



PROCLAMATION CALLING A SPECIAL MEETING OF THE BERKELEY CITY COUNCIL

In accordance with the authority in me vested, I do hereby call the Berkeley City Council in special session as follows:

**Tuesday, March 21, 2023
4:00 PM**

SCHOOL DISTRICT BOARD ROOM - 1231 ADDISON STREET, BERKELEY, CA 94702

TELECONFERENCE LOCATION - 1404 LE ROY AVE, BERKELEY 94708

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI
DISTRICT 2 – TERRY TAPLIN
DISTRICT 3 – BEN BARTLETT
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN
DISTRICT 6 – SUSAN WENGRAF
DISTRICT 7 – RIGEL ROBINSON
DISTRICT 8 – MARK HUMBERT

This meeting will be conducted in a hybrid model with both in-person attendance and virtual participation. For in-person attendees, face coverings or masks that cover both the nose and the mouth are encouraged. If you are feeling sick, please do not attend the meeting in person.

Live captioned broadcasts of Council Meetings are available on Cable B-TV (Channel 33) and via internet accessible video stream at http://berkeley.granicus.com/MediaPlayer.php?publish_id=1244.

Remote participation by the public is available through Zoom. To access the meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device: Please use this URL: <https://cityofberkeley-info.zoomgov.com/j/1604192052>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen. To join by phone: Dial **1-669-254-5252** or **1-833-568-8864 (Toll Free)** and enter Meeting ID: **160 419 2052**. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair.

Please be mindful that the meeting will be recorded and all rules of procedure and decorum apply for in-person attendees and those participating by teleconference or videoconference.

To submit a written communication for the City Council's consideration and inclusion in the public record, email council@cityofberkeley.info.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953 and applicable Executive Orders as issued by the Governor that are currently in effect. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, (510) 981-6900. The City Council may take action related to any subject listed on the Agenda. Meetings will adjourn at 11:00 p.m. - any items outstanding at that time will be carried over to a date/time to be specified.

Preliminary Matters

Roll Call:

Worksession

1. **Civic Arts Grants Program – Improved Practices & Community Impact**
From: City Manager
Contact: Eleanor Hollander, Economic Development, (510) 981-7530
2. **Civic Center Plan Phase II – Design Concept**
From: City Manager
Contact: Liam Garland, Public Works, (510) 981-6300

Public Comment - Items on this agenda only

Adjournment

I hereby request that the City Clerk of the City of Berkeley cause personal notice to be given to each member of the Berkeley City Council on the time and place of said meeting, forthwith.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Berkeley to be affixed on this 16th day of March, 2023.



Jesse Arreguin, Mayor

Public Notice – this Proclamation serves as the official agenda for this meeting.

ATTEST:



Date: March 16, 2023
Mark Numainville, City Clerk

NOTICE CONCERNING YOUR LEGAL RIGHTS: *If you object to a decision by the City Council to approve or deny a use permit or variance for a project the following requirements and restrictions apply:*

1) *No lawsuit challenging a City decision to deny (Code Civ. Proc. §1094.6(b)) or approve (Gov. Code 65009(c)(5)) a use permit or variance may be filed more than 90 days after the date the Notice of Decision of the action of the City Council is mailed. Any lawsuit not filed within that 90-day period will be barred.*

2) *In any lawsuit that may be filed against a City Council decision to approve or deny a use permit or variance, the issues and evidence will be limited to those raised by you or someone else, orally or in writing, at a public hearing or prior to the close of the last public hearing on the project.*

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Communications to the City Council 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 the City Council, 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 to the City Clerk Department at 2180 Milvia Street. 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 City Clerk Department for further information.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the public counter at the City Clerk Department located on the first floor of City Hall located at 2180 Milvia Street as well as posted on the City's website at <https://berkeleyca.gov/>.

