

Human Welfare and Community Action Commission

AGENDA

Wednesday, October 19, 2016

7:00 PM

South Berkeley Senior Center, 2939 Ellis St. (Corner Ellis/Ashby)
Berkeley, CA 94703

Preliminary Matters

1. Roll Call
2. Public Comment

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

3. Approve Minutes From The 9/21/2016 Regular Meetings (Attachment A)
4. Presentation On Police Militarization In The Bay Area – Speaker From Stop Urban Shield
5. Approve 2017 Community Services Block Grant (CSBG) Funding Estimated Allocation – Staff (Attachment B)
6. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
 - A. McGee Avenue Baptist Church (Attachment C)
 - B. Multicultural Institute (Attachment D)
 - C. SEEDS Community Resolution Center (Attachment E)
7. Review Draft HWCAC Council Report On Air Quality in West Berkeley – McMullan
8. Discuss Actions To Support Street Spirit Magazine – Commissioner McMullan
9. Discuss Volunteer Rewards Program For Very Low-Income People Spending More Than 60% Of Their Income On Rent – Commissioner McMullan (Attachment F)
10. Update On Council Report To Amend Council Rules Regarding Removal Of Commissioners By Open Government Commission – Staff (Attachment G)
11. Update On Council Report Regarding Very Low Income Tax Relief Refund Program – Staff (Attachment H)
12. Update On Council Report Regarding Reserving Very Low-Income In Lieu Units – Staff (Attachment I)
13. Discuss Berkeley Sanctuary City Policy – Commissioner Sood
14. Review Latest City Council Meeting Agenda – All (Attachment J)
15. Announcements

16. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 9/21/2016
- B. CSBG 2017 Estimated Allocation
- C. McGee Avenue Baptist Church Program and Financial Reports
- D. Multicultural Institute Program and Financial Reports
- E. SEEDS Community Resolution Center Program and Financial Reports
- F. RFP For the Volunteer Voucher Program
- G. Amending Council Rules Regarding Removal of Commissioners
- H. Improvements to Berkeley's Very Low Income Tax Relief Refund Program
- I. Reserving Very Low-income In Lieu Units for Households Holding Section 8 Vouchers
- J. Review City Council Meeting Agenda at City Clerk Dept. or
<http://www.cityofberkeley.info/citycouncil>

Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

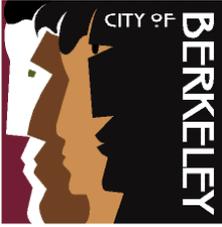
This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6342 (V) or 981-6345 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

Secretary:

Wing Wong
Health, Housing & Community Services Department
510-981-5428
wywong@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
Wing Wong, Secretary
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704



Human Welfare and Community Action Commission

DRAFT Minutes

Wednesday, September 21, 2016

7:00 PM

South Berkeley Senior Center, 2939 Ellis St. (Corner Ellis/Ashby)
Berkeley, CA 94703

Preliminary Matters

1. Roll Call: 7:06PM
Present: Dunner, Sood, McMullan, Davila, Choi, Omodele
Absent: Bookstein (excused), Browne, DaSilva, Trigueros
Quorum: 5 (Attended: 6)
Staff Present: Kristen Lee and Wing Wong
2. Public Comment: 1

Update/Action Items

3. Approve Minutes From The 7/20/2016 Regular Meeting
Action: M/S/C (Sood/McMullan) to approve the 7/20/2016 minutes as submitted.
Vote: Ayes – Choi, Dunner, Sood, McMullan, Omodele; Noes – None; Abstain – Davila; Absent – Bookstein (excused), Browne, DaSilva, Trigueros.
4. Elect Two To Three Commissioners To Attend Public Hearing Regarding Community Needs At 6PM On 10/19/2016
Action: M/S/C (Sood/McMullan) to recommend Commissioner Dunner, Davila, and McMullan to represent HWCAC at the Public Hearing on 10/19/2016.
Vote: Ayes – Choi, Dunner, Sood, McMullan, Omodele, Davila; Noes – None; Abstain – None; Absent – Bookstein (excused), Browne, DaSilva, Trigueros.
5. Update Community Services Block Grant (CSBG) 2016 Targeted Initiative Funds Contract Amendment
Wing Wong reported that the City will receive additional \$15,078 CSBG Targeted Initiative Funds. The total amount of the Targeted Initiative Funds will be \$32,078 and will be available until 5/31/2017. Kristen Lee reminded the Commission that, as per the discussion at the last meeting, the funds will be for training for providers of homeless services, landlord outreach and engagement, for consultants to assist in developing a tool or process for obtaining customer satisfaction surveys for CSBG-funded services, and other activities eligible under the funding constraints.
6. Discuss Content and Schedule for HWCAC Community Action Agency Board Training
Kristen Lee reported that the State Department of Community Services and Development (CSD) has hired a consultant for the Berkeley CAA to provide a Board Training on roles and responsibilities related to CSBG funding. Commissioners agreed on 10/27/2016 evening as the training date. The training will also be video-taped for those commissioners who cannot attend. Ms. Lee also reported that CSD has hired a separate trainer to lead the Berkeley CAA in a Strategic Planning session. This will be scheduled to take place after the Board Training.

