



Office of the City Manager

Date: May 17, 2021  
To: Budget & Finance Policy Committee  
From: Dee Williams-Ridley, City Manager  
Submitted by: Rama Murty, Acting Budget Manager  
Subject: FY 2022 Proposed Budget Presentation

### RECOMMENDATION

Receive a presentation, discuss, and begin to provide direction on the FY 2022 Proposed Budget.

### BACKGROUND

Today staff is presenting the FY 2022 Proposed Budget to the Budget & Finance Policy Committee. This begins the process of review and discussion on the FY 2022 Proposed Budget leading up to the adoption of the FY 2022 Proposed Budget by the City Council on June 29, 2021.

This report will present the FY 2022 Proposed Budget in the following order:

1. FY 2022 Budget Process
2. Budget Strategies
3. FY 2022 Proposed All Funds Budget
4. FY 2022 Proposed General Fund Budget
5. FY 2022 Proposed Capital Improvement Program Budget
6. Special Funds
7. Staffing
8. Tax Rates
9. Community Agencies
10. Schedule

### FY 2022 Budget Process

The FY 2022 Proposed Budget process began in December 2020, almost 9 months after the COVID-19 pandemic began and the shelter-in-place orders were implemented. The process also came 6 months after the FY 2021 Budget Process was completed in June 2020.

To recap the FY 2021 Budget Process, the FY 2021 budget was balanced before the COVID-19 pandemic began. Shortly after the pandemic and shelter-in-place orders began, the City faced a \$40 million General Fund budget deficit.

The FY 2021 deficit was resolved through the following actions:

- Implementing a hiring freeze and maintaining vacant positions
- Delaying capital expenditures
- Reducing non-personnel expenditures
- Drawing on reserve funds
- Reducing transfers to Internal Service Funds
- Suspending Council policy regarding Property Transfer Tax that resulted in increasing the General Fund allocation from \$12.5 million to \$16.5 million

It is important to note that the FY 2021 budget was balanced with no layoffs.

When the FY 2022 Budget Process began, staff decided to shift from a regular 2-Year budget process to a 1-Year budget process for FY 2022. This decision was made to provide time to evaluate the impacts of COVID-19 on the local economy and finances and to develop an understanding of the impacts of vaccines.

To help provide a framework and context for the development of the FY 2022 Proposed Budget, staff presented the FY 2021 Unfunded Liability Obligations and Unfunded Infrastructure Needs report<sup>1</sup> to the City Council on March 16, 2021.

### **Budget Strategies**

In developing the FY 2022 Proposed Budget, staff used the same budget strategies that helped guide the FY 2021 Mid-Biennial Budget Update. The budget strategies are the following:

1. *Continue serving the community.* Public health and safety functions, as well as essential municipal services will be preserved to the maximum extent possible. In so doing, the City will make every effort to avoid service and workforce reductions.
2. *Live within our means.* Strive for long-term sustainability that aligns available resources with needs and the City's values that embrace a commitment to advancing racial and social equity, serving those who are most in need, and environmental sustainability.

---

<sup>1</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2021/03\\_Mar/Documents/2021-03-16\\_WS\\_Item\\_02a\\_Unfunded\\_Liability\\_Obligations\\_pdf.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2021/03_Mar/Documents/2021-03-16_WS_Item_02a_Unfunded_Liability_Obligations_pdf.aspx)

3. *Identify expenditures that can be deferred.* Take a deferment first approach by thoroughly assessing expenditures with a special emphasis on large capital projects, equipment purchases, and new projects.
4. *Pursue other revenue and assistance.* Vigorously pursue cost recovery efforts, secure alternative sources of revenue, and be positioned to capitalize on federal and state assistance.
5. *Manage use of, and replenish, reserves.* In drawing on reserves, the City will adopt a long-term orientation to ensure that funds are available for the duration of the economic downturn. The City will look to its existing policies to ensure that any reserves that are utilized are restored when the economy improves.
6. *Be data-driven and transparent.* Budget decisions will be informed by data and be transparent. Staff will work collaboratively with the Budget & Finance Policy Committee with on-going communication and updates provided to the entire City Council.

**FY 2022 Proposed All Funds Budget**

The chart below summarizes the FY 2022 Proposed All Funds Budget:

<b>FY 2022 Proposed Budget All Funds</b>	
<b>Revenues</b>	<b>Expenditures</b>
\$532,217,415	\$593,725,597

The FY 2022 Proposed All Funds Revenue Budget is \$532,217,415 and the FY 2022 Proposed All Funds Expenditure Budget is \$593,725,597. While the numbers above indicate an unbalanced budget, they do not take into account the use of fund balances that are used to help balance the revenues with the expenditures.

The FY 2022 Proposed Budget does not yet account for the uses of resources allocated to the City under the American Rescue Plan Act. These resources will be incorporated into the FY 2022 Proposed Budget once staff have developed a better understanding what is available to apply to the City to provide services.

The newly adopted Measure FF is not part of the FY 2022 Proposed Budget figures as the plan for FY 2022 for these funds is still being developed.

A detailed breakdown of the FY 2022 Proposed All Funds Revenue and Expenditure budgets will be provided in the FY 2022 Proposed Budget Book the Council will be receiving for the May 25, 2021 FY 2022 Proposed Budget Presentation.

**FY 2022 Proposed General Fund Budget**

The FY 2022 Proposed General Fund Budget is presented below:

<b>FY 2022 Proposed Budget General Fund</b>	
<b>Revenues</b>	<b>Expenditures</b>
\$205,320,204	\$219,421,123

The FY 2022 Proposed General Fund Revenue Budget is \$205,320,204 and the FY 2022 Proposed General Fund Expenditure Budget is \$219,421,123.

There are a couple of important points to consider regarding the numbers:

- Revenues consist of Measure P revenues (\$7.0 million), Measure U1 revenues (\$4.7 million), and an additional \$7.5 million in Property Transfer Tax Revenues over the baseline amount of \$12.5 million set by Council.
- Expenditures include programs, services, and projects that are assigned to Measure P and Measure U1 revenues.

Since the Council policy is that Measure P and Measure U1 revenues can only be spent on those specific items, the revenues and expenditure amounts for both Measure P and Measure U1 have to be removed from the FY 2022 Proposed General Fund Numbers.

In terms of the Property Transfer Tax revenue, anything over \$12.5 million must be transferred to the Capital Improvement Fund at fiscal year-end and cannot be considered in the Proposed General Fund Revenue Baseline.

Attached to the memorandum and outlined below are detailed spreadsheets regarding the FY 2022 Proposed General Fund budget.

Attachment 1 shows the revised FY 2022 General Fund Baseline Revenues and Expenditures and provides details on the calculations made to reach the revised baseline numbers. Those numbers are also provided below:

<b>FY 2022 General Fund Budget Status</b>	
FY 2022 Baseline Revenues	186,128,204
FY 2022 Baseline Expenditures	206,092,576
<b>Surplus/Deficit</b>	<b>(19.964,372)</b>

As the numbers show in the chart above, the City is currently facing a General Fund budget deficit of approximately \$20 million. The City will be receiving American Rescue Plan Funds that can be used towards addressing the budget shortfall. The Interim Final Guidelines were issued by the Treasury Department on May 10, 2021 and staff is in the process of determining how much of the funds can be applied to the General Fund. This information will be shared with the Budget & Finance Policy Committee and the City Council and be part of the plan developed during the next month before the budget is adopted on June 29, 2021. At this time no resources from the American Rescue Plan are included in the FY 2022 General Fund budget numbers above.