Agendas and agenda reports may be accessed via the Internet at:
<https://berkeleyca.gov/your-government/city-council/city-council-agendas>
and may be read at reference desks at the following locations:

City Clerk Department - 2180 Milvia Street, First Floor
Tel: 510-981-6900, TDD: 510-981-6903, Fax: 510-981-6901
Email: clerk@cityofberkeley.info

Libraries: Main – 2090 Kittredge Street,
Claremont Branch – 2940 Benvenue, West Branch – 1125 University,
North Branch – 1170 The Alameda, Tarea Hall Pittman South Branch – 1901 Russell

COMMUNICATION ACCESS INFORMATION:

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 (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date.

Please refrain from wearing scented products to this meeting.



Captioning services are provided at the meeting, on B-TV, and on the Internet. In addition, assisted listening devices for the hearing impaired are available from the City Clerk prior to the meeting, and are to be returned before the end of the meeting.

Communications

Council rules limit action on Communications to referral to the City Manager and/or Boards and Commissions for investigation and/or recommendations. All communications submitted to Council are public record. Copies of individual communications are available for viewing at the City Clerk Department and through [Records Online](#).

Item #2: Civic Center Plan Phase II – Design Concept

1. Wendy Alfsen
2. Peter Schultze-Allen
3. Todd Jersey
4. Janet Byron
5. John Caner, Convener, Community for a Cultural Civic Center



Office of the City Manager

WORKSESSION

March 21, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Eleanor Hollander, Office of Economic Development

Subject: Civic Arts Grants Program – Improved Practices & Community Impact

INTRODUCTION

The City of Berkeley's Civic Arts Program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to individual artists, arts organizations, and festivals in Berkeley.

The purpose of this worksession is to:

1. Provide Council with an overview of the updated Civic Arts Grants Program.
2. Describe the program's professionalized practices, commitment to cultural equity, and improved community impact.
3. Review possible future actions for program development.

Berkeley is home to a myriad of individual creatives and artists, from world-renown musicians, writers, and dancers to up-and-coming artists and working artisans. Berkeley also boasts a high concentration of nonprofit arts organizations that offer a wealth of programming, education, and festival events for residents and visitors alike. The organizations that make up Berkeley's arts community are varied in size and creative disciplines, and include major institutions, annual festivals including seasonal celebrations and educational events, culturally-specific organizations, and neighborhood art centers. The rich cultural traditions and abundant art offerings found in Berkeley help to define and distinguish our community.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley has long recognized the importance of the arts to the quality of life and well-being of our city, which is reflected through the financial investments and programmatic commitments ("grants") the City has made over the years. These commitments have helped foster the arts as a significant part of Berkeley's identity and contributor to the high quality of life experienced locally. Berkeley's arts sector

generates approximately \$165 million annually in economic activity and provides about 6,500 jobs locally.¹

The Civic Arts program is part of the City’s Office of Economic Development and, in consultation with the Civic Arts Commission, administers the City’s arts-related programs including: Grants for individual artists, organizations and festivals², Public Art³, and initiatives of the City of Berkeley’s *Arts and Culture Plan*.⁴ Through the Grants Program, Civic Arts provides funding to support a vibrant arts ecosystem, strengthen diverse cultural expressions, and ensure equitable access to arts and culture throughout Berkeley. Through its three core grant categories – including funding for artists, festivals, and nonprofit arts organizations – the program awards a combined total of approximately \$700,000 annually. A complete list of the most recent City of Berkeley Civic Arts grantees is included as Attachment 1.

Civic Arts Grant Categories

Individual Artist Project grants support artists living in Berkeley in creating new work. Awarded artists are required to make a public presentation that engages Berkeley residents in a meaningful way. In FY23, a total of \$44,000 was awarded in this category to eleven (11) individual artists. Each artist award was \$4,000. A record-setting number of individuals artists (52) applied for grant funds for FY23; awardees for FY24 will be notified in July 2023. The Individual Artist Projects Grant Guidelines for FY24 are included as Attachment 2.