7. Review City Of Berkeley Funded Agency Program And Financial Reports
Commissioners reviewed and discussed the program and financial reports for LifeLong Medical Care, which has four programs: A) Access to Primary Care for the Low-income/Uninsured; B) Acupuncture Drop-in Clinic; C) Hypertension Drop-in Clinic; and D) Primary Geriatric Care, for the period of 7/1/2015 to 6/30/2016.
8. Discuss The Development Of An African American Resource Center Recommended By Community Health Commission
Commissioners reviewed the Council report on the development of an African American Resource Center in South Berkeley. Commissioners discussed the limitations of this center and had concerns regarding whether “other marginalized people” Would be adequately served by the new Center.

Action: M/S/C (Davila/McMullan) to support the development of an African American Resource Center.
Vote: Ayes – Dunner, McMullan, Omodele, Davila; Noes – None; Abstain – Choi, Sood; Absent – Bookstein (excused), Browne, DaSilva, Trigueros.
Motion failed.

Action: M/S/C (Sood/Dunner) to communicate to The Community Health Commission (CHC) that HWCAC supports the concept of creating an African American Resource Center and want to work with CHC in the future to expand to other ethnicities.
Vote: Ayes – Dunner, Sood, McMullan, Omodele; Noes – Davila; Abstain – Choi; Absent – Bookstein (excused), Browne, DaSilva, Trigueros.
Motion failed.
9. Review City Of Berkeley 2016 CSBG Organizational Standards Report
Commissioners reviewed the CSBG Organizational Standards Report. Wing Wong summarized the Standards that were not met and actions that will be taken to ensure future compliance.
10. Review Draft HWCAC Council Report On Air Quality in West Berkeley
Continued to 10/19/2016.
11. Review Draft HWCAC Council Report On Berkeley Homeless Policy
Action: M/S/C (Sood/McMullan) to establish a subcommittee on Berkeley homeless policy.
Vote: Ayes – Choi, Dunner, Sood, McMullan, Omodele, Davila; Noes – None; Abstain – None; Absent – Bookstein (excused), Browne, DaSilva, Trigueros.
12. Discuss Actions To Support Street Spirit Magazine – Commissioner McMullan
Continued to 10/19/2016.
13. Discuss Volunteer Rewards Program For Very Low-Income People Spending More Than 60% Of Their Income On Rent

Commissioner McMullan reported on how many low-income residents spend 60% or more of their incomes on rent. This leaves them very little for food and other necessities. He recommended that the HWCAC support the creation of a program under which low-income residents can volunteer at various organizations and receive a credit or stipend for every hour they volunteer. They can then use those credits or income earned to purchase things at stores. Commissioner McMullan will return to the next meeting with language that could be added in the upcoming funding allocation process to incentive the creation of such a program.

14. Review Latest City Council Meeting Agenda – All (Attachment H)
Continued to 10/19/2016.

Adjournment

Adjourned at: 9:30 pm

Minutes approved on: _____

Commission Secretary: Wing Wong

State of California
 Department of Community Services and Development
 Estimated 2017 CSBG Planning Allocation
 CAAs

