



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

**Thursday, April 29, 2021
10:00 AM**

Committee Members:

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

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

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

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL - <https://us02web.zoom.us/j/82363127293> If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen.

To join by phone: Dial **1-669-900-9128** or **1-877-853-5257 (Toll Free)** and Enter Meeting ID: **823 6312 7293** If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair.

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

AGENDA

Roll Call

Public Comment on Non-Agenda Matters

Minutes for Approval

Draft minutes for the Committee's consideration and approval.

1. Minutes - April 22, 2021

Committee Action Items

The public may comment on each item listed on the agenda for action as the item is taken up. The Chair will determine the number of persons interested in speaking on each item. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Chair may limit the public comment for all speakers to one minute per speaker.

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

2. **Department Budget Presentation: Public Works**
From: City Manager
Contact: Liam Garland, Public Works, (510) 981-6300
3. **Department Budget Presentation: Parks, Recreation & Waterfront**
From: City Manager
Contact: Scott Ferris, Parks, Recreation and Waterfront, (510) 981-6700
4. **Department Budget Presentation: Information Technology**
From: City Manager
Contact: Savita Chaudhary, Information Technology, (510) 981-6500
5. **Department Budget Presentation: City Auditor**
From: Auditor
Contact: Jenny Wong, Auditor, (510) 981-6750
6. **Department Budget Presentation: City Clerk**
From: City Manager
Contact: Mark Numainville, City Clerk, (510) 981-6900
7. **Department Budget Presentation: Office of Economic Development**
From: City Manager
Contact: Eleanor Hollander, Economic Development, (510) 981-7530

Committee Action Items

8. **Department Budget Presentation: Planning & Development Department**
From: City Manager
Contact: Jordan Klein, Planning and Development, (510) 981-7400

Unscheduled Items

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

9. **Predevelopment Allocation, Ashby Recreation and Community Housing (ARCH) Consortium**
From: Councilmember Bartlett (Author), Mayor Arreguin (Co-Sponsor), Councilmember Taplin (Co-Sponsor)
Referred: March 8, 2021
Due: July 26, 2021
Recommendation: Refer to staff to work with the Ashby Recreation and Community Housing (ARCH) Consortium to develop a planning grant for the Ashby BART East Parking Lot
Financial Implications: See report.
Contact: Ben Bartlett, Councilmember, District 3, (510) 981-7130
10. **Proposal to Allocate Revenues Generated by the Transient Occupancy Tax in the Waterfront Area to the Marina Fund to Avoid Insolvency, Rebuild its Fund Balance and to Stabilize its Finances**
From: Parks and Waterfront Commission
Referred: April 5, 2021
Due: October 9, 2021
Recommendation: That Council adopt a Resolution adopting a policy that all Transient Occupancy Taxes (TOT hotel tax) generated at the Berkeley Waterfront be allocated to the City's Marina Enterprise Fund. All other property, sales, utility users, and parking taxes; as well as business license and franchise fees, would continue to be allocated to the City's General Fund.
Financial Implications: See report
Contact: Roger Miller, Commission Secretary, (510) 981-6700

Unscheduled Items

11. Potential Measure P FY2022 Allocations

From: Councilmember Droste (Author)

Referred: January 25, 2021

Due: June 14, 2021

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

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

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

Financial Implications: See report

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

12. Disposition of Referrals, Projects and Audits

From: City Manager

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

13. Housing Trust Fund Resources

From: City Manager

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

14. Cash v. Accrual Basis Accounting

From: City Manager

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

15. Review of Council's Fiscal Policies

From: City Manager

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

Items for Future Agendas

- Discussion of items to be added to future agendas

Adjournment

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

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



**COMMUNICATION ACCESS INFORMATION:**

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

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I hereby certify that the agenda for this meeting of the Standing Committee of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on April 22, 2021.

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

Mark Numainville, City Clerk

Communications

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

**Thursday, April 22, 2021
10:00 AM**

Committee Members:

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

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AGENDA

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

Public Comment on Non-Agenda Matters – 2 speakers

Minutes for Approval

Draft minutes for the Committee's consideration and approval.

1. Minutes - April 15, 2021

Action: M/S/C (Harrison/Arreguin) to approve the minutes of April 15, 2021.

Vote: All Ayes.

Committee Action Items

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2. Department Budget Presentation: Health, Housing & Community Services

From: City Manager

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

Action: 6 speakers. Presentation made and discussion held.

3. Department Budget Presentation: Public Works

From: City Manager

Contact: Liam Garland, Public Works, (510) 981-6300

Item continued to next meeting on April 29, 2021.

4. Department Budget Presentation: Parks, Recreation & Waterfront

From: City Manager

Contact: Scott Ferris, Parks, Recreation and Waterfront, (510) 981-6700

Item continued to next meeting on April 29, 2021.

5. Department Budget Presentation: Police Department

From: City Manager

Contact: Jennifer Louis, Police Department, 510-981-5900

Action: 8 speakers. Presentation made and discussion held.

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Financial Implications: See report.
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11. Cash v. Accrual Basis Accounting

From: City Manager

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

12. Review of Council's Fiscal Policies

From: City Manager

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

Items for Future Agendas

- Discussion of items to be added to future agendas

Adjournment

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

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

Adjourned at 12:20 p.m.

I hereby certify that this is a true and correct record of the Budget & Finance Committee meeting held on April 22, 2021.

April Richardson, Assistant City Clerk

Communications

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OPERATIONS BUDGET

Fiscal Year 2022

PUBLIC WORKS



PUBLIC WORKS DEPARTMENT

STAFFING

- Office of the Director/Administrative & Fiscal Services Division
- Engineering Division
- Transportation Division
- Facilities Management Division
- Streets & Utilities Division
- Equipment Maintenance Division
- Zero Waste Division

323 FTE

Vacancy Rate



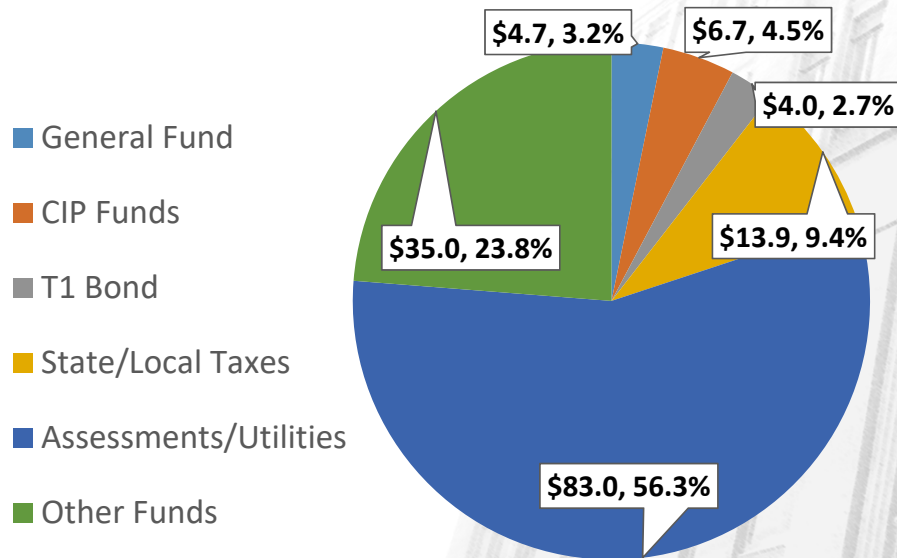
PUBLIC WORKS DEPARTMENT

SELECTED STRATEGIC PLAN PROJECTS

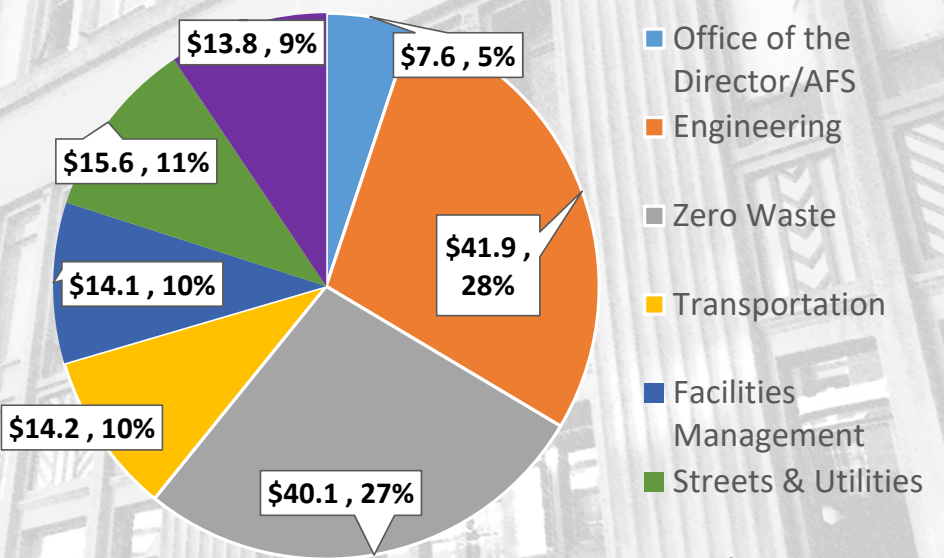
Title	New/Continuing	Estimated Budget
Transfer Station Redesign/ Rebuild Planning – Phase 2	Continuing	\$1.0 million (funded)
Gilman Street Interchange	Continuing	\$65.0 million (\$1.0M City contribution, plus staff time)
50/50 Sidewalk Program	Continuing	\$5.0 million (\$3.0M funded, \$2.0M unfunded)
Undergrounding District 48	Continuing	\$12.0 million (funded, Rule 20A)
Update of Infrastructure Master Plans: Paving, Storm Drain/Watershed Management, Sewer, Streetlights	Continuing/New	\$2.9 million (funded)
BerkDOT Development/Planning	New	\$75,000 (funded) and Future Work (TBD)
Infrastructure Revenue Planning	New	\$400,000 (requesting funding)