Community Festival grants support a range of events throughout Berkeley that celebrate and preserve a rich variety of cultural opportunities for Berkeley’s residents, bolster Berkeley’s vitality, increase Berkeley’s reputation as a lively destination for visitors, and create meaningful, accessible engagement with the public. These events may range from small-scale and inaugural events with budgets of under \$5,000 to large-scale and established festivals with budgets of over \$1 million. Grant-funded events must be open to the public and have a free component. In FY23, a total of \$194,299 was awarded in this category to thirty-three (33) festivals. Award amounts in this category averaged \$5,887 per festival, and ranged from \$2,442 to \$7,581 each. Community Festivals Grant Guidelines for FY24 are included as Attachment 3.

General Operating Support grants support the growth and stability of Berkeley’s arts organizations through funding for the operational expenses of nonprofit arts groups. This funding is intended to empower and promote equitable representation of organizations that have been historically and systemically marginalized. This grant

¹ [City of Berkeley Arts and Culture Plan \(2018-2027 Update\)](#), adopted 2019, page 13.

² 2023 Civic Arts grant cycle, online: <https://berkeleyca.gov/community-recreation/civic-arts/civic-arts-grants>.

³ 2023 Public Art Program, online: <https://berkeleyca.gov/community-recreation/civic-arts/public-art>.

⁴ [City of Berkeley Arts and Culture Plan \(2018 – 2027 Update\)](#), adopted July 24, 2019.

program operates on a two-year cycle, which is used to reduce the amount of administrative time and effort required to apply for City funding. In FY22 and FY23, \$458,697 was awarded to 70 arts organizations in this category annually. Award amounts in this category averaged \$6,552; and ranged from \$4,593 to \$8,330 each. General Operating Support Grant Guidelines for FY24 are included as Attachment 4.

Grantmaking Process

The Civic Arts Grants Program is administered in accordance with national, state, and regional best practices in grantmaking. Civic Arts evaluates its grantmaking processes and practices annually as part of the grant cycle in order to improve grant procedures, better align award decisions with the program's values, and ultimately to better serve Berkeley's arts community. Civic Arts staff uses data collected from a post-application survey and a grant process evaluation discussion with grant review panelists to make improvements to the grant cycle and application process. Through a progression of learning and continuous improvement activities, Civic Arts' grantmaking practices have evolved since 2018 to provide the following modernized elements:

Accessible Application Process: To reduce barriers to apply for funding, the Grants Program uses an online application system that is designed for ease and accessibility, and integrates into the system all phases of the grant process from application submission and panel scoring to funding awards and collecting final reports. The grant guidelines and application forms use simplified language and all forms, web pages, and documents developed for the Grants Program have incorporated better accessibility practices. All grant guidelines have been vetted through the City's Disability Services consultants and accommodations for applicants with disabilities are also available. Additionally, the grant guidelines are available to be translated into another language upon request; and if the online application form is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for the grant application review panelists. Annually the program budgets for support services like translation.

Values-Driven Grantmaking Practices: The program's values are transparently articulated through the establishment of weighted grant application evaluation criteria (i.e. 'scoring' criteria). Grant applicants can review the scoring criteria in the published grant guidelines to understand how their applications will be evaluated prior to submitting a grant application. Grant review panelists are required to score the applications according to these criteria. Certain evaluation criteria are utilized for all Civic Arts grant categories – for example, the Cultural Equity criterion appears program-wide in all categories and is worth 25–30% of an applicant's score. Other evaluation criteria relate to category-specific program values – for example, the Festival Management and Production criterion relates to ensuring a successful event that fully benefits the community.

Technical Assistance and Capacity Building: Civic Arts staff act as a day-to-day liaison with potential grant applicants and funded grantees to answer questions related to grant applications, payment procedures, and reporting. Each grant cycle, Civic Arts staff conducts grant application workshops for each category to review the grant guidelines, application form, and answer attendees' questions. Currently these workshops are held in a virtual format, which is offered live and recorded (with transcript) and posted to the Civic Arts webpage for applicants to access anytime.⁵

A transparent grantmaking scoring process is then conducted; with Civic Arts staff inviting applicants to observe the review panel deliberations of their application. This experience provides applicants with insight into the review of their applications and provides context to strengthen their grant-writing for future applications to the Civic Arts Program and other funders. Once final funding decisions are made, all applicants—awarded or not—may request a review of the panelists' written comments and may discuss them with Civic Arts staff to improve future grant proposals.

