



Office of the City Manager

INFORMATION CALENDAR

November 27, 2018

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: City Council Short Term Referral Process – Monthly Update

INTRODUCTION

This report is a monthly update on the status of short term (90-day) and other date-certain Council referrals.

CURRENT SITUATION AND ITS EFFECTS

In this context, tracking refers to a manually updated chart (Attachment 1). The May 15, 2018 Council referral establishing the monthly update includes both “short term” and “date-certain” referrals. Short term referrals are referrals that staff determines they will be able to complete in approximately three months. Date-certain referrals are those which contain a specified date of completion at the time they are approved by the City Council. Currently, the City only tracks short term referrals in an Excel spreadsheet.

Providing a monthly update on all short term and date-certain referrals will allow Council and the public to see the status of these referrals and any circumstances which lead to delays.

BACKGROUND

In 2016, the City Council adopted a system of Re-Weighted Range Voting (RRV) to prioritize the outstanding City Council referrals to staff. The RRV system enables City Council to provide direction to staff on which referrals are highest priority to the City Council. However, that process does not provide information on the status of short term or date-certain referrals. While many short term or date-certain referrals were “updated” through being completed and presented to Council as consent or information items, there was no comprehensive overview of this subset of referrals.

ENVIRONMENTAL SUSTAINABILITY

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

POSSIBLE FUTURE ACTION

The City Council may wish to direct staff to evaluate this process after it has been in place six months.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

No direct fiscal impact. Greater efficiencies in staff resources due to prioritization of work and alignment with budget and strategic plan goals.

CONTACT PERSON

Mark Numainville, City Clerk, 981-6900

Attachments:

1: Short Term and Date-Certain Referrals

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Refer to the City Manager creation of a policy for companies such as Airbnb to pay the Transient Occupancy Tax, as currently paid by other small local businesses.	Councilmember(s)	Worthington (Dist. 7)	Planning	7/28/2014	Completed			9/7/2016
Refer to the Planning Commission the task of revising the current zoning ordinance so that it reflects the West Berkeley Plan's goals of encouraging medical uses in West Berkeley.	Councilmember(s)	Moore (Dist. 2)	Planning	3/16/2015	Completed			1/24/2017
Refer to the Community Environmental Advisory Commission to explore requiring a maximum of 1.8 GPM low flow showerheads in new housing projects and all housing renovations exceeding \$50,000 throughout Berkeley.	Councilmember(s)	Worthington (Dist. 7)	Planning	12/14/2015	Completed			7/19/2016
Direct the City Manager and Community Health Commission to draft an ordinance amending Berkeley Municipal Code Chapter 9.80 "Tobacco Retailers" to prohibit the sales of tobacco products and smoking paraphernalia to persons under the age of 21.	Councilmember(s)	Arreguin (Dist. 4)	HHCS	12/14/2015	Completed			
Review and consider information regarding the activities and costs associated with implementing and enforcing the Commission on Labor's proposed amendments to the Minimum Wage Ordinance (MWO), including the potential impact of the proposed amendments on the City's minimum wage employees, employers, non-profit organizations and community-based organizations, on-call workers and youth training program workers, and either: 1. Adopt first reading of an Ordinance amending Berkeley Municipal Code Chapter 13.99, which includes staff-recommended revisions to the Commission's proposed Ordinance; -OR- 2. Refer the MWO back to the City Manager for further analysis and revisions.	CMO		CMO	2/8/2016	Completed			9/1/2016
No recommendation noted. Action: Moved to Consent Calendar and held over to January 19, 2016. Fire to report back in May 2016 for permanent program.	CMO		Fire	2/15/2016	Completed			7/1/2018
Refer to the City Manager to adopt a Pilot Program to implement Solar Trash Compactors on Telegraph Avenue and Downtown Berkeley.	Councilmember(s)	Worthington (Dist. 7), Maio (Dist. 1), Wengraf (Dist. 6), Droste (Dist. 8)	Public Works	2/29/2016	Completed		6/2018 RFPs received; 2 solar compactors to be issued contracts.	7/24/2018

Key: Highlighting indicates an update from the previous month/report.