ESTIMATED 2017 PLANNING ALLOCATION*

County	Agency	Contract Number	Total Estimated Allocation
Alameda	Berkeley Community Action Agency	17F-2001	265,577
Alameda	City of Oakland, Department of Human Services	17F-2002	1,347,798
Alpine	Inyo Mono Advocates for Community Action, Inc.	17F-2003	1,302
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	17F-2004	260,024
Butte	Community Action Agency of Butte County, Inc.	17F-2005	359,551
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	17F-2006	259,357
Colusa	SEE GLENN COUNTY		
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	17F-2007	846,479
Del Norte	Del Norte Senior Center, Inc.	17F-2008	50,930
El Dorado	El Dorado County Health and Human Services Agency	17F-2009	284,569
Fresno	Fresno County Economic Opportunities Commission	17F-2010	1,845,708
Glenn/Colusa/Trinity	Glenn County Health and Human Services Agency	17F-2011	260,812
Humboldt	Redwood Community Action Agency	17F-2012	267,889
Imperial	Campesinos Unidos, Inc.	17F-2013	311,839
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	17F-2014	257,594
Kern	Community Action Partnership of Kern	17F-2015	1,482,354
Kings	Kings Community Action Organization, Inc.	17F-2016	299,723
Lake/Mendocino	North Coast Opportunities, Inc.	17F-2017	543,874
Lassen/Plumas/Sierra	Plumas County Community Development Commission	17F-2018	259,025
Los Angeles	Foothill Unity Center, Inc.	17F-2019	320,768
Los Angeles	Long Beach Community Action Partnership	17F-2020	783,295
Los Angeles	County of Los Angeles Dept. of Public Social Services	17F-2021	6,042,821
Los Angeles	City of Los Angeles Housing + Community Investment Dept	17F-2022	6,544,449
Madera	Community Action Partnership of Madera County, Inc.	17F-2023	277,728
Marin	Community Action Marin	17F-2024	268,395
Mariposa	SEE CALAVERAS COUNTY		
Mendocino	SEE LAKE COUNTY		
Merced	Merced County Community Action Agency	17F-2025	496,996
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	17F-2026	260,812
Mono	SEE INYO COUNTY		
Monterey	Monterey County Community Action Partnership	17F-2027	497,973
Napa	Community Action Napa Valley	17F-2028	285,603
Nevada	Nevada County Dept. of Housing & Community Services	17F-2029	269,979
Orange	Community Action Partnership of Orange County	17F-2030	2,720,085
Placer	Project GO, Inc.	17F-2031	332,718
Plumas	SEE LASSEN COUNTY		
Riverside	Community Action Partnership of Riverside County	17F-2032	2,588,010
Sacramento	Sacramento Employment and Training Agency	17F-2033	1,758,773
San Benito	San Benito County H&HSA, CS & WD	17F-2034	266,639
San Bernardino	Community Action Partnership of San Bernardino County	17F-2035	2,679,885
San Diego	County of San Diego, H&HSA, CAP	17F-2036	3,319,448
San Francisco	Economic Opportunity Council of San Francisco, Inc.	17F-2037	851,016
San Joaquin	San Joaquin County Dept. of Aging & Community Services	17F-2038	970,341
San Luis Obispo	CAP of San Luis Obispo County, Inc.	17F-2039	296,091
San Mateo	San Mateo County Human Services Agency	17F-2040	451,265

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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 10010

Agency: [McGee Avenue Baptist Church](#)
 Program: [Food Program](#)
 Phone: [510-827-9210](#)

Period of: **FY 2016**
 Report Prepared By: [Wesley M. Franklin](#)
 E-mail: wes2545@comcast.net

8. ANNUAL ACCOMPLISHMENTS:

Provide a short summary of your FY annual accomplishments:

[Meals are served each week on Monday, Wednesday and Friday. During the fiscal year thousands of meals were served. In addition, during the holidays special meals and food baskets were prepared. The program, which was established over 30 years ago, continues to maintain a strong and good presence in the community. A dedicated group of volunteers continues to assist in this valuable program.](#)

List below any fiscal year programmatic and administrative problems encountered and status:

[The biggest challenge to the Food Program this past fiscal year continues to be the ongoing budget issues facing McGee Baptist Avenue Church and other religious/non-profit organization in the community; that is lack of enough funds to do all that it can to fulfill its food mission. The church remains strongly committed to its community food program, but funding is always a challenge and we continue to seeks ways to improve funding.](#)

Date Signed	08/22/2016
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Approved By	Raquel Molina
Date Signed	08/24/2016

Initially submitted: Aug 22, 2016 - 19:23:03

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
01/01/2016 TO 03/31/2016**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [McGee Avenue Baptist Church](#) Contract #: 10010
 Program Name: [Food Program](#) PO #: 105579
 Funding Source : General Fund

Expenditure Category	Approved Budget	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Total Expenditure	Budget Balance
Cook	\$10,104.00	\$2,331.69	\$2,526.00	\$2,665.50		\$7,523.19	\$2,580.81
Dishwasher	\$1,800.00	\$450.00	\$450.00	\$450.00		\$1,350.00	\$450.00
Table Monitor	\$3,120.00	\$780.00	\$710.03	\$780.00		\$2,270.03	\$849.97
Custodial Services	\$115.00	\$28.75	\$28.75	\$28.75		\$86.25	\$28.75
TOTAL	\$15,139.00	\$3,590.44	\$3,714.78	\$3,924.25		\$11,229.47	\$3,909.53

Advances Received \$11,355.00
 Underspent/(Overspent) \$125.53

Explain any staffing changes and/or spending anomalies that do not required a budget modification at this time:

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the government agencies. Furthermore, the employer's share or contributions for Social Security, Unemployment and State Disability insurance, and any related government contribution remitted as well.

