate change is increasing the likelihood of catastrophic wildfire in the City of Berkeley. Fuel reduction is a key strategy to lower wildfire risk, however most hazardous fuels within the City exist on private property. Many private property owners may be unable to mitigate fuels due to disability or cost-prohibitive labor. Eucalyptus understory constitutes a hazardous fuel and a difficult one to remove. Private property owners may benefit from one-time financial assistance to remove eucalyptus debris from their properties.

ALTERNATIVE ACTIONS CONSIDERED

The City of Berkeley is currently exploring Residential Assistance Programs that financially support homeowner wildfire mitigation; however this program will provide limited support and

⁴ McBride, J. R., & Kent, J. (2019). The failure of planning to address the urban interface and Intermix Fire-hazard problems in the San Francisco Bay Area. *International Journal of Wildland Fire*, 28(1), 1.

⁵ Cruz, M.G., Sullivan, A.L., Gould, J.S., Sims, N.C., Bannister, A.J., Hollis, J.J., and Hurley, R.J. 2012. Anatomy of a catastrophic wildfire: the Black Saturday Kilmore East fire in Victoria, Australia. *Forest Ecology and Management*, 284: 269-285.

[Title of Report]

participation is only eligible to residents who meet specific criteria such as household income, disability, and age.

Alternatives to this recommendation would be for Council to adopt an ordinance requiring property owners to clear hazardous fuel buildup on their entire property at their own expense, and enforcing that requirement, or to continue to leave this wildfire fuel untreated.

CONTACT PERSON

Weldon Bradstreet, Chair, Berkeley Disaster and Fire Safety Commission

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

Resolution to Mitigate Hazardous Eucalyptus Understory on Participating Properties

WHEREAS, climate change is increasing the frequency of critical fire weather conditions and elevating fire risk within California, and

WHEREAS, hazardous fuel mitigation is the safest and most effective method to reducing wildfire risk; and

WHEREAS, private property owners bear responsibility for mitigating wildfire risk on their property whether or not they have the physical or financial capacity to do so; and

WHEREAS, eucalyptus, such as *Eucalyptus globulus* exist in groves throughout private property in high fire risk areas in the City of Berkeley and may create between 10 to 30 tons per acre of hazardous debris each year; and

WHEREAS, Measure FF, passed with 74.6% voter approval, seeks to support wildfire prevention and hazard mitigation, and may be utilized to support residents' reduction of risk from eucalyptus groves.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that pass an ordinance to support the Berkeley Fire Department to apply Measure FF funds to conduct one-time eucalyptus understory clean-ups on select, participating properties.

Audit Report
November 22, 2023

Spending Aligned with Ballot Measure FF and the City Is Improving Internal Processes



BERKELEY CITY AUDITOR

Jenny Wong, City Auditor
Caitlin Palmer, Audit Manager
Pauline Miller, Auditor II



Spending Aligned with Ballot Measure FF and the City Is Improving Internal Processes

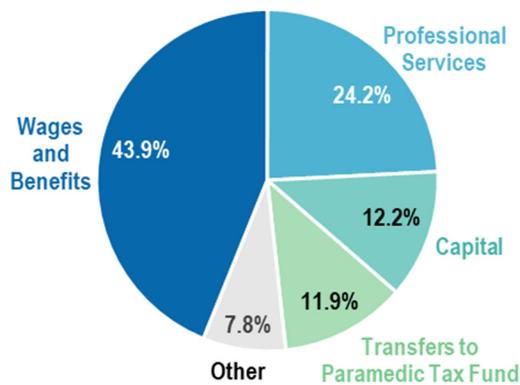
Report Highlights

November 22, 2023

Findings

1. Measure FF spending aligned with the ballot measure and city code. The majority of funds went toward Emergency Medical Services (EMS) and Wildland Urban Interface (WUI) program areas and the top spending categories were wages and benefits, professional services, capital, and transfers to the Paramedic Tax Fund.

Measure FF Spending by Category, Fiscal Years 2022 and 2023



Source: Berkeley's financial management system

Objectives

1. Did Measure FF spending align with the ballot measure and city code?
2. Are there adequate internal processes in place to ensure that Measure FF funds are used as intended?

Why This Audit Is Important

Ensuring the City spends Measure FF funds in accordance with the ballot measure and city code is important because the tax is intended to address critical public safety concerns in Berkeley, including increased fire risk associated with climate change, a growing demand for emergency medical services, and an organizational mission that has expanded and requires more education, training, and equipment. Additionally, when Measure FF passed in November 2020, the Fire Department was under pressure from responding to the COVID-19 pandemic while experiencing significant recruitment and retention challenges and changes in leadership. These factors placed strain on the Fire Department's roll out of Measure FF programs and increased risk for misuse of funds.

2. Measure FF transactions followed city purchasing procedures but there were some limitations in internal processes and reporting. The Fire Department did not consistently provide detailed spending information to the oversight commission due to short-staffing and reporting limitations. Human Resources is improving internal processes for hiring retirees to avoid future inefficient spending. The WUI Division did not have a consistent process for reporting on the performance of its defensible space inspection program.

Recommendations

To strengthen reporting for Measure FF spending, we recommend the Fire Department work with the City Manager to develop a standard expenditure and budget reporting schedule to the Disaster and Fire Safety Commission. This should include assessing the feasibility of automated reporting on Measure FF spending. To improve internal processes for hiring retirees, we recommend Human Resources complete the revision of the City's policy for retiree employment. Finally, to better track use of Measure FF funds, we recommend the Fire Department resume regular reporting on defensible space inspections and develop performance measures. The Fire Department, City Manager, and Human Resources agreed with the recommendations.



BERKELEY CITY AUDITOR

For the full report, visit:

<https://berkeleyca.gov/your-government/city-audits>

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Page 9	Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.
Page 13	Recommendations and Management Response
Page 16	Methodology, Scope, and Statement of Compliance

Introduction

Our office aims to conduct periodic assessments of ballot measure funds to ensure that the spending of public funds is aligned with the intended use. The fire chief encouraged our work on this audit. Ensuring that the City spends Measure FF funds in accordance with the ballot measure and city code is a priority because the tax is intended to address critical public safety concerns in Berkeley. These include increased fire risk associated with climate change, a growing demand for emergency medical services, and an organizational mission that has expanded and requires more education, training, and equipment. Additionally, after Measure FF passed in November 2020, the Fire Department was under pressure from responding to the COVID-19 pandemic while experiencing significant recruitment and retention challenges and changes in leadership. These factors placed strain on the Fire Department's roll out of Measure FF programs and increased risk for misuse of funds.

Our objectives were to determine:

- Did Measure FF spending align with the ballot measure and city code?
- Are there adequate internal processes in place to ensure that Measure FF funds are used as intended?

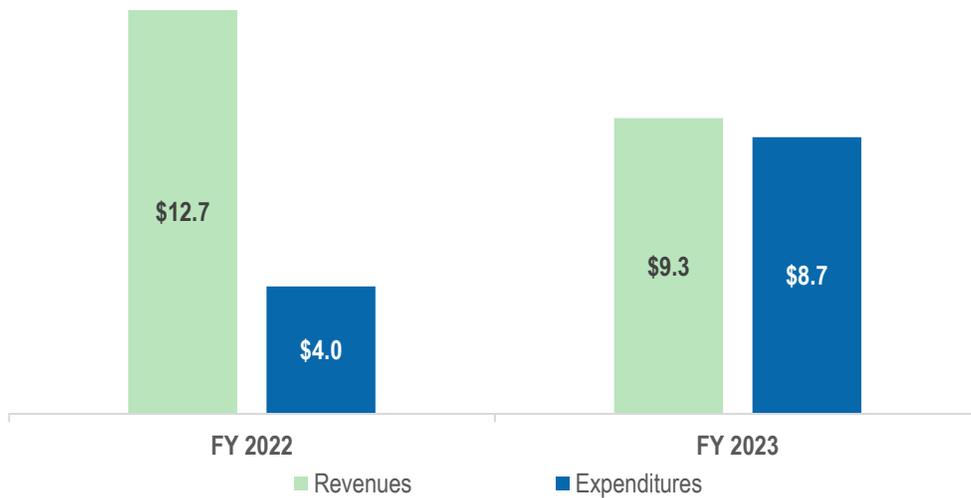
To address these objectives, we examined Measure FF spending in fiscal years 2022 and 2023. We reviewed a broad sample of transactions and staffing costs to determine whether they aligned with the provisions of the tax measure. We specifically assessed internal controls to prevent fraud, waste, and abuse, including those related to purchasing policies and the City's salary schedule. While we evaluated Measure FF spending areas, our scope did not include an in-depth evaluation of all programs funded through Measure FF.

Background

Measure FF is a special tax dedicated to funding firefighter and emergency medical response, upgrades to the 9-1-1 dispatch system, hazard mitigation, and wildfire prevention and preparedness activities. In November 2020, 74.2 percent of Berkeley voters passed Measure FF which authorized a special parcel tax of 10.47 cents per square foot of improvements for each parcel of real property in the City of Berkeley. The Measure FF tax increased to 11.26 cents in fiscal year 2023.

The City collected \$12.7 million in Measure FF revenues in fiscal year 2022 and \$9.3 million in revenues in fiscal year 2023.¹ Measure FF expenditures were \$4.0 million in fiscal year 2022 and \$8.7 million in fiscal year 2023 (see Figure 1).

Figure 1. Measure FF Revenues and Expenditures by Fiscal Year, in Millions



Source: Budget Office and Fire Department

¹ Revenues were higher in fiscal year 2022 because the City also billed for the second half of fiscal year 2021, from January 1, 2021 to June 30, 2021.

