



Office of the City Manager

ACTION CALENDAR
June 23, 2020

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Teresa Berkeley-Simmons, Budget Manager
Subject: FY 2021 Budget Update

The City Council adopted the FY 2020 and FY 2021 Biennial Budget (Biennial Budget) and the FY 2020 and FY 2021 Capital Improvement Program Budget (CIP Budget) on June 25, 2019. The Biennial Budget was a 2-year balanced budget. The Proclamation of Local Emergency for purposes of responding to COVID-19 was issued on March 3, 2020. This event is unprecedented and we have no historical experience to use as a base to pull from or to plan. Developing policies to deal with this event are ongoing.

The City has numerous revenue streams that depend on economic activities and the “Shelter in Place” order practically stopped most economic activity. This has had immediate impact in the current fiscal year, and will continue into FY 2021, as those revenue streams that trail consumer and retail activity feel the brunt of this cessation. The economic and financial impacts of the COVID-19 pandemic on Berkeley’s finances was significant and resulted in a projected General Fund deficit estimated at \$28.7 million in FY 2021.

To resolve this General Fund shortfall departments worked to identify General Fund savings that represent 10%, 12%, and 15% of their FY 2021 General Fund budget. The chart below translates the target deferrals into dollars

Department	FY 2021 Revised Baseline Budget	FY 2021 Internal Service Costs	FY 2021 Adjusted Budget*	10% Deferral	12% Deferral	15% Deferral
City Auditor	2,657,863	227,099	2,430,764	243,076	291,692	364,615
City Attorney	3,039,583	218,523	2,821,060	282,106	338,527	423,159
City Clerk	2,849,880	182,225	2,667,655	266,766	320,119	400,148
City Manager	7,481,872	605,555	6,876,317	687,632	825,158	1,031,448
Finance	7,172,555	771,001	6,401,554	640,155	768,186	960,233
Fire	35,795,902	2,841,265	32,954,637	3,295,464	3,954,556	4,943,196
Health, Housing, & Community Services	17,701,995	3,013,721	14,688,274	1,468,827	1,762,593	2,203,241
Human Resources	2,635,819	265,070	2,370,749	237,075	284,490	355,612
Information Technology	580,710	-	580,710			
Office of Economic Development	2,959,800	73,306	2,886,494	288,649	346,379	432,974
Parks Rec & Waterfront	6,943,078	851,031	6,092,047	609,205	731,046	913,807
Planning	2,534,191	400,284	2,133,907	213,391	256,069	320,086
Police	73,986,482	4,135,383	69,851,099	6,985,110	8,382,132	10,477,665
PRC	788,001	161,898	626,103	62,610	75,132	93,915
Public Works	4,408,589	890,461	3,518,128	351,813	422,175	527,719
TOTAL	171,536,320	14,636,822	156,899,498	15,631,879	18,758,255	23,447,818
**FY 2021 Adjusted Budget = FY 2021 Revised Budget - FY 2021 Internal Services						
Internal Service Costs include the following:						
Facilities Maintenance						
IT Cost Allocation						
Mail Services						
Vehicle Maintenance						
Vehicle Replacement						

It is important departments develop thoughtful ideas for deferrals that are realistic and result in minimum negative impact to services and operations; therefore, staff was guided by the following Budget Strategies Principles as they developed their FY 2021 proposed budget deferrals.

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, social, and just equity, serving those who are most in need, and environmental sustainability.
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 and Finance Committee with on-going communication and updates provided to the entire City Council.

City staff scrutinized all projects (capital and non-capital) and personnel expenditures that have been allocated funding through the budget process to determine what can be deferred to free up resources to address the deficit. A preliminary list of projects was discussed with the Budget & Finance Policy Committee on May 19, 2020, and the full City Council on May 26, 2020.

Staff met frequently with the Budget & Finance Policy Committee to resolved the FY 2021 projected General Fund shortfall. Below are the dates and topics that were discussed.

FY 2021 Budget Update Development Timeline		
April 27, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> FY 2021 Budget Update Status
May 4, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> General Fund Revenues Measure P Revenues and Allocations
May 11, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> Budget Development Timeline Center Street Parking Garage Response to Questions (May 4, 2020)
May 19, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> Amending the General Fund Reserves Policy General Fund Capital Projects and Other Non-Personnel Deferrals
May 26, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> General Fund Personnel Deferrals
June 4, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> Council Budget Referrals City Auditor's Recommendations for the General Fund Reserves Marina Update Homeless Services
June 9, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> City Manager FY 2021 Deferral Recommendations Reserves Policy Response to Budget Questions Strategic Plan Impacts Homeless Services Reports
June 18, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> FY 2021 Budget Update Response to Budget Questions Excess Property Transfer Tax
June 25, 2020	Budget & Finance Policy Committee	<ul style="list-style-type: none"> Discussion on budget recommendations continues

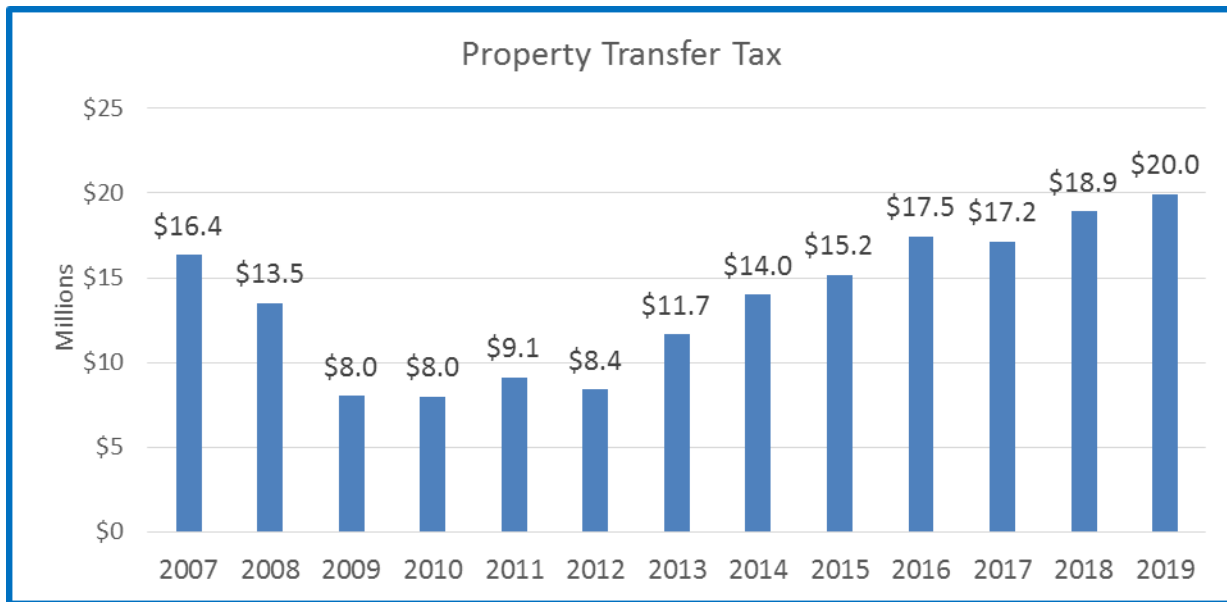
On June 9, 2020, the following balancing measures were presented to the Budget and Finance Policy Committee.

Balancing Measures (dollars in millions)	
Original General Fund Deficit Based on the Adopted Budget	\$ 25.60
Downtown PBID	\$ 0.01
Increased Insurance Costs	\$ 1.17
Center Street Garage Debt Service	\$ 1.91
Revised General Fund Deficit as of 5/19/20	\$ 28.69
<i>Additional General Fund Allocations</i>	
Measure P	\$ 5.12
Measure U1	\$ 3.50
COVID-19 Ongoing Response	\$ 1.00
Families at La Quinta	\$ 0.03
Vegetation Management	\$ 0.25
Waterfront Immediate Capital Needs	\$ 0.55
Sub-total	\$ 10.45
Total FY 21 General Fund Shortfall	\$ 39.14
<i>Proposed Solutions to Resolve the Shortfall</i>	
FY 21 Proposed Deferrals @ 15%	\$ 26.51
Filled Positions in Police Department	\$ (2.66)
Use of General Fund Reserves (1/3)	\$ 11.38
Total General Fund Solutions	\$ 35.23
Unresolved Shortfall	\$ (3.91)

On June 18, 2020, the Budget & Finance Policy Committee met and voted to forward to Council a recommendation approving a one-time increase to the Property Transfer Tax baseline of \$4,000,000, increasing the baseline from \$12,500,000 to \$16,500,000, and request Council make a one-time revision to their budget policies for FY 2021 to temporarily suspend the Excess Property Tax funding allocations included in the

Council’s Fiscal Policies, Currently, Council’s fiscal policies stipulates that the Property Transfer Tax in excess of the \$12.5 million operating baseline will be treated as one-time revenue to be used for the City’s capital infrastructure needs. This one-time adjustment and policy revision in FY 2021 are projected to resolve the General Fund shortfall.

The chart below documents the historical trend of the City’s Property Transfer Tax from FY 2007 through FY 2019.



In FY 2020 the Property Transfer Tax included in the Adopted Budget was \$12.5 million. As of May 4, 2020, the FY 2020 Property Transfer Tax is estimated to be \$21.9 million. It is reasonable to assume that we will hit the \$16.5 million target based on Property Transfer Tax generated over the past 4 years.

However, it is not guaranteed. Staff will be watching the revenues and expenditures very closely over the next year. We are also recommending that we return to Council in November with a second round of budget deliberations. This will allow us to take corrective action if needed. This discussion would align with the adoption of the First Amendment to the FY 21 Appropriation Ordinance.

Conclusion

The shortfall resulting from the impacts of the pandemic is unprecedented. The City has numerous revenue streams that depend on economic activities and the “Shelter in Place” order practically stopped most economic activity. The revenue streams that trail consumer and retail activity feel the brunt of this cessation and the economic outcome is largely dependent on the development of the virus itself.

In developing the FY 2021 Mid-Biennial Budget update, City staff acknowledges that there is a significant amount of uncertainty including limited data to accurately determine the fiscal impacts of the pandemic on City revenues. There is a lot that City staff doesn't know at this point in time. More data and time are necessary to determine the long-term effects of the COVID-19 pandemic on the City's budget, which will be critical to inform the FY 2022; FY 2023 Biennial Budget process that will commence November 2020. For this reason, City staff is committed to providing timely updates to City Council and reevaluating the City's budget and projections on a reoccurring basis. In addition, staff is recommending a second round of budget deliberation in November. The discussion would align with the adoption of the First Amendment to the FY 2021 Appropriation Ordinance.

FISCAL IMPACT

See information described above.

ENVIRONMENTAL SUSTAINABILITY

Actions included in the budget will be developed and implemented in a manner that is consistent with the City's environmental sustainability goals and requirements.

CONTACT PERSON

Teresa Berkeley-Simmons, Budget Manager, City Manager's Office, 981-7000

Attachment:

FY 2021 General Fund Proposed Target Deferrals (Personnel, Capital & Non-Personnel Services)



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
<u>City Attorney</u>	<i>Recommended Deferral</i>	\$ 282,106	\$ 338,527	\$ 423,159		
	Legal Office Manger (vacant)	\$ 144,998	\$ 144,998	\$ 144,998		defer hiring to FY 22
	Deputy City Attorney III (vacant)	\$ 117,130	\$ 117,130	\$ 117,130		Defer hiring 1 DCA to Dec. 2020 (10%)
	Deputy City Attorney III (vacant)		\$ 46,852	\$ 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	\$ 26,200	\$ 26,200		
	Sub-Total	\$ 288,328	\$ 335,180	\$ 452,310		
<u>City Clerk</u>	<i>Recommended Deferral</i>	\$ 266,766	\$ 320,119	\$ 400,148		
	Deferral of purchase for e-filing software for Lobbyist Filings	\$ 20,000	\$ 20,000	\$ 20,000	Yes	
	Deferral from software account	\$ 10,000	\$ 10,000	\$ 10,000		
	Sub-Total	\$ 30,000	\$ 30,000	\$ 30,000		
<p><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></p>						
<u>CMO - Admin</u>	<i>Recommended Deferral</i>	\$ 687,632	\$ 825,158	\$ 1,031,448		
	Associate Management Analyst (vacant)	\$ 154,803	\$ 154,803	\$ 154,803		Reassign Commission Secretary, reduced / reassigned sidewalk enforcement
	Digital Communications Position - CSS (vacant)	\$ 163,000	\$ 163,000	\$ 163,000		
	Census 2020 (FY20)	\$ 125,000	\$ 125,000	\$ 125,000	Yes	unspent funds in FY20 due to COVID-19
	Printing and Binding	\$ 7,000	\$ 7,000	\$ 7,000		
	Advertising	\$ 5,000	\$ 5,000	\$ 5,000		
	Postage	\$ 5,000	\$ 5,000	\$ 5,000		
	Office Supplies	\$ 5,000	\$ 5,000	\$ 5,000		
	Miscellaneous	\$ 5,000	\$ 5,000	\$ 5,000		
	Solano Avenue Revitalization Plan	\$ 300,000	\$ 300,000	\$ 300,000	Yes	FY 20 Excess equity - Carried over to FY 21, Part of Baseline 1-time allocation



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
<u>CMO - Admin Continuation</u>	Citywide Risk Assessment	\$ 100,000	\$ 100,000	\$ 100,000	Yes	FY 20 Excess equity, no contract, no funds spent
	Code Enforcement Workload Analysis, Licensing and Support Equipment	\$ 81,185	\$ 81,185	\$ 81,185		FY 19 Carryover to FY 20 Budget
	Sub-Total	\$ 950,988	\$ 950,988	\$ 950,988		
<u>CMO-Animal Services</u>	Senior Animal Control Officer (vacant)	\$ 132,917	\$ 132,917	\$ 132,917		
	Pride industries		\$ 9,177	\$ 9,177		
	Airfare		\$ 3,000	\$ 3,000		
	Lodging		\$ 2,000	\$ 2,000		
	Field Supplies		\$ 7,000	\$ 7,000		
	Other Supplies		\$ 6,000	\$ 6,000		
	Sub-Total	\$ 132,917	\$ 160,094	\$ 160,094		
<u>CMO - OED</u>	<i>Recommended Deferral</i>	<i>\$ 288,649</i>	<i>\$ 346,379</i>	<i>\$ 432,974</i>		
	<i>Adjusted Deferral per OED*</i>	<i>\$ 157,831</i>	<i>\$ 189,397</i>	<i>\$ 236,746</i>		
	Festival Grants Program	\$ 158,315	\$ 158,315	\$ 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	\$ 25,000		
	15% Berkeley Arts Center Reduction		\$ 12,998	\$ 12,998		
	Small Business Support		\$ 75,000	\$ 75,000		Funding for support for businesses at risk of displacement or closure, provided by nonprofit partners.
	Bayer Development Agreement		\$ 25,000	\$ 25,000	Yes	FY 20 Excess Equity, No Contract, Not Spent
	Sub-Total	\$ 158,315	\$ 296,313	\$ 296,313		



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		

CMO - OED
Continuation

Notes: *Adjusted for the Downtown PBID Assessment and Visit Berkeley (pass through allocations)

Downtown PBID Assessment: Under the provisions of Prop 218 the City is obligated to pay this special assessment \$ 158,187

Visit Berkeley TOT Share: This amount will automatically scale down, as the actual payment is calculated as one twelfth of TOT revenues. \$ 650,000

Finance

<i>Recommended Deferral</i>	\$ 640,155	\$ 768,186	\$ 960,233
Customer Service Specialist II (vacant)	\$ 119,349	\$ 119,349	\$ 119,349
Rev Dev Specialist I (vacant)	\$ 120,291	\$ 131,226	\$ 131,226
Rev Dev Specialist II (vacant)	\$ 147,430	\$ 160,833	\$ 160,833

Proposal 1: \$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.

Proposal 2: \$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



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
Finance Continuation	Field Representative (vacant)	\$ 127,745	\$ 127,745	\$ 127,745		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. Proposal 3: \$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. Additional Deferrals
	Field Representative (vacant)	\$ 127,745	\$ 127,745	\$ 127,745		
	Contract Administrator (vacant)		\$ 40,876	\$ 122,628		
	Customer Service Specialist II (vacant)		\$ 59,675	\$ 59,675		
	Accounting Manager (vacant)			\$ 114,978		
	Training and Conference – Registration			\$ 3,250		
	Travel – Lodging			\$ 3,750		
	Printing and Binding			\$ 9,000		
	Supplies – Office			\$ 14,675		
	Non-Capital – Comp, Software, & Office Equipment			\$ 15,325		
Non-Capital – Furniture and Fixtures			\$ 15,000			
	Sub-Total	\$ 642,561	\$ 767,449	\$ 1,025,180		



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
Fire	<i>Recommended Deferral</i>	\$ 3,295,464	\$ 3,954,556	\$ 4,943,196		
	OT Deferral and Reduction	\$ 521,328	\$ 521,328	\$ 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	\$ 273,352	\$ 273,352		OT deferral
	Firefighter/Paramedic open requisitions (9)	\$ 1,624,434	\$ 1,624,434	\$ 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	\$ 447,830	\$ 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	\$ 245,459	\$ 245,459		Delay replacement of Fire Prevention Inspector Sworn for a year.
	Emergency Services Coordinator	\$ 145,344	\$ 145,344	\$ 145,344		Redirect 12 months of Emergency Services Coordinator position funding to Measure GG.
	Vegetation Mgmt. personnel budget		\$ 97,800	\$ 97,800		Due to pandemic, staff weren't able to work on this project which left a remaining balance of \$97,800 (total was \$107,800).
	Travel	\$ 5,000	\$ 5,000	\$ 5,000		Defer 6 months of travel budget since usage is all year.