A detail report on the FY 2021- 2025 General Fund Revenue Projections has been submitted as a separate report to the Budget & Finance Policy Committee.

Attachment 2 contains a detailed breakdown of all the allocations and the amounts currently included in the FY 2022 General Fund baseline budget. The items on the list total approximately \$24.5 million. Included in this amount is \$8.6 million in General Fund budget deferrals being continued from FY 2021 to FY 2022 or new deferrals for FY 2022. Departments were asked to see what deferrals they could continue that would have little or no impact to the City or to their ability to operate.

Attachment 3 provides a prioritized list of General Fund requests for items staff believe need to be funded or were requested by departments during their budget presentations to the Budget & Finance Policy Committee. The items on the list were reviewed and prioritized into three tiers with totals in each tier. The criteria that was used to determine what tier an item was placed were the following:

1. Items that must be paid for
2. Mandates
3. Public Safety
4. Critical Infrastructure
5. Revenue Generation
6. Grant Funded

Discussions on the list or items not on the list, the prioritization, and what may be funded will take place during the FY 2022 Proposed Budget discussions.

Attachment 4 outlines all of the unfunded budget referrals adopted by the City Council from July 1, 2020 to June 1, 2021 and the funding status for any referral that was funded in FY 2021. Attachment 5 lists all the funded budget referrals adopted by the City Council.

Attachment 6 provides a list of the FY 2022 General Fund budget deferrals by department and Attachment 7 provides a list of the FY 2021 General Fund budget deferrals.

**FY 2022 Proposed Capital Improvement Program Budget**

Due to unprecedented global and national events, the City has had to maneuver in rapidly changing and uncertain economic conditions, public health orders, social and value-based considerations, and evolving priorities. This has shortened the usual budget development process and makes reasonably forecasting expenditures and revenues beyond a shorter-term time horizon difficult and of limited value. For these reasons, there are some proposed changes to this Capital Improvement Program (CIP) (see table below).

<b>PREVIOUS CIP</b>	<b>FY 2022 CIP</b>
City develops a five-year capital improvement program	City proposes a three-year capital improvement program
City adopts a two-year budget	City proposes to adopt a one-year budget
CIP issues as a separate book	CIP incorporated in the FY 2022 Budget book
Individual capital project detail pages included (along with financial summaries)	Financial Summaries (individual capital project detail pages not included)
	New – Capital Budget Year Focus pages

The actions outlined in the table above are prudent and fiscally responsible while still allowing Council to allocate available funding in FY 2022 and consider project priorities for two future years. City staff hopes for a return to normal and expects to produce a robust CIP book for the FY 2023 and FY 2024 Biennial Budget Process beginning in the Fall 2021.

The Proposed FY 2022 Capital Improvement Program includes the City's capital spending plan for the three-year period beginning with FY 2022 through FY 2024.

The three-year CIP total is \$195,453,883. For FY 2022, the total Baseline and One-time CIP allocations are proposed at \$76,813,059. Future years of FY 2023 is planned at \$57,194,038 and FY 2024 is planned at \$61,446,785.

Funding sources include:

- General Fund;

- ❑ Special Revenue Funds such as Measure B and Measure BB Sales Tax, Vehicle Registration Fee, State Transportation Tax Fund (Gas Tax), Measure F, Parks Tax; Measure FF (Public Safety), Playground Camp, Streetlight Assessment, UC Settlement;
- ❑ Measure T1 Infrastructure GO Bond
- ❑ Enterprise Funds such as Zero Waste, Marina, Sanitary Sewer, Clean Storm Water, Parking Meter;
- ❑ Internal Service Funds such as Equipment Replacement Fund; and
- ❑ Federal, State, and Local funds and grants.

More information on the FY 2022 Capital Improvement Program Budget will be available in the FY 2022 Proposed Budget Book being presented to the City Council on May 25, 2021.

### **Special Funds**

The City has a number of special revenue funds that are being carefully monitored and some of which suffered due to the COVID-19 pandemic. Funds that suffered significant revenue losses are the following:

- Marina Fund
- Camps Fund
- Sports Field Fund
- Parking Meter Fund
- Off-Street Parking Fund

Just like the General Fund, staff is looking at how American Rescue Plan funds can be used to support these funds as the City emerges from the global pandemic. The exact details of what these funds might receive is still to be determined. This information will be shared with the Budget & Finance Policy Committee and the Council during the FY 2022 Proposed Budget discussions.

The FY 2022 Proposed Budget Book contains detail fund forecasts for most of these funds as well as for other funds such as the following:

- Parks Tax Fund
- Library Tax Fund
- Clean Storm Water Fund
- Streetlight Assessment District Fund
- Zero Waste Fund
- Sanitary Sewer Fund
- Permit Service Center Fund

**Staffing**

The FY 2022 Proposed Budget staffing has increased from the FY 2021 Adopted Budget level of 1,638.8 FTEs to 1,657.58 in the FY 2022 Proposed Budget for an increase of 18.78 positions. A detail chart of all the position changes by department is included in the FY 2022 Proposed Budget Book.

In FY 2021 with the hiring freeze in place, department requests to fill existing positions or create new positions were subject to approval by the City Manager. All requests were carefully reviewed and evaluated. Most of the new positions were tied to grants or non-General Fund funding sources. The FY 2022 Proposed Budget continues to assume a 3 percent vacancy rate in the General Fund for most operating departments, 1 percent for Police, and zero percent for Fire due to mandatory staffing requirements.

**Tax Rates**

The established growth index for the Emergency Medical Services Tax (Paramedic Tax) is the April Consumer Price Index (CPI). The Emergency Services for the Disabled Tax, the Library Tax, Parks Tax, and the Measure GG Fire Services and Disaster Preparedness Tax growth is either the higher of the CPI or the Personal Income Growth (PIG). For FY 2022, the PIG Increase of 5.73% was higher than the CPI increase of 3.806% and was used for all of the tax rate increases except for the Paramedic Tax.

**Community Agencies**

FY 2022 represents the third year of a four-year funding cycle that started in FY 2020 and ends in FY 2023. For FY 2022, the City will spend \$20,494,394 in General Funds, Federal Funds, and other funds for community agencies. This amount represents a 22% decrease from the \$26,311,113 amount allocated to community agencies in FY 2021.