Measure FF spending aligned with the ballot measure and city code.

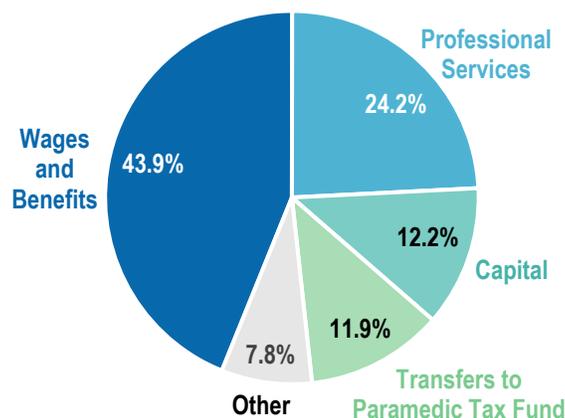
Based on our assessment of spending categories and a sample of individual transactions, the Fire Department spent Measure FF funds in accordance with the Measure FF ballot measure and city code during the audit period of fiscal years 2022 and 2023.

Measure FF broadly funds firefighter and emergency medical response and wildfire prevention. Measure FF was codified in Berkeley's municipal code (BMC) Chapter 7.83. The proceeds of the tax are placed in a special fund. We found that Measure FF funds were used according to the ballot measure language and the BMC Chapter 7.83 for the following public safety purposes:

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

The top spending categories were wages and benefits, professional services, capital, and transfers to the Paramedic Tax Fund (see Figure 2).

Figure 2. Measure FF Spending by Category, Fiscal Years 2022 and 2023



Source: Berkeley's financial management system

Note: Other includes supplies, non-capital, and internal services.

See a description of the spending categories below.

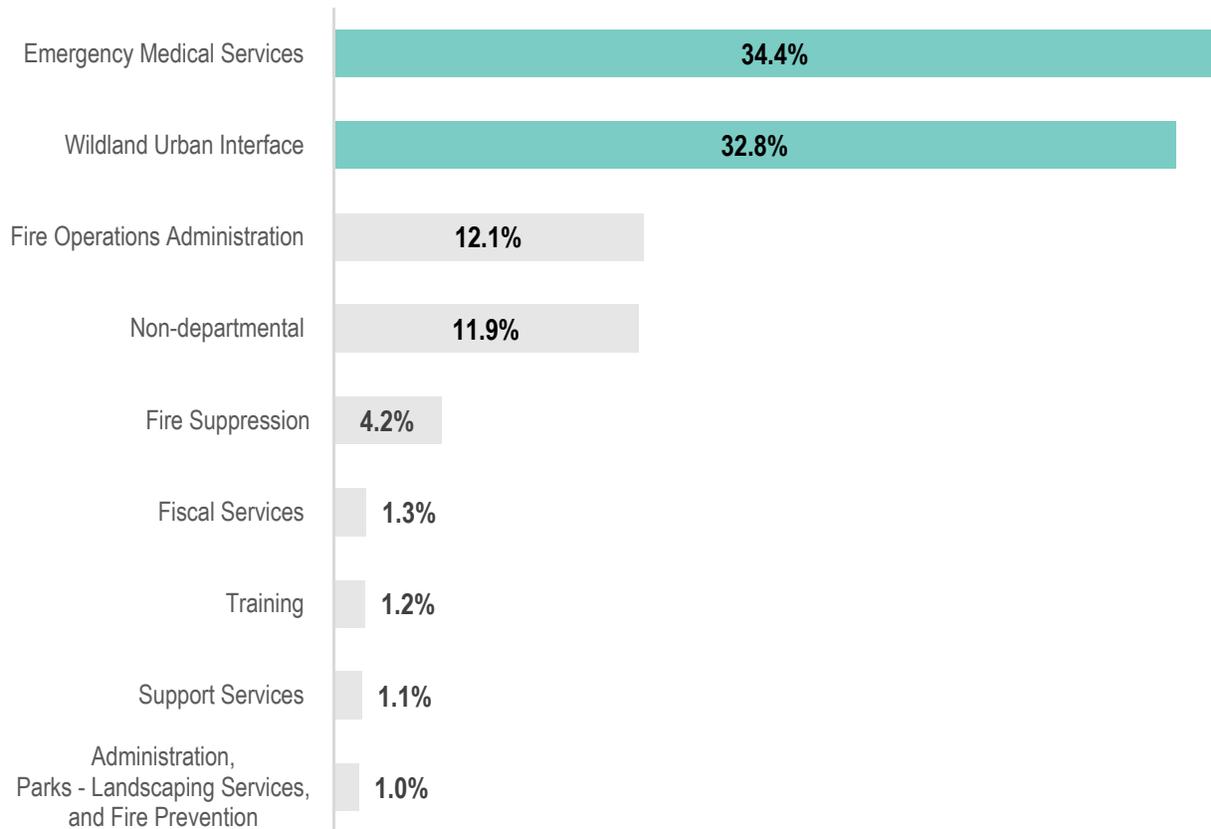
- **Wages and benefits.** Proceeds from the Measure FF tax funded 133 employees in fiscal years 2022 and 2023. This included 40 employees who were fully funded through Measure FF and 93 employees who were partially funded through Measure FF.² Fully funded positions included retired annuitants (retirees), paramedics, assistant fire chiefs, fire prevention inspectors, and administrative staff.
- **Professional services.** Purchases in this category included staffing and project management support and contracted subject matter experts in wildland fire management, emergency medical dispatch, Fire Department deployment and staffing, and architectural design services.
- **Capital.** Purchases in this category included trucks, ambulances, training equipment, and curb painting and road signage for the Safe Passages program.
- **Transfers to the Paramedic Tax Fund.** Transfers were made on a quarterly basis to cover an ongoing structural deficit in the Paramedic Tax Fund for emergency medical services.³
- **Other.** Purchases in this category included spending on supplies, non-capital (e.g., items such as computers, monitors, cameras), and internal services.

Looking at the distribution of Measure FF funds across program areas, the majority of funds were allocated to Emergency Medical Services (34.4 percent) and Wildland Urban Interface (32.8 percent). See Figure 3 for a breakdown by program area.

² The Fire Department paid staff in designated Measure FF programs and activities, and also used Measure FF funds to cover overtime or compensatory time earned by employees whose pay and benefits were primarily covered by other funding sources during the audit period.

³ The Fire Department transferred \$757,925 to the Paramedic Tax Fund in fiscal years 2022 and 2023 to help balance the fund.

Figure 3. Measure FF Spending by Program Area, Fiscal Years 2022 and 2023



Source: Berkeley’s financial management system

Note: Non-departmental represents the transfer to the Paramedic Tax Fund. Parks - Landscaping Services refers to assistance with the removal of hazardous fire fuel.

Measure FF funds have allowed the Fire Department to accomplish a number of outcomes, including those highlighted below.

Local Fire and Emergency Medical Response:

- The Fire Department worked with a consultant to complete a standards of coverage analysis which included an assessment of resources within the department to determine if the City’s deployment model is meeting national standards for call processing and response times.
- The Fire Department restructured its staffing by developing two new job classifications to staff ambulances: emergency medical technician (EMT) and paramedic. These new classifications allow the Fire Department to add additional ambulances and staff at a lower cost and recruit from a broader applicant pool. The paramedic classification is operational within the Fire Department and the full

transition is expected to be completed by July 1, 2025. The Fire Department has not yet recruited for the entry level EMT classification due to a lack of facility space.

- The Fire Department worked with a consultant to complete a fire facilities master plan which includes a roadmap for future facilities improvements.
- The Fire Department created a new standalone Training Division to meet training and education requirements. The Fire Department also created a separate Emergency Medical Services Division to more efficiently run emergency medical calls for service.

Upgrading and Modernizing the 9-1-1 Dispatch System:

- The Fire Department worked with a consultant to complete a dispatch needs assessment. The Fire Department is currently reviewing the recommendations of the study, which found that substantial investments are needed to provide modern fire and EMS dispatch services. According to the Fire Department, these needs exceed current Measure FF funding availability.

Wildfire Prevention and Preparedness Activities:

- The Fire Department created a new Wildland Urban Interface (WUI) Division to focus on the significant wildfire risk that faces the community.
- The Fire Department worked with a consultant and multiple stakeholders to develop the City's community wildfire protection plan, which sets goals for improving Berkeley's wildfire response.
- The Fire Department expanded the defensible space inspection program to all of fire zones 2 and 3 in Berkeley's WUI.⁴ Properties in fire zones 2 and 3 encompass a geographical area identified in the City's fire code as a very high fire hazard severity zone. The program implemented a new inspection software during the audit period.
- The Fire Department purchased a city-wide outdoor warning system to assist with emergency notifications and is managing the installation.
- The Parks, Recreation, and Waterfront Department transferred the chipping program to the Fire Department. In addition to conducting curbside pickup and providing chipping and disposal of vegetation material from residential properties citywide, the Fire Department modernized the program with new software.

⁴ Defensible space is the buffer created between buildings and the vegetation that surrounds it. Adequate space is needed to slow or stop the spread of wildfire and help protect homes from catching on fire.

Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.

We found that non-staff expenditures followed the City's purchasing procedures, but there were some limitations in internal processes and reporting. The Disaster and Fire Safety Commission (DFSC) did not consistently receive detailed information on spending to fulfill their oversight role. However, the new fire chief has worked with the DFSC to provide more detailed expenditure reports. Some retirees funded by Measure FF were hired into classifications that were inconsistent with their assigned duties, which resulted in an inefficient use of funds. To resolve this issue, the new fire chief collaborated with Human Resources (HR) to modify the retirees' positions and pay. HR is currently developing a process to ensure adequate documentation for hiring retirees. Finally, the Fire Department has not consistently reported on the defensible space inspection program and has not defined performance measures.