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Refer to the City Manager and Planning Commission an immediate implementation strategy to bring the City Zoning Ordinance in compliance with the policy adopted by City Council to increase Floor Area Ratio (FAR) in the Telegraph Commercial District between Dwight and Bancroft	Councilmember(s)	Worthington (Dist. 7)	CMO	2/29/2016	Completed			
Refer to the City Manager to: 1. Look into the feasibility of creating a Small Sites Program to allow non-profits to purchase small multi-family buildings (5-25 units) to create and preserve affordable housing, with an emphasis on properties with a high potential for conversion to cooperative homeownership. 2. Develop an inventory of City-owned land and other land owned by public agencies in the City of Berkeley which could potentially be used to create below-market rate housing.	Councilmember(s)	Arreguin (Dist. 4)	HHCS	3/14/2016	Completed		2 is completed. 1 was later prioritized long term as top priority of Council's housing action plan. Plan outline complete and will bring before HAC in July 2018.	12/13/2016
Refer to the City Manager to determine the cost to make the appropriate repairs so that it will be safe for public use.	Councilmember(s)	Moore (Dist. 2)	CMO	3/14/2016	Completed			3/14/2017
Refer to the City Manager and City Attorney to draft an ordinance amending Berkeley Municipal Code Section 2.06.070.E (Open Government Ordinance) to allow the submission of revised or supplemental agenda material for the Supplemental Communications Packet 2. The revised or supplemental material must be submitted no later than 12 noon the day of the City Council meeting at which the item is to be considered. The online version of the City Council agenda shall also contain a link to such items. If revised agenda material is submitted by this deadline, it would not require a two-thirds vote of the Council to accept the material.	Councilmember(s)	Arreguin (Dist. 4), Capitelli (Dist. 5), Wengraf (Dist. 6), Droste (Dist. 8)	CMO/City Attorney	3/14/2016	Completed			
Refer to the City Manager and the Rent Stabilization Board to draft an ordinance regulating situations where a tenant agrees to vacate a rent-controlled unit in exchange for a sum of money, known as a buyout.	Councilmember(s)	Arreguin (Dist. 4.)	CMO	4/18/2016	Completed			3/31/2016
Refer to the City Manager to develop a provision for the Landmarks Preservation Ordinance (LPO) that would allow a landmark designation to be de-designated for a building that has been previously landmarked but subsequently has been legally demolished.	Councilmember(s)	Moore (Dist. 2)	CMO	5/9/2016	Completed			5/10/2016
Refer to the 2016 Mid-year budget process the purchasing of BigBelly Solar Compactor Bins in order to save money, meet zero waste goals, and reduce Berkeley's greenhouse gas emissions.	Councilmember(s)	Worthington (Dist. 7), Droste (Dist. 8)	Public Works	5/9/2016	Completed		6/2018 RFPs received; 2 solar compactors to be issued contracts.	7/24/2018
Direct the City Manager and Transportation staff to prioritize and expedite the installation of a bicycle lane on Fulton Street between Bancroft Way and Channing Way.	Councilmember(s)	Mayor, Arreguin (Dist. 4)	Public Works	6/13/2016	Completed			5/10/2016