**Budget Process Schedule**

The FY 2022 Proposed Budget Schedule is as follows:



<b>FY 2022 Budget Calendar</b>	
<b>Date</b>	<b>Action/Topic</b>
May 17, 2021	Budget & Finance Policy Committee: <ul style="list-style-type: none"> <li>• FY 2022 Proposed Budget Presentation</li> </ul>
May 25, 2021	City Council: <ul style="list-style-type: none"> <li>• FY 2022 Proposed Budget Presentation</li> <li>• Public Hearing #1: Budget</li> <li>• FY 2022 Proposed Fee Increases</li> </ul>
May 27, 2021	Budget & Finance Policy Committee Meeting
June 1, 2021	City Council: <ul style="list-style-type: none"> <li>• Public Hearing #2: Budget</li> <li>• Last date for formal budget referrals to the FY 2022 Budget Process</li> </ul>
June 10, 2021	Budget & Finance Policy Committee Meeting
June 15, 2021	City Council: <ul style="list-style-type: none"> <li>• Council discussion on budget recommendations</li> </ul>
June 24, 2021	Budget & Finance Policy Committee Meeting
June 29, 2021	City Council: <ul style="list-style-type: none"> <li>• Adopt FY 2022 Proposed Budget &amp; FY 2022 Annual Appropriations Ordinance</li> </ul>

**CONCLUSION**

The FY 2022 Proposed Budget Presentation begins a process of discussions with the Budget & Finance Policy Committee and with the City Council on the FY 2022 Proposed Budget. Staff will be working from now till the FY 2022 Budget Adoption on June 29, 2021 to provide the Budget & Finance Policy Committee, the City Council, and the public with as much information on the American Rescue Plan, accurate revenue estimates, and any other information to ensure a transparent and robust process.

**ENVIRONMENTAL SUSTAINABILITY**

There are no identifiable environmental effects or opportunities associated with the FY 2022 Proposed Budget Presentation.

**CONTACT PERSON**

Rama Murty, Acting Budget Manager, City Manager's Office, 981-7000

ATTACHMENTS

1. FY 2022 General Fund Budget Status
2. Items Currently in the FY 2022 General Fund Baseline Budget
3. Prioritized Funding Requests
4. Summary of Unfunded Council Budget Referrals to the Budget Process for the Period July 1, 2020 to June 30, 2021
5. Summary of Funded Council Budget Referrals to the Budget Process for the Period July 1, 2020 to June 30, 2021
6. FY 2022 General Fund Proposed Deferrals
7. FY 2021 General Fund Adopted Deferrals

**Attachment 1**

**FY 2022 General Fund Budget Status**

FY 2022 Baseline Revenues	186,128,204
FY 2022 Baseline Expenditures	206,092,576
<b>Surplus/Deficit</b>	<b>(19,964,372)</b>

<b>FY 2022 General Fund Revenues</b>	
FY 2022 Projected Revenues	205,320,204
Less: Property Transfer Taxes for Capital Improvement	(7,500,000)
Less: Measure P Revenues	(7,000,000)
Less: Measure U1 Revenues	(4,692,000)
<b>FY 2022 Baseline Revenues</b>	<b>186,128,204</b>

<b>FY 2022 General Fund Expenditures</b>	
FY 2022 Projected Expenditures	219,421,123
Less FY 2022 Expenditures Covered by Measure P	8,636,547
Less FY 2022 U1 Revenues Transfer to U1 Fund	4,692,000
<b>FY 2022 Baseline Expenditures</b>	<b>206,092,576</b>

**Attachment 2**

<b>Items Currently in the FY 2022 General Fund Baseline Budget</b>		
<b>Description</b>	<b>Amount</b>	<b>Comments</b>
FY 2021 budget deferrals	20,124,351	
FY 2022 budget deferrals	(8,656,115)	
Updated salaries for the Mayor and Councilmembers per Measure JJ	620,391	
Section 115 Trust	2,000,000	
Wildfire Mitigation	300,000	
Vegetation Management	250,000	
Summer Program Living Wage	404,000	
Office of the Director of Police Accountability	336,281	
City Attorney Salary Increase approved 4-20-21	75,598	
Updated funding amounts for IT Cost Allocation	1,502,539	
Cybersecurity for Telecommuting Need (IT)	819,000	50% for June 2021 & 50% in AAO #1 in November 2021
IT Move to 1947 Center Street	770,000	
IT Website: Hosting Fee	72,000	
IT Website Licenses	21,000	
IT 2180 Milvia/4th Floor Rent	106,017	
IT AT&T Telephone Charges	70,000	
BUSD Board Room Expenses for Council Meetings and ZAB Meetings	84,000	Approved with FY 2020 & FY 2021 Budget
Mayor & Council Internship Program	13,500	Approved with FY 2020 & FY 2021 Budget
OED - Small Business Support	75,000	Approved with FY 2020 & FY 2021 Budget
PRW - Extending Operating Hours for West Campus Pool to operate year round	292,127	Approved with FY 2020 & FY 2021 Budget
Fair Chance Ordinance Implementation	115,850	
Community Survey for November 2022 ballot measures	85,000	
Wittman Ambulance Billing Contract	411,270	
Ground Emergency Medical Transport Quality Assurance Fee	185,000	
Police Overtime	4,400,000	
<b>Total</b>	<b>24,476,809</b>	

### Attachment 3

#### Prioritized Funding Requests

##### Tier 1

Department	Item	Amount
	General Fund COLAs	TBD
	Public Safety Reimagining	TBD
	Increase Transfer to Catastrophic Loss Fund for Citywide Insurance	637,680
	General Fund Reserve Replenishment	2,500,000
City Attorney	Modernization of office to electronic environment	20,000
City Attorney	Projected Settlements and Judgements	800,000
City Attorney	Projected Outside Council costs	1,400,000
Finance	Additional staff resources for Phase 2 - ERMA implementation	100,000
PRW	Echo Lake ADA	700,000
PRW	West Campus Pool - Tile & Plaster Work	350,000
Planning	BESO - implement 2020 amendments	20,000
Planning	New Planning Technician position --- based on \$114,412 (50% GF/50% PSC)	57,206
Planning	Create 2 new positions 1. Project Based (2yrs) Senior Planner 2. Project Based (2yrs) Associate Planner in the Land Use Policy section	338,520
Police	Improve Open Data portal	40,000
Police	Officer Development Training Programs (Fair and Impartial Policing/Implicit Bias/Hate Crimes)	150,000
Police	Portable Radio Replacement - radios are antiquated/not supported by manufacturer	600,000
Public Works	Vision 2050 Master Planning and Infrastructure Investment (GF/CIP)	400,000
<b>Tier 1 Total</b>		<b>8,113,406</b>

##### Tier 2

Department	Item	Amount
OED	Request to restore a temp analyst position (approved Mar 20) to support the Arts Division	TBD
OED	Bayer contract analysis	10,000
OED	Berkeley Ventures; Berkeley Values - campaign to work w/local tech sector	15,000
OED	Discovered in Bekeley - marketing campaign	20,000
Fire	Technical Rescue Team - update training	150,000
Fire	Hazardous Materials Response Team - update equipment and training	250,000
Planning	Comprehensive analysis of fees for services	150,000
Planning	Municipal Building Energy & Green Building Policy Update	20,000
Planning	Electric Mobility Roadmap	80,000
Planning	Analysis/feasibility study to implement the Transportation Impact fee program	100,000
Planning	Equity Pilot program -increase resources for low/mod income households	240,000
Police	Community Safety during demonstrations - additional equipment and training	50,000

<b>Department</b>	<b>Item</b>	<b>Amount</b>
Public Works	EV Charging Infrastructure - (Restoration of \$0.3M deferral and additional \$0.85M)	1,150,000
<b>Tier 2 Total</b>		<b>2,235,000</b>