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
<u>Fire Continuation</u>	Eliminate Exam Testing	\$ 14,000	\$ 14,000	\$ 14,000		Eliminate outside consultant and conduct in-house promotional exam process.
	Vegetation Mgmt. non-personnel budget		\$ 334,000	\$ 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	\$ 246,545	\$ 246,545		
	Sub-Total	\$ 3,523,292	\$ 3,955,092	\$ 3,955,092		

Note: 12% reduction not achieved. An additional \$240,000 in saving needed to reach 12%. This and any additional savings to get to 15% would have a significant impacts on existing personnel.

HHCS

Recommended Deferral	\$ 1,468,827	\$ 1,762,593	\$ 2,203,241
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PHEP New Funding FY21

HSPPS (40%):	\$ 48,290	\$ 48,290	\$ 48,290
HSPPS (33%):	\$ 38,697	\$ 38,697	\$ 38,697
SHSPS (40%):	\$ 70,944	\$ 70,944	\$ 70,944

Reduce Youthworks for summer 2020

Youth Wages Savings	\$ 303,225	\$ 303,225	\$ 303,225
Defer filling CSSIII (3 month vacancy - PC#XX):	\$ 47,500	\$ 47,500	\$ 47,500
Defer filling CSSI (6 month vacancy - PC#9):	\$ 68,000	\$ 68,000	\$ 68,000

PH Vacancies

Defer filling 1.0 FTE HSS - PC#3	\$ 111,000	\$ 111,000	\$ 111,000
Defer filling 1.0 FTE SHSPS - PC#11	\$ 206,000	\$ 206,000	\$ 206,000
Defer filling 1.0 FTE PHN - PC#13	\$ 174,000	\$ 174,000	\$ 174,000

AG Vacancy

Defer filling Aging vacancy (OSII - PC#212)	\$ 105,000	\$ 105,000	\$ 105,000
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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

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. 6 months savings for HSS, full year savings for PHN and SHSPS.

reduce clerical support



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
HHCS Continuation	EH Vacancy					
	Defer filling 1.0 REHS	\$ 154,000	\$ 154,000	\$ 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	\$ 31,500	\$ 31,500		
	HCS Admin Funds					
	Reallocate GF prsonnel costs to HEAP Admin funds	\$ 50,000	\$ 50,000	\$ 50,000		Funds unavailable for other purposes
	AG Redistribution					
	Use 056 Fund balance for .50FTE (CSS1 PC#28)		\$ 74,100	\$ 74,100		Reduce TCM fund balance
	OD Vacancy					
	Defer filling OD vacancy (AOSIII - PC#7)		\$ 109,000	\$ 109,000		Would continue high load on current Payroll Staff
	HCS Fed funds Admin redistribution:					
	Fund Deputy Director position/other through Fed. Admin funds:		\$ 75,000	\$ 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
	HCS Admin Funds					
	Reallocate GF personnel costs to county Boomerang funds			\$ 90,000		Funds unavailable for other purposes
	MH Vacancy					
	Health Officer (HO) - Infectious Disease grant	\$ 80,000	\$ 80,000	\$ 80,000		Use to fund Covid efforts in FY21
	Sugar Sweetened Beverage (SSB) program		\$ 30,000	\$ 30,000		Save funds from FY21
	Environmental Health Division					Additional Deferrals
	Environmental Health Supervisor (PC#1)			\$ 21,439		12% GF funded
	Public Health Division					
	Health Services Program Specialist(PC#38)			\$ 50,635		33% GF funded



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
HHCS Continuation						
	Office Specialist II (PC#68)			\$ 87,593		82% GF funded
	Office Specialist II (PC#335)			\$ 80,116		75% GF funded
	Ageing Services Division					
	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>	<i>\$ 1,488,157</i>	<i>\$ 1,776,257</i>	<i>\$ 2,590,526</i>		
Human Resources						
	<i>Recommended Deferral</i>	<i>\$ 237,075</i>	<i>\$ 284,490</i>	<i>\$ 355,612</i>		
	Vacant Associate HR Analyst and 40% HR Manager positions	\$ 237,075	\$ 249,188	\$ 249,188		
	Vacant HR Technician position (7 months)		\$ 35,302	\$ 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		



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments	
		10%	12%	15%			
Human Resources Continuation	Navex Contract			\$	16,989	Equal Employment Opportunity Training contract - savings (software and licenses) for FY21. Sexual harrasment training will be covered by Department of Fair Employment and Housing for free.	
	<i>Sub-Total</i>	\$	237,075	\$	284,490	\$	355,612

[Information Technology](#)

<i>Recommended Deferral</i>	\$	940,293	\$	1,128,351	\$	1,410,439
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Fund 891 Division 2701

MISC PROF SVCS	\$	27,445	\$	63,503	\$	102,731
PROFESSIONAL DUES AND FEE	\$	18,000	\$	24,800	\$	50,000
COMMERCIAL TRAVEL	\$	7,200	\$	7,200	\$	7,200
BOOKS AND PUBLICATIONS	\$	3,000	\$	10,000	\$	12,000

Cancelled Gartner Subscription

Fund 891 Division 2702

MISC PROF SVCS	\$	60,000	\$	90,000	\$	180,000
PROFESSIONAL DUES AND FEE	\$	15,000	\$	20,000	\$	30,000
FURNITURE AND FIXTURES	\$	5,000	\$	5,000	\$	5,000
COMPUTERS & PRINTERS	\$	2,500	\$	5,000	\$	7,500
SMALL EQUIPMENT	\$	2,500	\$	2,500	\$	2,500

Cancelled: GIS Master Address Database Project

Fund 891 Division 2703

MISC PROF SVCS	\$	105,000	\$	120,000	\$	125,000
COMPUTER SOFTWARE/LIC MTC	\$	100,000	\$	100,000	\$	100,000
PROFESSIONAL DUES AND FEE	\$	15,000	\$	15,000	\$	15,000
FURNITURE AND FIXTURES	\$	5,000	\$	5,000	\$	5,000
COMPUTERS & PRINTERS	\$	2,500	\$	5,000	\$	10,000
SMALL EQUIPMENT	\$	7,000	\$	7,000	\$	7,000

Cancelled: Deployment of additional ServiceNow modules

Cancelled: Scripting project

Fund 891 Division 2704

MISC PROF SVCS	\$	10,000	\$	12,000	\$	27,260
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Cancelled: Help Desk training and education services



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
Information Technology Continuation	MISC PROF SVCS	\$ 54,000	\$ 112,000	\$ 162,000		Cancelled: Two cyber security priority 2 projects
	SMALL EQUIPMENT	\$ 5,000	\$ 7,000	\$ 21,250		Cancelled: cables and components for citywide distribution
	Fund 891 Division 2709					
	COMPUTER SOFTWARE/LIC MTC	\$ 40,000	\$ 50,000	\$ 60,000		Cancelled: CRM Project (Lagan replacement)
	TELEPHONES	\$ 7,000	\$ 15,000	\$ 25,000		
	PRINTING AND BINDING	\$ 1,500	\$ 2,500	\$ 3,650		
	COMMERCIAL TRAVEL	\$ 3,000	\$ 4,000	\$ 5,000		
	BOOKS AND PUBLICATIONS	\$ 350	\$ 350	\$ 350		
	OFFICE SUPPLIES	\$ 1,500	\$ 2,000	\$ 2,500		
	FURNITURE AND FIXTURES	\$ 1,500	\$ 2,000	\$ 2,500		
SMALL EQUIPMENT	\$ 1,000	\$ 1,200	\$ 1,700			
Fund 891 Division 2750						
COMPUTERS & PRINTERS	\$ 67,298	\$ 67,298	\$ 67,298		Cancelled: FY21 Wifi and Uninterrupted Power Supplies Replacement Programs	
1947 MOVE	\$ 572,000	\$ 572,000	\$ 572,000	Yes		
Fund 608 Division 2750						
VOIP	\$ 198,000	\$ 198,000	\$ 198,000		Cancelled FY21 Annual GF transfer to VoIP	
	Sub-Total	\$ 1,337,293	\$ 1,525,351	\$ 1,807,439		
Planning	Recommended Deferral	\$ 213,391	\$ 256,069	\$ 320,086		
	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	\$ 45,000	\$ 45,000	Yes	
	Density Standards	\$ 8,000	\$ 8,000	\$ 8,000	Yes	



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
<u>Planning Continuation</u>	Southside EIR	\$ 58,000	\$ 58,000	\$ 58,000	Yes	
	Missing Middle RFP Study	\$ 100,000	\$ 100,000	\$ 100,000	Yes	
	BART Station Env Planning		\$ 50,000	\$ 50,000	Yes	
	Landmarks Pres Grants			\$ 20,000	Yes	
	BART Station Env Planning (ph 3 deferral)			\$ 40,000	Yes	
	Interns - Toxics			\$ 16,420		Additional Deferrals personnel
	Interns - OESD			\$ 20,051		
	Senior Planner			\$ 95,804		
	Travel and Training			\$ 4,800		non-personnel
	Sub-Total	\$ 211,000	\$ 261,000	\$ 677,154		
<u>Police</u>	Recommended Deferral	\$ 6,985,110	\$ 8,382,132	\$ 10,477,665		
	General Fund (Fund 011)	\$ 5,514,176	\$ 5,514,176	\$ 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	\$ 1,000,000	\$ 1,000,000		
	Citizens Option Public Safety (Fund 159)	\$ 600,000	\$ 600,000	\$ 600,000		
	General Fund (Fund 011)		\$ 1,458,138	\$ 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



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
<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	\$ 500,000	\$ 500,000		
	Defer purchase of vehicles	\$ 412,483	\$ 412,483	\$ 412,483		
	Gun buyback program	\$ 60,000	\$ 60,000	\$ 60,000	Yes	
	Sub-Total	\$ 8,086,659	\$ 9,544,797	\$ 11,245,958		

Note: 10% reduction not achieved. This and any additional savings to get to 15% would have a significant impacts on existing personnel.

PRC

<u>Recommended Deferral</u>	\$ 62,610	\$ 75,132	\$ 93,915
Services and Materials	\$ 13,509	\$ 13,509	\$ 13,509
Services and Materials		\$ 1,425	\$ 1,425

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.
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.



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
<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
		Sub-Total	\$ 13,509	\$ 14,934	\$ 19,209	
		<i>Note: 10% reduction not achieved. This and any additional savings to get to 15% would have a signifant impacts on existing personnel. Any deferrals tied to personnel would have an impact on supporting Commission meetings and their policy work, while effects on complaint investigations would vary depending on the complaint caseload, but would be significant if the number of filings return to normal.</i>				
<u>PRW</u>	Recommended Deferral	\$ 609,205	\$ 731,046	\$ 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	\$ 445,388	\$ 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)	\$ 193,029	\$ 300,000	\$ 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)		\$ 20,713	\$ 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.
		Sub-Total	\$ 638,417	\$ 766,101	\$ 957,380	



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

Department	Program/Item	PROPOSED			FY 2020 Allocations	Comments
		10%	12%	15%		
Public Works	<i>Recommended Deferral</i>	\$ 351,813	\$ 422,175	\$ 527,719		
	Equipment Replacement			\$ 1,081,699		FY21 transfer from the General Fund to Fund 671
	Purchase of a new sweeper			\$ 300,000		
	<i>Sub-Total</i>			\$ 1,381,699		
Mayor/Council Budget Referral/ Recommendation	City-wide Undergrounding (PWENUD1602)	General Fund	FY 2020	\$ 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	Capital Improvement Fund	FY 2020	\$ 100,000	Yes	Project that has not started and can be delayed Amount Budgeted in Public Works
	Ped Xing Signal @ intersec of Shattuck & Prince	Capital Improvement Fund	FY 2020	\$ 100,000	Yes	Project that has not started and can be delayed Amount Budgeted in Public Works
	Ped/Bike Safety along Oxford St	Capital Improvement Fund	FY 2020	\$ 75,000	Yes	Project that has not started and can be delayed Amount Budgeted in Public Works
	Reserved for Pedestrian/Bicycle Safety Improvements	Capital Improvement Fund	FY 2020	\$ 100,000	Yes	Project that has not started and can be delayed ; \$100K-FY20 Amount Budgeted in Public Works - \$100K
	Traffic Calming at MLK and Stuart Street (up to)	Excess Property Transfer Tax	FY 2020	\$ 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		
Total Capital and Non-Personnel Deferral		\$ 19,740,210	\$ 22,669,745	\$ 26,524,954		

Notes: The list excludes all projects that have started and will be completed and/or were completed per PW GF/CIP/Excess Prop. Tax projects.

BUDGET

Adjusted Fiscal Year 2021



BERKELEY CITY AUDITOR



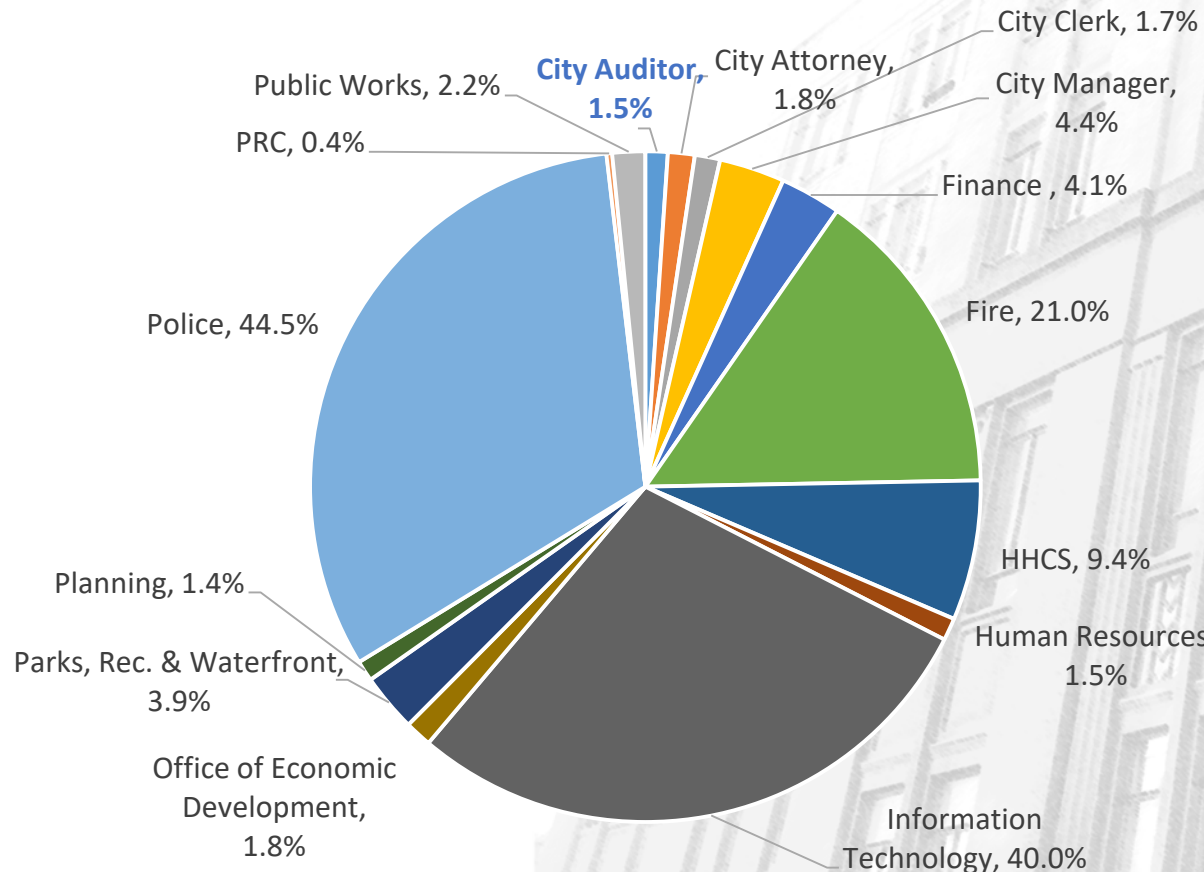
CITY CHARTER AND BMC

BMC2.24.040 states that the City Auditor's Office is exempt from targeted savings policies absent specific separate Council action. The City Charter also states that sufficient funds shall be provided to carry out the responsibilities of the audit function.



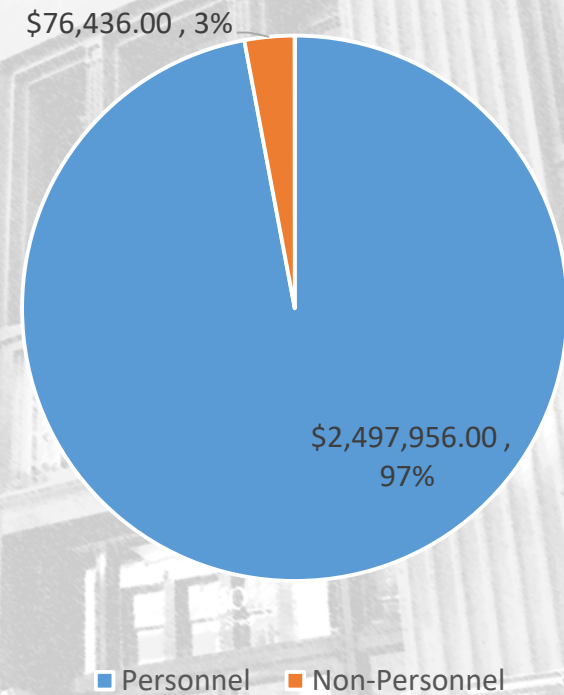
FY2021 ADOPTED BUDGET*

General Fund By Department



* Excludes internal service fund charges

City Auditor Budget[†] by Expenditure



[†] This accounts for 0.54% of FY2021 budget appropriations.