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
That the City of Berkeley amend Council Item 10a to remove the option of paying a substantially-reduced mitigation fee at the issuance of a permit, and to preserve revenue from the mitigation fees to maintain or increase the funds designated towards units for incomes at or below 50% AMI, and add a sunset clause.	Councilmember(s)	Worthington (Dist. 7)	HHCS	7/4/2016	Completed			7/19/2016
Refer to the City Manager to create a mobile application for the 311 system and improve the 311 Online Service Center.	Councilmember(s)	Arreguin (D4)	IT	7/25/2016	Completed			11/15/2016
ABAG has a new report and the City Council has voted twice in favor; thus, the City of Berkeley should approve and sign an agreement for collaborative services for Property Assessed Clean Energy Financing (PACE) marketplace. Also, that the City of Berkeley approve and sign acknowledgement addendum of RCSA, as executed between ABAG and RPPs.	Councilmember(s)	Worthington (D7)	City Attorney	8/8/2016	Completed			9/20/2016
Refer to the City Manager to consider adding Energy Efficient Equity as an additional property assessed clean energy program.	Councilmember(s)	Worthington (D7)	Planning	8/29/2016	Completed			9/20/2016
Request the City Manager direct staff to prepare a report outlining the details of City funded homeless services. The purpose of this report is to help Council and the community understand the various factors related to the allocation of resources to address homelessness within the City. Once the report is complete, it is requested that city staff schedule a worksession to go over the findings.	Councilmember(s)	Capitelli (D5)	HHCS	8/29/2016	Completed			11/1/2016
Refer to the City Manager to consider investing in a high-capacity scanner to digitize City records for the Council and multiple City departments.	Councilmember(s)	Worthington (D7)	Information Technology	9/26/2016	Completed			12/12/2017
That the City Manager consider applying for the \$100,000 grant that PG&E's Better Together Resilient Communities grant program will offer in the beginning of 2017.	Councilmember(s)	Worthington (D7)	Planning	10/10/2016	Completed			2016
Refer to staff to write an ordinance based on the Community Health Commission (CHC) recommendation with the changes suggested by staff.	Staff	Staff	HHCS	10/17/2016	Completed			11/29/2016
Refer to the City Manager to consider the four recommendations in response to the Alameda County Grand Jury Report recommendations.	Councilmember(s)	Worthington (D7)	IT	12/19/2016	Completed			10/20/2016

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Direct staff to return with a policy recommendation consistent with the recommendations in this report, i.e., noting that as a matter of courtesy and respect, Councilmembers are expected to set the date a commissioner is to be replaced on a commission and communicate that date to the commissioner not less than two weeks from the official date of replacement.	Councilmember(s)	Commission	City Clerk	12/19/2016	Completed	6/12/2018	Incorporating changes from City Council.	6/12/2018
Refer to the City Manager to examine the feasibility of procuring BigBelly Solar Compactor Bins to save money, meet zero waste goals, and reduce Berkeley's greenhouse gas emissions.	Councilmember(s)	Worthington (Dist. 7)	Public Works	12/19/2016	Completed		6/2018 RFPs received; 2 solar compactors to be issued contracts.	7/24/2018
Request the City Manager draft a resolution to revise the Public Art in Private Development Program Guide to provide the Civic Arts Commission guidance and more flexibility in the use of the Cultural Trust Fund with the language suggested in the report.	Councilmember(s)	Mayor	OED	1/16/2017	Completed			12/13/2016
Request the City Manager draft an ordinance for Council adoption to revise BMC 23C.23.050, the One-Percent for Public Art on Private Projects Ordinance, to do the following: 2. Allow developers the third option of satisfying the Percent for Art requirements with a combination of on-site art and in-lieu payment by modifying BMC 23C.23.050 with suggested language from the report.	Councilmember(s)	Mayor	Planning	1/16/2017	Completed			12/13/2016
Request the City Manager draft an ordinance for Council adoption to revise BMC 23C.23.050, the One-Percent for Public Art on Private Projects Ordinance, to do the following: 1. Have 5% of the 1% requirement go directly to administration of the Public Art in Private Development program regardless of how the developer decides to satisfy the requirement;	Councilmember(s)	Mayor	OED	1/16/2017	Completed			1/24/2017