Prepared By: [Wesley M. Franklin](#) Email: wes2545@comcast.net Date: 05/24/2016
 Authorized By: [Wesley M. Franklin](#) Email: wes2545@comcast.net
 Name of Authorized Signatory with Signature on File

Approved By: Raquel Molina 06/02/2016 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
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Initially submitted: May 24, 2016 - 10:45:51

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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 10011A

Agency: [Multicultural Institute](#)
 Program: [Lifeskills Program](#)
 Phone: [848-4075](#)

Period of: **2nd Half 2016**
 Report Prepared By: [Rigoberto Calocarivas](#)
 E-mail: rcr@mionline.org

1. CLIENT SUMMARY - 2nd Half

	2nd Half	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	259	861
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	140	439
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	98	401
D. Total New Berkeley Clients Served:	238	840

2. DEMOGRAPHIC DATA

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity?	Non-Hispanic	Hispanic Ethnicity
Single Race Categories						
American Indian/Alaskan Native	0	0			0	0
Asian	0	0			0	0
Black/African American	0	0			0	0
Native Hawaiian/Pacific Islander	0	0			0	0
White	0	0	2	0	2	0
Combined Race Categories						
American Indian/Alaskan Native & White	0	0			0	0
Asian & White	0	0			0	0
Black/African American & White	0	0			0	0
American Indian/Alaskan Native & Black/African American	0	0			0	0
Other Combined Race Categories	0	299		138	0	437
TOTALS	0	299	2	138	2	437
TOTAL SERVED		299		140		439

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	276	121	397
Poverty to 30% of AMI (Ex. Low)	23	19	42
31-50% of AMI (Low)	0		0
51-80% of AMI (Moderate)	0		0
Above 80% of AMI	0		0
TOTALS	299	140	439

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0		0
6-11	0		0
12-17	3	2	5
18-24	29	48	77
25-44	192	66	258

45-54	61	19	80
55-61	13	5	18
62 and Over	1		1
Unknown	0		0
TOTALS	299	140	439

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	12	10	22
Male	287	130	417
Disabled	0		0
Homeless	0		0
Chronically Homeless	0		0
Female Head of Household	0		0

6. SERVICE MEASURES

Service Measures	Annual Goal		1st Half		2nd Half		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients
**** Other Services ****										
1 Educational/Training Workshops	10	100	10	199	8	152	18	351	180%	351%
2 Number of Jobs	300	220	274	158	255	91	529	249	176%	113%
3 Community Service Days	8	100	5	33	9	68	14	101	175%	101%

1st Half Narrative

There were 299 unduplicated day laborers and 303 non-day laborers low-income individuals that received an array of services. This makes a total of 602 unduplicated individuals served this half. Through the job placement assistance MI staff was successful in finding a total of 274 jobs for 158 unduplicated day laborers. All these jobs are required a minimum rate of \$15/hour. A total of 17 wage claims were resolved this first half. A total of 5 outreach street-clean-up days took place with 33 day laborers participating.

10 educational/training workshops were conducted. Workshops and # of participants (in parenthesis) are as follows: Health and Safety on the Job(18); STD and condom distribution(25); Mini HealthPAC enrollment (3); Mini Gout and Uric Acid(2); Health Eating[provided 4 times](37) ; Oral Hygiene and dental packets distributed(26); Substance Abuse[provided 2 times](38); AB60 information, study material, and appointment assistance(26); Labor rights(21); Legal tax information(3).

2nd Half Narrative

A total of 140 new unduplicated day laborers and 98 non-day laborer low-income individuals registered and received an array of services. This makes a total of 238 unduplicated individuals served this half. 255 new jobs were provided through MI's job placement assistance to 91 upduplicated day laborers. Since January 2016 jobs provided through MI are required a minimum rate of \$18/hour. A total of 4 wage claims were resolved this first half and a total of 9 outreach street clean-up days took place with 68 day laborers participating.

MI staff conducted 7 street based educational/training workshops. Workshops and # of participants (in parenthesis) are as follows: Substance Abuse (4), Blood Pressure (18), STD and condom distribution [provided 5 sessions] (37), Ergonomics and Job Safety tips (6), Diabetes [provided twice] (43), Healthy Eating [Provided 3 times] (21), Health Self-care (7).

7. OUTCOMES

Outcomes	Annual Goal					
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			1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1	Participants achieved enhanced skills or knowledge	100	199	152	351	351%	42%
2	Number of clients placed in jobs	250	158	91	249	100%	30%
3	Reduction in number of neighbor complaints	0	0	0	0		0%

1st Half Narrative

Neighbors and city officials brought to MI's attention their concerns regarding drinking and drug issues going on at the corner of 7th and Hearst Avenue Corridor. The men causing the problems were not registered day laborers; there were actually homeless men that were seen as day laborers because they sat on the corner. A workshop on substance abuse was given to these men on this corner as well as to 16 day laborers. The same workshop was hosted a second time to 22 day laborers.