PUBLIC WORKS DEPARTMENT FINANCIALS

Expenditures by Fund (%)



Expenditures by Division (%)



PUBLIC WORKS DEPARTMENT

BUDGET VS ACTUALS (PARKING FUNDS)

PARKING REVENUES 2019 - 2021

■ ADJUSTED BUDGET
■ ACTUALS



PUBLIC WORKS DEPARTMENT BUDGET CHALLENGES

- Parking Fund Revenue Impacts**

Adopted vs Actual/Projected (Millions)

Fund	FY 2020	FY 2021	FY 2022	Fund Bal.	Total
On-Street	\$ (3.24)	\$ (7.71)	\$ (5.07)	\$ (4.46)	\$ (21.70)
Off-Street	\$ (2.68)	\$ (3.63)	\$ (2.39)	\$ (2.15)	\$ (10.85)

- Zero Waste:**

- Implementation of SB 1383 Regulations
 - Estimated Cost: \$600,000
 - Enforcement/Penalty

- Critical Unfunded Needs**

- \$1.0B in Deferred Maintenance and Needed Improvements
- Note CIP General Fund requests for November 2022 Revenue Measure Planning (\$400,000) and to complete EV charger installation at Corporation Yard (\$1,150,000)



PUBLIC WORKS DEPARTMENT BUDGET CHALLENGES

- **Deferrals**

- On-Street Parking: Telegraph Channing Mall Garage Elevator Replacement (\$0.8M)
- Equipment Replacement
 - Police Dept. FY 21 Vehicle Replacement (\$0.4M)
 - General Fund transfer for Fire Truck Lease (\$1.2M)
- 50/50 Sidewalk Program (\$0.5M)
- ADA Transition Plan Implementation (\$1.0M)
- EV Charging Infrastructure (\$0.3M)



PUBLIC WORKS DEPARTMENT

GENERAL FUND PROPOSALS

- **Parking Funds Balancing**
 - FY 2022 coverage of Garage Bond Debt Service (\$1.91M)
 - FY 2022 Police Parking Enforcement Officers Personnel & Non-Personnel (\$3.2M)
 - Telegraph/Channing Garage Elevator Reserve Replenishment (\$800,000)
 - Parking Meter Replacement (\$3.0M FY 22, \$3.0M FY 23)
 - **Fleet**
 - Police Dept. FY 21 Vehicle Replacement (\$417,000)
 - General Fund transfer for Fire Truck Lease (\$1.2M)
 - **EV Charging Infrastructure** - Restoration of \$0.3M deferral and additional \$0.85M
 - **Vision 2050 Infrastructure Planning** \$0.4M
 - **EBMUD Administered Low Income Discount for Sanitary Sewer Customers** \$55,000
- Future Considerations (FY 23/24)**
- ADA Transition Plan Implementation (\$1.0M minimum)
 - 50/50 Sidewalk (\$2.0M unfunded)

PUBLIC WORKS DEPARTMENT

INTERNAL INFRASTRUCTURE

- Vacancy rate >15%
- Morale/staff engagement
- Intra-departmental communication
- Lack of trainings and certifications
- COVID19/virtual meetings
- Overhaul of key internal systems: Zero Waste routing & billing (AMCS), fleet management (Assetworks), Work Orders (NexGen), GPS (Zonar) and Cyclomedia (LIDAR imagery)



PUBLIC WORKS DEPARTMENT

BUILDING INTERNAL INFRASTRUCTURE

- All staff survey
- Skip level meetings
- Top goals and projects
- Trainings and certifications
- Performance measures

Public Works 2020 Annual Survey
 All - All
 Oct 30, 2020 - Dec 14, 2020



FY 20/21 Berkeley Public Works: Top Goals and Projects, Original Adopted September 2020
 Committed to providing quality services to the Berkeley community with pride, courtesy, and excellence.

Goals	Projects
1. Respond to 75% of public service requests in 1 business day. DW/CD, GA/MH	1. Progress to Vision Zero by initiating planning of Southside Complete Streets (EAB/T), completing design of Miva Bikeway (KJ/RN), completing construction of Shattuck Reconfiguration (TS/KJ) and Sacramento Complete Street (TS/KJ), and award of \$2M in new grant commitments (BT)
2. Improve vacancy rate from 15% to 10% for at least one month. LG/SO	2. Implement FY 20/21 CIP projects: Giman Interchange (FJ/HM), University and Ashby Interchanges (FJ/HM), UID #48 (AB/DA), Cyclic Sewer (AB/DA), 1961 Shattuck (FJ/PC and SO), and Annual Paving (AB/UE).
3. Achieve 95+ days without work-related injury. DW/GA/DP	3. Complete T1 Phase 1: Green Infra (JE/SM), NBSC (AB/UE/EK), Mental Health Services Ctr (AB/UE/EK), 125-127 University (AB/UE/EK), and Paving (AB/UE).
4. Effective support for EOC and activation of DOC. LG/AB/LOR/UB	4. Gain acceptance/approvals of T1 Phase 2 (LG/AB/SO/UE), Transfer Station Redesign enviro's (GA), Ped Plan (BTRM), budget and CIP (SO), ADA Transition Plan (AB/DB), storm permit (AB/UE/SK), SSAP/consent decrees/rates (AB/DA)
5. Provide 90+ weekly scheduled litter/trash pickups, incl. at encampments. DW/JH	5. By Nov 2020, 85% of T1 spend, and by FY end, 80% spent/incumbered in FY's PW/ded projects. AB/SO
6. Keep the parking funds (SO/FJ/DP/DE) and 1947 building fund (AB/DE) financially viable.	6. Update key expiring agreements, community workforce (LG), Ecology Center (LG/GA), CCC (LG/GA), SEU (AB), BEW (AB), Local 1 (AB)
7. Implement accepted Single Use Foodware/Litter Reduction Ordinance (GA/HO) and Greening of Fleet (DW/GE).	7. Adoption of 5-Year Paving Plan and updated, equity-focused Streets Policy. LG/AB/UE
8. Identify infrastructure needs/unfunded liabilities* (SO) and solutions (LG)	8. Stand up ERMA, including rolling out new HR/payroll process, enhanced functionality processes, reporting, and training. SO
9. Close CC referrals on Berkeley (LG/FJ/SO), Run/bike (DW), streetlights/campus (AB/DW), scooters (FJ), small cell (AB), traffic circles/adapt-a-spot (FJ/UB), and OSE (DW/JH/DE/LGR)	9. Stand up key internal infrastructure, including NexGen (JB), AssetWorks (JB), AMCS (GA), and web-site replacement (JB)
10. Update the schedule and rates for Equipment and Building funds, strategies for solvency, and engage clients departments. LG/SO/MD/LC	10. Initiate ZV Strategic Plan development and gain Council acceptance of rates for curbside and Transfer Station. GA
11. Complete staff survey, skip level meetings, and performance measures. LG	11. Respond to audit with recommended model for real property management/leases that better serves departments. DE
12. Communicate PW's successes through 10,000 unique impressions through off agenda/informational reports and social media posts. LGR	
13. Reduce 2019 sidewalk backing by 50%. AB/UE/TS	

FY 20/21 Berkeley Public Works: Top Goals and Projects, Update December 2020
 Committed to providing quality services to the Berkeley community with pride, courtesy, and excellence.