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Refer the following actions to the City Manager to consider in developing a plan for emergency shelter/services during the upcoming winter season. These actions will help implement Resolution No. 67,357-N.S. "Declaring a Homeless Shelter Crisis in Berkeley": 1. Allow full use of the Multi-Agency Service Center (MASC) at 1931 Center Street as a Warming Center. Direct the City Manager to study the feasibility of using the West Berkeley Senior Center as a day-time Warming Center or evening shelter. Engage in discussions with Dorothy Day House about a day-time respite center. 2. Direct staff to develop a winter shelter services program for Fall 2016-Spring 2017 with funding to increase warming centers and emergency shelter. 3. Direct staff to work with service providers and faith-based organizations who have capacity, to add shelter beds during the year. 4. Direct that all bathrooms in City-owned buildings be available to homeless people for use at the City Manager's discretion. 5. Prioritize people on the street for Housing First funds who are in frail health, disabled, or with special needs and have a source of income. Direct the City Manager to create a list of city-owned properties that could be used for a Tiny House development for the homeless, a successful and growing model for dense urban regions.	Councilmember(s)	Arreguin	HHCS	1/16/2017	Completed			6/27/2017
Approved revised recommendation to request a report from the City Manager on how the City is using the permitted exemptions in compliance with the Public Records Act.	Councilmember(s)	Worthington (D7)	City Attorney	1/30/2017	Completed			12/13/2016
Request that the City Manager draft ordinance language to amend Section 16.10.100 of the Berkeley Municipal Code to include Standards for Testing and Certification of DAS Antennas and return to the City Council within 60 days.	Councilmember(s)	Wengraf (D6)	City Attorney	3/13/2017	Completed			3/28/2017
Request that the City Manager ensure that all City buildings provide and maintain at least one private place reasonably close to an employee's workspace for breastfeeding mothers to pump.	Councilmembers	Droste	City Manager	4/24/2017	Completed			7/1/2017
Request that the City Manager create a provision and enforcement mechanism to ensure that all publically-accessible City buildings install and maintain at least one baby diaper-changing accommodation that is accessible in both men and women's restrooms or a single diaper-changing accommodation that is accessible to all genders. In addition, request that the City Manager provide recommendations to mandate all businesses to provide changing stations in either women's and men's restrooms or gender-neutral restrooms.	Councilmembers	Droste	City Manager	4/24/2017	Completed			7/1/2017
Request that the City Manager provide an information report to Council with analysis of the questions presented by Councilmember Hahn.	Councilmember(s)	All	Planning	5/1/2017	Completed			6/13/17, Item #60
Request that the Planning Commission consider the six location limit on an expedited basis and the use a first-come/first served application process.	Councilmember(s)	All	Planning Commission	5/1/2017	Completed			7/11/17, Item #35

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Request that the City Manager return to the City Council in April with an Information Report on Measure M implementation, expenditures, projected expenses and plans.	Councilmember(s)	Wengraf (D6)	Public Works	5/15/2017	Completed			5/2/2017
REFER to the City Manager to enact a pilot program in downtown Berkeley with the goal of greatly reducing cigarette butt litter that accumulates on sidewalks and curbsides, in a central location. This pilot program would: a) Place a total of four receptacles for cigarette butt disposal in front of three adult schools and a bus stop where smoking behavior continues despite its prohibition. The receptacles are to be placed in front of: i. Berkeley City College, 2050 Center Street; ii. Language Studies International on 2015 Center Street; iii. Kaplan International, Berkeley, 150 Berkeley Square; and iv. a selected major bus stop in the vicinity of an entrance to the Downtown Berkeley BART station; and b) Exhibit graphics on the receptacles to remind and inform the public that tobacco litter is hazardous to the health of the Bay; and c) Enter into a partnering agreement with the Downtown Berkeley Association (DBA) for upkeep of the receptacles for the duration of the one-year pilot program, including sending collected butts to the company for recycling; and d) TerraCycle® will track the weight of butts received, and share the data with the City of Berkeley and CEAC commissioners to help track and assess the success of the pilot program; and e) Identify funding sources to expand the pilot program if successful at the end of the one year trial.	Commission	CEAC	OED	6/26/2017	Completed			5/30/2017
Request that the City Manager return to Council with an update on the referral to create a voluntary database of security cameras in Berkeley. With an increase in crime, residents are anxious to help the Berkeley Police Department solve cases and arrest the perpetrators - amended to include direction that guidelines protect privacy and prevent misuse of camera footage.	Councilmember(s)	Wengraf (D6)	Police	6/26/2017	Completed	9/30/2018	Item is near completion, though there have been delays associated with preparations for August 5th demonstrations.	8/15/2018
Adopt a Resolution approving the Berkeley Bicycle Plan 2017, and directing the City Manager to pursue implementation of the Plan as funding and staffing permit.			Public Works	No date specified	Completed			
Eliminate the requirement for Commissioners to submit Affidavits of Residency when they are appointed, and annually thereafter, in pursuit of saving time and money for the City of Berkeley. Revised Materials - http://www.cityofberkeley.info/Clerk/City_Council/2017/05_May/Documents/2017-05-30_Item_53_Eliminate_the_Required_-_Rev.aspx	Councilmember(s)	Wothington (D7)	City Clerk	8/28/2017	Completed			9/12/2017