STAFFING

The Auditor's Office lost two FTEs after the 2008 recession; only 0.5 was restored

There is 1 vacancy now

- 15 FTEs in 2006
- 13.5 FTEs in 2020

Budgeted Full Time Positions





DEFERRAL BY NUMBERS

FY 2021 Adjusted Budget \$2,314,392

Program/Item	Proposed Deferral	Proposed Deferral Running Total	Cumulative % Reduction
Training, travel, equipment, supplies	\$28,000	\$28,000	1.1% (37% of non-personnel)
Under-fill Audit Manager with Senior Auditor position in Performance Audit	\$52,000	\$80,000	3.1%
Under-fill Auditor II with Accounting Technician position in Payroll	\$20,000	\$100,000	3.9%
Vacancy of Auditor I position	\$160,000	\$260,000	10.1%



IMPACTS – PAYROLL AUDIT

Continuing Services

- Reviewing and evaluating the City's payroll records to verify that they are accurate and free of fraud
- Auditing of Employee Transaction Forms (ETFs) to ensure information is entered corrected into the payroll system
- Reporting of employees' wages to the CalPERS retirement system
- Enrolling employees in health benefit plans



IMPACTS – PERFORMANCE AUDIT

Continuing Services[‡]

- Planned audits of budget and financial conditions
- Short-term reports

Impacted Services

- Decrease oversight and accountability work
 - With fully filled Senior Auditor positions a 20% reduction in audits
 - With under-filled Senior position a 40% reduction in audits
- City Auditor to take on most Audit Manager responsibilities in the interim
- Lack of travel will reduce ability to receive high quality audit training

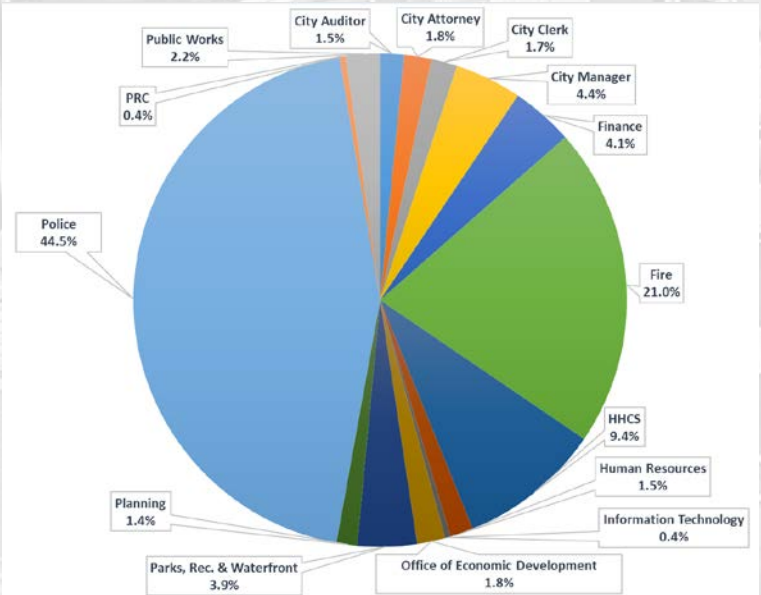
[‡] Contingent on the ability to fully fill Senior Auditor positions.



BERKELEY FIRE FY 2021 BUDGET DEFERRAL IMPACTS

FY 2021 ADOPTED BUDGET

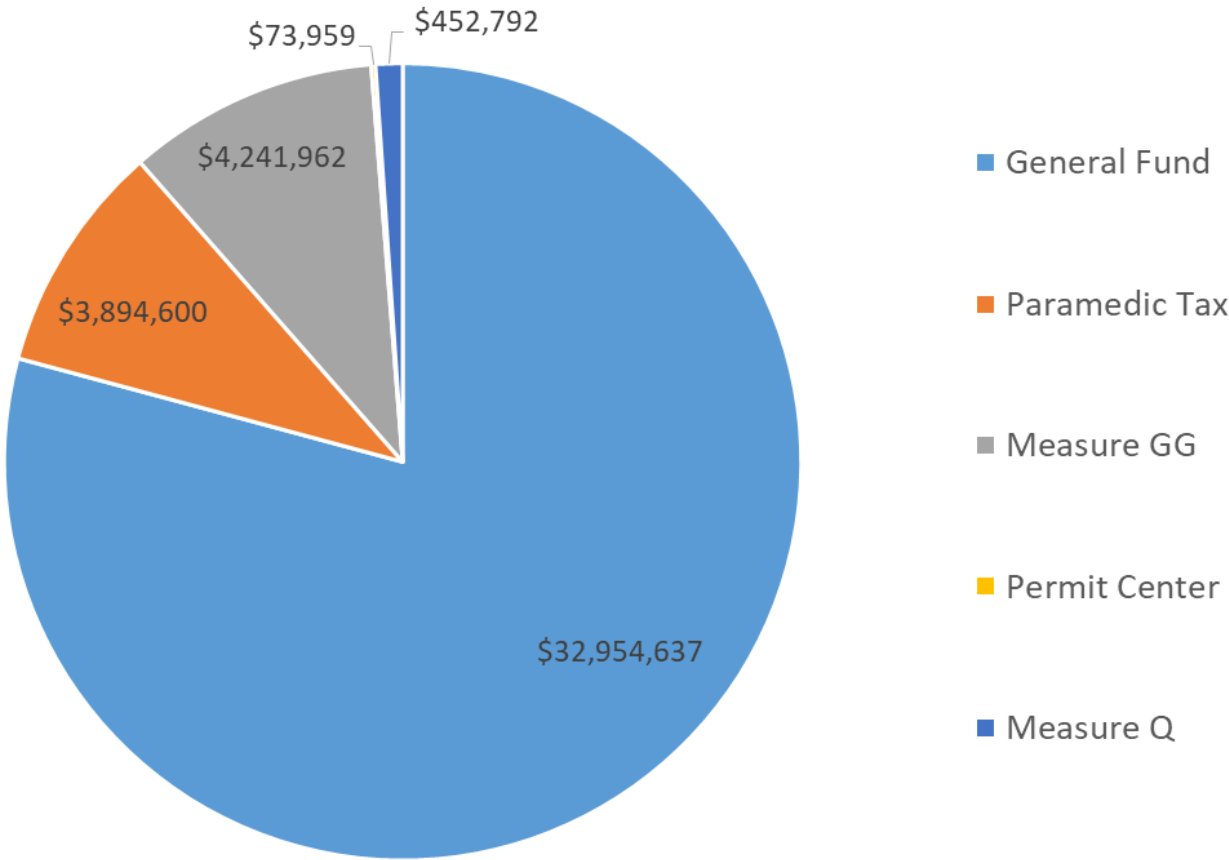
BY DEPARTMENT*



* EXCLUDES internal service fund charges..

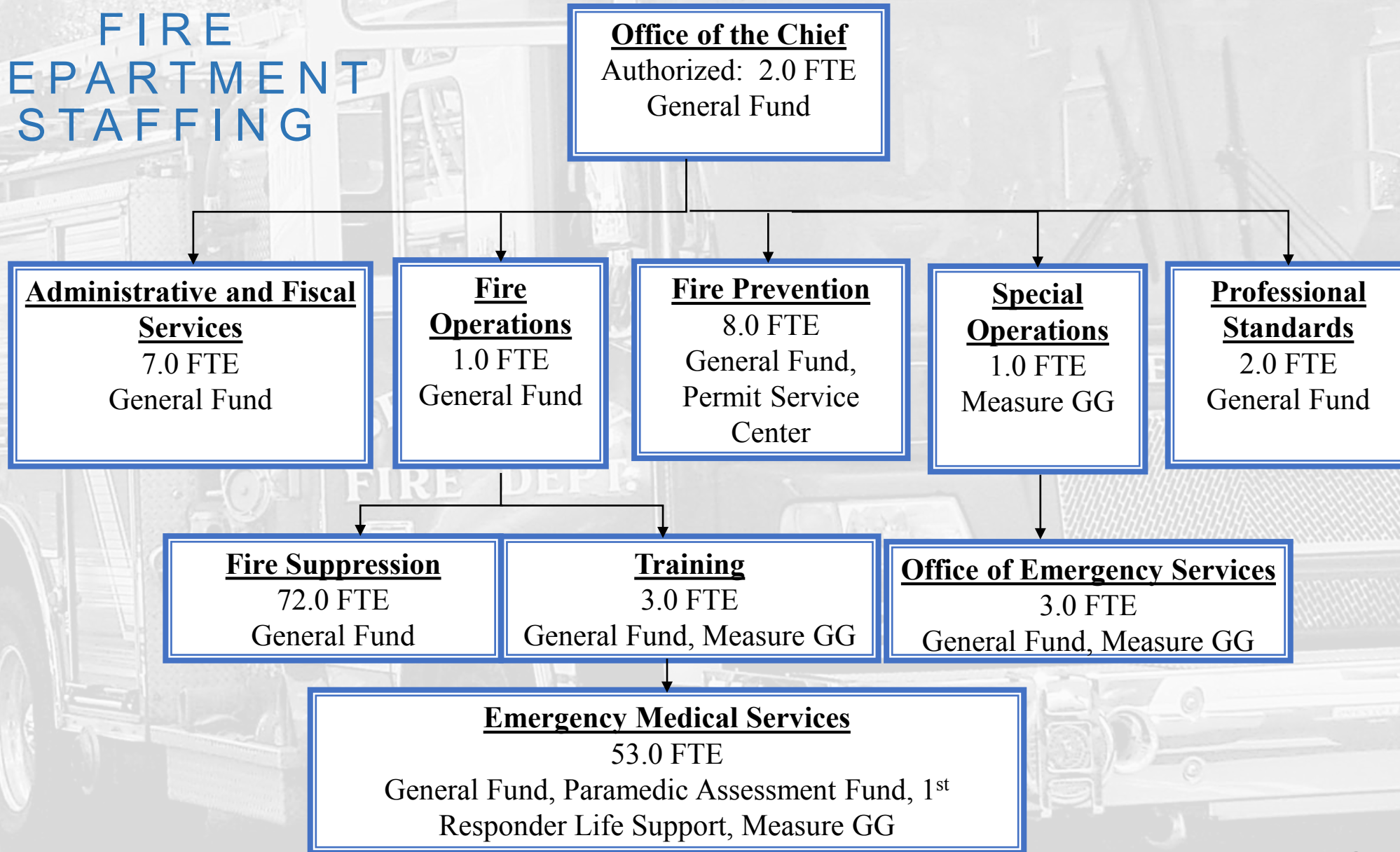
FIRE DEPARTMENT BY FUND

FY2021 Fire Department Budget



Total budget of \$41,617,950

FIRE DEPARTMENT STAFFING



FIRE DEPARTMENT STAFFING

FIRE DEPARTMENT TOTALS BY SCHEDULE	
Total 56 Hour FTE Budgeted	123
Total 40 Hour FTE Budgeted	29
Total FTE Budgeted	152
Total 56 Hour FTE Offline	18
Total 40 Hour FTE Offline	1
Total FTE Offline	19
Total 56 Hour FTE Working	105
Total 40 Hour FTE Working	28
Total FTE Working	133

SWORN TOTALS	
Assignment	Totals
Admin	11
A Shift	41
B Shift	41
C Shift	41
Total Sworn FTE Budgeted	134
Vacancies	11
Long Term Leaves	8
Total Offline	19
Recruits	0
Actual Vacancies	11

DEFERRAL BY NUMBERS

FY 2021 Adjusted Budget:		\$32,954,637		
Target Reductions:		10% - \$3,295,464	12% - \$3,954,556	15% - \$4,943,196
Program/Item	Proposed Deferral	Proposed Deferral Running Total	Cumulative % Reduction	
Travel	\$5,000	\$5,000	0.02%	
Exam Testing	\$14,000	\$19,000	0.06%	
Vegetation Management - Non-Personnel	\$334,000	\$353,000	1.07%	
OT Reduction (Minimum Staffing)*	\$521,328	\$874,328	2.65%	
OT Deferral (Other OT)	\$273,352	\$1,147,680	3.48%	
Vegetation Management - Personnel	\$97,800	\$1,245,480	3.78%	
Emergency Services Coordinator*	\$145,345	\$1,390,825	4.22%	
Fire Prevention Inspector (Sworn)	\$245,459	\$1,636,284	4.97%	
Paramedic Supervisor Open Position (1)	\$246,545	\$1,882,829	5.71%	
Firefighter/Paramedic Open Positions (9)	\$1,624,434	\$3,507,263	10.64%	
Retirement of Firefighter/Paramedic (4)	\$447,830	\$3,955,094	12.00%	

* Cost or overtime backfill costs to shift to Measure GG in FY 2021

DEFERRAL BY NUMBERS-OVERTIME

Description	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Actuals	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	FY2024 Projected
Beginning Fund Balance	3,172,988	3,038,006	2,514,379	2,566,004	2,593,648	2,835,309	2,548,453	2,460,759	2,419,570
Revenues (A)	4,467,332	4,701,604	5,212,511	5,147,228	5,266,740	5,461,101	5,623,254	5,790,271	5,962,299
Expenditures (B)	4,602,314	5,225,231	5,160,886	5,119,584	5,025,079	5,747,956	5,710,948	5,831,461	5,954,573
% Revenue Expended (B/A)	103%	111%	99%	99%	95%	105%	102%	101%	100%
Annual Surplus/Shortfall (A-B)	(134,982)	(523,627)	51,625	27,644	241,661	(286,856)	(87,694)	(41,189)	7,727
Ending Fund Balance (C)	3,038,006	2,514,379	2,566,004	2,593,648	2,835,309	2,548,453	2,460,759	2,419,570	2,427,296
Set Asides:									
Fund Balance Set Aside for Radio Replacement	880,000	1,100,000	1,320,000	1,540,000	1,760,000	1,980,000	2,200,000	2,420,000	2,640,000
Fund Balance Set Aside for Disaster Microgrid	0	289,000	289,000	289,000	289,000	0	0	0	0
Fund Balance Reserve	300,000	300,000	300,000	300,000	300,000	300,000	250,000	0	0
Total Set Asides (D)	1,180,000	1,689,000	1,909,000	2,129,000	2,349,000	2,280,000	2,450,000	2,420,000	2,640,000
Ending Unreserved Fund Balance (C-D)	1,858,006	825,379	657,004	464,648	486,309	268,453	10,759	-430	-212,704

IMPACTS - EMERGENCY RESPONSE AND TRAINING

CONTINUING SERVICES

- Fire Response
- Ambulance Response
- Fire/EMS Training
- Annual Fire Inspections
- Community Education
- Mutual Aid Deployment
- First Responder Advanced Life Support
- Water Rescue Response
- Hazardous Materials Response

IMPACTED SERVICES

- Morale and Fatigue
- Fire Academy
- Special Event Coverage
- EMS Quality Assurance
- Safety Committee
- Apparatus Committee
- Senior/Command Staff Meetings
- Assessment Center Based Exams

IMPACTS - COVID-19

FIRE DEPARTMENT RESPONSE

- Activated Department Operations Center
- Created Mobile Integrated Paramedic Unit
- Created Dispatch Paramedic
- Stood up Berkeley's Test Site
- Test Site Staffing
- Emergency Operations Center Staffing
- Mobile COVID-19 Testing
- Modified Response Protocols
- Daily Exposure Tracking and Follow-up
- Postponed Non-Essential Activities
- Cancelled Community Education



IMPACTS - COVID-19

CONTINUING SERVICES

- COVID Emergency Response
- Modified Response Protocols
- Daily Exposure Tracking and Follow-up
- Emergency Operations Center Staffing

IMPACTED SERVICES

- Mobile Integrated Paramedic Response
- Dispatch Paramedic
- Test Site Staffing
- Mobile Testing

IMPACTS - WILDFIRE PREVENTION

CONTINUING SERVICES

IMPACTED SERVICES

- Annual Inspections
- Annual Park Maintenance
- Evacuation Planning and Exercises

- Vegetation Management
 - Youthworks Vegetation Management Crew
 - Demonstration FireWise Landscape, Fire Station 4
 - Improved Fire Weather Signage
- Safe Passages
- Citizen Complaints

IMPACTS - STRUCTURE FIRE PREVENTION

IMPACTED SERVICES

Revenue Generating

- Permit Inspection
- New Business License Inspection
- FP Staff Re-inspection
- Annual Inspection
- Pre-Inspection for Community Care Facilities
- Re-inspections of Citizen Complaints with Violations
- Indoor Entertainment
- Special Facilities