Goals	Projects
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3. Achieve 95+ days without work-related injury. DW/GA/DP	3. Complete T1, Phase 1: Green Infra (JE/SM), NBSC (AB/UE/EK), Mental Health Services Ctr (AB/UE/EK), 125-127 University (AB/UE/EK), and Paving (AB/UE).
4. Effective support for EOC and activation of DOC. LG/AB/LOR/UB	4. Gain acceptance/approvals of T1 Phase 2 (LG/AB/SO/UE), Transfer Station Redesign enviro's (GA), Ped Plan (BTRM), budget and CIP (SO), ADA Transition Plan (AB/DB), streetlight fix (AB/UE/SK), storm permit (AB/UE/SK), SSAP/consent decrees/rates (AB/DA)
5. Provide 90+ weekly, scheduled litter/trash pickups, incl. at encampments. DW/JH	5. By Nov 2020, 85% of T1 spent and 60% spent/incumbered in PW projects. AB/SO
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7. Implement accepted Single Use Foodware/Litter Reduction Ordinance (GA/HO), Greening of Fleet (DW/GE), and Vision 2050 (LG/AB)	7. Adoption of 5-Year Paving Plan and updated, equity-focused Streets Policy. LG/AB/UE
8. Identify infrastructure needs/unfunded liabilities* (SO) and solutions (LG)	8. Stand up ERMA, including rolling out new HR/payroll process, enhanced functionality processes, reporting, and training. SO
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11. Complete staff survey, skip level meetings, and performance measures. LG	11. Respond to audit with recommended model for real property management/leases that better serves departments. DE
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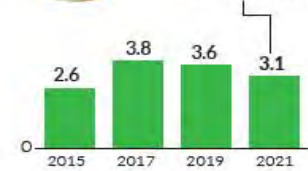
Initials = staff member leading/supporting project

Questions? Call Liam at 861-6303 or email at lgarland@cityofberkeley.info

PERFORMANCE AND WORK MEASURES, APRIL 2021

CUSTOMER SERVICE

3.1 days
Average days to abate illegal dumping on public property



33 days
Average days to fill pothole



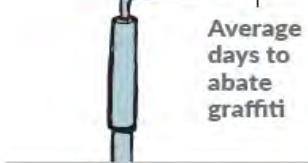
49

33

21

32 DAYS

Average days to abate graffiti



INFRASTRUCTURE PERFORMANCE

33% of commute trips by solo occupant vehicle in 2019



56 Pavement Condition Index in 2020



52.5 total miles of bicycle infrastructure



11.39 lane miles treated in 2020



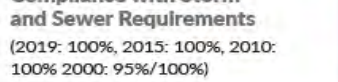
11% drop in sidewalk backlog (3644 locations in 2020)



Three year average of severe injuries / fatalities on City streets in 2019



100% Environmental Compliance with Storm and Sewer Requirements (2019: 100%, 2015: 100%, 2010: 100% 2000: 95%/100%)



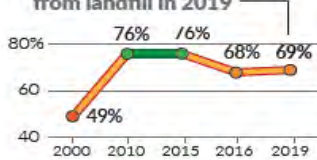
1,901 cubic yards of trash prevented from reaching the Bay in 2019



41 acres treated by Green Infrastructure in 2020



69% of waste diverted from landfill in 2019

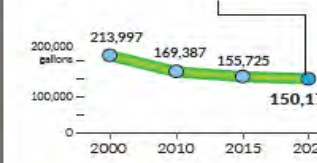


INTERNAL SERVICES

51 City Owned Electric Chargers in 2021. There were 0 in 2015.



150,171 Gallons of gas used by City Fleet (down 30% from 2001)



Accredited by the American Public Works Association? Yes, in 2000 and re-accredited 2004, 2009, 2014, and 2018.

99.89% of staff time at work without injury in 2020 (2019: 98.5%, 2018: 99.54%)

PERFORMANCE AND WORK MEASURES, APRIL 2021

CUSTOMER SERVICE

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Average days to abate illegal dumping on public property



33 days
Average days to fill pothole



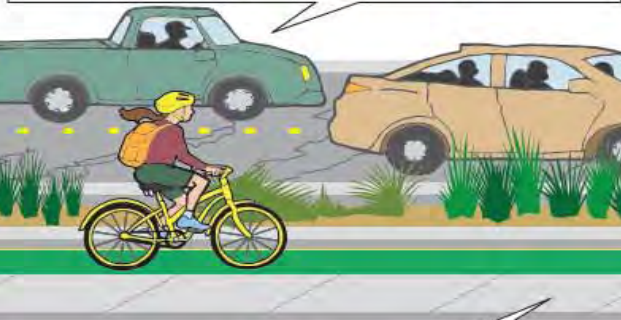
49
Average days to abate graffiti



32 DAYS
Average days to abate graffiti

INFRASTRUCTURE PERFORMANCE

33% of commute trips by solo occupant vehicle in 2019



56 Pavement Condition Index in 2020



52.5 total miles of bicycle infrastructure



11.39 lane miles treated in 2020



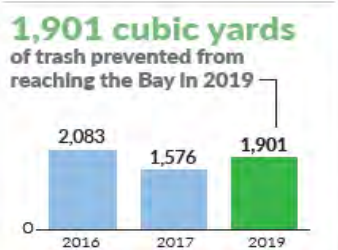
11% drop in sidewalk backlog (3644 locations in 2020)

Three year average of severe injuries / fatalities on City streets in 2019



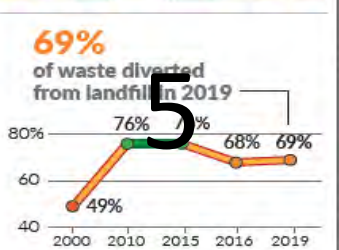
100% Environmental Compliance with Storm and Sewer Requirements (2019: 100%, 2015: 100%, 2010: 100% 2000: 95%/100%)

1,901 cubic yards of trash prevented from reaching the Bay in 2019



41 acres treated by Green Infrastructure in 2020

69% of waste diverted from landfill in 2019

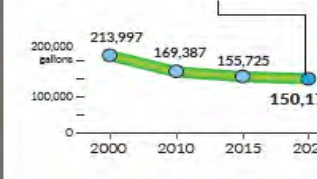


INTERNAL SERVICES

51 City Owned Electric Chargers in 2021. There were 0 in 2015.



150,171 Gallons of gas used by City Fleet (down 30% from 2001)



Accredited by the American Public Works Association? Yes, in 2000 and re-accredited 2004, 2009, 2014, and 2018.

99.89% of staff time at work without injury in 2020 (2019: 98.5%, 2018: 99.54%)

PUBLIC WORKS DEPARTMENT

ACCOMPLISHMENTS

- 26,014 work orders completed
- Updated Paving Policy (June)
- Progress on Equity
- Progress on *Greening the Fleet*
- Traffic Circle Maintenance Policy
- Weekly encampment cleanups/illegal dumping
- Healthy Streets
- Renewed agreements with Building Trades (completed), Ecology Center (TBD), and CCC (TBD)
- Refreshed safety striping at schools
- 99% of days without work-related injury
- 100% environmental compliance in sewer and storm



PUBLIC WORKS DEPARTMENT

PROPOSED NON-GENERAL FUND CHANGES

- **Key Position Changes**
 - Deputy Director – Transportation (Reclass)
 - Vision 2050 Capital Improvement Projects Manager (Reclass)
 - Senior Public Works Supervisor – Traffic Maintenance (New – limited duration)
 - Homeless Response Team: 1 Skilled Laborer, 1 Laborer (New)
- **Internal Service Fund Methodology & Rate Updates**
 - Building Maintenance & Building Purchases and Management
 - Equipment Replacement & Equipment Maintenance
- **Public Works and Zero Waste Strategic Plans**

BUDGET

Fiscal Year 2022

PARKS, RECREATION &
WATERFRONT
DEPARTMENT

MARTIN LUTHER KING JR
CIVIC CENTER

PARKS, RECREATION & WATERFRONT

OVERVIEW

Five Divisions:

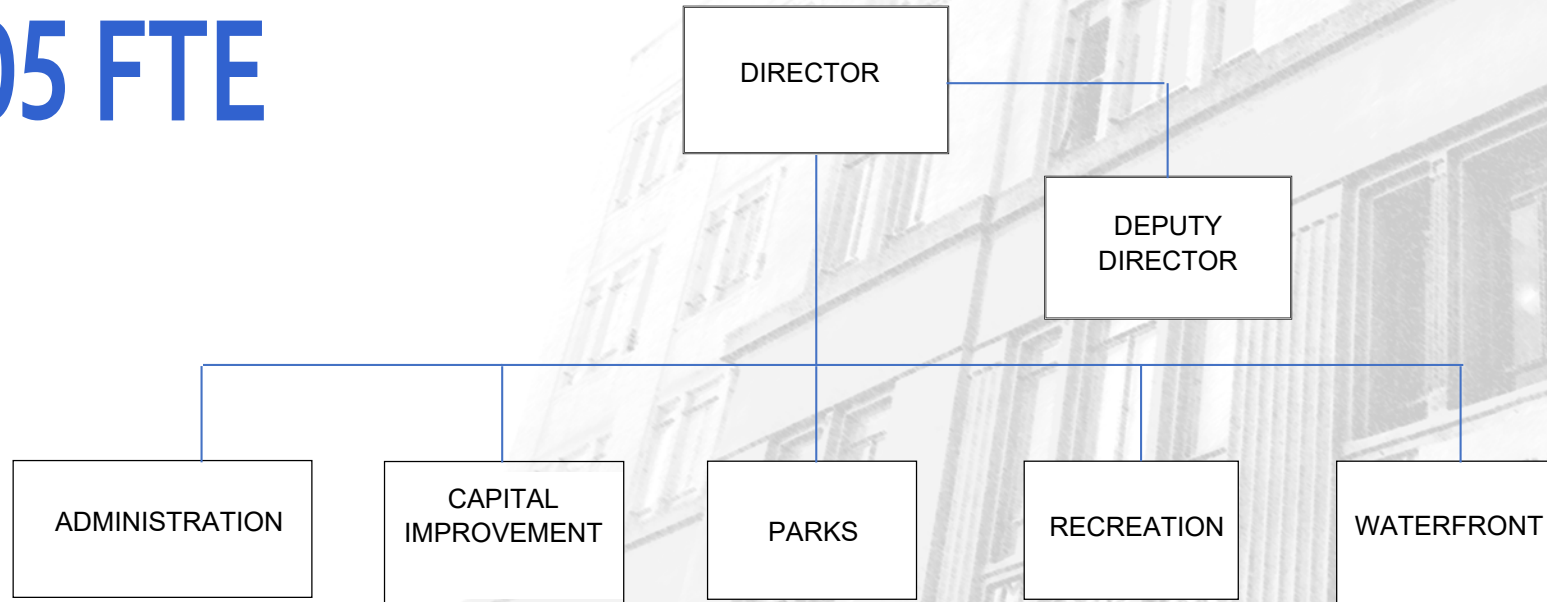
- Administration
- Capital Improvement
- Parks
- Recreation
- Waterfront