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Request the City Manager to create and fill the position of Housing Inspection and Community Services Manager.	Councilmember(s)	Arreguin	Planning	9/25/2017	Completed	11/27/2018	New position approved by Personnel Board. Will bring to Council for adoption by November which will complete referral.	9/13/2018, Item #11
Refer to the City Manager and Cannabis Commission the proposed local ordinances to establish a licensing process for Commercial Cannabis operations, as permitted under Proposition 64, Adult Use of Marijuana Act. The Council requests that the City Manager and Cannabis Commission report to the City Council on its recommendations on regulations and licensing for commercial cannabis businesses before the end of 2017.	Councilmember(s)	Arreguin	Planning	10/23/2017	Completed	12/11/2018	Lengthy process involving 3 Commissions and many City departments. Some Ordinance changes will be at Council 9/13/18. But more will be needed. Council Worksession scheduled for 10/9/18, then adoption of more Ordinance changes expected by end of year, which will close this referral.	9/13/18, Item #24
Adopt first reading of an Ordinance, by two-thirds vote of the Council, amending Chapter 7.18 of the Berkeley Municipal Code to authorize the City Manager to enter into and amend contracts of up to \$200,000 with applicants recommended for funding by staff and the Housing Advisory Commission under the City's Community Development Block Grant (CDBG) program for community facility improvements.			HHCS	7/24/2018	Completed			4/24/2018
Direct the City Manager to provide voter registration forms on the main floor of all designated city buildings that are open to the public and in all Community based organizations within the city limits. Community based organizations that are funded by the City of Berkeley will be required to pick up the voter registration forms from the City Clerk's Office and that should be clearly stated in their respective contracts.	Councilmember(s)	Davila, Harrison, Hahn	City Clerk	12/11/2017	Completed			11/8/2017