**Tier 3**

<b>Department</b>	<b>Item</b>	<b>Amount</b>
Planning	Request to reallocate AMA position to Deputy Director --- based on \$224,000 (28% GF/72% PSC)	62,720
Police	Expand employee wellness resiliency program	50,000
Public Works	EBMUD Administered Low Income Discount for Sanitary Sewer Customers	55,000
<b>Tier 3 Total</b>		<b>167,720</b>

**Total Prioritized Funding Requests** **10,516,126**

## Attachment 4



**Summary of Unfunded Council Referrals to the Budget Process  
For the Period July 1, 2020 to June 30, 2021**

Item #	Title	Council Date	Amount	Funding Allocation	Referred By
1	<a href="#">BerkDOT: Reimagining Transportation for a Racially Just Futures</a>	7/4/2020	unknown		Robinson, Droste, Bartlett, and Mayor Arreguin
2	<a href="#">Support Community Refrigerators</a>	9/22/2020	\$ 8,000		Davila
3	<a href="#">Healthy Checkout Ordinance</a>	9/22/2020	unknown		Harrison and Hahn
4	<a href="#">Removal of Traffic Bollards on the Intersection at Fairview and California St.</a>	10/13/2020	unknown		Bartlett
5	<a href="#">Equitable Clean Streets Budget Referral: Funding for Staff to Conduct Bi-Weekly (Once Every Two Weeks) Residential Cleaning Services</a>	10/27/2020	\$ 500,000		Bartlett
6	<a href="#">Convert 62nd Street between King St, and Adeline St. into a One-Way Line that exits in the direction of Adeline St.</a>	10/27/2020	unknown		Bartlett and Mayor Arreguin
7	<a href="#">Support for Berkeley Mutual Aid</a>	10/27/2020	\$ 36,000		Hahn and Mayor Arreguin
8	<a href="#">Security Cameras at Major Berkeley Arterial Entry and Exit Points for the City and Request an Environmental Safety Assessment at High Crime Areas of the City</a>	11/10/2020	\$ 1,000,000		Kesarwani and Mayor Arreguin
9	<a href="#">Gun Buy Back Program</a>	11/10/2020	\$ 40,000		Kesarwani, Mayor Arreguin, and Davila
10	<a href="#">Prioritize Enhanced Lighting in Areas of Elevated Violent Crime</a>	12/1/2020	\$ 200,000		Kesarwani, Mayor Arreguin, and Bartlett
11	<a href="#">Report and Recommendations from Mayor's Fair and Impartial Policing Working Group</a>	2/23/2021	\$ 50,000		Mayor Arreguin and Harrison
12	<a href="#">Funding Rectangular Rapid Flashing Beacons (RRFB) at Sixth Street and Addison Street</a>	3/9/2021	\$ 40,000		Taplin
13	<a href="#">George Florence Park Traffic Calming (Tenth Street between University Avenue and Allston Way)</a>	3/9/2021	\$ 220,000		Taplin and Mayor Arreguin
14	<a href="#">Allocate Transportation Network Companies User's Tax Proceeds and other General Fund Revenues to Support Priority Protected Bicycle Boulevards and the Street Repair Program</a>	3/9/2021	\$ 1,000,000		Harrison, Mayor Arreguin, Robinson, and Taplin
15	<a href="#">Establish Parking Benefit District (PBD) in the Adeline Corridor and Gilman District and Refer Funding to the Fiscal Year 2022 Budget Process</a>	3/23/2021	\$ 75,000		Bartlett, Kesarwani, Mayor Arreguin, and Taplin
16	<a href="#">Police Foot/Bike Patrol in West and South Berkeley</a>	3/30/2021	\$ 1,397,961		Taplin, Bartlett, and Mayor Arreguin
17	<a href="#">Funding STOP Signs at Dwight Way and California Street</a>	3/30/2021	\$ 1,200		Taplin
18	<a href="#">Allocate Funding for a New Project Coordinator Position Within the Public Works Department to Help Implement the Electric Mobility Roadmap and Other Climate Initiatives</a>	3/30/2021	\$ 198,386		Harrison
19	<a href="#">Remediation Plan for Lawn Bowling Green and North Bowling Green</a>	4/20/2021	\$ 110,000		Taplin
20	<a href="#">Solano Avenue Revitalization Plan</a>	4/20/2021	\$ 300,000		Hahn, Harrison, and Wengraf
21	<a href="#">Urgent Remediation of Unsafe Ninth Street Traffic Conditions</a>	4/27/2021	\$ 1,190,000		Taplin and Mayor Arreguin
22	<a href="#">Traffic Calming of West Berkeley Pedestrian and Cyclist Crossings</a>	5/11/2021	\$ 352,000		Taplin
23	<i>Willard Park Ambassador</i>	5/25/2021	\$ 100,000		<i>Droste, Mayor Arreguin, Robinson, and Bartlett</i>
24	<i>City of Berkeley Annual Holocaust Remembrance Day</i>	5/25/2021	\$ 6,000		<i>Wengraf, Mayor Arreguin, Hahn, and Taplin</i>
25	<i>Increased Funding for Neighborhood Traffic Calming</i>	5/25/2021	\$ 100,000		<i>Wengraf</i>
26	<i>Sixth Street Traffic Calming Improvements for the Improvement of Pedestrian and Cyclist Safety</i>	5/25/2021	\$ 180,000		<i>Taplin</i>

Attachment 4



Summary of Unfunded Council Referrals to the Budget Process  
For the Period July 1, 2020 to June 30, 2021

27	Landlord Incentives for Section 8 Participation	6/1/2021	\$ 100,000		Mayor Arreguin
28	Continuing Anti-Displacement Programs	6/1/2021	\$ 900,000		Mayor Arreguin
29	Establishing A Pilot Existing Building Electrification Incentive Program to Assist New Homeowners, Renters and Existing Homeowners with Transition to Zero-Carbon Buildings	6/1/2021	\$ 1,500,000		Harrison
		<b>Total</b>	<b>\$ 9,604,547</b>		



Attachment 5



Summary of Funded Council Referrals to the Budget Process  
For the Period July 1, 2020 to June 30, 2021

Item #	Title	Council Date	Amount	Funding Allocation	Referred By
1	<a href="#">Safety for all: The George Floyd Community Safety Act – Budget Request to Hire a Consultant to Perform Police Call and Response Data Analysis</a>	7/4/2020	\$ 150,000	Funded	Bartlett, Mayor Arreguin, and Harrison
2	<a href="#">Providing our Unhoused Communities in the City of Berkeley with Potable Water and addressing Water Insecurity</a>	9/22/2020	\$ 10,000	Funded	Davila
#REF!	<a href="#">Authorize Installation of Security Cameras at the Marina and Request an Environmental Safety Assessment</a>	10/13/2020	\$ 120,000	\$60,000 – PRW–General Fund carryover request \$60,000 – Marina Fund	Kesarwani and Wengraf
#REF!	<a href="#">“Step Up Housing” Initiative: Allocation of Measure P Funds to Lease and Operate a New Permanent Supportive Housing Project at 1367 University Avenue</a>	10/13/2020	\$ 932,975	Measure P	Bartlett, Kesarwani, Wengraf, and Mayor Arreguin
#REF!	<a href="#">\$50,000 to UC Theatre Concert Career Pathways Education Program</a>	10/27/2020	\$ 50,000	Funded	Mayor Arreguin
#REF!	<a href="#">Radar speed feedback sign for Wildcat Canyon Road</a>	11/10/2020	\$ 20,000	Funded	Wengraf
#REF!	<a href="#">Berkeley Age Friendly Continuum</a>	11/17/2020	\$ 20,000	Funded	Mayor Arreguin and Wengraf
		<b>Total</b>	<b>\$ 1,302,975</b>		