The Fire Department followed the City's purchasing procedures.

Our assessment of a sample of transactions for non-staff Measure FF expenditures found that the Fire Department adequately documented purchases and followed the City's purchasing procedures.

The Fire Department did not consistently provide detailed spending information to the oversight commission due to short-staffing and reporting limitations.

On September 20, 2020, the City Council authorized the Disaster and Fire Safety Commission (DFSC) as the oversight commission for expenditure of Measure FF proceeds. The resolution states that the DFSC may (1) request detailed expenditure plans for tax proceeds annually; (2) make recommendations to the City Manager and the City Council on the expenditure of tax proceeds; and (3) obtain a report on actual expenditures.

In the City's budgets for fiscal years 2022, 2023, and 2024, the Fire Department identified projects and programs that align with the City's strategic plan priorities to be funded through Measure FF. However, in a June 2022 report to City Council, the DFSC cited a need for more detailed and timely expenditure reports and budget information. According to the report, this lack of information impacted the commission's ability to fulfill their oversight role.

According to the Fire Department, the department was unable to pull expenditure reports on Measure FF from ERMA, the City's financial management system, at the level of detail commissioners requested. In a report to City Council, the former fire chief cited limited staff time and multiple conflicting priorities as challenges to

providing detailed expenditure reports requested by the DFSC. The Fire Department has since developed a workaround to manually compile line item spending information for quarterly expenditure reports to the DFSC. However, this process is time-intensive for staff.

Various boards and commissions are charged with an oversight role and make recommendations on tax measure spending in the City of Berkeley. The Fire Department stated that they have considered input from the DFSC on spending priorities and adjusted the budget based on their input, such as increased funding for vegetation management. While our audit scope did not include an assessment of DFSC input on the Measure FF budget, the City does not have clear guidelines on how often spending plans and expenditure reports should be shared with commissions for input. The City has also not established a standard baseline of detail necessary for commissions to fulfill their oversight duties. This lack of standard procedures contributed to unclear expectations between DFSC members and the Fire Department.

Recommendations:

To strengthen reporting on Measure FF spending, we recommend the Fire Department:

- 1.1 Work with the City Manager to develop a standard expenditure and budget reporting schedule to the Disaster and Fire Safety Commission. This schedule should be aligned with the budget process where appropriate. The Fire Department should consult with the Disaster and Fire Safety Commission to establish a baseline level of detail for spending plans and expenditure reports.
- 1.2 Assess the feasibility of automating detailed reporting on Measure FF spending to the Disaster and Fire Safety Commission to continue providing quarterly expenditure reports without excessive staff time.

Internal processes for hiring retirees had limitations, but the City is developing stronger ones.

Discrepancies in pay for retirees hired back to staff the new WUI Division led to inefficient use of funds. In fiscal year 2022, the Fire Department hired 13 retirees in the roles of assistant fire chief and fire prevention inspector to staff the new WUI Division due to critical staffing shortages and recruitment challenges related to the pandemic. Retirees were paid various rates within the allowable range for the City's retired annuitant classification. However, some of these rates were outside of the salary range for staff in comparable positions. According to the Fire Department, the Department and HR set the retirees' pay based on the positions they retired from instead of the rates for their new roles in the WUI Division. If the Fire Department and HR had

initially hired retirees under positions more closely aligned with the work they performed, the City could have saved nearly \$56,000 in staffing costs, or approximately 1 percent of the total Measure FF staffing cost for fiscal years 2022 and 2023. Our 2023 retention audit reported that HR was facing instability and high vacancy rates at the time it set pay rates for the retirees which may have been a factor.⁵

HR has since addressed the pay discrepancies by adjusting positions and pay rates for retirees paid through Measure FF. This went into effect in December 2022. HR is revising its internal policy for temporary staff, Administrative Regulation (A.R.) 2.2, to include state guidelines for employment of retirees and a form for retirees, hiring departments, Human Resources, and the City Manager to sign off on prior to hiring them. A.R. 2.2 currently provides some guidance for employment of retirees, but does not explicitly advise departments on setting comparable positions or pay to ensure compliance with state employment law. According to HR, the revised A.R. 2.2 is currently undergoing final review.

Recommendations:

To improve internal processes for hiring retirees and ensure that retiree pay aligns with assigned duties, we recommend Human Resources:

- 1.3 Complete revision of A.R. 2.2 to include state requirements for employment of retirees. This should include explicit guidance to set comparable positions and pay for retirees.
- 1.4 Support the above recommendation by finalizing a form for hiring retirees that specifies their comparable position as part of A.R. 2.2. Human Resources should ensure the form prompts departments to clearly specify the comparable position, duties that will be performed, and hourly rate for the comparable position offered to retirees.

The Wildland Urban Interface Division did not have a consistent process for reporting on the performance of its inspection program.

The retiree pay discrepancies impacted inspection services in the WUI Division’s defensible space inspection program. The Fire Department and 11 of the 13 retirees working in the WUI Division agreed to cease work from September to December 2022 while HR adjusted their classifications and pay rates in consultation with the California Public Employees’ Retirement System (CalPERS). According to the Fire Department, defensible

⁵ Staff Shortages: City Services Constrained by Staff Retention Challenges and Delayed Hiring: https://berkeleyca.gov/sites/default/files/documents/Staff%20Shortages%20--%20City%20Services%20Constrained%20by%20Staff%20Retention%20Challenges%20and%20Delayed%20Hiring_0.pdf

space inspections declined during this time from 289 in August 2022 to 64 in November 2022. The Fire Department also stated that the disruption in the inspection cycle caused inefficiencies when retiree inspectors were unable to follow up on properties flagged with violations in a timely manner and had to start the inspection process over upon their return.

The Fire Department has since hired full-time inspectors and interns, and has phased out the retirees that were performing inspections as of June 2023. With these staff, the number of inspections has increased to 1,474 in August 2023.

The Fire Department initially reported the number of inspection violations and re-inspections at monthly DFSC meetings, but the Fire Department stopped reporting after August 2022. According to the Fire Department, the WUI Division aimed to complete at least 8,600 inspections annually, but the defensible space inspection program did not define performance measures, including to ensure violations were resolved. Defining performance measures that track progress toward goals would help the public better understand the use of Measure FF funds in this program area. The WUI Division recently implemented a new inspection software with advanced analytical tools that can provide performance reports.

Recommendations:

To better track use of Measure FF funds, we recommend the Fire Department:

- 1.5 Resume regular reporting on defensible space inspections, for example to the Disaster and Fire Safety Commission.
- 1.6 Support the above recommendation by developing performance measures for the defensible space inspection program and using the new inspection software to track and report on these measures.

Recommendations and Management Response

We provided a draft of this report to city management and HR for review and comment. City management agreed with our findings, conclusions, and recommendations. We generally expect the City to implement audit recommendations within two years of report issuance. The department provided the implementation dates and corrective action plan below. We will be conducting our standard recommendation follow up process after the audit is issued. We have not yet confirmed to what extent the recommendations have been implemented prior to the audit release date.

- 1.1** To strengthen reporting on Measure FF spending, we recommend the Fire Department work with the City Manager to develop a standard expenditure and budget reporting schedule to the Disaster and Fire Safety Commission. This schedule should be aligned with the budget process where appropriate. The Fire Department should consult with the Disaster and Fire Safety Commission to establish a baseline level of detail for spending plans and expenditure reports.

Implementation Date: November 2023

Corrective Action Plan: The Department worked with the City Manager and the Disaster Fire & Safety Commission (DFSC) to develop a novel expenditure reporting schedule and format. The Department provides line-item expenditure reports for Measure FF on the following schedule:

- Quarter 1 (July, August, September) report due at November meeting
- Quarter 2 (October, November, December) report due at February meeting
- Quarter 3 (January, February, March) report due at May meeting
- Quarter 4 (April, May, June) report due at October meeting

The Q4 report includes a comprehensive presentation on the work achieved for the prior fiscal year and the planned work for the next fiscal year. The first such annual report was provided to the DFSC in October of 2023 and was met with a positive response from Commissioners.

1.2 We recommend the Fire Department assess the feasibility of automating detailed reporting on Measure FF spending to the Disaster and Fire Safety Commission to continue providing quarterly expenditure reports without excessive staff time.

Implementation Date: June 30, 2024

Corrective Action Plan: The Department would very much like to automate the expenditure reports and will work with Tyler Technologies to determine to determine if this is technically possible.

1.3 To improve internal processes for hiring retirees and ensure that retiree pay aligns with assigned duties, we recommend Human Resources complete revision of A.R. 2.2 to include state requirements for employment of retirees. This should include explicit guidance to set comparable positions and pay for retirees.

Implementation Date: December 2023

Corrective Action Plan: Human Resources has already updated A.R. 2.2 to address this recommendation in Attachment B of the A.R., which has been posted to the City's intranet.

1.4 We recommend Human Resources support the above recommendation by finalizing a form for hiring retirees that specifies their comparable position as part of A.R. 2.2. Human Resources should ensure the form prompts departments to clearly specify the comparable position, duties that will be performed, and hourly rate for the comparable position offered to retirees.

Implementation Date: December 2023

Corrective Action Plan: Human Resources has already updated the form that accompanies A.R. 2.2. The form includes classification title, salary, and specialized skills of the retired annuitant. Human Resources will align the proposed position and duties with the comparable classification to ensure that the hourly rate for comparable position is offered to the retired annuitant.