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Request that the City Manager in coordination with the Director of Planning and the Chief Building Official work to establish a voluntary parallel permitting process for applications to construct housing in the City of Berkeley.	Councilmembers	Wengraf, Maio, Droste, Arreguin	Planning	1/1/2018	Completed		This voluntary parallel permitting option already exists. Following October 2017 referral we advised Building staff to be sure to make option known to interested applicants.	11/1/2017
Request that the City Manager work with the City's lobbyist to create and maintain a master list of the legislation on which the City Council has taken a formal position of support or opposition through passage of an item.	Councilmembers	Harrison, Hahn, Davila	City Clerk	1/1/2018	Completed			1/23/2018
Refer to the City Manager to approve a process for the relocation of Apothecarium, a cannabis dispensary with valid permits.	Councilmembers	Worthington	Planning	1/29/2018	Completed			1/23/2018
Prioritize new business before old business at City Council Meetings by: 1. Altering the Council rules of procedure as adopted May 24, 2016 so that new business comes before old business. The reformatted section will read "The agenda for the regular business meetings shall include the following: Ceremonial; Comments from the City Manager; Comments from the Public; Consent Calendar; Action Calendar (Appeals, Public Hearings, Continued Business, New Business, Old Business); Information Reports; and Communication from the Public"; and 2. Granting explicit authorization to Agenda Committee to move new business backwards or forwards at their discretion by amending section III E of the Rules of Procedure.	Councilmembers	Worthington	City Clerk	3/5/2018	Completed			1/30/2018
Refer to the City Manager consideration of applying for CPUC interconnection applications.	Councilmembers	Worthington	Public Works	3/5/2018	Completed			4/4/2018
to refer the item as written in Supplemental Reports Packet #2 to the City Manager to conduct an analysis of the item, including a review of current indigency procedures and coordination with similar efforts in the City of Oakland, and report back to the Council in 90 days.	Councilmembers	Bartlett	Finance, Transportation, Cedric Cobb	7/1/2018	Completed			7/2/2018
Adopt a Resolution updating the City's Five-Year Street Rehabilitation Plan for FY 2018 to FY 2022. The City Council may consider the information put forth by the Public Works Commission relevant to adoption of the recommended plan.			Public Works	6/26/2018	Completed			7/24/2018
Short Term Referral to City Manager to assess the feasibility to keep the West Campus Pool open all year round and to start COB Shower Program at the West Campus Pool. Keeping the West Campus Pool open all year round will provide equitable swimming options in both North Berkeley and in	Councilmembers	Davila, Bartlett, Harrison, Hahn	Parks	4/23/2018	Completed	9/15/2018	a) On June 12, 2018, Council received an Off Agenda Memo that identifies the cost to establish a shower program at	10/16/2018
4. Request that the City Manager expeditiously create a process for finding appropriate for-profit and non-profit interim uses; Continue conversations with the Berkeley Food Network for possible use of a portion of the site	Councilmembers	Hahn, Arreguin, Maio, Harrison	City Manager; Public Works	4/30/2018	Completed			7/24/2018

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
2. b. Provide an estimated timeline for development of the site.	Councilmembers	Hahn, Arreguin, Maio, Harrison	HHCS	4/30/2018	Completed			
2. Refer to the City Manager to take the following actions to initiate the process of developing Affordable Housing at Premier Cru, and report back to Council at or before the June 12, 2018 Council Meeting: a. Create a preliminary term sheet outlining the full development potential of the parcel, including maximum allowable parcel buildout with a density bonus, either as a single or two/multi-phased project. Include rough estimates of number of units possible, allowing for a mix of unit sizes from small studios to multi-bedroom family units and space for anticipated on-site services, and demonstrate possible massing options that would maximize height on the San Pablo and other commercial frontages. Explain the status of the historic central building at 1007 University Ave and consider possible use or adaptation that preserves the building and conforms to historic preservation standards. b. Provide an estimated timeline for development of the site.	Councilmembers	Hahn, Arreguin, Maio, Harrison	Planning	6/12/2018	Completed			5/29/18, Item #36
Refer to the City Manager to add a nonbinary gender option on the General Application for appointment to Berkeley boards and commissions.	Councilmembers	Droste, Maio, Wengraf, Worthignton	City Clerk	5/14/2018	Completed			3/1/2018

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
A referral to the City Manager to submit a filing with the California Public Utilities Commission (CPUC) concerning the CPUC's current review of Electric Rule 20. The CPUC is considering, among other things, how the existing program is administered by the various utility companies operating in California and the definition of what projects are to be included in the public interest.	Councilmembers	Wengraf, Hahn, Arreguin, Droste	Public Works	5/14/2018	Completed			
To address the urgent firestorm risk demonstrated by the recent, devastating fires in Northern and Southern California: Direct the City Manager to report back to Council identifying the most important, financially feasible measures that can be deployed immediately or with relative speed and will have the greatest impact on prevention and/or on the safety of both people and property in the event of a catastrophic fire, earthquake or other disaster.	Councilmembers	Council	Fire	5/28/2018	Completed			
Refer to the City Manager a request to develop a cost estimate and an installation plan for installing sculpture lighting into adjacent street lights for the William Byron Rumford statue on Sacramento and Julia Street. Refer the cost estimate and plan to the Arts Commission.	Councilmembers	Bartlett, Harrison, Davila, Hahn	Public Works	6/11/2018	Completed			
1. Direct the City Manager to expedite implementation of two publicly available, secure storage facilities to accommodate as many individuals as possible, based on the parameters set in staff's March 2, 2018 RFI: Downtown Homeless Storage Pilot - Staffing and Operations and on additional parameters outlined in Program Details, below. 2. Direct the City Manager to	Councilmembers	Arreguin, Hahn, Harrison, N	HHCS	8/27/2018	Completed			7/24/2018
Make a referral to the City Manager to consolidate all City Commission Workplans in one place for easy (electronic) access for staff, the public, and elected officials.	Councilmembers	Hahn, Wengraf, Droste	City Clerk	10/8/2018	Completed			9/13/2018