Non-Revenue

- Citizen Complaint
- Fire Investigation
- Incident Follow Up

HEALTH, HOUSING & COMMUNITY SERVICES

**HEALTH, HOUSING & COMMUNITY SERVICES
FY 2021
BUDGET DEFERRAL IMPACTS**

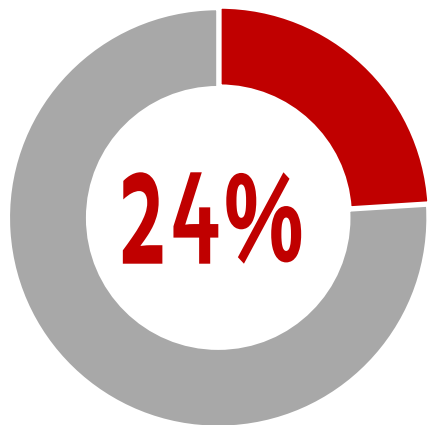
June 2, 2020

HEALTH, HOUSING & COMMUNITY SERVICES

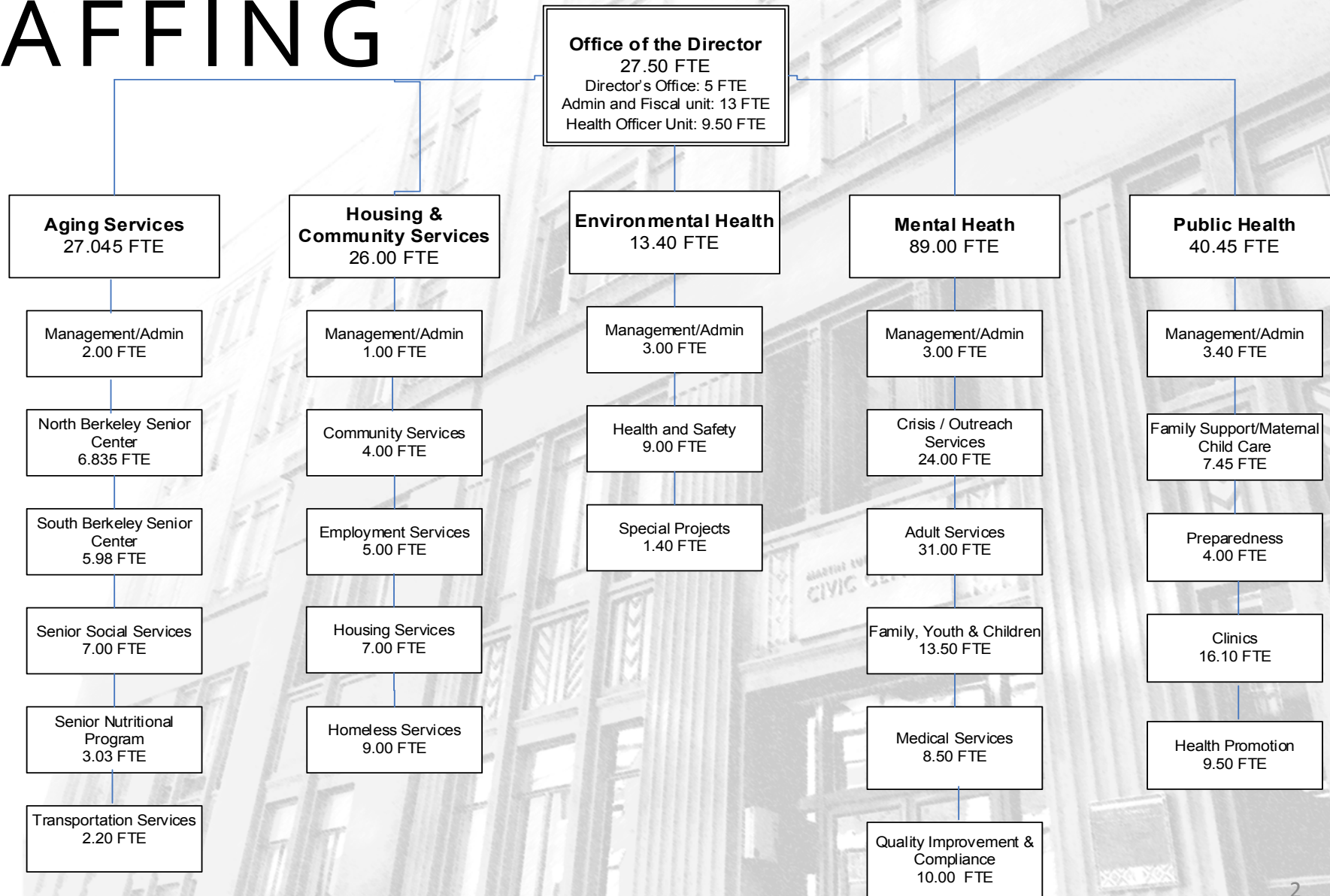
FY 21 STAFFING

224 FTE

Vacancy Rate



■ Vacant ■ Filled



CONTINUING HHCS SERVICES DURING COVID

- Continued WIC services via phone/mail
- Expanded Seniors Food programs – all delivery
- Shelter+Care administration and placements
- Continued Mental Health Services: tele-health, staggered schedules, phones for clients
- Environmental Health: Vector control partnership with County, responding to complaints, food facility visits/support re: new ways of doing business
- Vital Statistics – birth and death certificates; Tobacco education; limited clinic services
- Helping seniors with obtaining needed goods
- Continued invoicing for services, grants processing, electronic timecard submissions
- Planning for YouthWorks programs, Support for non-profit partners
- Housing Trust Fund development loan agreements

HHCS/EOC COVID-19 RESPONSE Page 43 of 104

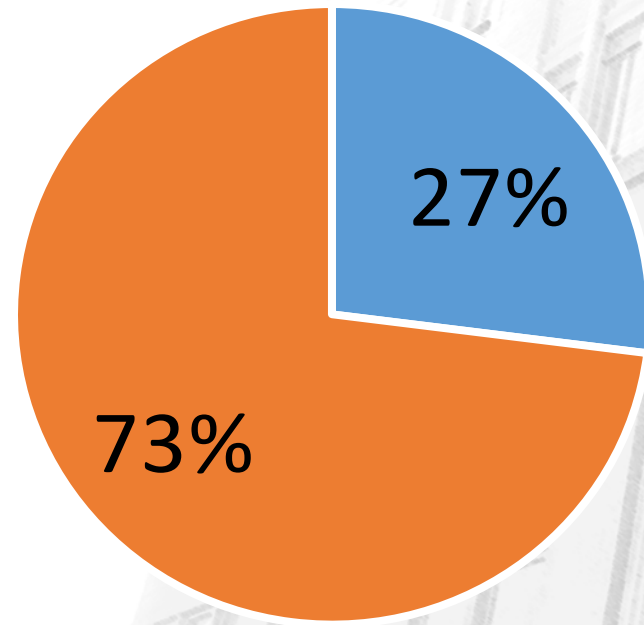
- Testing
- Contact tracing/Case Monitoring
- Outbreak prevention management
- Education/communication



- Coordinated Outreach: Education, hand sanitizer, masks, food distribution/hot meals
- Mobile shower program with laundry; Additional hours at Willard/West Campus
- Additional port-a-potties and handwashing stations
- Housing retention grants – 214 households
- Existing Shelters: Evaluation of physical plants & procedures, supplies, decompression
- Expanded shelter opportunities: 18 RVs, 4 BR house for vulnerable populations
- Utilization of Operation Comfort and Safer Ground
- Hotel – continue working with County

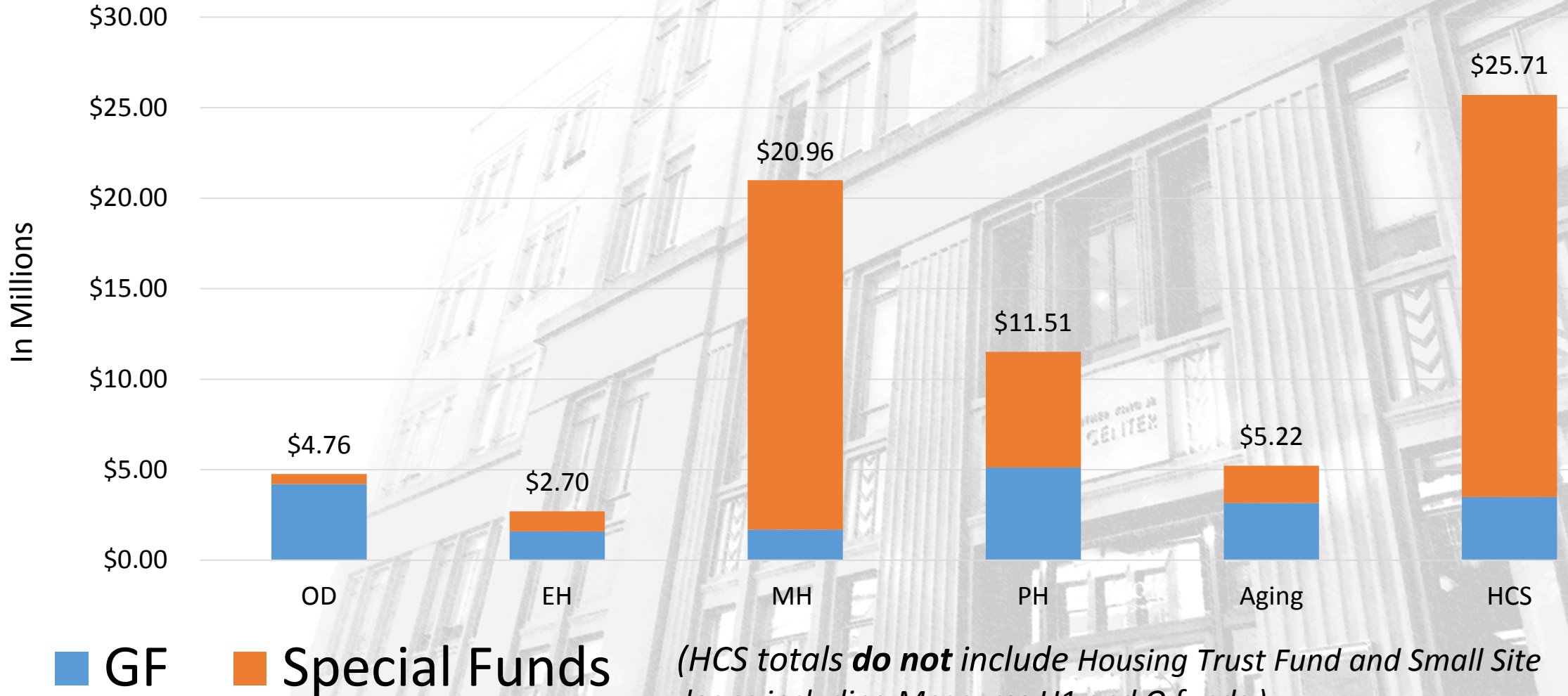
FINANCIALS FY20

Expenditures: By Fund -
\$70,861,209



■ General Fund ■ Special Funds

Expenditures: GF vs Special Funds



*(HCS totals **do not** include Housing Trust Fund and Small Site loans including Measures U1 and O funds)*

HHCS DEFERRALS/SAVINGS STRATEGY:

- 1) Cost shift expenses from GF to available special funds as appropriate;
- 2) Continue to fund essential services to the greatest extent possible;
- 3) Defer positions with greatest savings and least impact on services.

HHCS does not have significant overtime costs that will be impacted by the deferrals or could serve as savings. Likewise, we only have \$40,000 total GF for the entire department for travel/training, and we are deferring \$20,000

*** It is important to note that as staff are funded to a greater degree through special funds, they have less flexibility and adaptability in the work they can perform. They need to document the time and effort they are spending on grant funded work, which limits their ability to do other things.*

HHCS – Proposed Savings: ^{Page 47 of 104} 10% \$1,468,827

Public Health Emergency Preparedness Grant –New Funding FY21	\$258,020
<i>Re-Allocate GF Costs to new COVID Funding to support COB response. Must be spent by 3/31/21</i>	
Health Officer Unit – Infectious Disease - Grant One Year funding	\$80,000
<i>Use funds to support Communicable Disease staff in FY21 = Unable to use for new programs. First year funds of 3 year grant</i>	
Reduced YouthWorks Program Summer 2020	\$418,725
<i>Limit Summer 2020 program to 50 highest need youth, Defer filling vacancies for 3 and 6 months – results in HCS unable to administer relocation ord.</i>	
Office of Director Vacancy – Defer filling Acct. Office Spec. III 1 year	\$109,000
<i>Redistribution of work to other staff, difficult ERMA implementation</i>	\$865,745

HHCS – Proposed Deferrals: ^{Page 48 of 104} 10% \$1,468,827

PH Vacancies – Defer filling: Health Services Supervisor 6 months; Senior Health Services Specialist for 1 year **\$302,407**

Reduced Management PH Clinic, reduced PH Administrative support

Ageing Services Vacancy – Defer filling: Office Specialist II for 1 year **\$105,000**

Reduced clerical support for programs

Environmental Health Vacancies – Defer filling: Registered EH Specialist for 1 year; Vector Control Technician for 1 year **\$185,000**

Work re-distributed to other staff, may need to reduce number/frequency of inspections

\$865,745 + \$701,907 = \$1,458,652

HHCS – Proposed Deferrals: 12% \$1,762,593

Aging Services Redistribution: Use Targeted Case Mngmt. Fund Balance for .50FTE Comm. Serv. Specialist for 1 year	\$74,100
<i>Reduction of Targeted Case Management fund balance – it can handle one year</i>	
Defer Sugar-Sweetened Beverage Non-personnel costs	\$30,000
<i>Unable to use funds for any other programs</i>	
	\$104,100

HHCS – Proposed Deferrals: 12% \$1,762,593

Housing and Community Services Admin. Funds: \$50,000

GF personnel costs to HEAP admin funds

Reduced flexibility and capacity of staff funded with these funds

Housing and Community Services Vacancy: Fund Senior \$181,933

Management Analyst with new Fed. Admin funds instead of Measure P and U1 funds for 2 years

Funds unable to be for other purposes

\$1,458,652 + \$104,100 + 231,933 = \$1,794,685

HHCS – Proposed Deferrals: 15% \$2,203,241

Housing and Community Services Admin. Funds: GF personnel costs to Federal admin funds	\$75,000
<i>Reduced flexibility and capacity of staff funded with these funds</i>	
Housing and Community Services Admin. Funds: GF personnel costs to County Boomerang admin funds	\$90,000
<i>Reduced flexibility and capacity of staff funded with these funds</i>	
	\$165,000

HHCS – Proposed Deferrals: 15% \$2,203,241

<p>Housing and Community Services Vacancy: Defer filling Community Services Specialist II for 1 year</p>	<p>\$162,353</p>
<p><i>Work redistributed to current staff, more grant funding for all staff and less flexibility</i></p>	
<p>All Divisions – Reduce Non-personnel costs: Meals/Travel/Registration; Misc. Professional Services</p>	<p>\$80,000</p>
<p>\$1,794,685 + \$165,000 + \$242,353 =</p>	<p>\$2,202,038</p>

HHCS Vacancy Summary

		Proposed Deferrals			Priority Essential Hires			Remaining Vacancies		
Division:	Total Staff FTE	FTE	Total Cost	Total GF	FTE	Total Cost	Total GF	FTE	Total Cost	Total GF
Office of the Director:	27.5	1	\$109,000	\$109,000	3	\$536,264	\$172,398	1	\$159,532	\$ -
Environmental Health:	13.4	2	\$270,322	\$185,000	1	\$106,821	\$34,183	1	\$178,662	\$21,439
Public Health:	40.45	1.5	\$302,704	\$302,407	5	\$756,517	\$195,426	5	\$631,924	\$218,345
Housing & Comm. Serv.*	26	1.75	\$277,853	\$277,853	1	\$180,663	\$153,564	0		
Aging Services:	27.05	1	\$105,000	\$105,000	2	\$253,244	\$112,640	3	\$405,657	\$140,199
Mental Health:	89		\$ -	\$ -				8	\$1,017,235	\$ -
Regular staff:		0	\$ -	\$ -	5	\$850,612	\$228,868			
New Prog. Homeless:		0			8	\$1,237,046	\$130,176			
* Youth Wages			\$305,225	\$305,225						
TOTALS:	224	7.25	\$1,370,104	\$1,284,485	25	\$3,921,167	\$1,027,255	18	\$2,393,010	\$379,983

STRATEGIC PLAN IMPLICATIONS - NOT DIRECT RESULT OF DEFERRALS MOST IMPACT TO LEAST

HEALTH HOUSING AND COMMUNITY SERVICES



- **Community Agency Funding info: Delayed - COVID/Capacity**
- **Establishing Outdoor Shelter: Dependent on funding**
- **Home Cooked Food Regulations: Delayed – Capacity/Safety**
- **Landlord Participation: Limited - COVID/Capacity**
- **Age Friendly Plan & RBA Implementation: Slowed -COVID/Capacity**
- **Homeless Services Expansion**: Slowed – Vacancies**

STRATEGIC PLAN IMPLICATIONS - NOT DIRECT RESULT OF DEFERRALS NO IMPACT

HEALTH HOUSING AND COMMUNITY SERVICES



- **Shelter +Care Expansion: Top Priority**
- **BACLT Capacity Building: Continuing**
- **Measure O Implementation: Continuing**
- **Berkeley Way: Continuing**
- **MH Clinic Renovation: Continuing**
- **PH Strategic Plan: Continuing**

FY21 HHCS CONTINUED SERVICES

HEALTH, HOUSING & COMMUNITY SERVICES

- **Office of the Director** - Admin and Fiscal services; COVID response; Vital Stats; Public Health policy; Communicable Disease prevention and control
- **Environmental Health** - Restaurant inspections (may be reduced), Vector Control, Noise, Cannabis structure, Pools, Home-Based Food regulations
- **Public Health** – Provide health promotion services re: Strategic Plan focus areas: Supporting Mental Wellness; Chronic Disease prevention and management; addressing homelessness with public health and race equity focus