Attachment 6



FY 2022 General Fund Proposed Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	Proposed Deferral	Comments
<a href="#">City Attorney</a>	Reduction in supplies, books, and subscription accounts	\$ 26,200	
	<i>Sub-Total</i>	<i>\$ 26,200</i>	
<a href="#">City Clerk</a>	Deferral of purchase for e-filing software for Lobbyist Filings	\$ 20,000	
	Deferral from software account	\$ 10,000	
	<i>Sub-Total</i>	<i>\$ 30,000</i>	
<a href="#">CMO-Animal Services</a>	Senior Animal Control Officer	\$ 64,270	vacant position; defer for six months
	Pride industries	\$ 3,059	
	Airfare	\$ 3,000	
	Lodging	\$ 2,000	
	Field Supplies	\$ 2,333	
	Other Supplies	\$ 2,000	
	<i>Sub-Total</i>	<i>\$ 76,662</i>	
<a href="#">CMO - OED</a>	Small Business Support	\$ 25,000	Funding for support for businesses at risk of displacement or closure, provided by nonprofit partners (\$75K was deferred in FY21, this proposal adds \$50K back to add on to bolster existing work in technical support (Uptima/BAOBOB) or loans (Working Solutions) for Berkeley's hard hit small businesses as they recover from the pandemic's impacts.
	<i>Sub-Total</i>	<i>\$ 25,000</i>	
<a href="#">Finance</a>	Customer Service Specialist II	\$ 119,349	vacant position; defer for 1 year
	Revenue Development Specialist I	\$ 131,226	vacant position; defer for 1 year
	Field Representative	\$ 127,745	vacant position; defer for 1 year
	Field Representative	\$ 127,745	vacant position; defer for 1 year
	Customer Service Specialist II	\$ 59,675	vacant position; defer for 6 months
	<i>Sub-Total</i>	<i>\$ 565,741</i>	
<a href="#">Fire</a>	Travel budget	5,000	Defer travel budget
	Emergency Services Coordinator	145,345	Reallocate 12 months of Emergency Services Coordinator position funding to Measure GG
	Eliminate Exam Testing	14,000	Eliminate outside consultant and conduct in-house promotional exam process
	<i>Sub-Total</i>	<i>\$ 164,345</i>	
<a href="#">HHCS</a>	<b>Housing &amp; Community Services Redistribution</b> Senior Management Analyst	\$ 211,891	Per agreements with CMO, this position will be reallocated to CARES Act funds in FY22 and back to Measures P/U1 in FY23
	<b>Aging Services Vacancy</b> Office Specialist II	\$ 105,000	Vacant position; defer 100% of FTE for 1 year. Reduce clerical support
	<b>Public Health Vacancy</b> Senior Health Services Program Specialist	\$ 68,667	Vacant position; defer for 4 months at 30% FTE
	<b>Public Health Officer Unit Redistribution</b> Epidemiologist	\$ 29,795	Shift 18% of FTE for 1 year from General Fund to fund 336, One-Time Grant (CARES Act). Limited non-COVID activities
	<b>Environmental Health Vacancy</b> Environmental Health Supervisor	\$ 10,720	Vacant position; defer for 6 months at 6% FTE

Attachment 6



FY 2022 General Fund Proposed Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	Proposed Deferral	Comments
	<b>Aging Services Redistribution</b> Community Services Specialist I	\$ 74,100	Shift costs from General Fund to fund 313, Targeted Case Management
	<b>Environmental Health Vacancy</b> Registered Environmental Health Specialist	\$ 154,000	Vacant position; defer 100% of FTE for 1 year. May need to reduce number and/or frequency of inspections.
	<i>Sub-Total</i>	<b>\$ 654,172</b>	
<b>Human Resources</b>	Associate HR Analyst	\$ 42,188	vacant position; defer for 3 months
	<i>Sub-Total</i>	<b>\$ 42,188</b>	
<b>Planning</b>	OS II - Toxics/OESD (42%)	\$ 47,414	Cost shift to PSC; vacant, and can keep vacant
	CSSI - OESD (45%)	\$ 46,373	Cost shift to PSC
	OSII - Toxics/OESD (25%)	\$ 28,223	Cost shift to CUPA fund
	Haz Mat II (3 positions related to GF projects) - Toxics (28%)	\$ 43,102	Cost shift to CUPA fund
	Haz Mat Manager - Toxics (23%)	\$ 53,967	Cost shift to CUPA fund
	Interns - Toxics	\$ 16,420	
	Interns - OESD	\$ 20,051	personnel
	Travel and Training	\$ 4,800	non-personnel
	<i>Sub-Total</i>	<b>\$ 260,350</b>	
<b>Police</b>	Police Officers	\$ 5,821,973	23 vacant sworn positions; defer for 1 year. \$243,023 - salary and benefits per position. Extends the reduction of authorized Sworn positions by 23 to allow space for the Reimagining Public Safety Process. May overfill from time to time to account for employee separations.
	Communications Center Manager	\$ 216,131	vacant position; defer for 1 year
	Community Service Officer	\$ 330,393	3 vacant positions; defer for 1 year. \$110,131 - salary and benefits per position.
	Office Specialist II	\$ 104,240	vacant position; defer for 1 year
	Office Specialist III	\$ 119,973	vacant position; defer for 1 year
	Parking Enforcement Officer	\$ 106,754	vacant position; defer for 1 year
			<i>*Extends the reduction of authorized non-sworn positions by 7 to allow space for the Reimagining Public Safety Process.</i>
	<i>Sub-Total</i>	<b>\$ 6,699,464</b>	
<b>PRW</b>	Assistant Recreation Coordinator	\$ 111,992	vacant position; defer for 1 year. Reduced programming provided by Recreation. This position provides programming for our Teens and Playground Programs.
	<i>Sub-Total</i>	<b>\$ 111,992</b>	
	<b>Total Deferrals</b>	<b>\$ 8,656,115</b>	

Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
<u>City Attorney</u>	<i>Recommended Deferral</i>	\$ 423,159		
	Legal Office Manger (vacant)	\$ 144,998		defer hiring to FY 22
	Deputy City Attorney III (vacant)	\$ 117,130		Defer hiring 1 DCA to Dec. 2020 (10%)
	Deputy City Attorney III (vacant)	\$ 46,852		Defer hiring 1 DCA to Feb. 2021 (12%)
	Deputy City Attorney III (vacant)	\$ 117,130		Defer hiring 1 DCA to FY 2022 (15%)
	40% reduction in Supplies, books, and subscription	\$ 26,200		
	<i>Sub-Total</i>	<i>\$ 452,310</i>		
<u>City Clerk</u>	<i>Recommended Deferral</i>	\$ 400,148		
	Deferral of purchase for e-filing software for Lobbyist Filings	\$ 20,000	Yes	
	Deferral from software account	\$ 10,000		
	<i>Sub-Total</i>	<i>\$ 30,000</i>		
<i>Notes: Additional savings could be generated from Elections Costs Deferral and Fair Elections Fund Deferral depending on the number of measures placed on the ballot and potential new costs from Registrar of Voters (ROV) related to COVID-19.</i>				
<u>CMO - Admin</u>	<i>Recommended Deferral</i>	\$ 1,031,448		
	Associate Management Analyst (vacant)	\$ 154,803		Reassign Commission Secretary, reduced / reassigned sidewalk enforcement
	Digital Communications Position - CSS (vacant)	\$ 163,000		
	Census 2020 (FY20)	\$ 125,000	Yes	unspent funds in FY20 due to COVID-19
	Printing and Binding	\$ 7,000		
	Advertising	\$ 5,000		
	Postage	\$ 5,000		
	Office Supplies	\$ 5,000		
	Miscellaneous	\$ 5,000		
	Solano Avenue Revitalization Plan	\$ 300,000		FY 20 Excess equity - Carried over to FY 21, Part of Baseline 1-time allocation
<u>CMO - Admin Continuation</u>	Citywide Risk Assessment	\$ 100,000	Yes	FY 20 Excess equity, no contract, no funds spent
	Code Enforcement Workload Analysis, Licensing and Support Equipment	\$ 81,185	Yes	FY 19 Carryover to FY 20 Budget
	<i>Sub-Total</i>	<i>\$ 950,988</i>		
<u>CMO-Animal Services</u>	Senior Animal Control Officer (vacant)	\$ 132,917		
	Pride industries	\$ 9,177		
	Airfare	\$ 3,000		
	Lodging	\$ 2,000		
	Field Supplies	\$ 7,000		
	Other Supplies	\$ 6,000		
	<i>Sub-Total</i>	<i>\$ 160,094</i>		
<u>CMO - OED</u>	<i>Recommended Deferral</i>	\$ 432,974		
	<i>Adjusted Deferral per OED*</i>	<i>\$ 236,746</i>		

Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	Festival Grants Program	\$ 158,315		The City will likely be discouraging large gatherings through FY21 (although some of these events may still occur by pivoting to online or other media).
	Berkeley Film Foundation	\$ 25,000		
	15% Berkeley Arts Center Reduction	\$ 12,998		
	Small Business Support	\$ 75,000		Funding for support for businesses at risk of displacement or closure, provided by nonprofit partners.
	Bayer Development Agreement	\$ 25,000	Yes	FY 20 Excess Equity, No Contract, Not Spent
	<i>Sub-Total</i>	<b>\$ 296,313</b>		
<a href="#">CMO - OED Continuation</a>				
	<i>Notes: *Adjusted for the Downtown PBID Assessment and Visit Berkeley (pass through allocations)</i>			
	<i>Downtown PBID Assessment: Under the provisions of Prop 218 the City is obligated to pay this special assessment</i>			
	<i>Visit Berkeley TOT Share: This amount will automatically scale down, as the actual payment is calculated as one twelfth of TOT revenues.</i>			
<a href="#">Finance</a>	<i>Recommended Deferral</i>	<b>\$ 960,233</b>		
	Customer Service Specialist II (vacant)	\$ 119,349		<b>Proposal 1:</b> \$642K savings or roughly 10% of the projected shortfall from FY2021. A moderate plan; creating a leaner Finance Department that is able to deliver baseline services. This proposal would defer the vacancies for the Customer Service Specialist II and two Field Representative positions for the full year and defer the Revenue Development Specialists I and II for 11 months. <b>Proposal 2:</b> \$767K savings or roughly 12% of the projected shortfall from FY2021. A more aggressive plan; prolonging some deferrals and leaving more positions vacant. This will reduce the department's ability to generate additional sources of revenue and may lead to longer wait times at the Customer Service Counter. The Contract Administrator vacancy would be deferred for three months; one Customer Service Specialist II for six months; and the remaining positions, Customer Service Specialist II, Revenue Development Specialists I & II, as well as the two Field Representatives for the full year.
	Rev Dev Specialist I (vacant)	\$ 131,226		
	Rev Dev Specialist II (vacant)	\$ 160,833		
<a href="#">Finance Continuation</a>	Field Representative (vacant)	\$ 127,745		
	Field Representative (vacant)	\$ 127,745		

Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	Contract Administrator (vacant)	\$ 122,628		<b>Proposal 3:</b> \$964K savings, or roughly 15.1% of the projected shortfall from FY2021. The most aggressive plan; leaving the majority of positions unfilled and only hiring critical positions for a few months in FY2021. The Accounting Manager and one Customer Service Specialist II would remain vacant for six months, and the Contract Administrator would remain vacant for nine months. The remaining positions, Customer Service Specialist II, Revenue Development Specialists I and II, and two Field Representatives would be deferred for the full year.
	Customer Service Specialist II (vacant)	\$ 59,675		
	Accounting Manager (vacant)	\$ 114,978		
	Training and Conference – Registration	\$ 3,250		<b>Additional Deferrals</b>
	Travel – Lodging	\$ 3,750		
	Printing and Binding	\$ 9,000		
	Supplies – Office	\$ 14,675		
	Non-Capital – Comp, Software, & Office Equ	\$ 15,325		
	Non-Capital – Furniture and Fixtures	\$ 15,000		
	<i>Sub-Total</i>	<b>\$ 1,025,180</b>		
<b>Fire</b>	<i>Recommended Deferral</i>	<b>\$ 4,943,196</b>		
	OT Deferral and Reduction	\$ 521,328		One time reduction of \$521,328 from the Suppression division General Fund overtime budget, which will lead the elimination of most if not all discretionary overtime. (Meas GG to cover minimum staffing overtime of \$523k).
	OT Deferral and Reduction	\$ 273,352		OT deferral
	Firefighter/Paramedic open requisitions (9)	\$ 1,624,434		One year of salary savings for 9 budgeted benefited positions. Estimated OT costs to backfill these positions for a year is \$1.30 million and would have a significant impact on existing personnel working mandatory overtime.
	Retirement of Firefighter/Paramedic (4)	\$ 447,830		Anticipated retirements of four firefighters in December 2020 (six month savings). Estimated OT costs to backfill these positions for six months is \$371,716 and would have a significant impact on existing personnel working mandatory overtime.
	Fire Prevention Inspector (Sworn)	\$ 245,459		Delay replacement of Fire Prevention Inspector Sworn for a year.
	Emergency Services Coordinator	\$ 145,344		Redirect 12 months of Emergency Services Coordinator position funding to Measure GG.
	Vegetation Mgmt. personnel budget	\$ 97,800	Yes	Due to pandemic, staff weren't able to work on this project which left a remaining balance of \$97,800 (total was \$107,800).

Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	Travel	\$ 5,000		Defer 6 months of travel budget since usage is all year.
<b>Fire Continuation</b>	Eliminate Exam Testing	\$ 14,000		Eliminate outside consultant and conduct in-house promotional exam process.
	Vegetation Mgmt. non-personnel budget	\$ 334,000	Yes	Due to pandemic, veg mgmt. plans weren't able to be executed and \$334k was routed to EOC budget.
	Paramedic Supervisor open position (1)	\$ 246,545		
	<b>Sub-Total</b>	<b>\$ 3,955,092</b>		
<b>HHCS</b>	<i>Recommended Deferral</i>	<i>\$ 2,203,241</i>		
	<b>PHEP New Funding FY21</b>			
	HSPS (40%):	\$ 48,290		Use 85% of new PHEP COVID funds in FY21 for PHEP staffing. Total of \$56,812 but three months in FY20, took 90% for FY21
	HSPS (33%):	\$ 38,697		
	SHSPS (40%):	\$ 70,944		
	<b>Reduce Youthworks for summer 2020</b>			
	Youth Wages Savings	\$ 303,225		Started with \$543,725, subtracted \$140,000 for 50 youth @15.50 for 30 hr for 6 weeks. Subtracted \$110,000 for Extended Program. Limit summer program to 50 highest need applicants. Continue reduced Extended Program. Defer replacements: CSSII by 3 months and CSSI by 6 months.
	Defer filling CSSIII (3 month vacancy - PC#XX):	\$ 47,500		
	Defer filling CSSI (6 month vacancy - PC#9):	\$ 68,000		
	<b>PH Vacancies</b>			6 months savings for HSS, full year savings for PHN and SHSPS.
	Defer filling 1.0 FTE HSS - PC#3	\$ 111,000		
	Defer filling 1.0 FTE SHSPS - PC#11	\$ 206,000		
	Defer filling 1.0 FTE PHN - PC#13	\$ 174,000		
	<b>AG Vacancy</b>			
	Defer filling Aging vacancy (OSII - PC#212)	\$ 105,000		reduce clerical support
<b>HHCS Continuation</b>	<b>EH Vacancy</b>			
	Defer filling 1.0 REHS	\$ 154,000		Longer term reduction in REHS; may need to reduce number and/or frequency of inspections.
	Defer filling Vector Control Tech vacancy (.27FTE gf)	\$ 31,500		
	<b>HCS Admin Funds</b>			
	Reallocate GF psrsonnel costs to HEAP Admin funds	\$ 50,000		Funds unavailable for other purposes
	<b>AG Redistribution</b>			
	Use 056 Fund balance for .50FTE (CSS1 PC#28)	\$ 74,100		Reduce TCM fund balance
	<b>OD Vacancy</b>			
	Defer filling OD vacancy (AOSIII - PC#7)	\$ 109,000		Would continue high load on current Payroll Staff
	<b>HCS Fed funds Admin redistribution:</b>			
	Fund Deputy Director position/other through Fed. Admin funds:	\$ 75,000		Additional Documentation requirements
	Defer filling CSSII (PC#126)	\$ 162,353		Reduce ability/flexibility to address issues because position will be restricted to eligible Boomerang activities
	Reallocate HCS Senior Management Analyst vacant (req# 2020-00086)	\$ 181,933		For first two years fund position with CDBG/ESG
	<b>HCS Admin Funds</b>			
	Reallocate GF personnel costs to county Boomerang funds	\$ 90,000		Funds unavailable for other purposes



Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	<b>MH Vacancy</b>			
	Health Officer (HO) - Infectious Disease grant	\$ 80,000		Use to fund Covid efforts in FY21
	Sugar Sweetened Beverage (SSB) program	\$ 30,000		Save funds from FY21
	<b>Environmental Health Division</b> Environmental Health Supervisor (PC#1)	\$ 21,439		<b>Additional Deferrals</b> 12% GF funded
	<b>Public Health Division</b> Health Services Program Specialist(PC#38)	\$ 50,635		33% GF funded
<a href="#">HHCS Continuation</a>	Office Specialist II (PC#68)	\$ 87,593		82% GF funded
	Office Specialist II (PC#335)	\$ 80,116		75% GF funded
	<b>Aging Services Division</b> Mini Bus Driver (PC#10)	\$ 107,148		100% GF funded
	Senior Service Assistant 0.5FTE (PC#11)	\$ 33,052		58% GF funded
	<i>Sub-Total</i>	<b>\$ 2,590,526</b>		
<a href="#">Human Resources</a>	<i>Recommended Deferral</i>	<b>\$ 355,612</b>		
	Vacant Associate HR Analyst and 40% HR Manager positions	\$ 249,188		
	Vacant HR Technician position (7 months)	\$ 49,188		Both of those positions would be open for three months in FY21 due to recruitment time and could claim those savings to adjust. However, if we need to adjust for the data in a larger capacity we are prepared to hold 1 position open for the whole year, and account for 3 months for a 2nd position to meet the 15% target. These are updates that were not included in the proposal but can be only if necessary
	Employee Relations Professional Service Contract	\$ 25,000		
	From Personnel and Admin Services Advertising account	\$ 15,247		
<a href="#">Human Resources Continuation</a>	Navex Contract	\$ 16,989		Equal Employment Opportunity Training contract - savings (software and licenses) for FY21. Sexual harrassment training will be covered by Department of Fair Employment and Housing for free.
	<i>Sub-Total</i>	<b>\$ 355,612</b>		
<a href="#">Information Technology</a>	<i>Recommended Deferral</i>	<b>\$ 1,410,439</b>		
	<b>Fund 891 Division 2701</b> MISC PROF SVCS	\$ 102,731		
	PROFESSIONAL DUES AND FEE	\$ 50,000		Cancelled Gartner Subscription
	COMMERCIAL TRAVEL	\$ 7,200		
	BOOKS AND PUBLICATIONS	\$ 12,000		
	<b>Fund 891 Division 2702</b> MISC PROF SVCS	\$ 180,000		Cancelled: GIS Master Address Database Project
	PROFESSIONAL DUES AND FEE	\$ 30,000		



Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	FURNITURE AND FIXTURES	\$ 5,000		
	COMPUTERS & PRINTERS	\$ 7,500		
	SMALL EQUIPMENT	\$ 2,500		
	<b>Fund 891 Division 2703</b>			
	MISC PROF SVCS	\$ 125,000		Cancelled: Deployment of additional ServiceNow modules
	COMPUTER SOFTWARE/LIC MTC	\$ 100,000		Cancelled: Scripting project
	PROFESSIONAL DUES AND FEE	\$ 15,000		
	FURNITURE AND FIXTURES	\$ 5,000		
	COMPUTERS & PRINTERS	\$ 10,000		
	SMALL EQUIPMENT	\$ 7,000		
	<b>Fund 891 Division 2704</b>			
	MISC PROF SVCS	\$ 27,260		Cancelled: Help Desk training and education services
<a href="#">Information Technology Continuation</a>	MISC PROF SVCS	\$ 162,000		Cancelled: Two cyber security priority 2 projects
	SMALL EQUIPMENT	\$ 21,250		Cancelled: cables and components for citywide distribution
	<b>Fund 891 Division 2709</b>			
	COMPUTER SOFTWARE/LIC MTC	\$ 60,000		Cancelled: CRM Project (Lagan replacement)
	TELEPHONES	\$ 25,000		
	PRINTING AND BINDING	\$ 3,650		
	COMMERCIAL TRAVEL	\$ 5,000		
	BOOKS AND PUBLICATIONS	\$ 350		
	OFFICE SUPPLIES	\$ 2,500		
	FURNITURE AND FIXTURES	\$ 2,500		
	SMALL EQUIPMENT	\$ 1,700		
	<b>Fund 891 Division 2750</b>			
	COMPUTERS & PRINTERS	\$ 67,298		Cancelled: FY21 Wifi and Uninterrupted Power Supplies Replacement Programs
	1947 MOVE	\$ 572,000	Yes	
	<b>Fund 608 Division 2750</b>			
	VOIP	\$ 198,000		Cancelled FY21 Annual GF transfer to VoIP
	<i>Sub-Total</i>	<b>\$ 1,807,439</b>		
<a href="#">Planning</a>	<i>Recommended Deferral</i>	<b>\$ 320,086</b>		
	OS II - Toxics/OESD (42%)	\$ 47,414		Cost shift to PSC
	CSSI - OESD (35%)	\$ 46,373		amount and % change per Planning 6/2/20
	OSII - Toxics/OESD (25%)	\$ 28,223		
	Haz Mat II (3 positions related to GF projects) - Toxics (28%)	\$ 43,102		Cost shift to CUPA fund
	Haz Mat Manager - Toxics (23%)	\$ 53,967		
	CEQA student housing	\$ 45,000	Yes	
	Density Standards	\$ 8,000	Yes	
<a href="#">Planning Continuation</a>	Southside EIR	\$ 58,000	Yes	
	Missing Middle RFP Study	\$ 100,000	Yes	
	BART Station Env Planning	\$ 50,000	Yes	
	Landmarks Pres Grants	\$ 20,000	Yes	
	BART Station Env Planning (ph 3 deferral)	\$ 40,000	Yes	
	Interns - Toxics	\$ 16,420		<b>Additional Deferrals</b>
	Interns - OESD	\$ 20,051		personnel
	Senior Planner	\$ 95,804		
	Travel and Training	\$ 4,800		non-personnel

Attachment 7



FY 2021 General Fund Adopted Deferrals  
All Departments  
Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	<i>Sub-Total</i>	\$ 677,154		
<u>Police</u>	<i>Recommended Deferral</i>	\$ 10,477,665		
	General Fund (Fund 011)	\$ 5,514,176		In order to meet the 10% reductions, it would require a total of 25 police department positions to be vacant and an 8.7% reduction in staff from 285 positions to 260. Of the 25 police department positions, 16 would be Police Officer positions which will generate savings of \$3,888,368
	Prop 172 (Fund 126)	\$ 1,000,000		
	Citizens Option Public Safety (Fund 159)	\$ 600,000		
	General Fund (Fund 011)	\$ 1,458,138		In order to meet the 12% reductions, it would require a total of 31 police department positions to be vacant and a 10.8% reduction in staff from 285 positions to 254. Of the 31 police department positions, 22 would be Police Officer positions, which will generate savings of \$5,346,506
<u>Police Continuation</u>	General Fund (Fund 011)	\$ 1,701,161		In order to meet the 15% reductions, it would require a total of 38 police department positions to be vacant and a 13.3% reduction in staff from 285 positions to 247. Of the 38 police department positions, 29 would be Police Officer positions, which will generate savings of \$7,047,668
	Non-mandatory training and travel along with eliminating non-essential purchases	\$ 500,000		
	Defer purchase of vehicles	\$ 412,483		
	Gun buyback program	\$ 60,000	Yes	
	<i>Sub-Total</i>	\$ 11,245,958		
<u>PRC</u>	<i>Recommended Deferral</i>	\$ 93,915		
	Services and Materials	\$ 13,509		Substantial savings in the Registration, Travel, and Meals & Lodging categories, due to cancellation of the NACOLE conference. The conference is being reformulated as a series of webinars, for a fee, so a small amount remains in the Registration category.
	Services and Materials	\$ 1,425		Postage and Rental of Office Equipment & Furniture (copier) expenses are reduced by a greater reliance on electronic agenda packets, and perhaps a reduction in the number of meetings. This would also reduce the amount of office supplies needed.
<u>PRC Continuation</u>	Services and Materials	\$ 4,275		Charges for using the South Berkeley Senior Center (Rental of Land) for Commission meetings could be reduced by having fewer meetings or holding them via videoconferencing

## Attachment 7



**FY 2021 General Fund Adopted Deferrals**  
**All Departments**  
**Personnel, Capital & Non- Personnel Services**

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
	<i>Sub-Total</i>	\$ 19,209		
<b>PRW</b>	<i>Recommended Deferral</i>	\$ 913,807		
	Assistant Recreation Coordinator (vacancy)	\$ 111,992		Reduced programming provided by Recreation. This position provides programming for our Teens and Playground Programs.
	Echo Lake ADA (CIP PRW Camps Capital)	\$ 445,388	Yes	This funding is Phase 1 of a \$2.1M Construction project. The design for the full project is in process. Echo Lake Camp will not be open this summer so a 1 year deferral will not effect our liability.
	John Hinkel Play Area (CIP PRW Parks Capital)	\$ 300,000		A portion of the project will be cost-shifted from CIP to Parks Tax. This reduction will effect the construction of both this project and the Ohlone Mural and playground project.
	Skate Parks Improvements (CIP PRW Parks Capital)	\$ 100,000		This \$100,000 of GF will be cost-shifted from CIP to Parks Tax because it is an immediate safety concern. This project effects the construction of both John Hinkle Lower and the Ohlone Mural and playground project.
	<i>Sub-Total</i>	\$ 957,380		
<b>Public Works</b>	<i>Recommended Deferral</i>	\$ 527,719		
	Equipment Replacement	\$ 1,081,699		FY21 transfer from the General Fund to Fund 671
	Purchase of a new sweeper	\$ 300,000	Yes	
	<i>Sub-Total</i>	\$ 1,381,699		
<b>Mayor/Council Budget Referral/ Recommendation</b>	City-wide Undergrounding (PWENUD1602)	\$ 100,000	Yes	<u>\$16,479 has been spent/encumbered</u> Project that has not started and can be delayed Amount Budgeted in Public Works
	Freestanding Public Restroom - TBID	\$ 100,000	Yes	Project that has not started and can be delayed Amount Budgeted in Public Works
	Ped Xing Signal @ intersec of Shattuck & Prince	\$ 100,000	Yes	Project that has not started and can be delayed Amount Budgeted in Public Works
	Ped/Bike Safety along Oxford St	\$ 75,000	Yes	Project that has not started and can be delayed Amount Budgeted in Public Works
	Reserved for Pedestrian/Bicycle Safety Improvements	\$ 100,000	Yes	Project that has not started and can be delayed ; \$100K-FY20 <u>Amount Budgeted in Public Works - \$100K</u>
	Traffic Calming at MLK and Stuart Street (up to)	\$ 100,000	Yes	Project that has not started and can be delayed
	Mayor's Office Budget	\$ 45,000		
	<i>Sub-Total</i>	\$ 620,000.00		

Attachment 7



FY 2021 General Fund Adopted Deferrals  
 All Departments  
 Personnel, Capital & Non- Personnel Services

Department	Program/Item	ADOPTED	FY 2020 Allocations	Comments
		15%		
Notes:	<i>The list excludes all projects that have started and will be completed and/or were completed per PW GF/CIP/Excess Prop. Tax projects.</i>			
	<b>Total Capital and Non-Personnel Deferral</b>	<b>\$ 26,524,954</b>		