1.5 To better track use of Measure FF funds, we recommend the Fire Department resume regular reporting on defensible space inspections, for example to the Disaster and Fire Safety Commission.

Implementation Date: March 2024

Corrective Action Plan: The Department will begin to include data on the Defensible Space Inspection (DSI) program beginning with the DFSC meeting in March 2024.

1.6 We recommend the Fire Department support the above recommendation by developing performance measures for the defensible space inspection program and using the new inspection software to track and report on these measures.

Implementation Date: March 1, 2024

Corrective Action Plan: The Department will develop performance measures for the Defensible Space Inspection (DSI) program that can be publicly reported.

Methodology, Scope, and Statement of Compliance

We audited the Fire Department's use of Measure FF tax funds during fiscal years 2022 and 2023. To address our audit objectives, we evaluated personnel and non-personnel expenditures from July 2021 to June 2023.

We reviewed a sample of a combination of judgmentally and randomly selected non-personnel transactions for alignment with the use provisions of the tax measure and to identify potential control weaknesses, including risks related to fraud, waste and abuse. We did this by tracing individual expenditures within our sample to invoices, checks and contracts, where applicable. We also reviewed personnel spending to determine whether staff spending aligned with the use provisions of the tax measure. We analyzed a subset of personnel transactions to assess the Fire Department's internal controls for waste or misuse of funds. We did this by tracing staff pay rates to the City's salary schedules.

We analyzed data from ERMA, the City's financial management system.

- We compiled and analyzed a sample of individual transactions from July 2021 to April 2023. July 31, 2021 is when the first non-personnel Measure FF transaction was made and April 12, 2023 was the cutoff date for our analysis of individual transactions.
- We analyzed spending categories for FY 2022 and FY 2023, including personnel and non-personnel spending.
- We analyzed data from ERMA's payroll module from September 2021 to June 2023. September 24, 2021 is when the first paycheck was issued using Measure FF funds. June 2, 2023 is the cutoff date for the payroll data we reviewed.

We reviewed:

- Berkeley Municipal Code
- Measure FF Ballot Measure
- Disaster and Fire Safety Commission agendas and reports
- Staff reports to City Council
- Fire Department policies, procedures, and internal staffing documents
- City's Purchasing Manual
- Fire Department's Purchasing Process
- City Council resolutions
- Human Resources' policy for temporary employees (A.R. 2.2) and internal hiring documentation
- Data on Wildland Urban Interface (WUI) vegetation inspections

We interviewed staff in the Fire Department, Finance Department, Human Resources Department, the Budget Office and the City Attorney's Office. Additionally, we interviewed some members of the Disaster and Fire Safety Commission.

Data Reliability

We assessed the reliability of ERMA data by reviewing it for completeness, appropriateness, and consistency. We determined that ERMA data is reliable for the audit's purpose. We determined the reliability of ERMA data by interviewing data owners and performing logic testing on the data.

Independence

Payroll Audit is a Division of the City Auditor's Office. To reduce the threat to our independence, we limited our work to exclude areas overseen by our office. While City Charter Section 61 charges our office with the oversight of the Payroll Audit Division, this division does not assess the accuracy of rates paid to retirees. We limited our review of individual staff pay to retirees. We also selected data from closed payroll periods that were in read-only status.

We relied on previous consultations with representatives from the U.S. Government Accountability Office to assess the safeguards we put in place. Based on this, we determined that the safeguards mentioned above reduced the identified threats to our independence to an acceptable level to proceed with the audit.

Statement of Compliance

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Mission Statement

Promoting transparency and accountability in Berkeley government.

Audit Team

Caitlin Palmer, Audit Manager
Pauline Miller, Auditor II

City Auditor

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Copies of our audit reports are available at

<https://berkeleyca.gov/your-government/city-audits/city-auditor-reports>

Cover photographs provided by City of Berkeley



BERKELEY CITY AUDITOR



CONSENT CALENDAR

December 12, 2023

To: Honorable Mayor and Members of the City Council

From: Jenny Wong, City Auditor *JW*

Subject: Spending Aligned with Ballot Measure FF and the City Is Improving Internal Processes

RECOMMENDATION

We recommend City Council request that the City Manager report back by June 2024 and every six months thereafter, regarding the status of our audit recommendations until reported fully implemented by the Fire Department and Human Resources. They have agreed to our findings and recommendations. Please see our report for their complete response.

FISCAL IMPACTS OF RECOMMENDATION

The audit recommendations are intended to build upon the work the City is already doing to ensure that Measure FF funds are spent according to the ballot measure and city code. We anticipate minimal financial impacts of staff time to finalize AR 2.2 and report on Measure FF programs and spending.

CURRENT SITUATION AND ITS EFFECTS

In fiscal years 2022 and 2023, Measure FF funds were used according to the ballot measure and the BMC Ch. 7.83 for broad public safety purposes including firefighter and emergency medical response and wildfire prevention. The majority of funds went toward Emergency Medical Services and Wildland Urban Interface program areas, and the top spending categories were wages and benefits, professional services, capital, and transfers to the Paramedic Tax Fund.

Our audit reports that Measure FF transactions followed city purchasing procedures, but there were some limitations in internal processes and reporting. The Fire Department did not consistently provide detailed spending information to the Disaster and Fire Safety Commission due to short-staffing and reporting limitations. The Fire Department's initial hiring of retirees led to inefficient use of funds, but the Department and Human Resources have since adjusted positions and pay rates for retirees. Additionally, Human Resources is developing stronger guidelines for hiring retirees in its revision of AR 2.2. Finally, the Wildland Urban Interface Division did not have a consistent process for reporting on the performance of its inspection program.

BACKGROUND

Measure FF is a special tax dedicated to funding firefighter and emergency medical response, upgrades to the 9-1-1 dispatch system, hazard mitigation, and wildfire prevention and preparedness activities. In November of 2020, 74.2 percent of Berkeley voters passed Measure FF which authorized a special parcel tax of 10.47 cents per square foot of improvements for each

parcel of real property in the City of Berkeley. The tax was increased to 11.26 cents in fiscal year 2023.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with this report.

RATIONALE FOR RECOMMENDATION

Implementing our recommendations will improve the City's internal processes for use of Measure FF funds.

CONTACT PERSON

Jenny Wong, City Auditor, City Auditor's Office, 510-981-6750

Attachments:

- 1: Audit Report: Spending Aligned with Ballot Measure FF and the City is Improving Internal Processes

Berkeley Disaster and Fire Safety Commission

WORK PLAN – FY 2023-2024

Mission Statement

The Disaster and Fire Safety Commission serves as the public oversight body for Berkeley’s Measure GG and Measure FF funds, charged with reviewing the budget on a regular basis to ensure that the funds are spent in accordance with the intent of the voter approved measures, recommending the appropriate annual increase to the tax rate, and recommending new programs and policy positions requiring Measure GG and Measure FF funding. The ultimate goal of the Commission is to increase community safety, resilience, and education for community disaster preparedness. The Commission also reviews and makes recommendations on items referred by the City Council or other Commissions.

Summary of FY 2023-2024 Work Plan Activities

<u>Name</u>	<u>Activities</u>	<u>Expected Outcomes</u>	<u>Commissioners</u>
1. Plan & Budget Oversight <i>BFD Staff</i> Contact: D. Sprague/ K. May	a) Review BFD materials on a quarterly basis b) Meet monthly as Finance ad hoc working group with FD to review monthly materials c) Track financial issues related to FF & GG with the City Council	a) Budget development plan b) Provide input of quarterly budget c) Provide annual budget recommendation City Council on FF & GG d) Provide recommendation to City Council on annual GG increases e) Provide City Council recommendation for midyear program corrections (ad hoc)	Rotating group of commissioners (based on availability) on a quarterly basis hosted by Chair / Chief
2. Home hardening <i>BFD Staff</i> Contact: D. Green	a) Lead review of monthly inspection report b) Review sessions with Fire Marshal c) Listening sessions with Building Department	a) Provide recommendation to City Council on annual inspection program targets b) Provide recommendation to City Council on building code modifications for fire safety (ad hoc)	<ul style="list-style-type: none"> • G. Murphy • W. Bradstreet • S. Dean
3. Wildland-urban interface <i>BFD Staff</i> Contact: D. Green	a) Review vegetation management program b) Discuss grant applications and planned project allocations	a) Provide recommendation to City Council on vegetation management program b) Knowledge of grant funding distribution	<ul style="list-style-type: none"> • T. Gordon • H. Raine • T. Darling

<u>GOAL</u>	<u>Activities</u>	<u>Expected Outcomes</u>	<u>Commissioners</u>
<p>4. Safe passages</p> <p><i>BFD Staff Contact: D. Green / S. Lana</i></p>	<p>a) Review previous safe passages program and its component parts (parking restrictions, red curb, notification alerts, evacuation planning)</p> <p>b) Meet with community members for intake</p> <p>c) Absorb CWPP report</p>	<p>a) Restart of Safe Passages Program</p> <p>b) Formation of team/committee to develop plan</p> <p>c) Provide recommendation to City Council on draft revised Safe Passages program</p>	<ul style="list-style-type: none"> • <u>T. Gordon</u> • — • T. Darling
<p>5. Community Outreach</p> <p><i>BFD Staff Contact: S. Lana/ D. Dailey</i></p>	<p>a) Work with FD on educating the public on disaster and fire safety programs</p> <p>b) Coordinate / alert commission of potential outlets for information</p> <p>c) Follow / facilitate / support meetings with community groups</p> <p>d) Follow to conclusion external emergency speaker system</p> <p>e) Track Commission recommendations / status</p>	<p>a) Provide recommendation to City Council on mid-program changes to current communications plan</p> <p>b) Provide City Council recommendation into annual communications plan</p>	<ul style="list-style-type: none"> • — • G. Murphy • W. Bradstreet

October 25, 2023

To: Chair Bradstreet, Vice Chair Murphy and Members of the Disaster and Fire Safety Commission (DFSC)

From: Commissioner Shirley Dean

Re: Clarification of recently approved ordinance on ADUs and JADUs

Recently the City Council at the urging of the State Department of Community Development approved an ordinance that allowed both an ADU and a JADU on parcels in Fire Zones 2 and 3. The ordinance is very complicated and while the Council also approved reviewing it after an evacuation study is completed next year, various additional structures could be constructed in Fire Zones 2 and 3 that will not be reversed even if found to be problematic. It is, therefore, important to understand specifically what was approved as of now. In addition, if the DFSC determines that there is an issue that needs to be immediately addressed by the Council, it may do so once some questions have been clarified.