PARKS, RECREATION & WATERFRONT

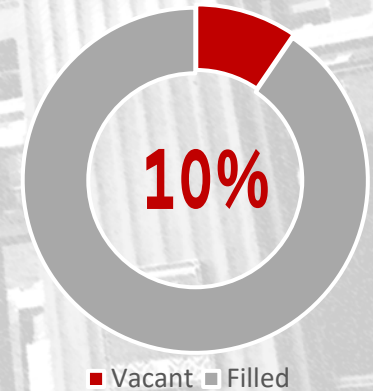
STAFFING

105 FTE



Plus 53 FTEs, representing 120-300 p/t hourly employees

Vacancy Rate



PARKS, RECREATION & WATERFRONT STRATEGIC PLAN

- 21 new projects and 7 continuing projects
- These include 9 non-capital and 19 capital projects



King School Park Playground

Tree Planting in S & W Berkeley

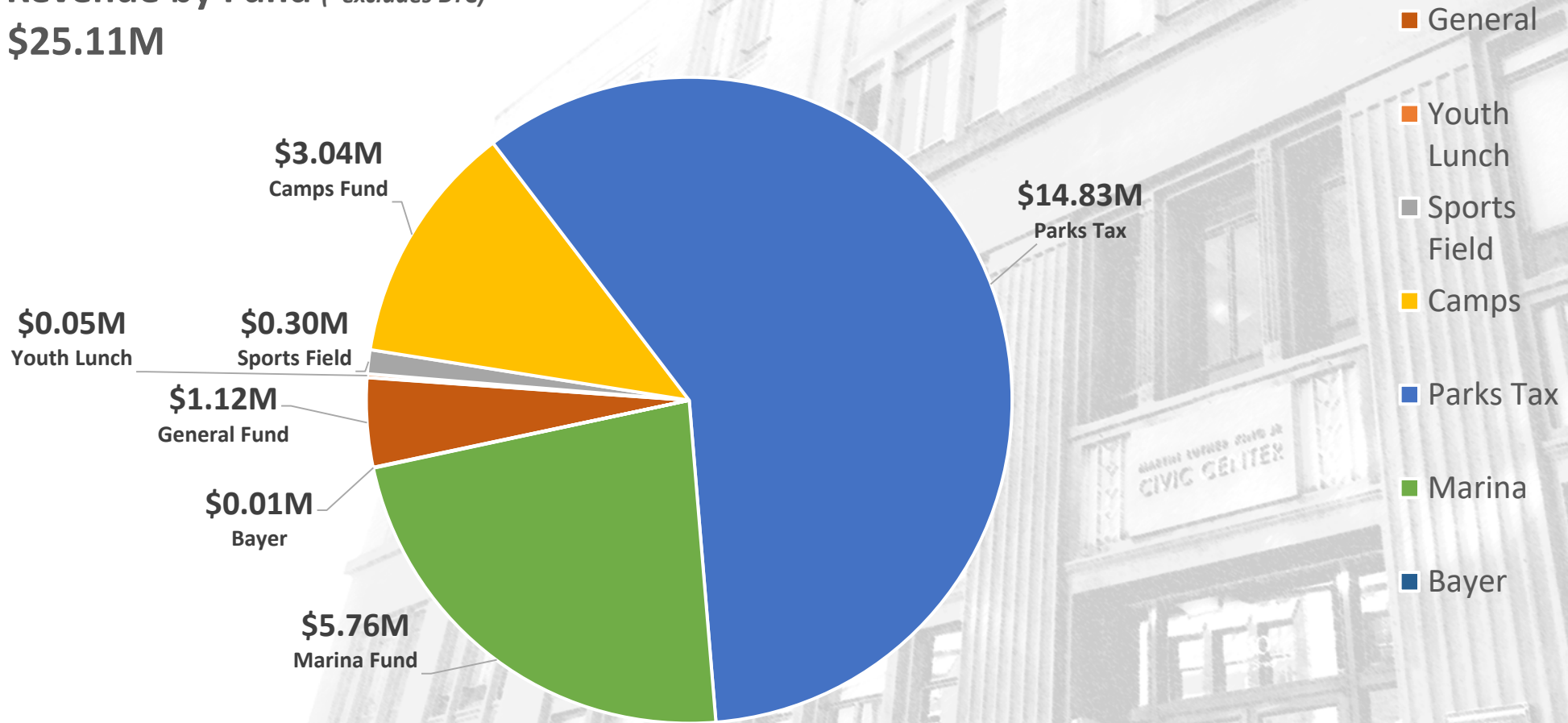
199 Seawall, Berkeley Waterfront³⁰

PARKS, RECREATION & WATERFRONT

FINANCIALS

FY22 Revenue by Fund (*excludes BTC)

Total \$25.11M

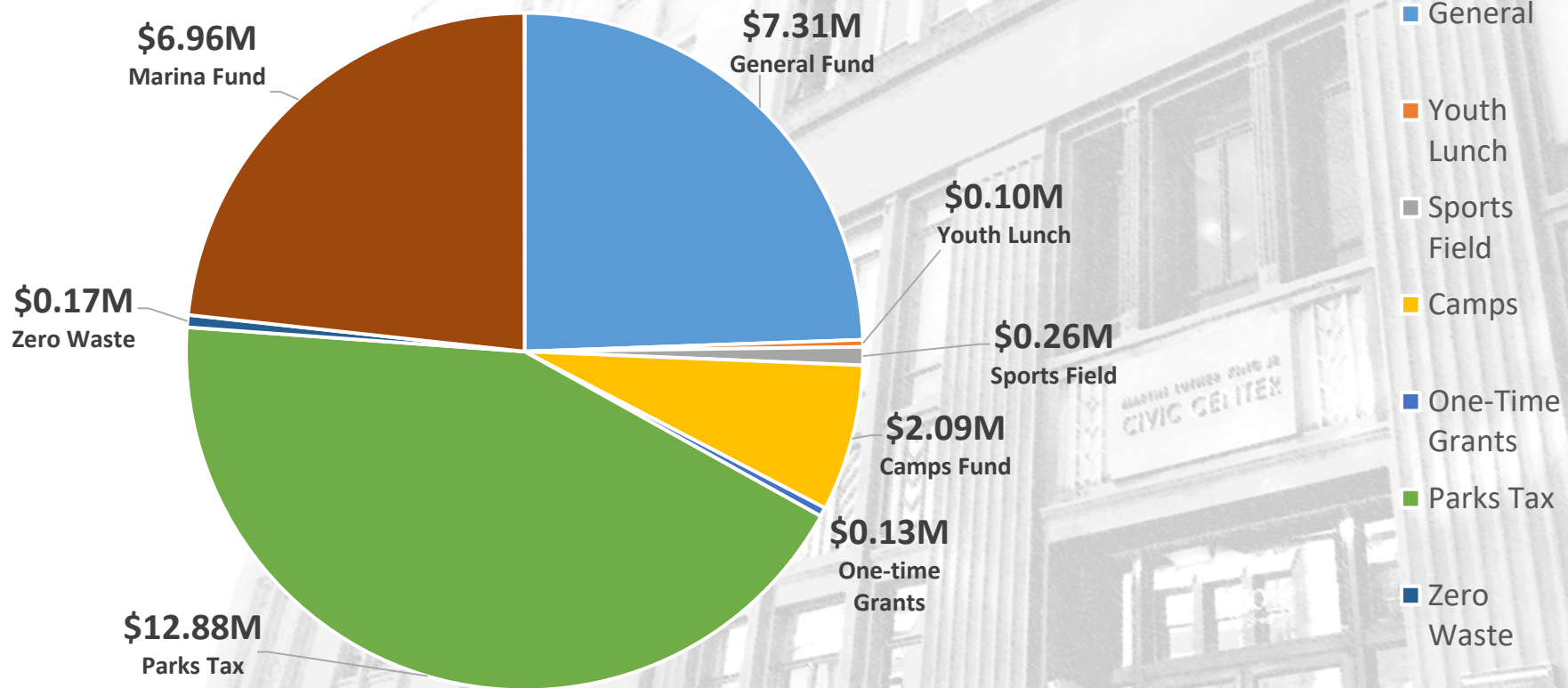


*BTC reconstruction is estimated \$11M.