MI staff met to discuss ways to prevent and address this issue on the street. Since mid-September MI staff has shown presence out on the street for an additional 2 hours a day. The situation on the corner has improved and the problem has minimized as the men who were causing an issue are no longer showing up every morning. Thanks to the additional hours of staff presence on the street there has been no more neighbor complaints/concerns and the drug and alcohol situation on the corners have diminished.

2nd Half Narrative

91 day laborers were placed in jobs and of those 17 day laborers were placed in permanent jobs(any full-time job that a day laborer is in for longer than 6 months).

The substance abuse concern on the street reported on the first half of our report has diminished completely. After various workshops done on the corners, meetings with the Sheriff, and after MI staff spent more time doing outreach on this matter, only day laborers stand on the corner. In addition MI staff attended a neighborhood meeting on May 14th, called by Linda Maio, City Council member regarding additional concerns in the neighborhood. During this meeting MI staff spoke about MI's work with the day laborer population.

Date Signed 07/18/2016

Approved By Wing Wong

Date Signed 07/28/2016

Initially submitted: Jul 18, 2016 - 13:22:50

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
04/01/2016 TO 06/30/2016**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [Multicultural Institute](#) Contract #: 10011
 Program Name: [Lifeskills Program](#) PO #: 105583
 Funding Source : General Fund

Expenditure Category	Approved Budget	Budget Mod Q4	Revised Budget	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Total Expenditure	Budget Balance
Program Director	\$21,500.00		\$21,500.00	\$5,349.05	\$5,381.27	\$5,398.32	\$5,371.15	\$21,499.79	\$0.21
Program Director - 2	\$20,900.00		\$20,900.00	\$5,141.86	\$5,145.82	\$4,995.12	\$5,616.85	\$20,899.65	\$0.35
Accountant	\$3,800.00	\$8.62	\$3,808.62	\$779.42	\$1,024.68	\$940.67	\$1,064.44	\$3,809.21	-\$0.59
Taxes/Benefits	\$11,337.00		\$11,337.00	\$3,653.24	\$2,895.78	\$2,976.09	\$1,811.86	\$11,336.97	\$0.03
Program materials	\$552.00	\$-18.61	\$533.39		\$281.08		\$252.31	\$533.39	\$0.00
Utilities	\$2,500.00		\$2,500.00	\$935.00	\$314.00	\$770.00	\$481.00	\$2,500.00	\$0.00
Communications	\$1,753.00	\$9.99	\$1,762.99	\$325.00	\$285.00	\$533.00	\$619.99	\$1,762.99	\$0.00
Insurance	\$1,200.00		\$1,200.00	\$949.86	\$190.00	\$20.00	\$40.14	\$1,200.00	-\$0.00
Printing/Copying	\$713.00		\$713.00	\$144.00	\$150.00	\$310.00	\$109.00	\$713.00	\$0.00
TOTAL	\$64,255.00	\$0.00	\$64,255.00	\$17,277.43	\$15,667.63	\$15,943.20	\$15,366.74	\$64,255.00	-\$0.00

Advances Received [\\$64,255.00](#)
 Underspent/(Overspent) [\\$0.00](#)

Reason For Current Budget Modification:

Amount less spent on program material used for salary expenses which was due to rounding up of hours in calculation. Balance from program material used for telephone

Upload of General Ledger and Summary Income/Expenditure Statement (required):

General Ledger: [General Ledger July 12015 -June 302016 CoB LS.xlsx](#)
 Summary Income/Expenditure Statement: [Revenue Exp annual 06302016- COB.xlsx](#)
 Other:
 Other:

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medicare, Unemployment and State Disability insurance, and any related government contribution required as well.

Prepared By: [Phurbu Tsewang](#) Email: phurbu@mionline.org Date: 10/07/2016
 Authorized By: [Rigoberto Calocarivas](#) Email: rcr@mionline.org
 Name of Authorized Signatory with Signature on File

Approved By: Wing Wong 10/07/2016 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
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**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 10021

Agency: [SEEDS Community Resolution Center](#)
 Program: [Comm Mediation & Conflict Res.](#)
 Phone: [510-548-2377](#)

Period of: **2nd Half 2016**
 Report Prepared By: [Barbara Lipson](#)
 E-mail: barbara@seedscrc.org

1. CLIENT SUMMARY - 2nd Half

	2nd Half	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	710	1,426
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	121	402
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	170	170
D. Total New Berkeley Clients Served:	291	572