FY21 HHCS CONTINUED SERVICES

HEALTH, HOUSING & COMMUNITY SERVICES

- **Housing & Community Services** – Shelter+Care expanded program; Housing Trust Fund projects; Small Sites (1 project); YouthWorks; Community Agency Contract administration; Homeless services support, Community facility RFP.
- **Aging** – Meals on Wheels; expanded food services; Paratransit vouchers; Case Management; Resource referrals via phone
- **MH** – Continue to provide all mandated services with increased use of tele-health, Mobile Crisis Services, Expanded Homeless Programs

HEALTH, HOUSING & COMMUNITY SERVICES



Health, Housing, and Community Services Department - Individual Unique Fund Codes

Director Office		Public Health		Public Health (con't)		Housing and Comm. Serv.		Mental Health	
10	4101	10	4500	86	4557	10	7901	10	4401
65	4101	10	4501	165	4559	40	7901	63	4401
958	4101	56	4502	134	4560	45	7901	65	4401
10	4201	10	4503	55	4561	351	7901	89	4401
65	4201	56	4503	165	4564	370	7901	960	4401
958	4201	958	4505	10	4572	610	7901	10	4402
960	4201	165	4506	10	4574	805	7901	89	4402
Aging Services		10	4508	10	4575	806	7901	63	4403
10	7916	922	4508	55	4579	10	7902	63	4405
89	7916	967	4509	959	4581	18	7902	63	4406
10	7917	456	4510	55	4582	40	7902	65	4406
393	7917	967	4513	55	4583	45	7902	960	4406
408	7917	10	4515	55	4585	351	7902	63	4407
10	7918	967	4519	165	4595	370	7902	63	4409
89	7918	10	4523			610	7902	63	4412
10	7919	55	4523			10	7903	10	4431
10	7921	10	4524	Environmental Health		370	7904	65	4431
56	7921	55	4525	10	1301	10	7905	66	4431
10	7922	63	4528	830	4301	10	7906	134	4431
85	7922	10	4530	958	4301	45	7906	63	4436
10	7923	10	4534	10	4302	63	7906	65	4436
56	7923	10	4534(17PH01)	421	4302	421	7906	421	4436
805	7923	55	4535	964	4303	805	7906	10	4445
10	7924	55	4537	150	4304	806	7906	63	4445
85	7924	55	4540	830	4305	370	7908	65	4445
89	7924	10	4541			10	7912	421	4445
10	7926	55	4542			23	7912	10	4455
175	7926	10	4543			10	8002	63	4455
10	7927	55	4544			249	8002	65	4455
178	7927	10	4547			254	8002		
10	7928	55	4551			370	8002		
178	7929	86	4551			48	8151		
		231	4553			370	8210		

General Fund Deferrals and Implications

Department of Planning & Development

June 2, 2020

Timothy Burroughs, Director

Advancing the Berkeley Strategic Plan

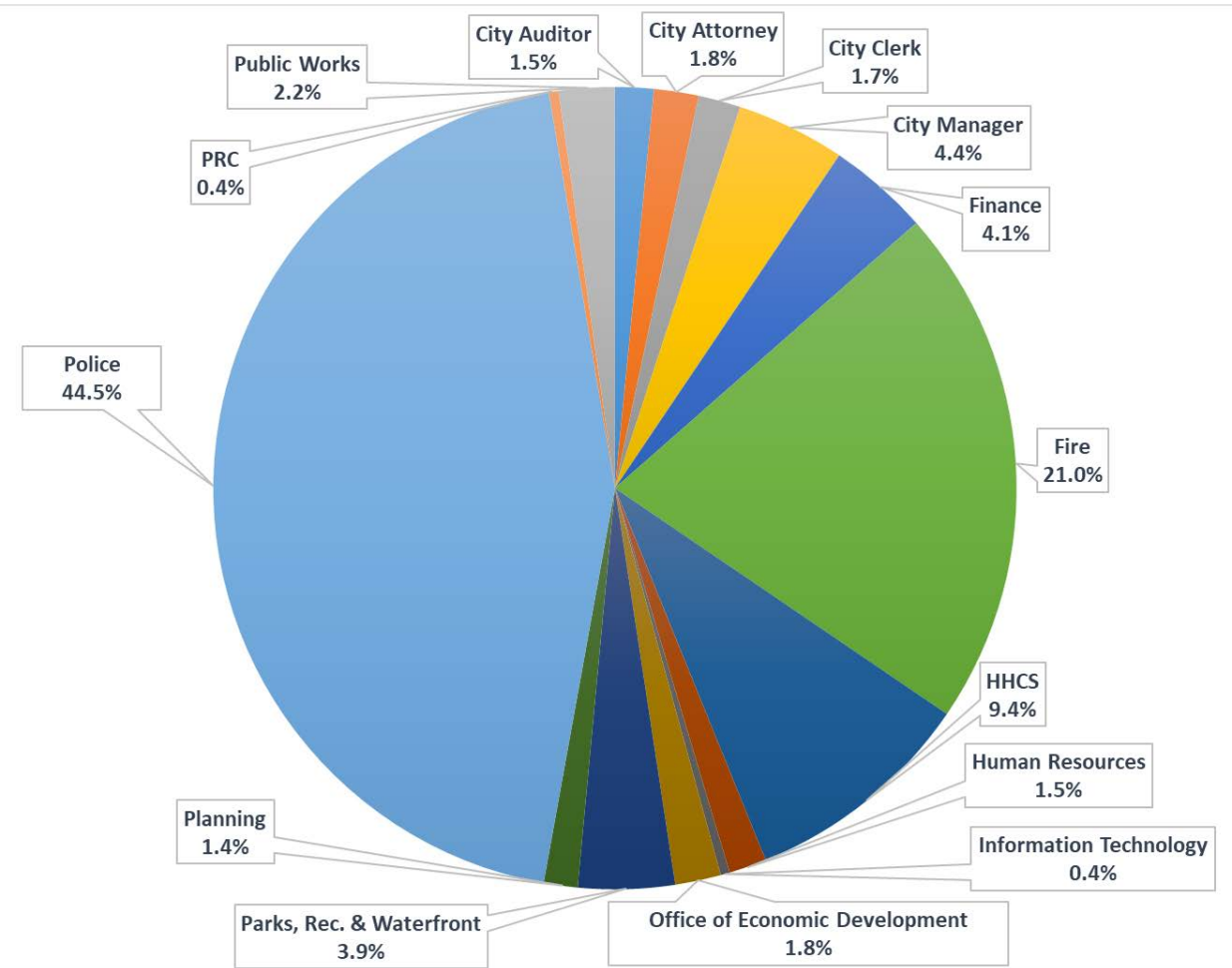
Building and Land Use Permit Services

- Within days of first shelter-in-place order, the Permit Service Center was up and running (electronically)
- Building Permit application process quickly regained momentum
- Procured new technology to enable remote Building, Housing, and Toxics Inspections
- Issued Land Use Permits and re-launched commissions



City of Berkeley Plan Check Staff

The Planning Department accounts for 1.4% of City's total General Fund Budget



City of Berkeley FY 21 Adopted Budget

Proposed Non-Personnel Deferrals (General Fund)

PROGRAM / ITEM	PROPOSED 10%	PROPOSED 12%	PROPOSED 15%
RECOMMENDED DEFERRAL	\$ 213,391	\$ 256,069	\$ 320,086
CEQA Student Housing	\$ 45,000	\$ 45,000	\$ 45,000
Southside EIR	\$ 58,000	\$ 58,000	\$ 58,000
Density/Development Standards	\$ 8,000	\$ 8,000	\$ 8,000
Missing Middle RFP Study	\$ 100,000	\$ 100,000	\$ 100,000
Bart Station Planning		\$ 50,000	\$ 50,000
BART Station Planning (scenario 3 deferral)			\$ 40,000
Landmarks preservation grant			\$ 20,000
Subtotal	<i>\$ 211,000</i>	<i>\$ 261,000</i>	<i>\$ 321,000</i>

Proposed Personnel Deferrals (General Fund)

PROGRAM / ITEM	PROPOSED 10%	PROPOSED 12%	PROPOSED 15%	NOTES
RECOMMENDED DEFERRAL	\$ 213,391	\$ 256,069	\$ 320,086	
OS II - Toxics/OESD (42%)			\$ 47,414	Cost shift to PSC
OS II – OESD (25%)			\$ 28,223	
CSS I – OESD (35%)			\$ 46,373	
HazMat II – Toxics (28%) (3 Positions related to GF)			\$ 43,102	Cost shift to CUPA fund
HazMat Manager – Toxics (23%)			\$ 53,967	Cost shift to CUPA
Total			\$ 219,079	

Potential Additional Deferrals (General Fund)

ADDITIONAL PERSONNEL DEFERRALS	
Interns - Toxics	\$ 16,420
Interns - OESD	\$ 20,051
Senior Planner	\$ 95,804
Additional Personnel	\$132,275
Additional Non-Personnel (travel and training)	\$4,800

Use of Overtime:

- *Approximately \$9k in overtime charged to General Fund in FY 2020 (evening commission meetings)*

Main impact on non-General Fund projects = deferral of digital permitting system replacement

Advancing the Berkeley Strategic Plan

Continued progress on key Council priorities

- Zoning for Ashby and N. Berkeley BART Stations
- Adeline Corridor Plan
- Electric Mobility Roadmap and other sustainability priorities
- Implementation of natural gas prohibition ordinance and reach codes
- Southside Environmental Impact Report (EIR)
- Parking Reform Policy
- Changes to the Affordable Housing Mitigation Fee and related policies
- ADU Ordinance
- Objective development and density standards
- Expanded and streamline Rental Housing Safety Program
- Seismic safety retrofits – new \$4.5 million grant awarded to the City in May 2020

Advancing the Berkeley Strategic Plan


Customer service action plan remains a priority

The Planning Department Customer Service Action Plan has 5 main themes:

1. Clear and consistent communication
2. Improved technology
3. Clear regulations
4. Staff development and training
5. Effective resource management

Responding to COVID-19

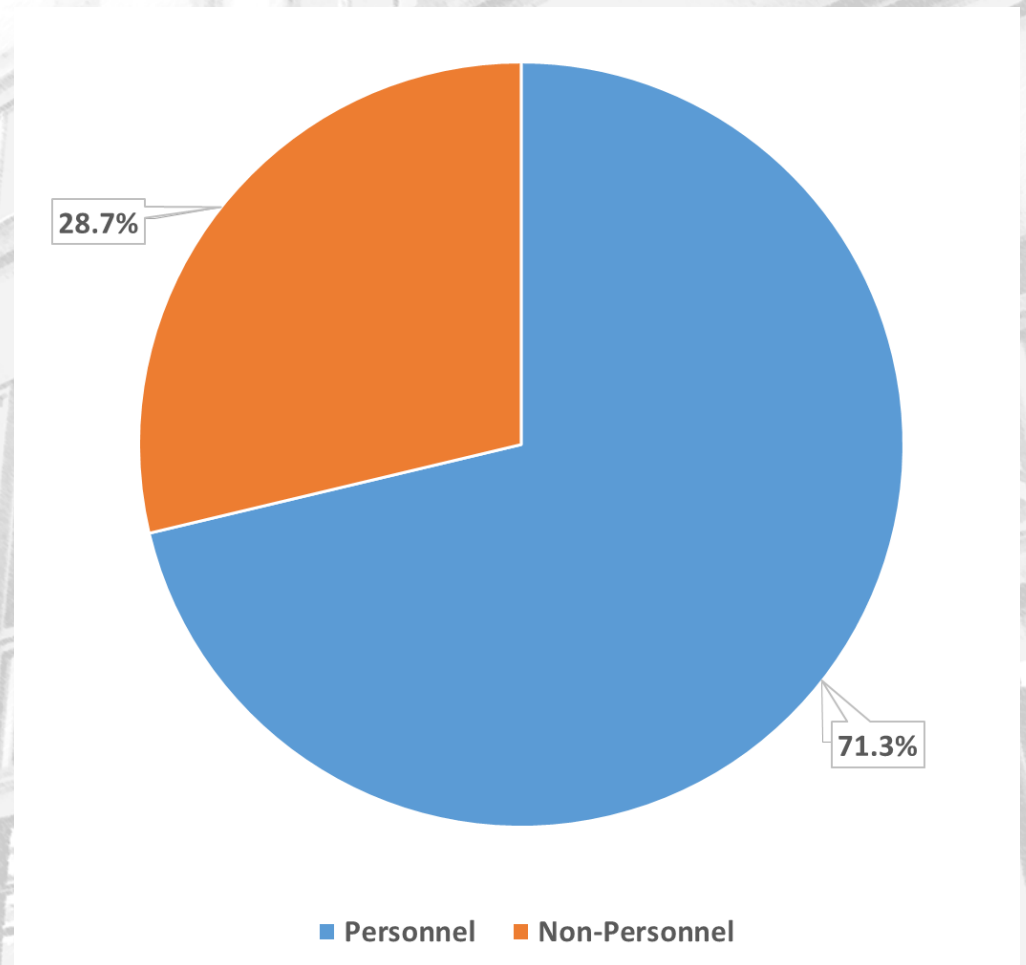
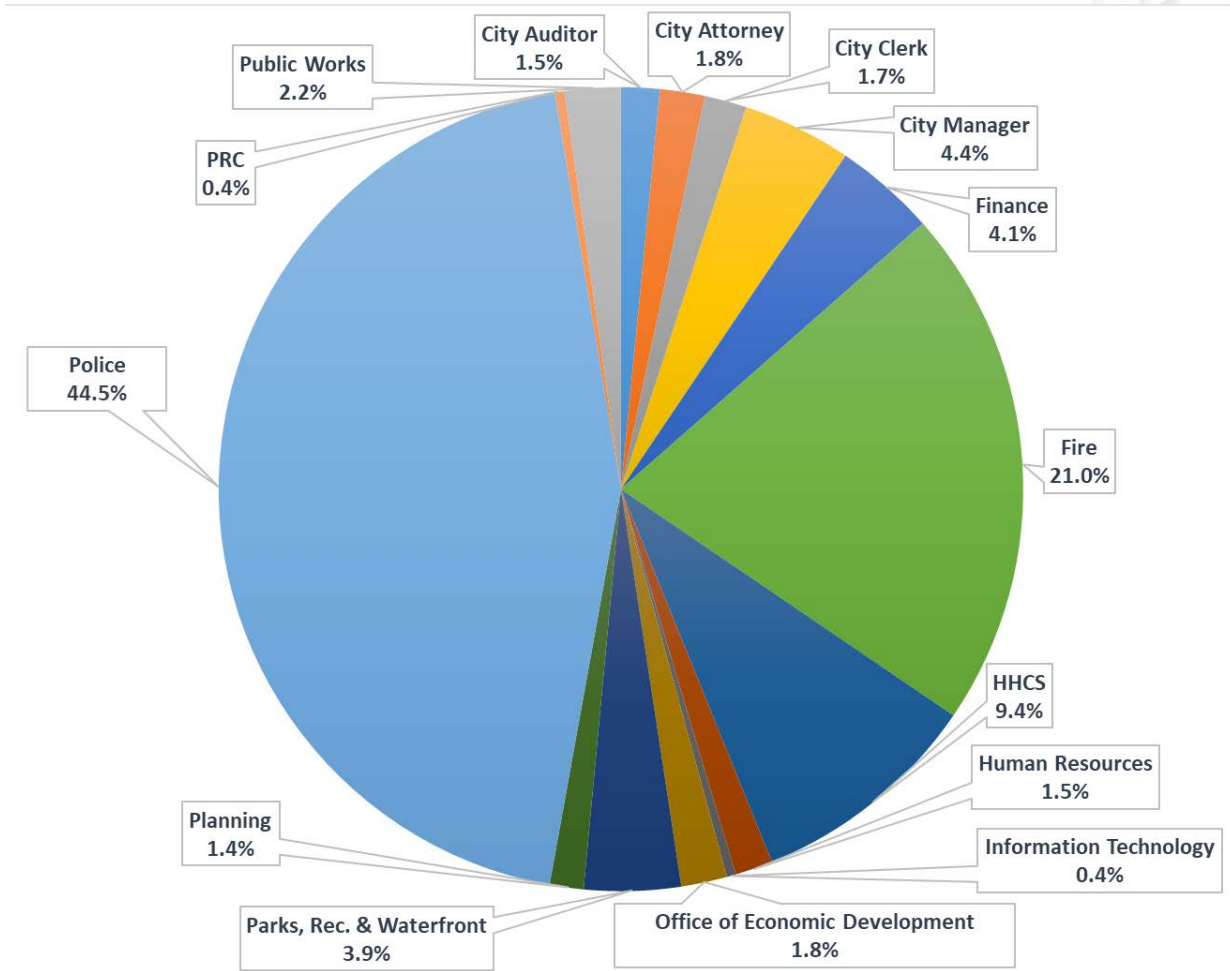
The Planning Department continues to provide essential services:

- Assist with implementation of shelter-in-place order: Initially, Building Inspectors took lead in directing projects to cease construction
- In-person permit services  electronic/online permit services
- New systems and technology to enable service resumption
- Serving as “Disaster Service Workers” and supporting loved ones at home
- Planning for a resilient recovery