PARKS, RECREATION & WATERFRONT

FINANCIALS

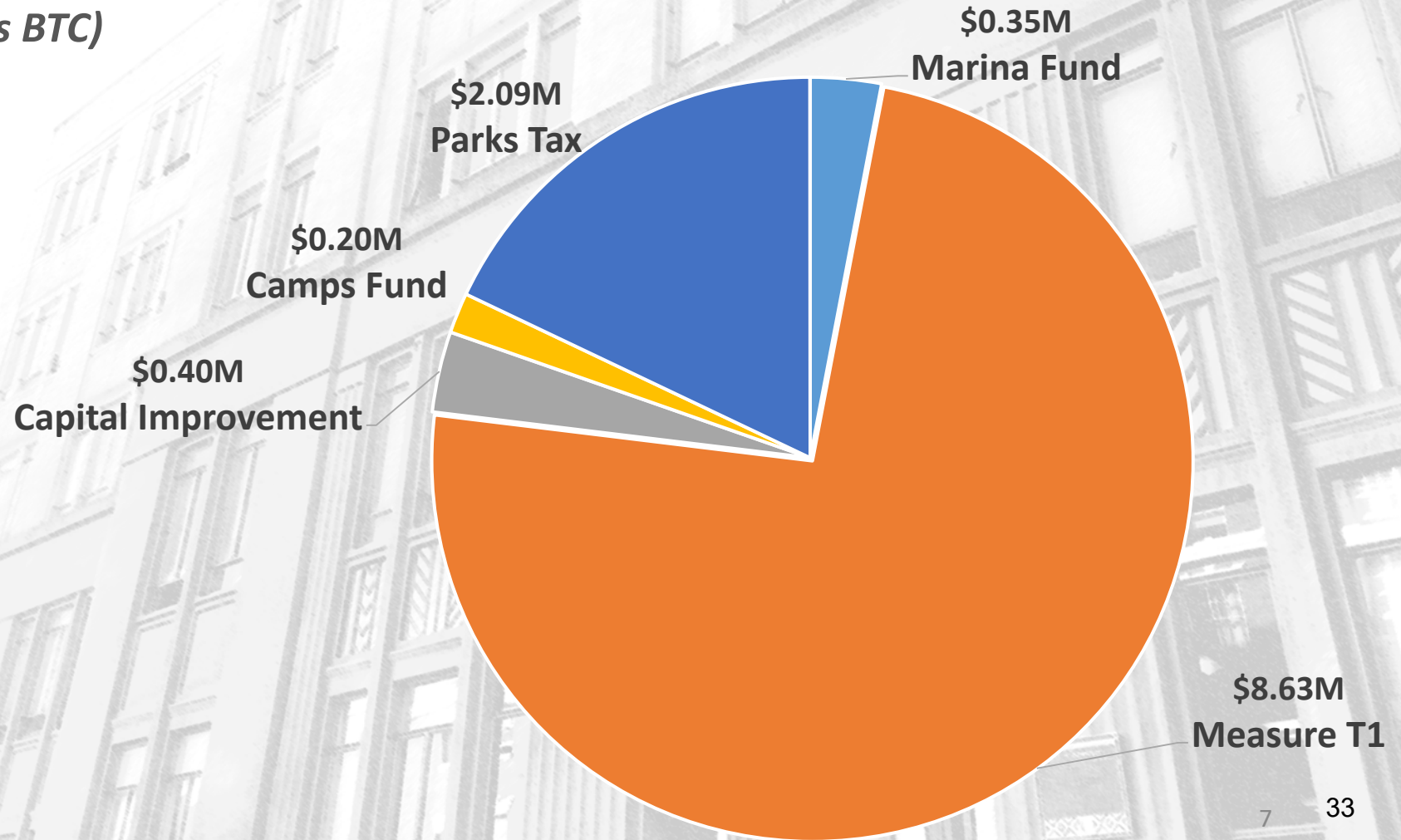
FY22 Operating Budget *(excludes Capital)*
Total \$29.90M



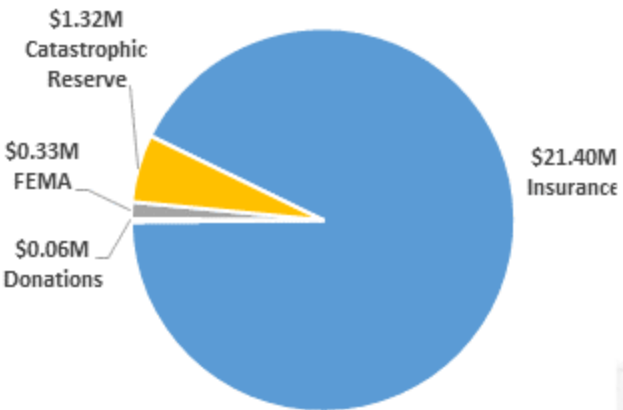
PARKS, RECREATION & WATERFRONT

FINANCIALS

FY22 Capital Budget (*excludes BTC)
Total \$34.67M



BTC- \$23M



PARKS, RECREATION & WATERFRONT

FY21 GENERAL FUND DEFERRALS

- FTE Deferrals:
 - Assistant Recreation Coordinator - \$110k
- Capital Deferrals: \$2.249M
 - CIP Allocation - \$400k
 - Echo Lake ADA - \$454k
 - Waterfront immediate needs - \$1.395M
 - FY20-21: \$3.45M allocated for finger docks, pilings, restrooms, and emergency electrical
 - In FY20, spent \$1.505M on finger docks, restrooms, and design for pilings and electrical
 - In FY21, \$1.945M was planned, but only \$550k was allocated for emergency electrical.
 - Remaining \$1.395M was deferred.

PARKS, RECREATION & WATERFRONT

FY22 CONTINUED DEFERRALS

- FTE Deferral:
 - Assistant Recreation Coordinator - \$110k

PARKS, RECREATION & WATERFRONT

PERFORMANCE MEASURES

- Number of community outreach contacts
 - Email communications (26)
 - Civic Rec communications
 - T1 and Waterfront monthly updates
 - Community meetings (73)
 - Meetings associated with capital projects
 - Park use-related meetings
 - In-person events
 - 41 special events in FY19
 - Restart as many as possible in FY22
 - Advertising
 - Brochures/maps
 - Press releases
 - Local media (i.e. p/t employee recruitment)



Target	Actual	Tracking
↑	26 communications 24 community meetings/pop-ups, 48.5 hours 49 Commission and Sub-Committee meetings, 115 hours	●

PARKS, RECREATION & WATERFRONT

PERFORMANCE MEASURES

- Tonnage of fire debris removed
 - Recent annual fire fuel allocations (General Fund)
 - Tree removal on City property and ROW in hill areas
 - Ladder fuel removal in City ROW, parks and pathways in hill areas
 - Hazardous vegetation removal (Parks Tax/Marina Fund)
 - Chipper program (Zero Waste Fund)
 - Vegetation removal on private property in hills surcharge area



Description	Target	Actual	Tracking
Amount of fire fuel debris tonnage removed from the hills	↑	154.5 tons	●

PARKS, RECREATION & WATERFRONT

TECHNOLOGICAL NEEDS

- Berkeley Tuolumne Camp IT setup
- Develop online payment for Waterfront Marina slipholders
- Establish on-site Electronic Payment at pools

PARKS, RECREATION & WATERFRONT

NEW MANDATES

- Living Wage increase (\$404k)
- COVID Impacts / Mandates
 - Rent deferral from tenants leasing City property
 - Waterfront: >\$400k
 - Special events adjustments
 - Recreation Program Registration Limitations
 - Pools
 - Camps
 - After School Programs
 - Additional toilets and handwashing stations
 - Funded through FY21; included in EOC FY22 budget proposal
 - Shower program
 - Normal program: 1 hr/week at Willard
 - COVID-related programs: 3 hrs/week at Willard and West Campus
 - FY22: 1 hr/week at West Campus

PARKS, RECREATION & WATERFRONT

ACCOMPLISHMENTS

- Completed 16 capital & 7 planning projects
- Developed COVID- sensitive childcare/camps and programming
- Provided safe outdoor amenities for the community during COVID
- Finalize 5 new leases, for Doubletree Hotel, Cazadero Camp, Hana Japan, Bait Shop & 125-127 University




PARKS, RECREATION & WATERFRONT

CHALLENGES

- Low Fund Reserves/COVID Impacts
 - Marina Fund (**\$780k need**)
 - Camps Fund (reserves depleted in FY24)
 - Parks Tax Fund (5% reserve rate)
- Urgent infrastructure needs (FY22 GF request)
 - West Campus Pool - **\$510k**
 - Echo ADA - **\$705k**
 - Waterfront - **\$600k**
- Fire Fuel Reduction (FY22 GF request: \$400k)
 - Tree removal - \$250k
 - Ladder fuel removal - \$150k
 - \$400k total need:
 - \$250k currently budgeted
 - **\$150k requested**





No Material
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this Item

There is no material for this item.