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Amended to be a referral to the City Manager regarding enforcement of measures to mitigate damage to the general welfare of the City and neighborhood resulting from the damage and subsequently-required removal of trees at 1698 University Avenue.	Councilmembers	Harrison	Planning	12/12/2018	Completed			10/1/2018
Refer to the City Manager and Planning Commission an immediate implementation strategy to bring the City Zoning Ordinance in compliance with the policy adopted by City Council to increase Floor Area Ratio (FAR) in the Telegraph Commercial District between Dwight and Bancroft	Councilmember(s)	Worthington (Dist. 7)	Planning	2/29/2016	Completed 6/28/2016 Item 39			6/28/2016
Refer to the City Manager and Transportation Department a review of the concerns, emerging regarding some features of the recently implemented GIG Car Share pilot program, request adjustments before the two-year pilot program from staff.	Councilmember(s)	Maio, Wengraf	Public Works	10/23/2017	Past Due	Per agenda committee	5/23/18 information item, pulled and referred to Agenda Committee	
Refer to the City Manager to develop the following "Neighborhood Public Toilet Policy": Develop a process in which residents can obtain a permit for a neighborhood public toilet via an official petition; Residents should contact the City via 311 to obtain an official petition form to apply for a permit; In order to obtain the permit, the petition should be signed by at least 51% of residential addresses and business owners within the nearest two block radius of the proposed public toilet site; The City shall not fund or contribute to the financing of the public toilets or their maintenance.	Councilmember(s)	Bartlett	City Manager	10/23/2017	Past Due	12/31/2018	Staff transition led to a delay in developing this policy; the policy is currently under development.	
Direct the City Manager to expedite the compilation and delivery of a list of federal funds that the City of Berkeley receives and the programs and facilities supported by such funds.	Councilmember(s)	Hahn, Arreguin, Davila, Harrison	HHCS	10/23/2017	Past Due	end of 2018	HHCS is updating with the latest single audit findings.	

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
1. Refer to the Transportation Commission consideration of additional or supplemental stop sign criteria which addresses the needs of vulnerable populations, the presence of bicycle boulevards, and the difficulty of crossing particular intersections. 2. Direct that staff consult with the Bicycle Subcommittee of the Transportation Commission when making decisions impacting bicycle boulevards, whenever possible. 3. Request that the City Manager provide an informational report on the particular state and federal warrants and local policies that prevent stop signs being used as traffic calming measures.	Councilmembers	Harrison, Bartlett, Droste	Public Works	1/29/2018	Past Due		Transportation Commission formed a subcommittee and held first meeting 6/11/18, additional meetings to be planned by subcommittee	With Transportation Commission
The Housing Advisory Commission respectfully requests that the Council direct the City Manager to assist the HAC in its review of the Smoke-Free Residential Housing Ordinance, a regulation of tobacco use, as follows: 1. By responding to the HAC's questions enumerated in the report with any readily available responsive information. 2. By facilitating the conduct of a "Berkeley Considers" questionnaire about the Smoke-Free Residential Housing Ordinance, questions for which are proposed in the report.	Commission	HAC	HHCS	7/23/2018	Past Due		Public Health has provided answers to the HAC's questions in the July 2018 packet. Questions for the Berkeley Considers poll have been developed and are awaiting distribution.	
Adopt a Resolution providing \$2,400 from the General Fund to support a half-day Transgender Health Access Training for City of Berkeley Public Health staff in June 2018.	Commission	COSOW	HHCS	8/13/2018	Past Due	Early 2019	Facilitator was not available, rescheduling pending facilitator's availability/schedule.	
Discuss and refer the following services and ordinances to the City Manager for implementation, and adopt first reading of three Ordinances: 1. Adding Section 13.36.085 to the Berkeley Municipal Code prohibiting urination and defecation in public places. 2. Amending Sections 14.48.020 and 14.48.170 of the Berkeley Municipal Code regulating use of sidewalks. 3. Adding Section 13.36.040 to the Berkeley Municipal Code prohibiting obstruction of City-owned planters and trees. Additional Services: Refer to Council report.	Councilmember(s)	Maio (Dist. 1), Capitelli (Dist. 5), Droste (Dist. 8), Mayor Bates	CMO	2/15/2016	Pending Not On Schedule	7/24/2018	Staff bringing sidewalk ordinance to council on 10/30 for consideration.	