It is also important for the members of the Commission to review the report that Chief Sprague submitted to the Council on this matter. If Commissioners don't have that report, they need to inform the Secretary of the Commission to send them a copy for their review of this item.

Some questions that need to be clarified:

1. Parking required for new ADUs and JADUs on streets where existing street parking is limited: Since it does not appear that parking will be required for either or both new ADUs and JADUs, will the City provide enforcement of violations of street parking regulations that are already in place on streets where this new development is proposed? The DFSC has recommended limited street parking enforcement to the Council in the past without success. How will these issues impact by-right approval of this new development?
2. Parking required for new ADUs and JADUs on narrow streets where street parking regulations don't exist: Currently, there is a process for establishing street parking regulations on streets that are so narrow or have turns in them that impact the response of emergency response vehicles – not just fire-fighting vehicles. What will happen if new ADU and JADU development is proposed on such streets? Will the development be put on hold until new street parking regulations process is complete or is the street parking problem just ignored?
3. What are all the exemptions in calculating the distance between structures? A separation of 8 ft between structures is recommended/required, but apparently such items as bay window extension into the set back is exempted. Are there other exemptions because in the past it was possible to build wooden walkways within a required setback to the extent that reduced the actual setback to 0 for that property. What is the rule now?

4. Are accessory buildings subject to the 8ft separation rule? Under the new ordinance accessory buildings can be converted to ADUs in the future. If not subject to the 8 ft separation rule will the conversion to an ADU be allowed?
5. When ADUs and JADUs in the front yard are approved, what is the separation requirement? It is said that front setback will be as far from the front as possible.
6. While neighbors will receive notice of new developments, they will also be advised that their concerns won't legally matter. It is good that unneighborly comment may result in early design improvements, but it is unclear just what the process for approval of new development is.

There may be other questions that Commission members have, and they can be added during the discussion of this item. The report submitted by Chief Sprague is important particularly regarding the separation issue. It is essential that DFSC members fully understand the gritty details since he identifies that structure separation is a key factor in slowing the advance of a wildfire. This benefits not just hill residents in their evacuation but also all residents of our City.



Panoramic Hill Association

September 20, 2023

Panoramic Hill Off-Street Parking Survey Overview

The purpose of this survey is to catalog the number and location of dwellings in the Panoramic Hill neighborhood which have limited access to off-street parking; with specific focus on how many dwellings have no off-street parking or dwellings which have access to only a single off-street parking space. This survey covers both the City of Berkeley and City of Oakland sections of the neighborhood.

The survey focuses on compiling data for dwellings with either zero or one off-street parking space because it is a common practice in our society for many households to function using two vehicles. Therefore, households in this neighborhood with less than two off-street parking spaces often heavily rely on public street parking in their day to day lives.

The City of Berkeley allows each household in the Panoramic Hill neighborhood to receive residential parking permits allowing three vehicles to park on the street. In addition households can purchase one day and two week permits for visitors, contractors, etc. Also available from the City of Berkeley are special hangtag permits for in-home healthcare care-givers. Relevant here because the Panoramic Hill neighborhood has a significant population of residents over 70 years old. (*The City of Oakland has similar permit allowances as Berkeley, but only a portion of the Oakland area of Panoramic requires a permit for long term parking.*)

Because of the neighborhood's orientation on a hillside bounded by UC Berkeley athletic facilities, public parkland or dense student housing, there is a general lack of feasible alternatives for local resident off-street parking.

Survey Results

Results found 46 dwellings in the neighborhood which have no off-street parking and 37 dwellings that have access to a single off-street parking space.

The survey has grouped its findings into four distinct geographical zones, each of which tends to share a regional on-street parking supply.

ZONE ONE - LOWER HILL AREA - BERKELEY

The largest concentration of dwellings with limited parking is in the first three blocks of Panoramic Way and the adjoining single blocks of Mosswood Road and Arden Road:

FIRST BLOCK PANORAMIC WAY - #1 to #48

Zero Off-Street: 4 Dwellings

One Off-Street: 13 Dwellings

SECOND BLOCK PANORAMIC WAY - #60 to #77

Zero Off-Street: 8 Dwellings

One Off-Street: 4 Dwellings

MOSSWOOD ROAD - #6 to #48 (*plus* 19 ORCHARD LANE)

Zero Off-Street: 3 Dwellings

One Off-Street: 4 Dwellings

THIRD BLOCK PANORAMIC WAY - #74 to #130

Zero Off-Street: 1 Dwelling

ARDEN ROAD - #10 to #100 (& 38 MOSSWOOD ROAD)

Zero Off-Street: 6 Dwellings

One Off-Street: 6 Dwellings

There is also one house immediately above Arden Road at 157 Panoramic Way with no off-street parking. This area from Arden Road down to the entrance of Panoramic Way is a geographically distinct grouping of dwellings which were primarily constructed during the first wave of development of the neighborhood before 1950.

In this zone there are a total of **22 dwellings** with no off-street parking and **27 dwellings** with a single off-street parking space. This area is currently served by a count of approximately **60 on-street public parking spaces**.

ZONE TWO - MID PANORAMIC WAY / APARTMENT AREA - BERKELEY

A second area with a high concentration of dwellings with limited or no off-street parking is the dense section of dwellings near the entrance to the Lower Jordan Trail, from 303 to 365 Panoramic Way. This zone includes a significant number of apartment units for the neighborhood, including an eleven unit complex and a three unit complex. This section of Panoramic Way is also unique in its concentration of perpendicular public parking spaces, set back from the roadway allowing passage of two-way traffic. The area has at least 16 perpendicular parking spaces, the count of which lacks specificity because the exact boundary between public and private parking in the area near 352 Panoramic Way is unclear.

The parking supply conditions of the apartment complexes is as follows.
The apartment complex at 340, 342 & 344 Panoramic Way has a two car garage on property, if that garage is available to tenants, that would tally as:

PANORAMIC WAY - #340 to #342

Zero Off-Street: 1 Dwelling

One Off-Street: 2 Dwellings

The apartment complex at 360 Panoramic Way has a mailbox with 11 apartment units labeled "A" through "K". The complex has an off street parking lot with 6 parking spaces, if divided among the 11 apartments that would tally as:

PANORAMIC WAY - #360 units A through K

Zero Off-Street: 5 Dwelling

One Off-Street: 6 Dwellings

In this zone there are also two dwellings built on lots off of the street and adjacent to the connector trail between the Upper and Lower Jordan trails, those dwellings park vehicles in this same zone.

PANORAMIC WAY - #425 & to #444

Zero Off-Street: 2 Dwellings

ZONE THREE - UPPER PANORAMIC WAY - OAKLAND

A third area with a significant concentration of dwellings with no off-street parking is the section of Panoramic Way in Oakland from 430 Panoramic Way to 700 Panoramic Way, this section stretches from the entrance of the Lower Jordan Trail to the scenic overlook area at the junction with upper Dwight Way. A large portion of this roadway is sub-standard, extremely narrow and of uneven width. The downhill edge of the roadway is often poorly defined. Also along this section of roadway the public parking areas are not clearly marked, sometimes there is signage which indicates either the beginning or ending of a public parking area, but without a corresponding sign designating the opposite end of a parking area. Given the unclear signage, a rough estimate of on-street public parking is 20 spaces from 422 to 567 Panoramic Way. In this area the dwellings with no off-street parking are all on the downhill side of the roadway except for 517 Panoramic Way which is on the up-hill side and is marked with blue disabled parking signage in front of the home.

PANORAMIC WAY - #442 to #517

Zero Off-Street: 6 Dwellings

Starting at 567 Panoramic Way there is a stretch of roadway without homes in the area of Derby Creek. Dwellings begin again at 604 Panoramic and from 604 Panoramic Way to 650 Panoramic Way there are several more dwellings

which lack off-street parking. This section of roadway is somewhat wider than the road from 442-517; this area also lacks clear designation of where it is legal for the public to park, but a reasonable estimate could be at least 20 public parking spaces. It is also unclear in this area how many dwelling units exist, this survey assumes only single units per address.

PANORAMIC WAY - #604 to #650
Zero Off-Street: 3 Dwellings

ZONE FOUR - UPPER DWIGHT WAY - OAKLAND

This area has several dwellings with no off-street parking scattered along upper Dwight Way from its start at the Oakland border, extending from 3241 to 3382 Dwight Way. They included, the geodesic dome at 3303 Dwight Way, two cottages uphill from the road at 3374 & 3382 Dwight Way and a landlocked home which appears on maps as 3241 Dwight Way, but is accessed via a stairway off of Dwight Place. Similar to Panoramic Way in Oakland, this area of Dwight Way in Oakland lacks definitive signage indicating where it is legal or safe to park along the roadway, a rough estimate is approximately 11 public spaces between 3303 and 3455 Dwight Way.