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BERKELEY CITY AUDITOR

Date: April 29, 2021

To: Berkeley City Council

From: Jenny Wong, City Auditor *zw*

Re: FY 2022 Budget for City Auditor's Office

Recommendation

The City Auditor's Office is not requesting any additions to the current budget. We expect to be fully staffed in FY 2022.

Background and Current Situation

The attached presentation provides detailed information about our budget and financials.

CITY AUDITOR'S BUDGET

Fiscal Year 2022



BERKELEY CITY AUDITOR



OVERVIEW

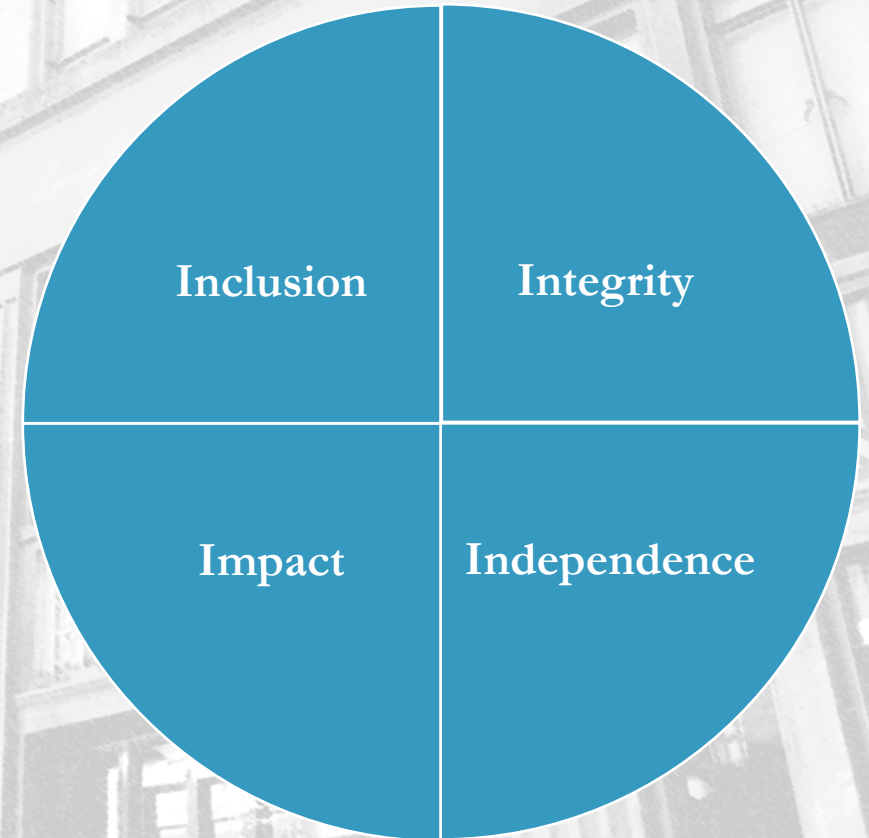
The City Auditor's Office provides independent oversight of City services and activities. The missions of our divisions are:



Performance Audit – Promoting transparency and accountability in Berkeley government.



Payroll Audit – Providing accurate, timely, and compliant payroll services to Berkeley employees.





MANDATE

Charter Section 61, Article X

“The Auditor shall examine all payrolls, bills and other claims and demands against the City, and shall issue no warrant or check for payment unless [they find] the claim is in proper form, correctly computed and duly certified; that it is justly and legally due and payable; that a budget appropriation has been made therefor which has not been exhausted, or that the payment has been otherwise legally authorized; and that there is money available to make payment.”





CITY AUDITOR AUTHORITY

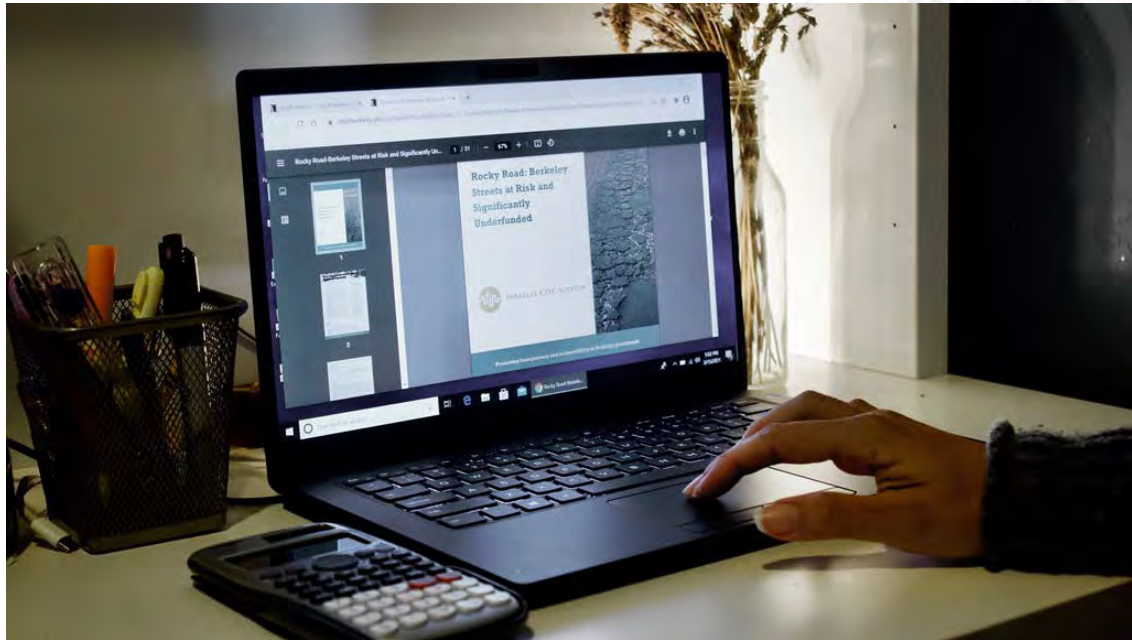
B.M.C. Section 2.24.010

“The effectiveness of the audit function is enhanced when the Auditor is required to adhere to government auditing standards, and that these standards require that the Auditor has an unrestricted right to audit and sufficient resources to audit.”

“It was the City’s intent in placing a requirement that resources be provided for performance of audits in the Charter to constrain Council from limiting the Auditor’s ability to audit.”



OVERVIEW



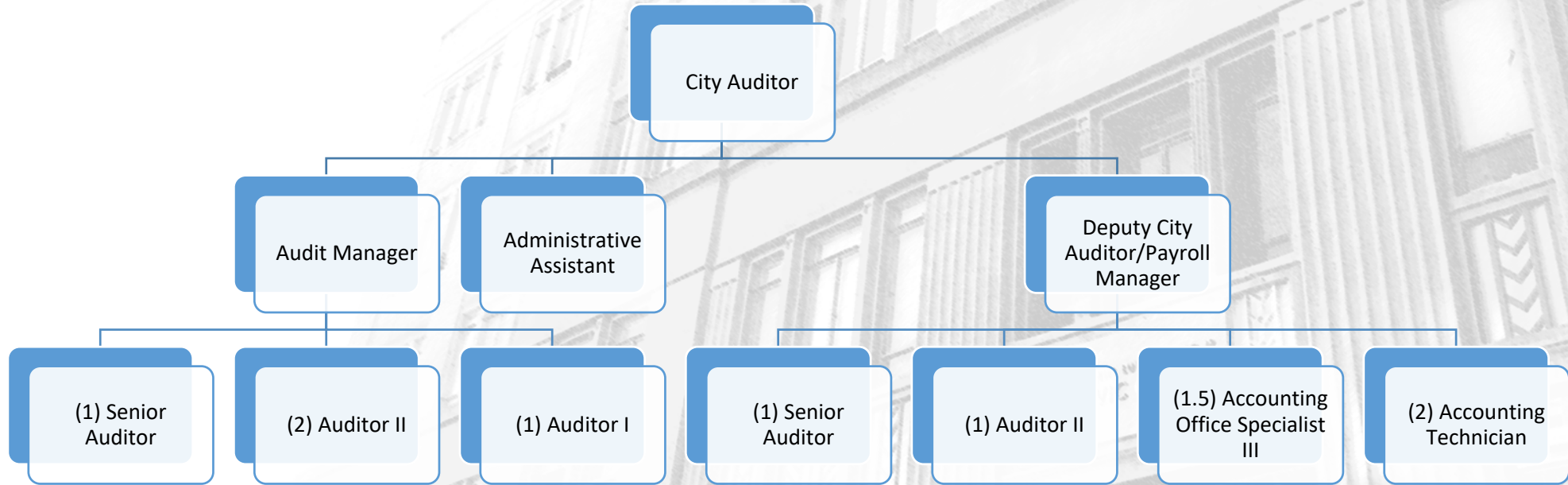
Dual Roles – Elected to represent the public and serve as department head