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Refer to the City Manager to issue a request for information to explore grant writing services from specialized municipal grant-writing firms, and report back to Council.	Councilmembers	Hahn, Harrison, Davila, Bartlett	Finance	1/1/2018	Pending Not On Schedule	9/30/2018	Issued #18-11201 Feb. 5, 2018 as an RFI (Request for information); closed March 1, 2018. Received 13 information responses for review. Next Steps: use responses to inform scope of work, then release as RFP.	
Direct the City Manager to develop an ordinance prohibiting companies involved in the construction of a border wall from contracting with the City of Berkeley. Return to Council with the proposed ordinance within 90 days.	Councilmembers	Bartlett, Hahn, Davila	Finance	3/19/2018	Pending Not On Schedule	7/22/2018		
2) refer to the City Manager to draft an ordinance regarding retaliation against employees using state family leave, including a private right of action provision.	Commission	COSOW, Labor	City Attorney	7/2/2018	Pending Not On Schedule	12/11/2018	Key staff return in mid-October	
Refer to the City Manager and Transportation Commission to consider a pilot program for caregiver parking permits in RPP zones in the goBerkeley Residential Shared Parking Pilot.	Councilmember(s)	Wengraf (D6)	Public Works	6/12/2017	Pending On Schedule		Ongoing, part of 3-year pilot project (Spring 2018); staff will work with consultants to collect data to determine the various needs and constraints of all residential parking users, including those with childcare needs; subsequent policy proposals will balance these needs. Contract for outreach consultant is before Council on	

CITY OF BERKELEY Short Term and Date-Certain Referrals

Recommendation	Referred by	Councilmember (District #)	Responsible Department/Division	Due Date	Status	Revised Due Date	Explanation for Delay	Date Completed
Direct the City Manager to amend the eligibility requirements of the Community Service In Lieu of Parking Penalties Program in order to allow all indigent individuals to be eligible to participate in the program (regardless of the registration status of a potential participant's vehicle).	Councilmembers	Bartlett, Davila, Harrison, Hahn	Public Works	10/29/2018	Pending On Schedule			
Request staff to perform an analysis of the parking in the Northside area during the academic year to be completed within six months.	Councilmembers	Council	Public Works	4/2/2019	Pending On Schedule		Per Council direction to conduct a study in 6 months, the due date should be April 2, 2019, which is 6 months from October 2, 2018.	
Refer to the City manager to look into adopting an ordinance establishing a pilot Powered Scooter Share Permit Program for 24 months, requiring a permit issued by the Director of Public Works, establishing a fee for the issuance of the permit, establishing administrative penalties for failure to obtain a permit or violation of permit requirements, providing a procedure for the assessment and collection of administrative penalties for permit violations or parking or leaving standing an unpermitted powered scooter subject to the pilot Powered Scooter Share Permit Program on a sidewalk, street, or other public right-of-way.	Councilmembers	Worthington, Hahn	Public Works	10/8/2018	Pending On Schedule	11/27/2018	Second Transportation Commission meeting on topic 9/20/2018. Proposed Council public hearing November 27. Transportation Commission requested input from multiple other Commissions and agencies. This is more than a 90 day referral.	