2. DEMOGRAPHIC DATA

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity?	Non-Hispanic	Hispanic Ethnicity
Single Race Categories						
American Indian/Alaskan Native	0	0		4	0	4
Asian	15	0	8		23	0
Black/African American	28	0	27		55	0
Native Hawaiian/Pacific Islander	0	0			0	0
White	192	0	70		262	0
Combined Race Categories						
American Indian/Alaskan Native & White	0	0			0	0
Asian & White	8	0	1		9	0
Black/African American & White	11	0	1		12	0
American Indian/Alaskan Native & Black/African American	0	0			0	0
Other Combined Race Categories	27	0	3	7	30	7
TOTALS	281	0	110	11	391	11
TOTAL SERVED	281		121		402	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	14	33	47
Poverty to 30% of AMI (Ex. Low)	126	34	160
31-50% of AMI (Low)	28	7	35
51-80% of AMI (Moderate)	15	7	22
Above 80% of AMI	98	40	138
TOTALS	281	121	402

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0		0
6-11	0		0
12-17	0		0
18-24	9	6	15
25-44	62	61	123

45-54	62	20	82
55-61	99	16	115
62 and Over	49	18	67
Unknown	0		0
TOTALS	281	121	402

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	149	68	217
Male	132	53	185
Disabled	3		3
Homeless	0		0
Chronically Homeless	0		0
Female Head of Household	2	6	8

6. SERVICE MEASURES

Service Measures	Annual Goal		1st Half		2nd Half		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients
***** Other Services *****										
1 Educational/Training Workshops	2	50	6	118	140	20	146	138	7,300%	276%
***** Fair Housing Services *****										
2 Mediation Sessions	14	46	9	45	31	26	40	71	286%	154%

1st Half Narrative

#1D. We are only able to collect demographics on between 47-55% of our clients. The figures above reflect the percentages from what we collect and are adjusted to match the number in 1D.

#6.2. Many of the mediations had multiple parties. i.e. 5-21

2nd Half Narrative

7. OUTCOMES

Outcomes	Annual Goal	1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Participants achieved enhanced skills or knowledge	48	118	129	247	515%	43%
2 Clients	44	59	94	153	348%	27%

1st Half Narrative

#7.2. outcomes: 42 people from mediations, 24 people from facilitations

2nd Half Narrative

#7.2. outcomes: 24 people from mediations, 70 people from facilitations

Date Signed

08/24/2016

[Return to Reports Page](#)

**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
01/01/2016 TO 03/31/2016**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [SEEDS Community Resolution Center](#) Contract #: 10021
 Program Name: [Comm Mediation & Conflict Res.](#) PO #: 105585
 Funding Source : General Fund

Expenditure Category	Approved Budget	Jul-Sep 2015	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Total Expenditure	Budget Balance
Executive Director	\$5,000.00	\$1,500.00	\$1,250.00	\$1,000.00		\$3,750.00	\$1,250.00
Senior Program Manager	\$10,000.00	\$2,000.00	\$2,550.00	\$3,000.00		\$7,550.00	\$2,450.00
Rent	\$5,000.00	\$1,500.00	\$1,317.00	\$1,000.00		\$3,817.00	\$1,183.00
TOTAL	\$20,000.00	\$5,000.00	\$5,117.00	\$5,000.00		\$15,117.00	\$4,883.00

Advances Received \$15,000.00
 Underspent/(Overspent) -\$117.00

Explain any staffing changes and/or spending anomalies that do not required a budget modification at this time:

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the government agencies. Furthermore, the employer's share or contributions for Social Security, Unemployment and State Disability insurance, and any related government contribution remitted as well.

Prepared By: [Adrienne Murphy](#) Email: adrienne@seedscrc.org Date: 05/05/2016
 Authorized By: [Jeffrey Sloan](#) Email: Jeff@seedscrc.org
 Name of Authorized Signatory with Signature on File

Approved By: Wing Wong 05/05/2016 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
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Initially submitted: May 5, 2016 - 09:25:29

From: [Daniel McMullan](#)
To: [Wong, Wingyin](#)
Subject: RSP for the Volunteer Voucher Program
Date: Sunday, October 09, 2016 7:36:09 PM

Dear Wing,

Below is an outline for a RSP for the Volunteer Voucher Program to be discussed by the Commission.

.....

RSP for Volunteer Stipend program

The Human Welfare and community Action Commission is accepting bids to create and manage the Volunteer Stipend Program. The Volunteer Stipend Program is designed for very low income Berkeley citizens who pay 50% or more of their income on rent and do not receive a rental subsidy.

The program would provide vouchers for goods and services from Berkeley merchants and the value of such vouchers earned are to be tied to the number of hours the recipient spends volunteering with participating Berkeley non-profits and Community Services.