**BERKELEY POLICE
FY 2021
BUDGET DEFERRAL
IMPACTS**

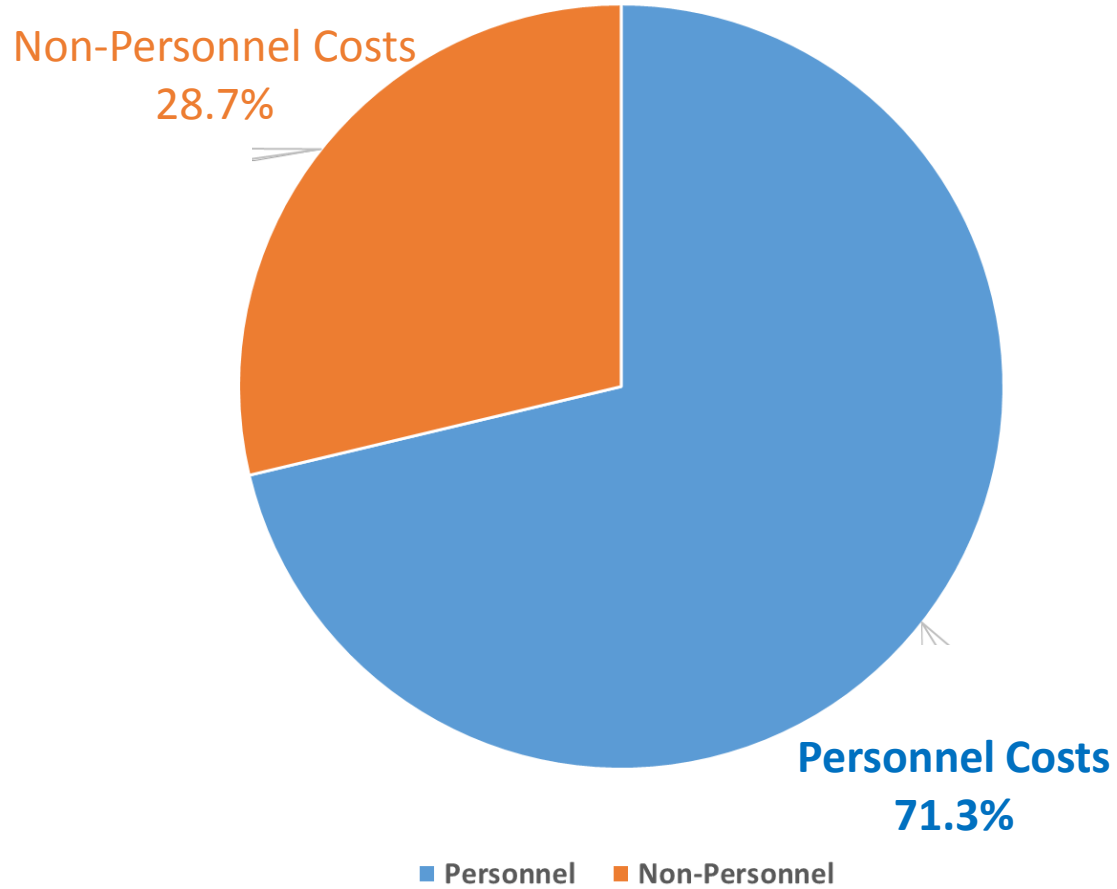
FY 2021 GENERAL FUND ADOPTED BUDGET BY DEPARTMENT* BY EXPENDITURE



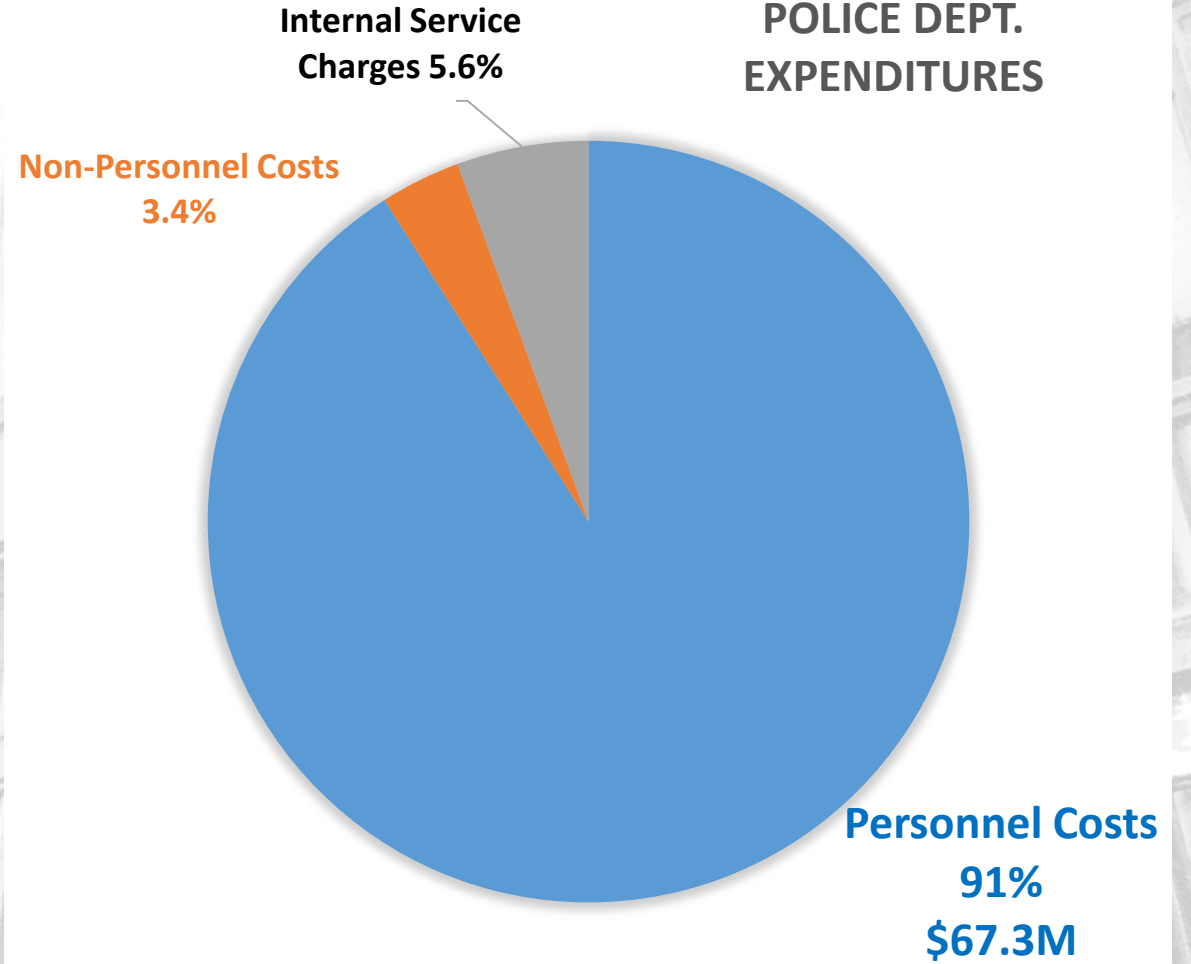
* EXCLUDES internal service fund charges..

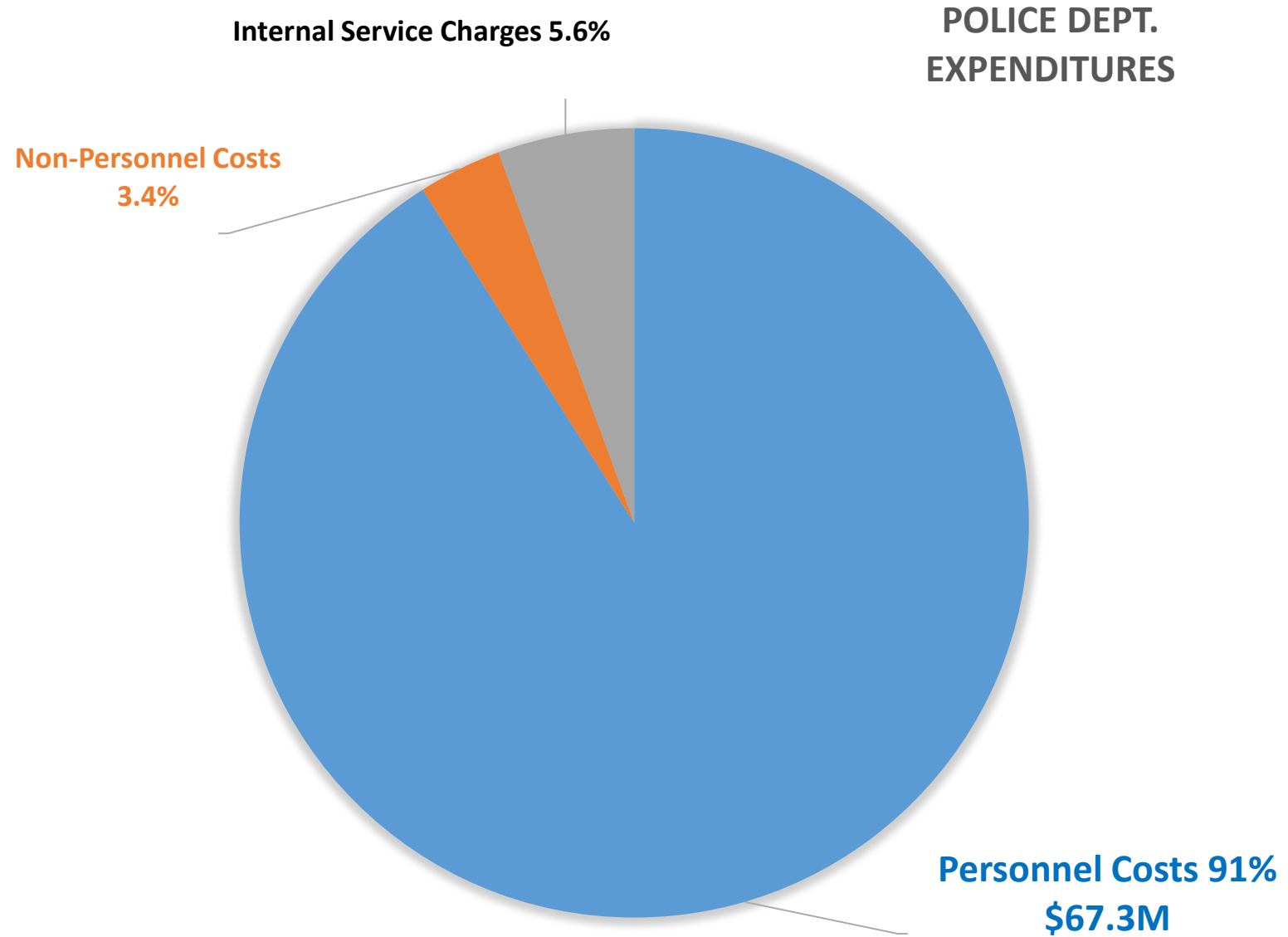
BERKELEY POLICE

CITY OF BERKELEY EXPENDITURES



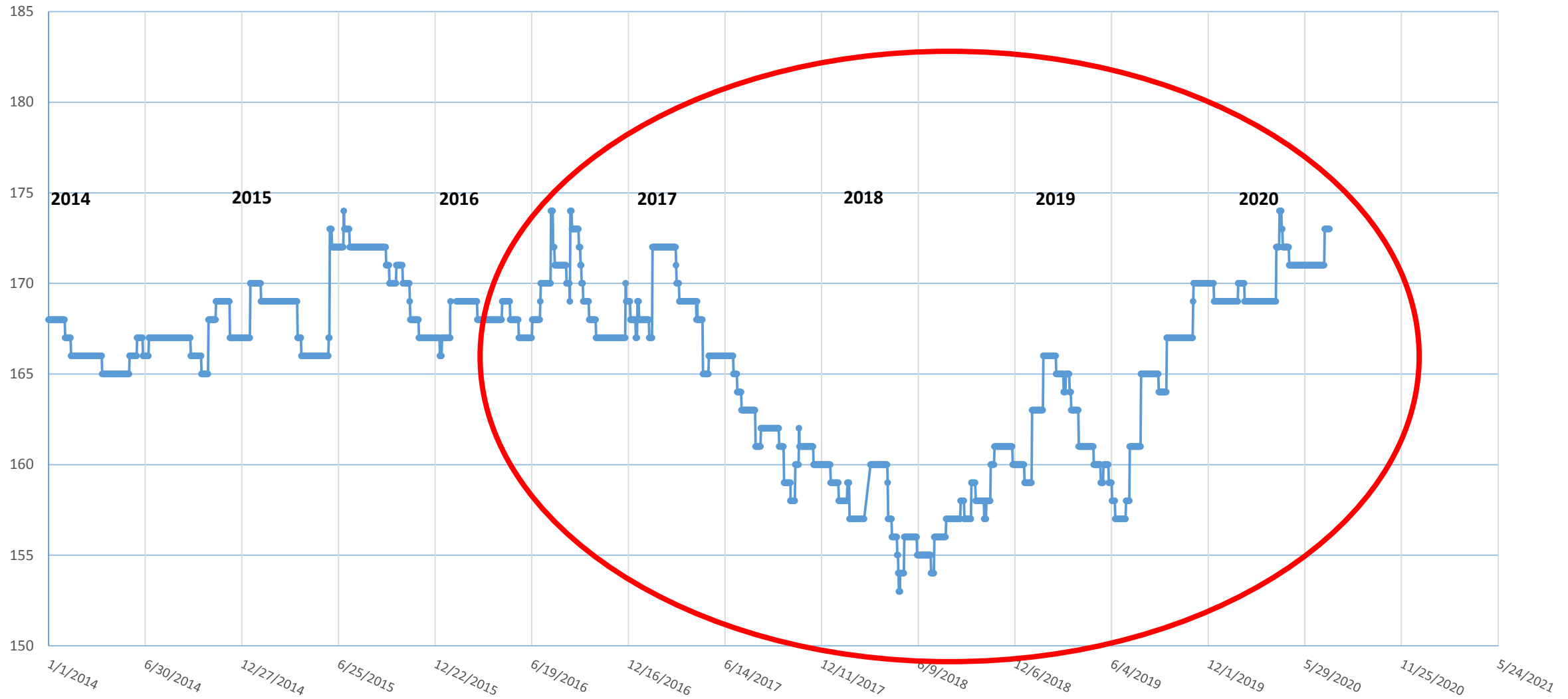
POLICE DEPT. EXPENDITURES





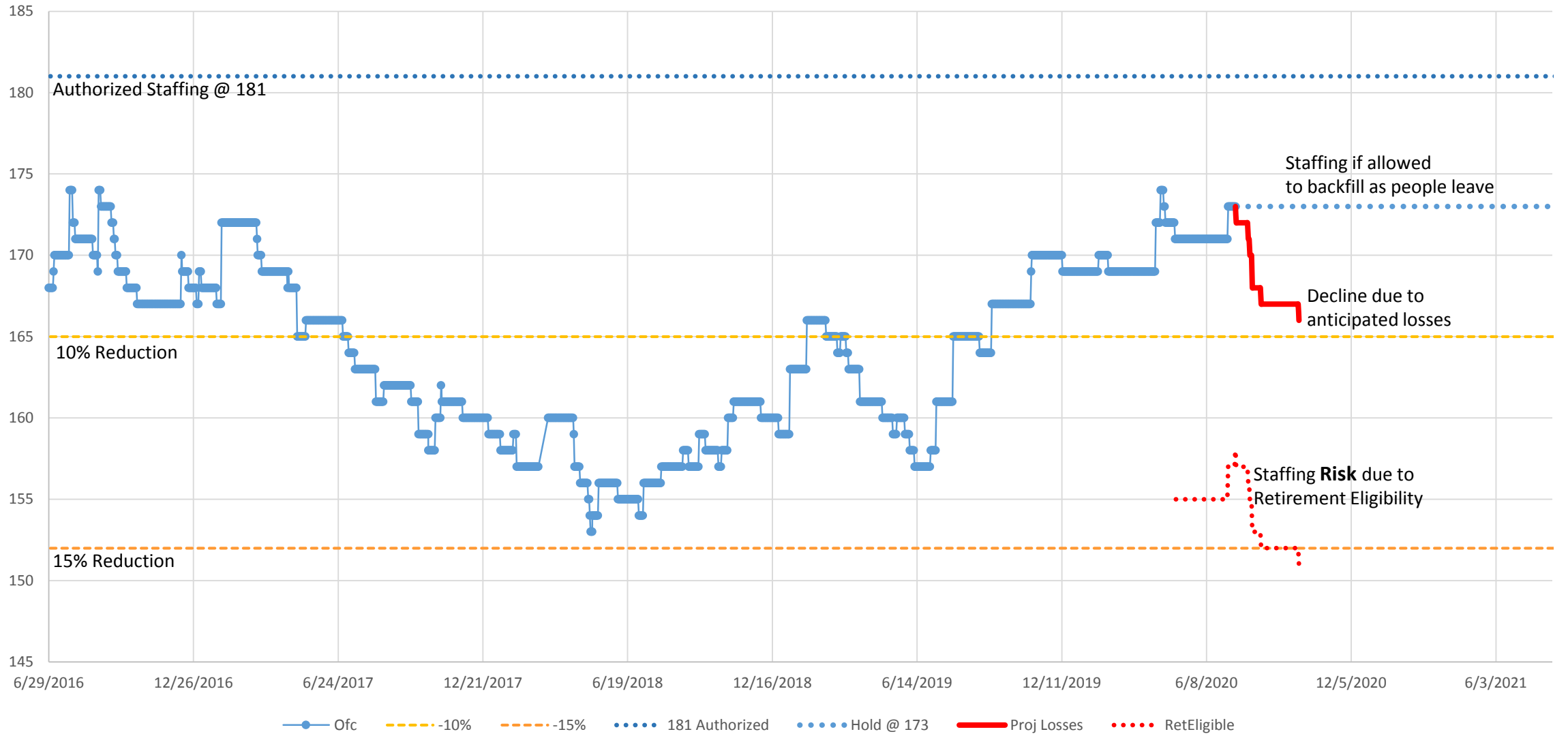
BERKELEY POLICE

Sworn Staffing 2014-Current



BERKELEY POLICE

Sworn Staffing: Mid 2016 to Mid-2021



BERKELEY POLICE

Current Staffing Vacancies

- 8 Police Officers (sworn)
- 2 Office Specialists (Prof. Staff)
- 1 Communications Manager (Prof. Staff)
- 2 Public Safety Dispatchers (Prof. Staff)
- 1 Community Services Officer (Prof. Staff)
- 1 Parking Enforcement Officer (Prof. Staff)