DWIGHT WAY - #3241 to #3382
Zero Off-Street: 4 Dwellings

Greenbaum, Leah

From: May, Keith
Sent: Tuesday, September 26, 2023 1:42 PM
To: Greenbaum, Leah
Subject: Community Member Communication Message

Good Afternoon Commissioners,

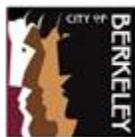
The below email is being sent as a Communication to the Disaster and Fire Safety Commission from a concerned citizen member.

Best,

Keith May

Deputy Fire Chief
Berkeley Fire Department
2100 Martin Luther King Jr. Way
Berkeley, CA 94704
510-981-5508 office
510-693-2221 cell
kmay@cityofberkeley.info

“We are what we repeatedly do. Excellence, therefore, is not an act, but a habit.” Aristotle



Website: <https://www.cityofberkeley.info/WildfireEvacuationZonehaven> [AC Alert](#)

Please be aware that e-mail communication can be intercepted in transmission or misdirected. The information contained in this message may be privileged and confidential. If you are NOT the intended recipient, please notify the sender immediately with a copy to HIPAAPrivacy@cityofberkeley.info and destroy this message immediately.

From: Carol Hirth <chirth@mac.com>
Sent: Thursday, September 21, 2023 4:25 PM

To: May, Keith <KMay@berkeleyca.gov>

Subject: Letter Opposing Ohlone "Greenway" Expansion Plan

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

To The City of Berkeley Disaster and Fire Safety Commission and Shirley Dean

PLEASE OPPOSE THE PROPOSED OHLONE GREENWAY BICYCLE PATH EXPANSION PLAN

Please address this issue at the next Commission meeting by placing it on the agenda

I oppose the wide, fast moving bicycle & electric scooter lanes the City wants to build in the Ohlone corridor.

The city of Berkeley wants to create wide, fast moving bicycle & electric scooter lanes along the Ohlone Right of Way from Virginia Street to the Albany line. The Plan would remove mature trees & shrink Cedar Rose Park; **but would not provide any separate pedestrian pathways, including at the Gilman, Hopkins, Rose & Cedar intersections.**

Bicyclists & e-scooter riders do not & will not safely share the Ohlone Pathway with pedestrians.

Bicycle-pedestrian collisions & near collisions occur daily. Pedestrians, including people with disabilities & parents pushing strollers need their own safe pathway, as exists along the nearby West Street Path, and under the BART tracks in Albany.

An ADA compliant pathway should be of an easy to walk or roll on compacted material, not rocks or gravel.

THIS ILL-CONCEIVED PLAN MAKES THINGS WORSE!

Bicycle and e-scooter riders in Berkeley go too fast already. Wider pathways will encourage bicyclists & e-scooter riders to go even faster, putting pedestrians – including people with disabilities – at even greater risk of being banged into, knocked over, & seriously or fatally injured.

The willful lack of an ADA compliant path invites bicycle-pedestrian accidents & exposes the City to lawsuits.

The developmentally disabled students who participate in the after school programs at the Ala-Costa Center in Cedar Rose Park will be especially vulnerable to being hit by bicycles & e-scooters.

Consultants were paid \$100,000 or more for this Plan, yet did not even consider including a separate pedestrian pathway. Why not?

A city staffer recently said that people can just walk across the grass at Cedar Rose Park. This is ridiculous. The grassy field is very uneven and can be covered with dog waste. The field is often filled with aggressive unleashed dogs. And the field is fenced off for several months every year during the rainy season.

Tell the consultants that their work is not done, and to amend the Plan to include a separate pedestrian pathway at the west side of the Park.

WHY ARE RECKLESS BICYCLISTS AND E-SCOOTER RIDERS TOLERATED?

Bicyclists and e-scooter riders are getting more and more reckless. They routinely run stop signs and stop lights, pass pedestrians on the right, and overtly knock into pedestrians. It's time to strictly enforce all traffic laws against bicyclists and e-scooter riders.

Electric scooters should NOT be on sidewalks nor in bicycle lanes. Electric scooter riders should be licensed and at least 18. It makes no sense to exempt them from the rules of the road.

For the above reasons, Paris France recently banned all electric scooter rentals.

DO NOT REMOVE ANY PARKING ON PERALTA AVENUE

The Plan would remove 12 or more parking spaces on Peralta Avenue & more on Hopkins & Rose streets. The pickle ball players at the Hopkins-Peralta courts will grab the remaining nearby parking spaces. People won't be able to park in front of their homes again. High speed bicycle lanes with concrete barriers will keep people from safely backing out of their driveways. People without driveways will be forced to park far away from their homes & will risk assault walking or rolling home after dark.

Removing street parking on Peralta Ave and on other nearby streets will result in more auto break-ins, more catalytic converter thefts, & more out right car thefts. Catalytic converters can cost thousands of dollars & many months of waiting to replace. Thieves are savvy. They will quickly recognize the loss of street parking on Peralta as an opportunity to break into cars on adjacent streets that belong to Peralta Avenue residents.

The Plan violates the Americans With Disabilities Act – ADA. The city's consultant acknowledged that no consideration was given to the ADA in the development of this plan.

People on Peralta and nearby streets have healthcare workers who assist them at home. Home healthcare workers depend on easily accessible parking. With no place to park, most of these home health care workers will quit. People will lose their critical home healthcare. Their lives will be put in grave danger.

There would be no place for the delivery people who bring our food and packages to park.

People with driveways would be forced to back out into high speed bicycle lanes.

People without driveways would be trapped in their homes. Is this what the City of Berkeley wants?

The Hopkins – Peralta immediate neighborhood recently had a dangerous car-jacking, and a separate August 13 armed robbery with a reckless get-away driver smashing into cars and narrowly missing a pedestrian.

Our neighborhood is getting more and more dangerous. Don't make it even more dangerous by taking away our street parking.

There's no reason to remove our vitally needed parking spaces.

Safe bicycle lanes can & should be designed w/out taking away street parking.

Tell the consultants to design a safe alternative that does not remove street parking. One way to make Peralta Ave safer for all modes of traffic would be to ban trucks from Peralta Ave now.

WHERE'S THE PUBLIC INPUT?

The city is quickly pushing through the Plan now, without public review. We need real public review, before any plan is approved. All we got was a short meeting in February with a consultant who would not take notes. We need more public meetings & a City Council public hearing before any plan is approved. The City should send out postcards to the effected neighborhoods updating them on what is planned & on how to have their voices heard, before any further action is taken.

Please oppose the Ohlone Path Plan as currently proposed.

Thank you,

Elizabeth Starr

From: [May, Keith](#)
To: [Greenbaum, Leah](#)
Bcc: Community Member Communication Message
Subject: Tuesday, September 26, 2023 1:42:00 PM
Date: [image003.jpg](#)
Attachments:

Good Afternoon Commissioners,

The below email is being sent as a Communication to the Disaster and Fire Safety Commission from a concerned citizen member.

Best,

Keith May

Deputy Fire Chief
Berkeley Fire Department
2100 Martin Luther King Jr. Way
Berkeley, CA 94704
510-981-5508 office
510-693-2221 cell
kmay@cityofberkeley.info

*“We are what we repeatedly do. Excellence, therefore, is not an act,
but a habit.” Aristotle*

cid:image001.jpg@01D6BD8F.A96F1250



Website: [https://www.cityofberkeley.info/WildfireEvacuation
Zonehaven](https://www.cityofberkeley.info/WildfireEvacuationZonehaven) [AC Alert](#)

*Please be aware that e-mail communication can be intercepted in transmission or misdirected.
The information contained in this message may be privileged and confidential. If you are NOT
the intended recipient, please notify the sender immediately with a copy to
HIPAAPrivacy@cityofberkeley.info and destroy this message immediately.*

From: Carol Hirth <chirth@mac.com>
Sent: Thursday, September 21, 2023 4:25 PM
To: May, Keith <KMay@berkeleyca.gov>
Subject: Letter Opposing Ohlone "Greenway" Expansion Plan

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

To The City of Berkeley Disaster and Fire Safety Commission and Shirley Dean

**PLEASE OPPOSE THE PROPOSED OHLONE GREENWAY BICYCLE
PATH EXPANSION PLAN**

Please address this issue at the next Commission meeting by placing it on the agenda

I oppose the wide, fast moving bicycle & electric scooter lanes the City wants to build in the Ohlone corridor.

The city of Berkeley wants to create wide, fast moving bicycle & electric scooter lanes along the Ohlone Right of Way from Virginia Street to the Albany line. The Plan would remove mature trees & shrink Cedar Rose Park; **but would not provide any separate pedestrian pathways, including at the Gilman, Hopkins, Rose & Cedar intersections.**

Bicyclists & e-scooter riders do not & will not safely share the Ohlone Pathway with pedestrians.

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The willful lack of an ADA compliant path invites bicycle-pedestrian accidents & exposes the City to lawsuits.

The developmentally disabled students who participate in the after school programs at the Ala-Costa Center in Cedar Rose Park will be especially vulnerable to being hit by bicycles & e-scooters.

Consultants were paid \$100,000 or more for this Plan, yet did not even consider including a separate

pedestrian pathway. Why not?

A city staffer recently said that people can just walk across the grass at Cedar Rose Park. This is ridiculous. The grassy field is very uneven and can be covered with dog waste. The field is often filled with aggressive unleashed dogs. And the field is fenced off for several months every year during the rainy season.

Tell the consultants that their work is not done, and to amend the Plan to include a separate pedestrian pathway at the west side of the Park.

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The City should send out postcards to the effected neighborhoods updating them on what is planned & on how to have their voices heard, before any further action is taken.