Vouchers will not be good for tobacco or alcohol.

Program management would work with and maintain ties with Berkeley Business Associations, The Berkeley Chamber of Commerce and vendors to manage their donations. Program management would also work with Berkeley Non-Profits and Community Services like the Berkeley Animal Shelter and Berkeley Senior Centers to calculate the number of hours volunteered by participants and issue vouchers of the appropriate value to participants.

Program management would keep records of all transactions and help participants find a good fit for service if the participant did not have a preference or there is a lack of preference availability.

Program management will advertise the existence of the program.

Program management will assist participants in finding and signing up for subsidies that could help them with their rent.

The spirit and intent of this program is to provide a way for people with very low incomes and are spending the majority of their incomes on rent to have a way of getting the essentials they need without having to resort to panhandling. To give these people the dignity of earning what they need by being a value to the community.

Daniel J. McMullan III

Commissioner

Human Welfare and Community Action Commission

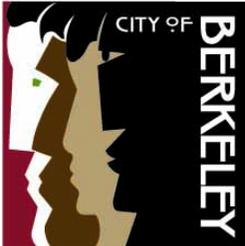
CITY OF BERKELEY, CALIFORNIA

Director/Consultant/Advocate

Disabled People Outside Project

EAST BAY/SAN FRANCISCO, CA

(510)684 5866



Open Government Commission

ACTION CALENDAR
September 20, 2016

To: Honorable Mayor and Members of the City Council

From: Open Government Commission

Submitted by: Brad Smith, Chair, Open Government Commission

Subject: Amending Council Rules Regarding Removal of Commissioners

RECOMMENDATION

Direct staff to return with proposed revisions to the Berkeley City Council Rules of Procedure and Order (Council Rules) consistent with the recommendations in this report, *i.e.*, noting that as a matter of courtesy and respect, Councilmembers are expected to set the date a commissioner is to be replaced on a commission and communicate that date to the commissioner two weeks from the official date of replacement.

FISCAL IMPACTS OF RECOMMENDATION

Staff time will be required to return with revisions.

CURRENT SITUATION AND ITS EFFECTS

On April 21 and June 16, 2016, the Commission considered communications from the Secretary of the Human Welfare and Community Action Commission to the Open Government Commission regarding the removal and appointment of commissioners. The Commission considered the issue pursuant to its authority under BMC Section 2.06.190 to propose any action or policy it deems advisable to enhance open and effective government in Berkeley.

The Commission understands that under Berkeley Municipal Code (BMC) Section 2.04.075, a commissioner may be replaced by a councilmember following the first day of December in the year in which they were initially appointed.

On June 16, 2016, the Commission moved to recommend that the Council incorporate the following language into the Council rules:

Motion to recommend that City Council add to the Council Rules of Procedure and Order the following sentences:

“Notwithstanding term limits and termination due to violation of the rules of attendance, after the first day of December following an appointment to a commission, Commissioners serve at the pleasure of the Councilmember who appointed them. As a matter of courtesy and respect, the Councilmember is expected to set the date a commissioner is to be replaced on a commission and communicate that date to the commissioner two weeks from the official date of replacement.”

(M/S/C: Metzger/Murray; Ayes: B. Smith, Murray, Metzger, O'Donnell, Soichet; Noes: None; Abstain: None; Absent: Mabanta, McLean, Ritchie, S. Smith).

BACKGROUND

The Open Government Ordinance (OGO) tasks the Commission, among other roles, with hearing complaints from the public regarding possible non-compliance with the OGO, the Brown Act or the Public Records Act. The OGO calls for the Commission to consider ways to informally resolve complaints, and advise the City Council of its opinion, conclusion or recommendation as to any complaint.

Pursuant to 2.06.190, in addition to advising on specific complaints, the Commission may propose additional legislation or procedures that it deems advisable to ensure the City's compliance with this Ordinance, the Brown Act and the Public Records Act, and advise the City Council as to any other action or policy that it deems advisable to enhance open and effective government in Berkeley.

The Commission makes the current recommendation to amend the Council Rules in furtherance of its efforts to enhance open and effective government in Berkeley.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONALE FOR RECOMMENDATION

See report.

ALTERNATIVE ACTIONS CONSIDERED

The Commission considered recommending changes to BMC Chapter 2.04.

CITY MANAGER

The City Manager takes no position on the content and recommendations of this report.