	Current Vacancies 7.7% Reduction 8 Ofcrs 7 Prof. Staff	10% Reduction 16 Ofcrs 7 Prof. Staff	12% Reduction 22 Ofcrs 7 Prof. Staff	15% Reduction 29 Ofcrs 7 Non-sworn
Sal Savings	\$ 2,855,621	\$ 4,799,805	\$ 6,257,943	\$ 7,959,105
Non-Personnel Svgs	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Special Fund offset	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Veh Rpl Deferral	\$ 412,483	\$ 412,483	\$ 412,483	\$ 412,483
Total Potential Svgs	\$ 5,368,104	\$ 7,312,288	\$ 8,770,426	\$ 10,471,588
Expected Savings from Budget Reductions		\$ 6,985,110	\$ 8,382,132	\$ 10,477,665

IMPACTS- POLICE SERVICE

- Patrol Operations
- Detective Investigations
- Bike Patrol/Cadre
- Use of Force Policy
- Mayor's Task Force
 - Contract Analyst
- Stop Data – Open Data Portal
- RIPA “+” Software
- Data-Driven Policing Study
- Center for Policing Equity
- Update Bias Training
- Update CIT Training
- Compassionate Heart Training
- Shop with a Cop
- Coffee with a Cop
- Community Forums
- Body Worn Camera Program

IMPACTED SERVICES

- Increased Response time
- Reduce Crime Investigation Capacity
- Further impact: Communications Center
- Fatigue & Morale
- Damage Recruitment-Best Quality Candidates
- Loss of Bike Patrol
- Loss of Community Services Bureau
- Loss of Traffic Operations
- Impact Demonstration Response
- Impair Special Event Coverage

BERKELEY POLICE



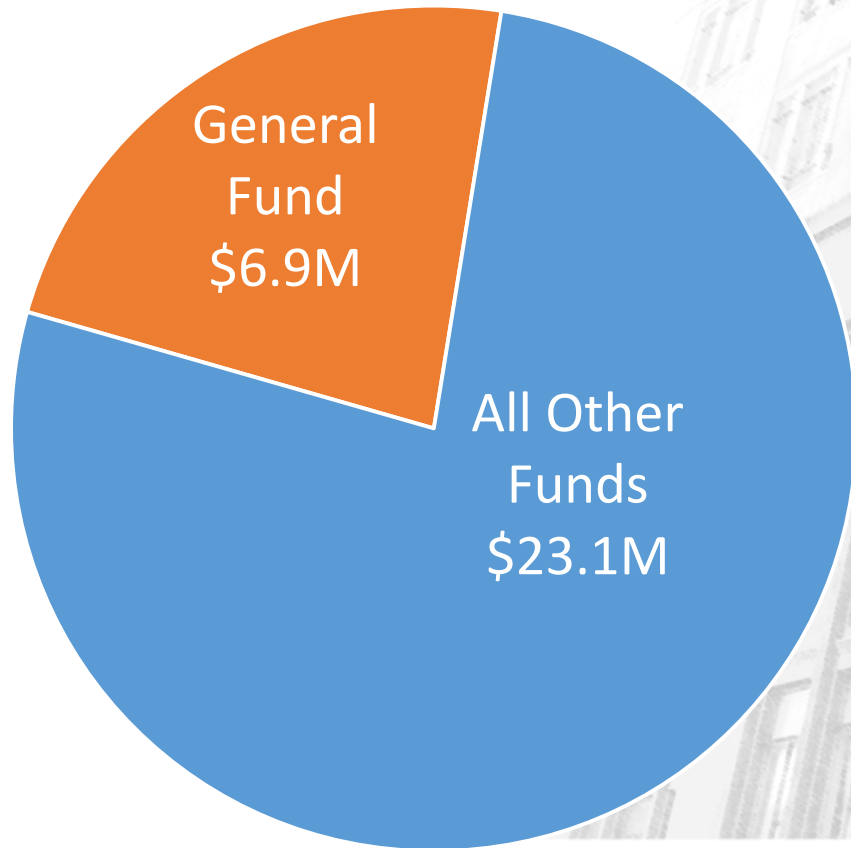
**PARKS RECREATION
& WATERFRONT
FY 2021
BUDGET DEFERRAL
IMPACTS**

June 2, 2020

PARKS, RECREATION & WATERFRONT

OVERVIEW

FY2021 Operating Budget



- 3.9% of Total City GF Budget
- GF is 29% of Total PRW Budget
- 104 Career FTE's/ 23 GF FTE's
- 52 Part-time FTE's/41 GF FTE's (1 PT FTE translates into multiple PT employee's)

PARKS, RECREATION & WATERFRONT

PROPOSED GENERAL FUND DEFERRALS

15 % Reduction Target

- \$445,388: Echo Lake ADA Project (FY20)
 - \$400,000: FY21 CIP Allocation
 - \$111,992: Assistant Recreation Coordinator
- \$957,380

PARKS, RECREATION & WATERFRONT

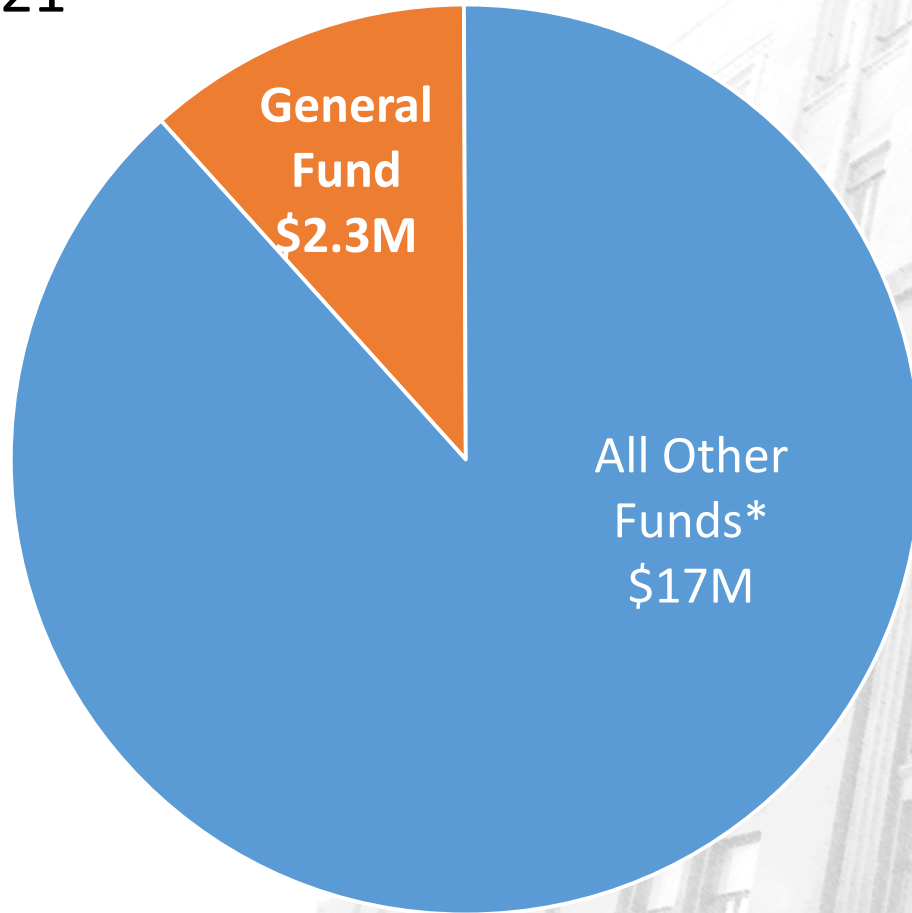
POTENTIAL OTHER CUTS/ DEFFERALS

- \$530,000 in salary savings in FY20.
 1. Vacancies (up to 7 GF vacancies in FY20)
 2. Reduced part-time staff since mid-March
- \$735,000 Recreation staff hiring deferral
- 6 Additional Recreation Staff

PARKS, RECREATION & WATERFRONT

CAPITAL PROJECTS

FY2021



- Camps Fund*
- Parks Tax
- T1
- Grants
- Annual GF Allocation (400K)
- Waterfront Emergency Funding \$1.9M

*Excludes Berkeley Tuolumne Camp

PARKS, RECREATION & WATERFRONT

POTENTIAL CAPITAL PROJECT CHANGES

- \$5.3M: T1: Delaying 2 projects and accelerating Phase public process instead of using GF \$5.3M allocation.
- \$1.9M: One-time CIP allocation for Marina immediate safety needs
- \$0.4M: Annual CIP allocation
- \$0.45M: One-time CIP allocation for Echo Lake ADA

PARKS, RECREATION & WATERFRONT

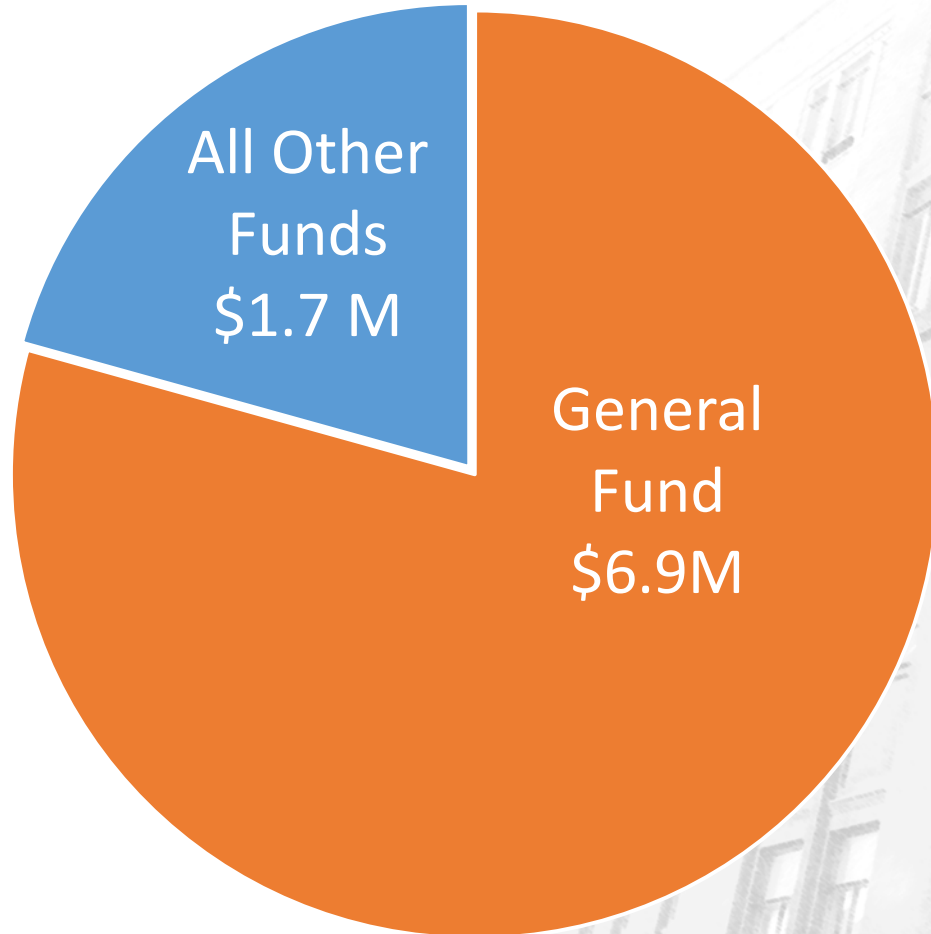
DEFERRED / DELAYED PROJECTS (INCLUDE HANDOUT)

1. Marina Streets Project (T1)
2. Grove Park Improvements (T1)
3. John Hinkel Park Improvements (GF/PT)
4. Ohlone Park Improvements (GF/PT)
5. O&K Dock Electrical (GF)
6. Piling Replacement (GF)
7. Echo Lake ADA (GF – FY20)

PARKS, RECREATION & WATERFRONT

RECREATION SERVICES FUNDING

FY2021



- General Fund supports 80% of the City's Recreation services
- Camps Fund and Marina Fund support 20% of Recreation services

PARKS, RECREATION & WATERFRONT

MAJOR IMPACTS: RECREATION SERVICES

Recreation lost nearly 20% of FTEs after the 2008 recession; they were never restored.

There are 7 vacancies now (30% of current FTEs).

- 28 FTEs in 2008
- 23 FTEs in 2020
- 16 actual FTEs now

Recreation General Fund FTEs, FY08-FY21



PARKS, RECREATION & WATERFRONT

RECREATION VACANCIES (GENERAL FUND)

	Position	FTE	FY21	Notes
1	<i>Assistant Recreation Coordinator</i>	<i>1.0</i>	<i>\$111,992</i>	<i>Included in 15% deferral</i>
2	Assistant Recreation Coordinator	1.0	\$111,992	
3	Assistant Recreation Coordinator	1.0	\$111,020	
4	Aquatics Coordinator	1.0	\$125,251	
5	Recreation Program Supervisor	1.0	\$167,293	
6	Office Specialist II M&C	1.0	\$106,821	
7	Assistant Recreation Coordinator	1.0	\$111,020	
	Total		\$845,389	

PARKS, RECREATION & WATERFRONT

RECREATION IMPACTS

- Spring and Summer Programs and Special Events Cancelled
- Modified/Reduced Summer program
- Vacancies in GF FT staff directly correlated to ability to offer low cost and free programs
 1. Reductions in After School, Parks and Playgrounds, Summer Fun Camps, 0-5 classes, Shower Program
 2. Change in participant population
 3. Reduction of Scholarships

PARKS, RECREATION & WATERFRONT

MARINA FUND: PRIOR TO COVID

- Decades of underinvestment in capital at the Waterfront led to a large structural deficit, dwindling reserves and \$110M in infrastructure needs.
- Council responded with major initiatives like BMASP, ferry studies, and \$3.45M for urgent infrastructure repairs.
- Paved way for potential fee increases and increased lease revenue – and an overall improved financial picture for the Marina.
- As recently as February, we were projecting that the Marina Fund would remain solvent beyond FY25.

PARKS, RECREATION & WATERFRONT

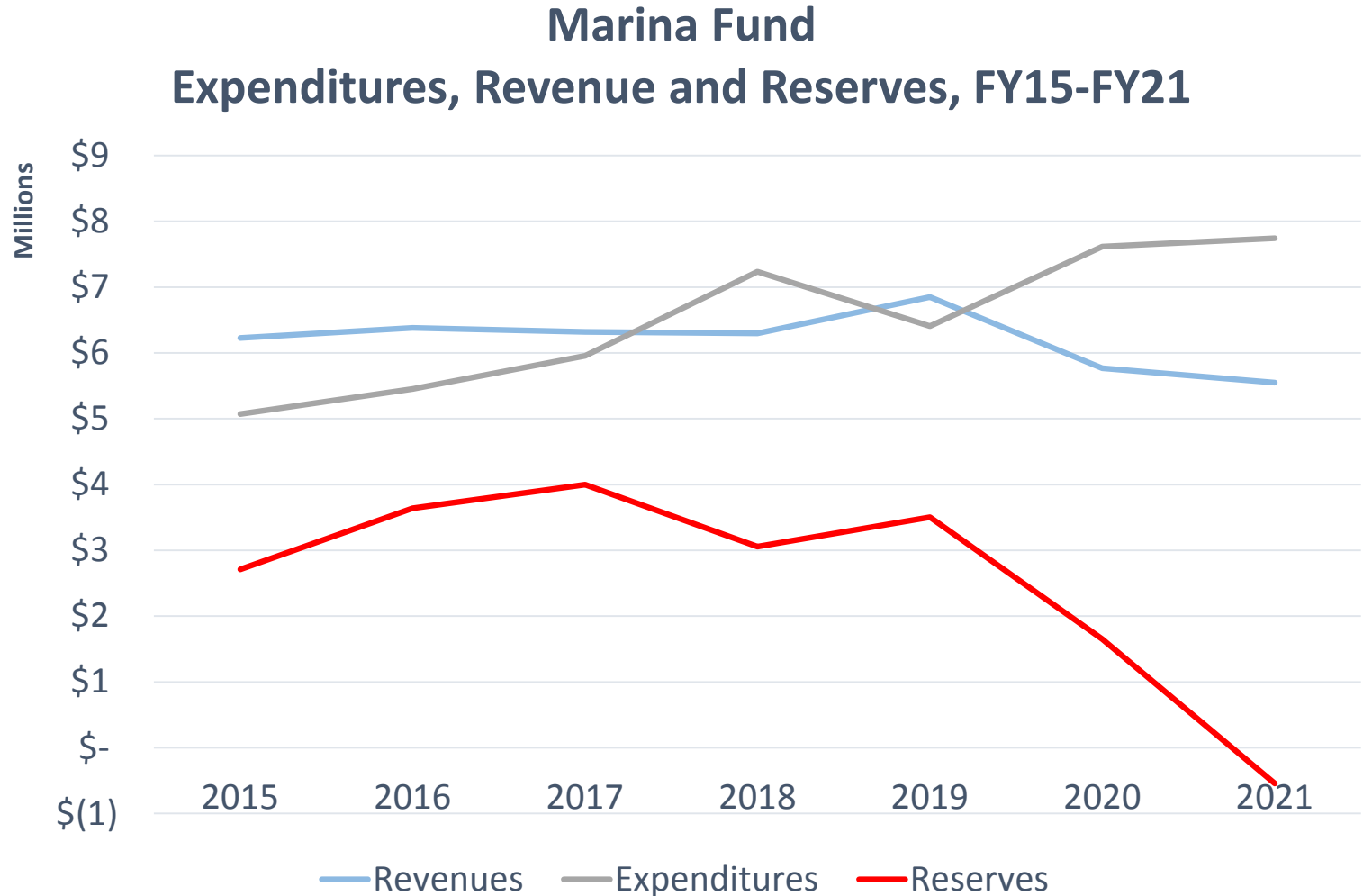
COVID-19 MAJOR IMPACTS: MARINA FUND

\$2.1M in revenue loss in FY20 and FY21.

