



Office of the City Manager

February 19, 2019

To: Honorable Mayor and Members of the City Council

From: *Dee* Dee Williams-Ridley, City Manager

Subject: General Guidelines for Appointments to the Measure O Oversight Committee and the Measure P Panel of Experts

In November 2018 Measures O and P were passed by Berkeley voters. Each measure included creating community member committees to support the implementation and oversight of the measures. Following are some general guidelines to help Councilmembers in the selection of appointments to the bodies.

Our experience with other commissions has shown that appointing members experienced with the issues of the commission and engaged in the policies and programs being advocated for, advances the recommendations from the body significantly. This has resulted in robust, productive and effective meetings and recommendations to council.

For both bodies under consideration, it is important for Council Members to be thoughtful about conflict of interests appointees might have with likely applicants for funding. The work of the body is significantly negatively impacted when there are several members with conflicts of interest. Appointees for both bodies must be people living in Berkeley. For Measure P, there are specific criteria outlined below. For Measure O, staff have provided recommended skills and experience to consider when appointing members.

Measure P: Homeless Services Panel of Experts

Measure P establishes a Homeless Services Panel of Experts “to make recommendations on how and to what extent the City should establish and/or fund programs to end or prevent homelessness in Berkeley and provide humane services and support.” Measure P limited participation on the Panel of Experts to members who meet the following criteria:

- 1) Have experience in the development, administration, provision and/or evaluation of homeless programs in government or non-profit capacity; or
- 2) Have current or past lived experience with homelessness; or

- 3) Have experience in researching the causes, impacts and solutions to homelessness; or
- 4) Have experience with state and/or local homeless policy, funding or programs; or
- 5) Have experience with federal homeless policy and funding administration such as the Continuum of Care Program; or
- 6) Have experience in the development and financing of affordable housing for formerly homeless persons; or
- 7) Have experience in the provision of mental health and/or substance use programs for homeless persons.”

As noted above, successful commissions generally have members with a strong collective breadth of experience defined in the enabling legislation. Staff recommend that Councilmembers be cognizant of who is on the Panel and try to appoint members that fill as many of the qualifications listed above as possible.

Measure O: Independent Oversight Committee

Measure O establishes an Independent Oversight Committee “composed of individuals appointed by the City Council, to confirm that Bond expenditures are consistent with the intent of this measure.” Unlike Measure P, there are no specific experience guidelines defined that members of the committee must demonstrate.

We recommend that when appointing members to this committee Council members consider the following:

Applicants:

- 1) Be interested in and supportive of the City’s investment in affordable housing for low-income households, working families and individuals, including teachers, and for vulnerable populations such as seniors, veterans, the homeless and people with disabilities; and
- 2) Be willing and able to learn about complex regulatory requirements; and
- 3) Have some experience in affordable housing development or management; or
- 4) Have experience with housing lending or financing at a bank, foundation or jurisdiction; or
- 5) Have experience with bond financing; or
- 6) Understand the housing needs of low-income populations; or
- 7) Have experience in government funding processes and requirements for low income housing; or
- 8) Have experience in residential construction or rehabilitation; or
- 9) Understand land use and planning issues as they relate to low income housing.

Again, with a wide mix of experiences, knowledge and skill, the Committee will be able to provide City Council with comprehensive and effective recommendations.

Appointment Process

Please make your appointments by March 15, 2019. To make appointments to the Homeless Services Panel of Experts, your appointees must complete the special Application/Appointment Form for this commission. Please contact the City Clerk Department for a copy of this form. Appointees must also complete the Affidavit of Residency portion of the Appointment Form (available online at the link below). The Application/Appointment Form and the Affidavit of Residency must be submitted to the City Clerk Department at the same time.

To make appointments to the Measure O Bond Oversight Committee, please use the General Application/Appointment Form and ensure that the Appointee completes the Affidavit of Residency portion of the form. Both the Appointment Form and the Affidavit of Residency must be submitted to the City Clerk Department at the same time.

The Commission Application/Appointment Forms are available online at:

https://www.cityofberkeley.info/Clerk/Commissions/Commissions_Applications.aspx

After the appointee's eligibility has been verified, notification will be sent to the appointing councilmember, the appointee, and the commission secretary.

Appointees to both commissions will be required to complete Form 700 – Statement of Economic Interest within 30 days of their appointment.

cc: Paul Buddenhagen, Deputy City Manager
Jenny Wong, City Auditor
Mark Numainville, City Clerk
Matthai Chakko, Public Information Officer / Assistant to the City Manager