CONTACT PERSON

Savith Iyengar, Deputy City Attorney, (510) 981-6998



Kriss Worthington

Councilmember, City of Berkeley, District 7
 2180 Milvia Street, 5th Floor, Berkeley, CA 94704
 PHONE 510-981-7170, FAX 510-981-7177, EMAIL
 kworthington@ci.berkeley.ca.us

CONSENT CALENDAR

September 27, 2016

To: Honorable Mayor and Members of the City Council
 From: Councilmember Kriss Worthington

Subject: City Manager Referral: Improvements to Berkeley's Very Low Income Tax Relief Refund Program

RECOMMENDATION:

Refer to the City Manager to make improvements to Berkeley's Very Low Income Refund Program

BACKGROUND:

The City of Berkeley offers a tax relief refund program (Very Low Income Refund Program) for households with an annual income of \$34,450 or less. These programs provide for a refund of the Library Tax, Landscape/Parks Tax, CFD1- Fire Tax, Clean Storm Water fee, Berkeley School Tax (refund applies to low income seniors only), School Maintenance Tax, which are included on the annual property tax bill. The City will also refund Sewer fees, included on the EBMUD water bill and/or the Utility Users Tax included on the local Cable bill.

In the spirit of making our City's Very Low Income Refund Program more efficient and more accessible to Berkeley senior citizens, the City should evaluate the application process and make improvement, if necessary.

A significant number of seniors who qualify for this refund have recounted their difficulties with incomplete application instructions, unresponsive phone lines, and long period of wait 5 or 6 months for refund checks. Senior citizens have requested consideration of three specific areas that could make our programs efficient and impactful:

1. **Update** the instructions to include all paperwork and processes necessary to apply.
2. **Reduce** the time taken to process and send out refund checks.
3. **Improve communication.**

FINANCIAL IMPLICATIONS:

Minimal.

ENVIRONMENTAL SUSTAINABILITY:

Consistent with Berkeley's Environmental Sustainability Goals and no negative impact.

CONTACT PERSON:

Councilmember Kriss Worthington 510-981-7170



Office of the City Manager

CONSENT CALENDAR
September 20, 2016

To: Honorable Mayor and Members of the City Council

From:  Dee Williams-Ridley, City Manager

Submitted by: Zach Cowan, City Attorney

Subject: Reserving Very Low-Income In Lieu Units for Households Holding Section 8 Vouchers and Shelter + Care Certificates; Amending BMC Section 22.20.065

RECOMMENDATION

Adopt first reading of an Ordinance amending Section 22.20.065.C.2. of the Berkeley Municipal Code to require that all Very Low-Income units provided in lieu of payment of the affordable housing mitigation fee be reserved for holders of Section 8 vouchers and Shelter + Care certificates.

FISCAL IMPACTS OF RECOMMENDATION

Minimal administrative impact for record-keeping, which could be offset by new fees.

CURRENT SITUATION AND ITS EFFECTS

Under BMC Section 22.20.065, which adopted an affordable housing mitigation fee (AHMF), a developer of new residential housing may either pay the AHMF or provide below market rate (BMR) units in lieu of doing so. As amended in July 2016, Section 22.20.065 requires that such "in lieu units" equal 20% of the total number of units in the project. Half of these BMR units must be reserved for Low-Income households, and half for Very Low-Income households.

BACKGROUND

At the July 12, 2016 Council meeting, the question was raised as to whether the Very Low-Income units could be reserved for holders of Section 8 vouchers, but staff was not prepared to answer the question at that time. Staff has conducted further research and concluded that doing so would be permissible. Staff further recommends that 40% of the Very Low-Income units be reserved for Section 8 voucher holders, and 40% for Shelter + Care certificate holders, with the remaining units being available to other Very Low-Income households. The attached proposed amendment so provides.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONALE FOR RECOMMENDATION

This report is in response to the question asked at the Council's July 12, 2016 meeting, and will better target in lieu BMR units to serve the populations most in need of such housing.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered reserving in lieu Very Low-Income units solely for Section 8 voucher holders.

CONTACT PERSON

Zach Cowan, City Attorney, 981-6998

Attachments:

- 1: Ordinance

ORDINANCE NO. #,###-N.S

AMENDING BERKELEY MUNICIPAL CODE SECTION 22.20.065, SUBDIVISION C.2,
AFFORDABLE HOUSING MITIGATION FEE

BE IT ORDAINED by the Council of the City of Berkeley as follows:

Section 1. That Berkeley Municipal Code Section 22.20.065.C.2. is amended to read as follows:

2. An applicant for a Development project that is subject to the Fee may elect to avoid the Fee by providing, for the life of the project, a number of units equal to 20% of the market rate units in the project at rental rates affordable to Low-Income and Very Low-Income Households. Subject to administrative regulations promulgated pursuant to subdivision H, 40% of the Very Low-Income units shall be reserved for holders of Section 8 vouchers and 40% shall be reserved for holders of Shelter + Care certificates.

Section 2. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of Council Chambers, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.