Fund goes negative in FY21.

*Will need \$550k to stay in black through FY21.

*see next slide



PARKS, RECREATION & WATERFRONT

MARINA FUND CAPITAL IMPACTS

- Excess equity is no longer available to fund the \$1.9M allocated for immediate safety needs at the Marina in FY21.
- At a minimum, the electrical work at O&K needs to be done next year, (\$1.2M).
- If this project is funded out of the Marina Fund, we will need an additional \$550k in General Fund to maintain current operations. This is not included in the \$28.5 M Budget shortfall.

PARKS, RECREATION & WATERFRONT

COVID IMPACTS / AREAS OF CONCERN

- Capital Projects, Recreation Services and Marina Fund
- Fire Fuel growth in absence of funding
 - PRW will have spent \$730k in Tree /Ladder fuel removal
 - Additional funding is not included in the \$28.5M Shortfall
- Realignment of Parks Maintenance staff
 - Focus on cleaning restrooms has kept us from scheduled maintenance
- No Strategic Plan Impacts
- GF overtime (\$3500)
- GF Travel Budget (\$11,100)

**PUBLIC WORKS
FY 2021
BUDGET
DEFERRAL
IMPACTS**

COVID 19 Impacts
June 2, 2020

PUBLIC WORKS DEPARTMENT

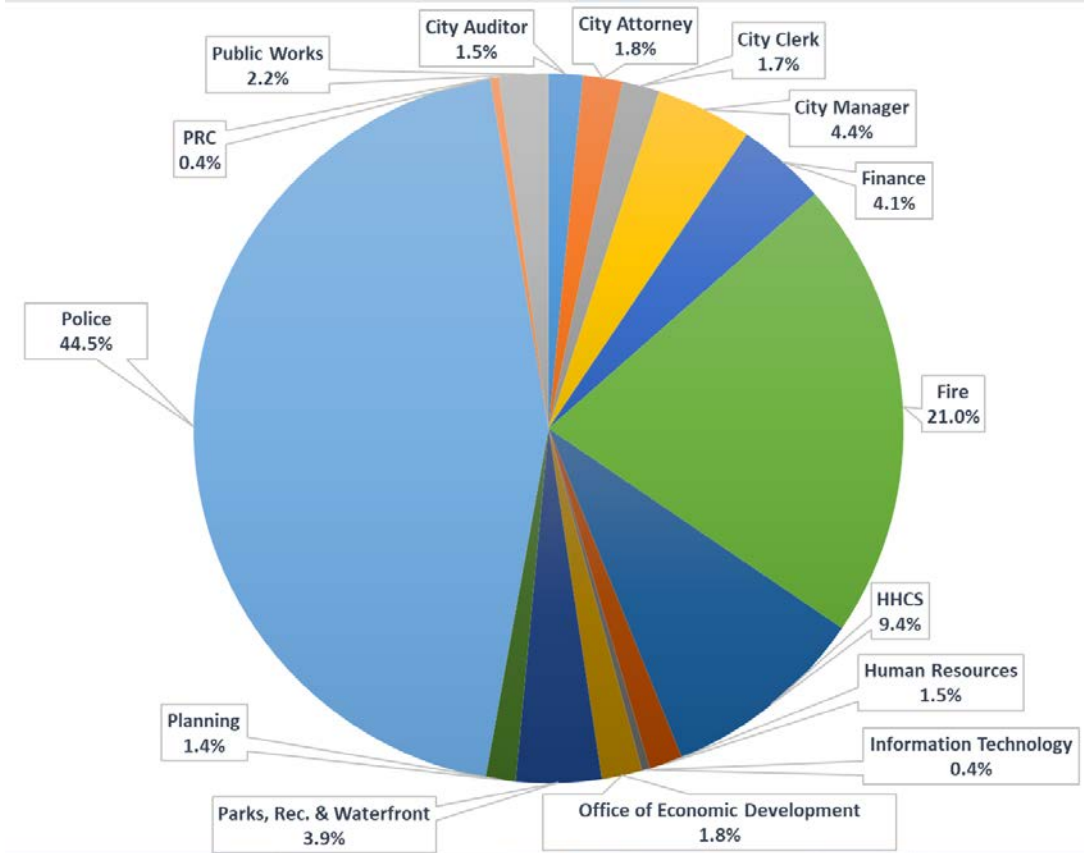
OVERVIEW

- General Fund & Public Works
- Vacancies & Strategic Plan
- Public Works Budget Gap Contributions
- Impacts to Public Works not included in FY 21 Budget Gap
- Unfunded Budget Needs
- Department Key Impacted Funds/Program

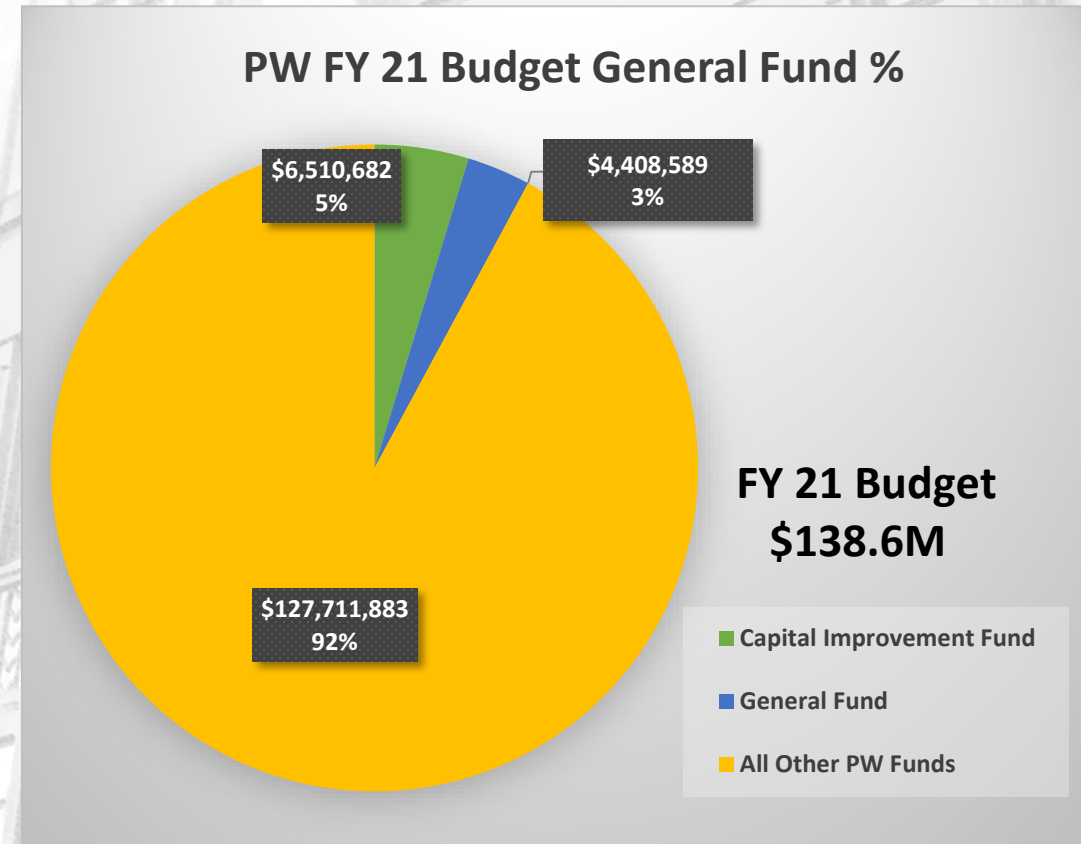
PUBLIC WORKS DEPARTMENT

GENERAL FUND - By The Percentages

BY DEPARTMENT*



BY FUND (PW only)



PUBLIC WORKS DEPARTMENT

VACANCIES

- Approx. 325 FTEs in PW Dept.; plus 35 FTEs funded in non-PW Dept.
- 39 FTE Vacancies (8 positions partially or fully funded by GF and/or CIP, \$520,000)

Division	FTEs	Positions
Office of Director & Admin. Fiscal Services	3	Director, AOS III, Analyst
Engineering	10	Analyst, Engineers, Chief of Party, Inspectors, Drafting staff
Operations	17	OS III, Bldg Maintenance staff, Electrical staff, Laborers, Janitor, Service Tech
Transportation	4	Planner, Traffic Engineer, Parking Meter Mechanic
Zero Waste	5	Analyst, Weighmaster, Field Rep, Solid Waste Truck Drivers

- GF positions (3 pos., 1.3 FTE, \$186,000); CIP positions (5 pos., 2.1 FTE, \$334,000)

PUBLIC WORKS DEPARTMENT

STRATEGIC PLAN IMPACTS

- Bicycle and Pedestrian Projects are subject to impacts to Measure B, BB – Bike & Ped funds.
 - 10% revenue loss in FY 20 and FY 21 to be absorbed by Fund Balance
- ADA Transition Plan Implementation Delayed to FY 22
 - Planned use of FY 21 Excess Equity
- 50/50 Sidewalk Program returns to baseline funding
 - Planned use of FY 21 Excess Equity
- Undergrounding Utilities District 48 Construction – Funding Gap
 - Planned use of General Fund salary savings

PUBLIC WORKS DEPARTMENT

BUDGET GAP CONTRIBUTION

Public Works	10%	12%	15%	39%
Recommended Deferral	\$351,813	\$422,175	\$527,719	\$1,366,699

- \$1.37M Deferred Transfer from General Fund to Equipment Replacement Fund for continued lease purchase payments of Fire Trucks, approved in 2018.

PUBLIC WORKS DEPARTMENT

BUDGET GAP CONTRIBUTION

Public Works Proposed Mayor/Council Budget Referral/Recommendation Deferrals for FY 2021

Project Description	Proposed Deferral Amounts
City-wide Undergrounding	\$100,000
Freestanding Public Restroom - TBID	\$100,000
Ped Xing Signal @ intersection of Shattuck & Prince	\$100,000
Ped/Bike Safety along Oxford St	\$75,000
Reserved for Pedestrian/Bicycle Safety Improvements	\$100,000
Traffic Calming at MLK and Stuart Street	\$100,000
TOTAL	\$575,000

PUBLIC WORKS DEPARTMENT

ADDITIONAL IMPACTS TO FY 21

- **Programmed Excess Equity**
 - \$1.0M ADA Transition Plan Capital Implementation
 - \$0.5M Sidewalk 50/50 Program Catchup Continuation
- **\$5.3M T1 General Fund Loan to finish Phase 1**
 - Project Schedules adjusted
 - Requires a \$600k internal loan from PW funds, \$600k from PRW
 - Sets in motion accelerated/condensed Phase 2 public process, project prioritization and bond issuance

PUBLIC WORKS DEPARTMENT

UNFUNDED BUDGET NEEDS FY20/FY21

- 1951 Shattuck Avenue Traffic Signal
 - FY 21 Design (est. \$160k), FY 22/23 Construction (est. \$640k)
- Building Purchases & Maintenance Fund (1947 Center Street) year end balance FY 20 and FY 21
 - 5th and 6th Floor Vacancy Impact, Departments not moving forward
 - Annual Debt Service Payment of \$1.6M

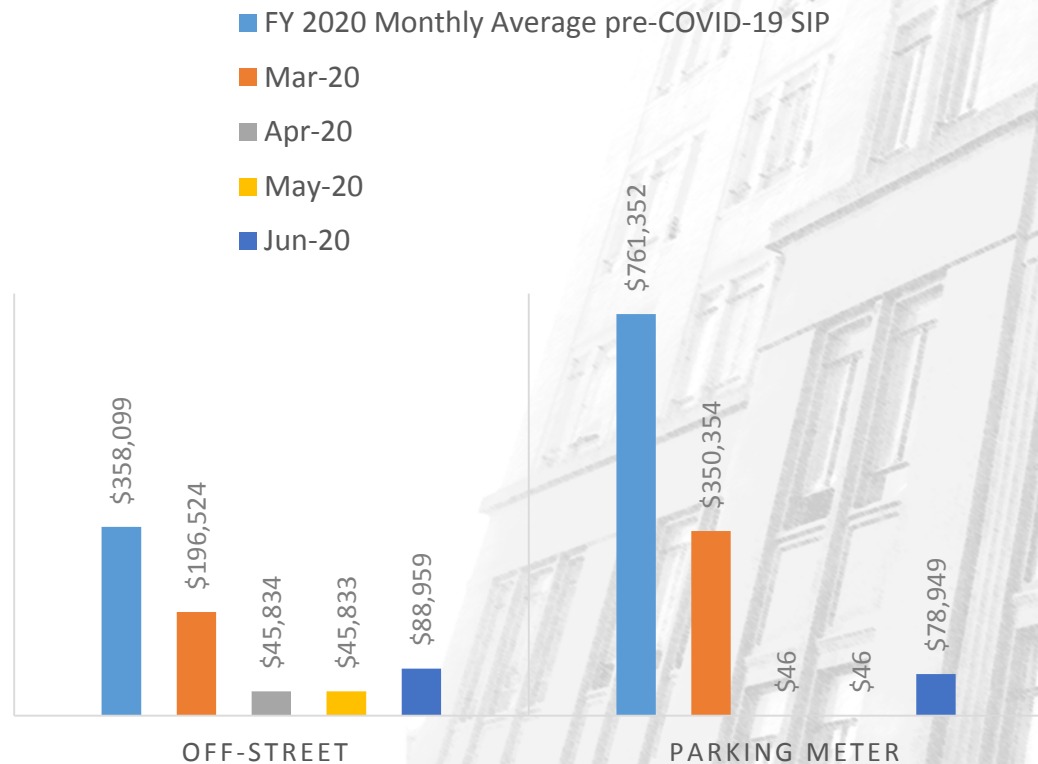
FY 2020 Projected Ending Fund Balance	FY 2021 Projected Ending Fund Balance
\$ (264,114)	\$ (540,762)

- Utility Undergrounding District 48 Construction
 - \$360k planned use of General Fund/CIP Fund salary savings

PUBLIC WORKS DEPARTMENT

IMPACTED FUNDS: PARKING METER AND OFF-STREET

FY 2020 PARKING ENTERPRISE FUNDS REVENUE



FY 2021 Impacts to the funds

- Parking Meters were off March 16 – May 31.
- Staff expects a very slow ramp up back to “normal”
- Cumulative parking enterprise funds projected year end negative balance **(\$3.5M)**
- The debt service payment of \$1,910,250 needs to be covered by the General Fund
- The parking enterprise funds will not meet the debt service ratio covenant of 1.25

PUBLIC WORKS DEPARTMENT

IMPACTED FUNDS: MEASURE B, MEASURE BB, GAS TAX, PERMIT SERVICE CENTER

Impacted Street Funds	FY 20	FY 21
State Transportation Tax & SB1	(\$470,000)	(\$390,000)
Measure B - LSR	(\$340,000)	(\$370,000)
Measure B - LSR	(\$320,000)	(\$346,000)
Total	(\$1,130,000)	(\$1,106,000)

- Street Paving Funding will be impacted
 - Absorbed by fund balance as much as possible
 - Decrease size of annual paving project if necessary
 - Maintain levels of street maintenance and other transportation programs.
- Permit Service Center
 - Engineering & Transportation fee revenue doing well pre-Covid SIP
 - FY 21 projected to break even but must be monitored

PUBLIC WORKS DEPARTMENT

CIP/Maintenance Outlook FY 21

Services Impacted

- Street Paving
- Transportation Safety Projects
- Utility Undergrounding
- Equipment Replacement
- ADA Capital Improvements
- Sidewalk Hazard Mitigation

Services Continuing

- Street Maintenance
- Sidewalk Repair
- Traffic Calming, Pavement Marking
- Storm/Sewer Improvements
- Zero Waste Services/Transfer Station
- Clean Cities (& Encampment Cleanups)
- Parking Management
- Facilities Maintenance & Improvements
- Streetlight Improvements
- Fleet Operations