Please oppose the Ohlone Path Plan as currently proposed.

Thank you,

Elizabeth Starr

Greenbaum, Leah

From: Connie A <cander8917@gmail.com>
Sent: Tuesday, October 24, 2023 8:56 PM
To: May, Keith
Subject: Misguided Expansion of the Ohlone Greenway at Cedar/Rose Park

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Dear Deputy Fire Chief May,

As the Secretary of the Disaster and Fire Safety Commission, please consider adding the Ohlone Greenway Expansion to the agenda for an upcoming meeting.

I'm writing to bring to your attention the hazards posed by the Ohlone Pathway expansion, as currently proposed. The plan does not provide for any separate pedestrian pathway, including at busy intersections (Gilman, Hopkins, Rose, and Cedar) and will consequently increase the city's liability risk. My mom (who is in her late 80s) uses a walker when we're out for our daily walks, and for many years I myself needed a medical mobility scooter to get around. As a result, I have a heightened awareness of extremely dangerous transit situations, such as the one that this expansion will create. It would appear that the Berkeley City Council, so far, at least with regard to this plan, does not have this awareness.

As should be abundantly clear to anyone who spends even a short time observing the Ohlone Pathway, or the reckless behavior of bicyclists, including electric bike and scooter riders on sidewalks, streets and pathways all over the Bay Area, two-wheeled electric vehicles clearly should not share the same pathway space with regular bicyclists and pedestrians. This is true especially given that pedestrians in Berkeley and on the Ohlone Greenway include many people with all degrees of physical disabilities, as well as parents and nannies pushing strollers.

A wider path lumping everyone together will only encourage bicyclists, e-bikers, e-scooters to go even faster than they already do, thereby increasing the already high risk of vulnerable pedestrians (which all pedestrians are, when faced with an electric bike going up to 28 mph!) getting run into, knocked over, and seriously or fatally injured. All able-bodied people are only one bike accident away from being disabled...

The fact that the Ohlone pathway, as currently proposed, does not include a separate ADA-compliant path for pedestrians invites accidents and will expose the city of Berkeley to lawsuits. Why not follow the example of the West Street Path and the Ohlone Greenway in Albany, which both provide a separate pedestrian path?

Recently, an aid to Rashi Kesarwani somewhat thoughtlessly suggested to a concerned citizen that pedestrians who are afraid of being run into on the Ohlone Greenway would be able to avoid the bikes and scooters at Cedar Rose Park by crossing the park on the grass. She clearly wasn't thinking of the fact that the field is uneven and often has dog waste on it. Most importantly, during the rainy season, the field is fenced off for several months.

I find it incredible that the city paid over \$100,000 to have a consultant draw up the current plan, but did not instruct them to take into consideration the ADA and the dangers posed by reckless e-bikes and e-scooters to pedestrians, especially the disabled, the elderly, and people with strollers. The consultants need to amend the plan and include a separate pedestrian pathway at the west edge of Cedar/Rose Park, as well as elsewhere on the greenway.

Are you aware that Paris, France, [just recently banned all electric scooter rentals](https://www.npr.org/2023/09/01/1197167800/paris-is-the-first-european-capital-to-ban-rentable-electric-scooters)? (See <https://www.npr.org/2023/09/01/1197167800/paris-is-the-first-european-capital-to-ban-rentable-electric-scooters>) Paris took this radical measure in great part because Parisians were seeing a significant increase in pedestrian

injuries and accidents caused by the proliferation of those "recreational" electric vehicles (an impressive **89%** of all the voters who participated in the election supported the ban!). Berkeley would do well to follow the enlightened example of the City of Lights, instead of going in the opposite direction. Unfortunately, the city's current plan to expand the Greenway will only invite a further proliferation of electric two-wheeled vehicles onto the Greenway, which will endanger pedestrians (as well as bicyclists) of all ages and physical conditions. The plan is a disaster in the making.

The city hasn't given adequate opportunity for public review of the Ohlone Greenway expansion plan. The only opportunity offered so far has been a short meeting in February at which the consultant didn't even take any notes. More public meetings and a City Council public hearing should take place before any final plan is approved.

Thank you for your time and consideration of this important issue.

Sincerely,

Constance Anderson

From: [Connie A](#)
To: [May, Keith](#)
Subject: Misguided Expansion of the Ohlone Greenway at Cedar/Rose Park
Date: Tuesday, October 24, 2023 8:56:39 PM

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Dear Deputy Fire Chief May,

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Thank you for your time and consideration of this important issue.

Sincerely,

Constance Anderson

From: [Cindi Goldberg](#)
To: [Berkeley Mayor's Office](#); [All Council](#); [Manager, C](#); [Garrett Gritz](#); [May, Keith](#); [Jung, Kenneth](#)
Subject: Oppose the Ohlone Greenway Bicycle Expansion Plan
Date: Tuesday, November 28, 2023 1:35:54 AM

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Dear Mayor, City Council, City Manager, Garrett Gritz, Commission on Disaster and Fire Safety, Project Manager Ken Jung,

I am horrified with the Ohlone Greenway Bicycle Expansion Plan because if you have fast moving bicycle and electric scooter lanes in Ohlone Greenway and you do not separate them with pedestrians walking, there are going to be frequent accidents. You have to separate the vehicles and pedestrians!

If the Ohlone Greenway Bicycle Expansion Plan as it's written, you are taking away a lot of parking spaces on Peralta and Hopkins and Rose. The parking spaces are for the residents with cars. In the nighttime, the residents are vulnerable to assault if there is no parking near them. Also, high speed bicycle/scooter lanes with concrete barriers will keep people from safely backing out of their driveways.

This is a poor Plan. You should have pedestrians and residents in mind when you make the Plan!

Yours truly,

Cindi Goldberg
Hopkins St., Berkeley

From: [May, Keith](#)
To: [May, Keith](#)
Cc: [Greenbaum, Leah](#)
Subject: FW: Steering Committee Recruitment
Date: Friday, December 1, 2023 3:18:43 PM
Attachments: [steering-committee-recruitment-r4b \(1\).pdf](#)

Good Afternoon Commissioners,

Please see the attached document and email below from the HHCS Department.

Best,

Keith May

Deputy Fire Chief
Berkeley Fire Department
2100 Martin Luther King Jr. Way
Berkeley, CA 94704
510-981-5508 office
kmay@cityofberkeley.info

From: Knox, Kellie
Sent: Friday, November 17, 2023 11:55 AM
To: Aguilar, Hansel <HAguilar@berkeleyca.gov>; Amnah, Hilary <HAmnah@berkeleyca.gov>; Beasley, Melanie E. <MEBeasley@berkeleyca.gov>; Bondi, James <JBondi@berkeleyca.gov>; Bronson, Darlene <DBronson@berkeleyca.gov>; Bryant, Ginsi <GBryant@berkeleyca.gov>; Budnick, Noah <NBudnick@berkeleyca.gov>; Burns, Anne M <ABurns@berkeleyca.gov>; Campos, Guillermo <GCampos@berkeleyca.gov>; Cash, Anna <ACash@berkeleyca.gov>; Chin, Khin <KChin@berkeleyca.gov>; Cole, Shamika S. <SSCole@berkeleyca.gov>; Crane, Fatema <FCrane@berkeleyca.gov>; Dougherty, Desiree <ddougherty@berkeleyca.gov>; Ernst, Margot <MErnst@berkeleyca.gov>; Franklin, Eve <EFranklin@berkeleyca.gov>; Garcia, Claudia <CGarcia@berkeleyca.gov>; Garvey, Brian <BGarvey@berkeleyca.gov>; Greenbaum, Leah <LGreenbaum@berkeleyca.gov>; Gregory, Thomas <TGregory@berkeleyca.gov>; Harvey, Samuel <SHarvey@berkeleyca.gov>; Heath, Julia <JHeath@berkeleyca.gov>; Hernandez-Gonzalez, Karen <KHernandez-Gonzalez@berkeleyca.gov>; Herrick, Mariela <MHerrick@berkeleyca.gov>; Jacobs, Joshua <JJacobs@berkeleyca.gov>; James, Ashley <AJames@berkeleyca.gov>; Katz, Mary-Claire <MKatz@berkeleyca.gov>; Knox, Kellie <KKnox@berkeleyca.gov>; Kouyoumdjian, Aram <AKouyoumdjian@berkeleyca.gov>; Lewis, Jessica <jelewis@berkeleyca.gov>; Lopes, Bernadette <Blopes@berkeleyca.gov>; Lovvorn, Jennifer <JLovvorn@berkeleyca.gov>; Mariscal, Cecelia <CMariscal@berkeleyca.gov>; May, Keith <KMay@berkeleyca.gov>; Mayer, Tess <tmayer@berkeleyca.gov>; McCoy, Vincent <VMcCoy@berkeleyca.gov>; Miller, Roger <RMiller@berkeleyca.gov>; Milliken, Rebecca <RMilliken@berkeleyca.gov>; Moore, Sarah M. <SMoore@berkeleyca.gov>; Mostowfi, Hamid <HMostowfi@berkeleyca.gov>; Murillo, Jose

<JMurillo@berkeleyca.gov>; Nevels, Ronald <RNevels@berkeleyca.gov>; Oehler, Joshua <JOehler@berkeleyca.gov>; Riemer, Allison <ARiemer@berkeleyca.gov>; Romain, Billi <BRomain@berkeleyca.gov>; Rose, Emily <ERose@berkeleyca.gov>; Slaughter, Kieron <kslaughter@berkeleyca.gov>; Terrones, Roberto <RTerrones@berkeleyca.gov>; Updegrave, Samantha <SUpdegrave@berkeleyca.gov>; Vance-Dozier, Okeya <OVance-Dozier@berkeleyca.gov>; Works-Wright, Jamie <JWorks-Wright@berkeleyca.gov>; Wu, Grace <GWu@berkeleyca.gov>

Subject: FW: Steering Committee Recruitment

Internal

Hi Commission Secretaries,

I am forwarding the recruitment email and attached flyer from our consultants for the Steering Committee for our

Berkeley Wellness Blueprint – a community-shaped health equity plan. This is an important project for the residents of the City of Berkeley.