Performance Audit – Expectation to conduct audits of programs and communicate regularly with public

Payroll Audit – Coordinate payroll auditing responsibilities across departments



STAFFING





STAFFING

	FY 2018	FY 2019	FY 2020
Authorized FTE Positions	13.5	13.5	13.5
Temporary Staffing	0	0	0
Number FTE Vacant Positions	1	1	1
Number of Long Term Vacancies (> 1 year)	0	0	0



STAFFING

FTE Positions	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
City Auditor's Office	13.50	13.50	13.50	13.50	13.50
Total City	1470.19	1493.74	1531.55	1559.60	1617.80

Percent Change in FTEs since 2016

Total
City FTEs

+10%

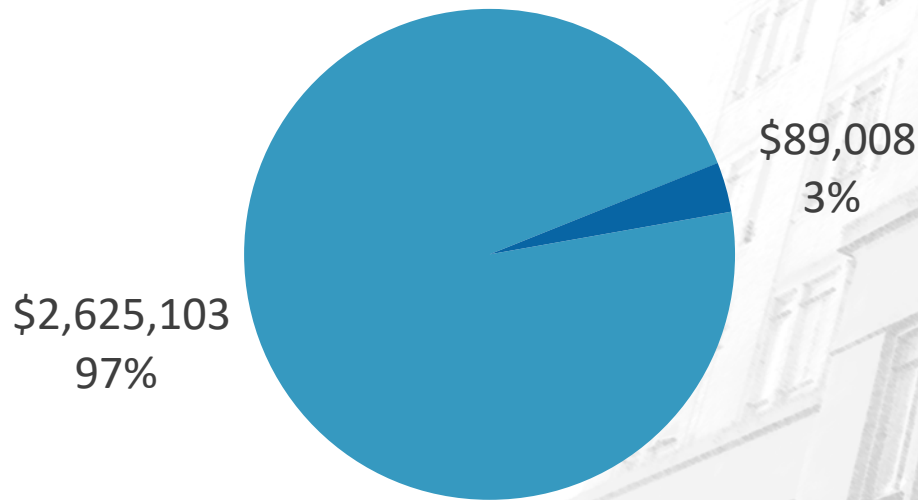
City Auditor's
Office

0%



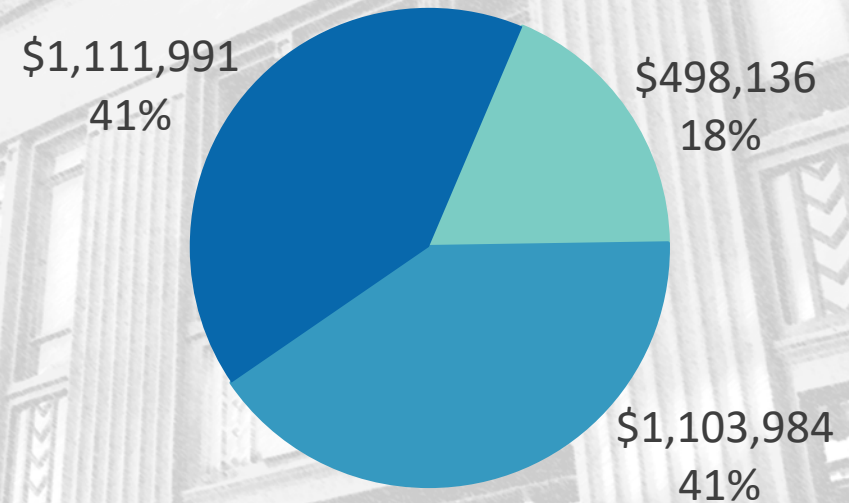
FY 2020 FINANCIALS

Expenditures by Fund



■ General Fund ■ Workers' Comp Fund

Expenditures by Division



■ Administration ■ Performance Audit ■ Payroll Audit



KEY PROJECTS/PROGRAMS



Performance Audit

- Performance audits
- Special reports, including audit recommendations follow-up



Payroll Audit

- Citywide payroll operations
- Corrects personal actions
- ERMA HR/payroll module implementation



PERFORMANCE MEASURES

	2018	2019	2020	2021
Audits and Special Reports	3	4	3	4
Additional Council Reports	6	5	3	2
New Recommendations	35	31	11	TBD
Percentage of corrections made to personnel actions*	12.8%	21.5%	47.5%	TBD
Percentage of paychecks that are accurate and correct	99.8%	99.9%	99.9%	TBD

*PAs had errors that Payroll Audit identified and corrected. The number of corrections made is due to errors by other departments' errors.



ACCOMPLISHMENTS – PERFORMANCE DIVISION



Issued 13 reports, including audits, special reports, and updates on audit recommendations





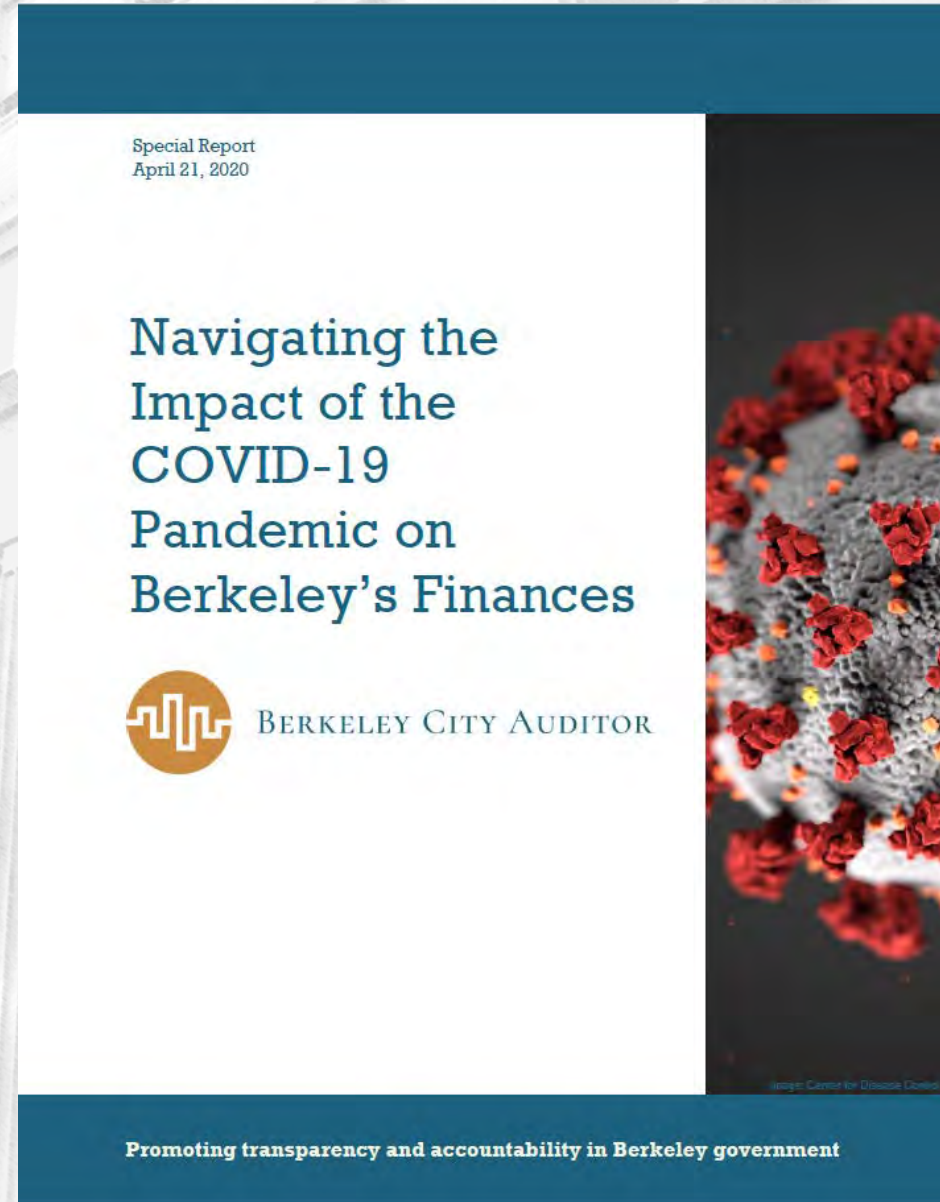
BERKELEY CITY AUDITOR



Issued a report on the impacts of the COVID pandemic on the City's budget and economy



Recommended better fiscal accountability by ensuring passing of stronger general fund reserves policy to address budget challenges due to the COVID pandemic





BERKELEY CITY AUDITOR



Won top national awards for audits two years in a row.