Please see below and send it out to your commissioners so that we are able to find a diverse pool of applicants.

If you have questions, let me know.

Best,

Kellie

Kellie Knox, LMFT, she/her/hers
Future of Public Health Coordinator
City of Berkeley, HHCS
2180 Milvia Street, Berkeley, CA 94704
510-981-5301 kknox@berkeleyca.gov

Hi everyone!

We are excited to announce the launch of the **Berkeley Wellness Blueprint - a community-shaped health equity plan.**

JSI California, a public health consulting organization located in Berkeley, has been hired by the City of Berkeley to complete a **Community Health Assessment (CHA) and a Community Health Improvement Plan (CHIP)**. Through this process, we aim to *establish a community-shaped vision and action steps to improve health and equity in Berkeley*. This project is called the **Berkeley Wellness Blueprint**.

In order to ensure this is a community-shaped health equity plan, we are looking to develop a Community Steering Committee made up of individuals reflecting diverse identities and experiences, and who are invested in the Berkeley community, to inform the CHA and CHIP. We are actively **recruiting for this group and would love for you to share this with your network!**

If you or anyone you know is interested, please visit this [link](#) (also available on the attached flier) to learn more and to submit an application.
Please share this information and the attached informational flier with the people in your network and communities!

Thank you!

All the best,
The Berkeley Wellness Blueprint Team

On Fri, Nov 17, 2023 at 9:29 AM Hannah Young <hannah_young@jsi.com> wrote:

Good morning Kellie,

Apologies for the delay. I will be sending the recruitment email in a separate email so that way you can easily forward it to others. It will also include the application and the flyer.

Thanks.

--

HANNAH YOUNG PROJECT ASSOCIATE - JSI CALIFORNIA

PHONE: (415) 400-0028 WWW.JSI.COM

SIGN UP FOR THE [JSI CALIFORNIA MAILING LIST](#) TO STAY UP TO DATE ON WHAT'S NEW.

*JSI is dedicated to improving people's lives around the world through greater health, education, and socio-economic equity for individuals and communities, and to providing an environment where people of **passion** can pursue this cause.*

Follow Us

www.jsi.com

JSI on Facebook

[@JSIhealth](#) | [@JSIhealth_US](#) on Twitter



On Wed, Nov 15, 2023 at 2:59 PM Hannah Young <hannah_young@jsi.com> wrote:

Hi Kellie,

No worries at all. It was just a draft and welcome suggestions to make it more user friendly.

Hannah

--
HANNAH YOUNG  PROJECT ASSOCIATE - JSI CALIFORNIA 

PHONE: (415) 400-0028 WWW.JSI.COM  

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Follow Us

www.jsi.com

JSI on Facebook

[@JSIhealth](#) | [@JSIhealth_US](#) on Twitter



On Wed, Nov 15, 2023 at 2:47 PM Knox, Kellie <KKnox@berkeleyca.gov> wrote:

I also wanted to let you both know that I've been messing around with the tracker. I've added and reorganized it a little by adding my version. Hope I'm not stepping on toes but had trouble with the formatting on the google sheet (user error of course!)

Kellie

From: Corina Pinto <corina_pinto@jsi.com>

Sent: Wednesday, November 15, 2023 2:29 PM

To: Knox, Kellie <KKnox@berkeleyca.gov>

Cc: Hannah Young <hannah_young@jsi.com>

Subject: Re: Steering Committee Recruitment

Hi Kellie,

We will have a digital version and a recruitment email to you by tomorrow! We are troubleshooting a few things today.

Thanks for your patience!

Corina

CORINA PINTO, MS 

CONSULTANT, CO-DIRECTOR OF CENTER FOR HEALTH EQUITY





PHONE: 617.385.3922 | WWW.JSI.COM

Pronouns: she/her/hers

On Wed, Nov 15, 2023 at 12:48 PM Knox, Kellie <KKnox@berkeleyca.gov> wrote:

Hi,
Adding Corina to this in case she can help with getting us the digital version and recruitment email.

Thanks,
Kellie

From: Knox, Kellie
Sent: Wednesday, November 15, 2023 11:05 AM
To: Hannah Young <hannah_young@jsi.com>
Subject: RE: Steering Committee Recruitment

Hi, I updated the tracking log.
I might be able to do some parks tomorrow but put in all that I have taken care of today.

Is there an email forthcoming? I would like to send it out to our networks.
And a digital copy of the flyer.

Thanks,
Kellie

From: Hannah Young <hannah_young@jsi.com>
Sent: Wednesday, November 15, 2023 9:53 AM
To: Knox, Kellie <KKnox@berkeleyca.gov>
Subject: Re: Steering Committee Recruitment

Hi Kellie,

I just dropped off the flyers with the guard. Let me know if there are any issues.

Thanks,
Hannah

--

HANNAH YOUNG _____ PROJECT ASSOCIATE - JSI CALIFORNIA _____

PHONE: (415) 400-0028 WWW.JSI.COM _____

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On Wed, Nov 15, 2023 at 9:14 AM Hannah Young <hannah_young@jsi.com> wrote:

Yes I will let him know.

Hannah

On Wed, Nov 15, 2023 at 9:13 AM Knox, Kellie <KKnox@berkeleyca.gov> wrote:

Sounds good. I will head over at 10. Can you let the guard know that I will be in shortly to pick them up from him? I didn't see him as I was leaving yesterday and am not in the office today.

Thanks,
Kellie

From: Hannah Young <hannah_young@jsi.com>

Sent: Wednesday, November 15, 2023 9:01 AM

To: Knox, Kellie <KKnox@berkeleyca.gov>

Cc: Emma Gier <emma_gier@jsi.com>

Subject: Re: Steering Committee Recruitment

Good morning Kellie,

I will be picking up the flyers this morning (in about 30 mins) and will then drop them off at 2180 Milvia. How does that sound?

Thanks,
Hannah

--

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On Wed, Nov 15, 2023 at 8:41 AM Knox, Kellie <KKnox@berkeleyca.gov> wrote:

Good Morning Hannah!

I have everything ready on my end to distribute flyers today. Do you have a sense of when the flyers will be ready?

Thanks,
Kellie

From: Hannah Young <hannah_young@jsi.com>
Sent: Tuesday, November 14, 2023 10:11 AM
To: Knox, Kellie <KKnox@berkeleyca.gov>
Cc: Chin, Janice <JChin@berkeleyca.gov>; Emma Gier <emma_gier@jsi.com>
Subject: Re: Steering Committee Recruitment

Good morning Kellie,

We won't have the printed copies until later today or early tomorrow morning. I can drop them off with the guard at 2180 Milvia and will let you know when I do.

Thanks.

--

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On Tue, Nov 14, 2023 at 9:42 AM Knox, Kellie <KKnox@berkeleyca.gov> wrote:

Hi Hannah,

I think the copies can all come to me and I can get some to Janice and to others that will be helping us. I'm here in the office today if that works (2180 Milvia) I will be out and about doing city business Wednesday morning so you could leave them at 2180 Milvia for me with the guard and I can swing by. Or you could drop them off at my house since I will be working from there in between being out and about and for the rest of the week. I live in West Berkeley. Let me know your preference.

Kellie

From: Hannah Young <hannah_young@jsi.com>

Sent: Monday, November 13, 2023 3:31 PM

To: Knox, Kellie <KKnox@berkeleyca.gov>; Chin, Janice <JChin@berkeleyca.gov>

Cc: Emma Gier <emma_gier@jsi.com>

Subject: Steering Committee Recruitment

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

Hi Kellie and Janice,

I am following up from our meeting last Thursday around recruitment for the Steering Committee. You both expressed interest and ability in handing out recruitment materials. This [tracker](#) indicates sites you mentioned you would be able to drop off recruitment flyers as well as printed applications. As you distribute the flyers and applications if you could indicate on the tracker where you have already been so we are not being repetitive that would be great.

We should have the print materials ready by Wednesday so is there a best time and location to drop them off?

Thanks again for participating in a joint effort to recruit our Steering Committee.

Let me know if you have any questions or clarifications.

Thanks,
Hannah

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Berkeley Wellness Blueprint

A community-shaped
health equity plan

To learn more and apply visit
tinyurl.com/BerkeleyCSC or
scan this QR code.

Direct questions to
berkeley_blueprint@jsi.com



Apply to be a part of the Community Steering Committee!!

WHAT WILL I DO?

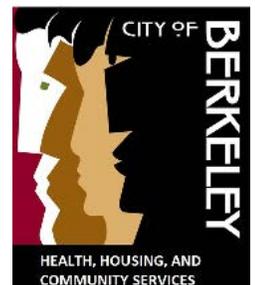
The Community Steering Committee will guide the completion of a health assessment of the Berkeley community, and develop an improvement plan for the city.

WHO CAN PARTICIPATE?

We are looking for Individuals who live, work, and/or are active in Berkeley communities and would bring diverse perspectives and areas of expertise.

DO I GET PAID?

Yes! This position will be compensated.



The Berkeley Blueprint is being facilitated by JSI Research & Training Institute with support from the Berkeley Health, Housing, and Community Services Department.