ALGA

2020 Knighton Award

Exemplary Winner – Small Shop

Association of Local Government Auditors

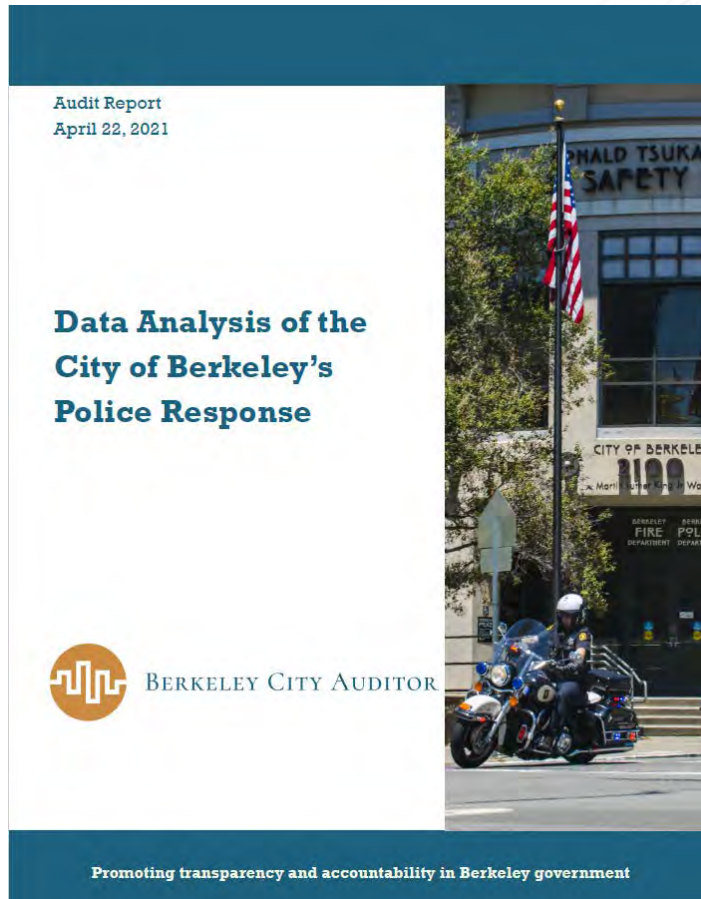




BERKELEY CITY AUDITOR



Issued a report on calls for police service data as part of public safety reimagining process



THE DAILY CALIFORNIAN
Wednesday, April 21, 2021

NEWS

News Sports Arts Opinion Blogs Multimedia Weekender Featured

CAMPUS | CITY | COUNTY | UC | STATE | NATIONAL | ASUC | OBITUARIES | RESEARCH & IDEAS | ELECTIONS 2020 | COVID-19 | NOTES FROM THE

CITY GOVERNMENT

MONDAY, JULY 6, 2020

Berkeley city auditor to review police department staffing, budget



JIM XU/STAFF

Amid nationwide protests, the city auditor will carry out an audit of the Berkeley Police Department.

BY CLAIRE DALY | STAFF

LAST UPDATED JULY 7, 2020



ACCOMPLISHMENTS – PERFORMANCE DIVISION



Worked with city management to address recommendations on 13 audits




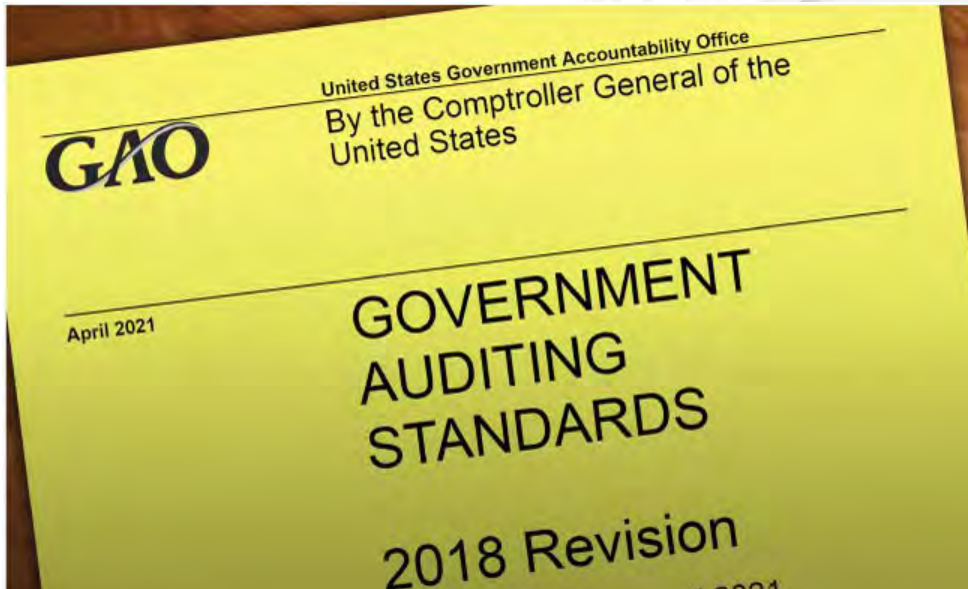
Streamlined contract review process resulting in time savings



ACCOMPLISHMENTS – PERFORMANCE DIVISION

 Suggestion of equity inclusion adopted in national audit standards









 Included Spanish translation of highlights page in recent audit reports











ACCOMPLISHMENTS – PERFORMANCE DIVISION

Performance Audit accomplishments resulted in:

-  Public Works working with related Commission to incorporate equity in Paving Plan
-  Library developing reserves policy to address emergencies and fiscal risk
-  Police conducting dispatcher staffing analysis and plans for improved recruitment and training
-  Finance issuing policies to ensure credit card use and business license processing align with policy
-  Finance issuing guidance on cash handling procedures and took steps towards a new cashiering system
-  City Manager establishing goals to improve customer service wait times for construction permits
-  City Manager clarifying procedural guidelines for the department director transition process
-  Public Works conducting a five-year rate review and moving to adopt software to improve the City's billing and analysis of metrics to accomplish Zero Waste goals



ACCOMPLISHMENTS - PAYROLL DIVISION

-  Ensured accurate payroll and records for 1400 employees
-  Identified mistakes and corrected 47.5 percent of personnel actions submitted in 2020
-  Designed and implemented electronic timesheets and provided enhanced customer service during pandemic
-  Provided data to other departments as needed
-  Completed implement new payroll/HR system that corrected for errors in former system of FUND\$
-  Completed complex FLSA payments by working with vendor and across departments





BUDGET DEFERRALS AND SAVINGS

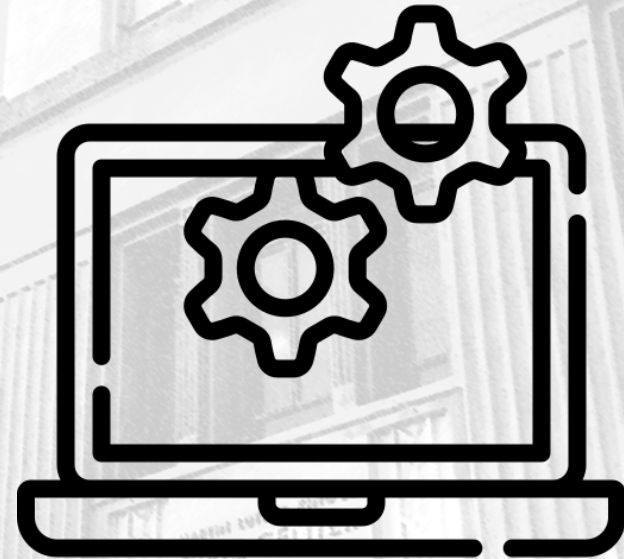
- FY 2020 savings of \$187,000 due to Audit Manager leaving and limited training due to COVID-19
- FY 2021 projected savings of \$100,000 from staff vacancy and limited training due to COVID-19





TECHNOLOGICAL NEEDS

- Exploring different media to communicate our audit results
- Online system to display audit recommendation statuses
- IT needs for producing data-intensive audits
- Improving website to increase accessibility





CHALLENGES

- Implementing new timekeeping system and addressing updates from new payroll/HR system
- Addressing final FLSA retroactive pay calculation
- Competing priorities and limited funding
- Changes due to the COVID-19 pandemic
- Staffing changes and capacity
- Training new staff on charter mandated auditing standards





FUNDING REQUESTS

Performance Audit and Payroll Audit divisions:


- Not requesting additional positions or proposing significant changes from the prior year's budget.





NEXT STEPS/ACTION

- Development of a new audit recommendation follow-up process
- Issue audit reports and initiate new audits
- Further address rollout of the comprehensive HR/payroll auditing method in ERMA




No Material
Available for
this Item

There is no material for this item.

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