Civic Arts also produces a special topic workshop annually to provide additional capacity building to potential grantees. For example, during the FY22 grant cycle Civic Arts produced a webinar called *Civic Arts Grant Writing Tips Workshop* featuring two former grant application review panelists. This fiscal year, Civic Arts will host a workshop called *Disaster Preparedness 101* for artists and arts organizations presented by CERF+, the leading nonprofit organization focused on safeguarding artists' livelihoods nationwide.

Equity-Informed Selection of Panelists: The annual grant review panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Civic Arts conducts an open call for grant application review panelists and prioritizes the selection of individuals who are Black, Indigenous, and People of Color to serve as panelists. After successful recruitment in FY23, the Civic Arts Commission-approved panelist pool more than doubled since the last open call for panelists. Panelists are paid \$25 per application reviewed, with panelists reviewing 30 to 40 applications on average.

Data Analysis and Increased Internal Capacity: Civic Arts staff collects grantee data in order to evaluate the program's cultural equity initiatives and technical support activities to better align with and support best practices in governmental grantmaking. The regular analysis of program data helps inform planning and improve grantmaking processes to better support the arts in Berkeley. In addition, the Office of Economic Development has increased organizational capacity in its Civic Arts service line to better serve Berkeley's arts community by staffing the program with arts professionals who have the skills and expertise to improve the grant cycle at every point; from designing

⁵ [Civic Arts Grants webpage](#) – see links to “Informational Webinars” for each of the three grant categories.

grant guidelines and facilitating public panels, to cultivating grantee relationships, distributing payments, and monitoring final reports and compliance.

BACKGROUND

Since 1991 when Council adopted Resolution 55,832-N.S. (Attachment 5), the Civic Arts program has distributed City funding through a formalized grantmaking process to Berkeley-based nonprofit arts organizations, fiscally sponsored arts groups, and arts programs within larger institutions. It has also provided project support to individual artists. The process, established in 1991, and continuing on to this day, includes:

- Use of grant guidelines addressing eligibility, review criteria, funding requirements, and methodology for determining grant award amounts.
- Application process open to the public and application workshops.
- Grant application review by a designated panel.
- Public hearing on funding awards.

In 2016, Civic Arts contracted with an outside arts strategy consultant, Diane Espaldon, to conduct its first formal assessment of the Civic Arts Grants Program, which had until then been administering a consistent grantmaking strategy of providing modest general operating support to grantees based on organizational budget size, and occasional project support to individual artists. The goal of the assessment was to ensure that the City was best serving the needs of Berkeley’s arts community and to align the grants program with current practices in the field. As a result of the 2016 assessment, the Civic Arts program separated the Individual Artists Grant Program from the Arts Organizations Grant Program in order to make the City of Berkeley’s support for individual artists distinct.

Since 2016, the City’s investment in the arts through the Civic Arts Grants Program has steadily increased.

Table 1 – Civic Arts Grants (all Categories).

| Fiscal Year | Total Amount Awarded | Number of Grants |
|-------------|----------------------|------------------|
| FY15/16 | \$229,100 | 53 |
| FY16/17 | \$378,848 | 56 |
| FY17/18 | \$497,510 | 61 |
| FY18/19 | \$500,000 | 63 |
| FY19/20 | \$650,199 | 90 |
| FY20/21 | \$579,493 | 94 |
| FY21/22 | \$714,470 | 104 |
| FY22/23 | \$696,996 | 114 |

Table 1 Civic Arts Grants - total award amounts and number of awards by fiscal year

In 2019, the Grants Program underwent an evaluation by Civic Arts staff who conducted a field scan of best practices in arts grantmaking and developed recommendations for improvements to the program in consultation with the Civic Arts Commission and the Berkeley Cultural Trust, a consortium of Berkeley-based nonprofit arts organizations.

The 2019 evaluation resulted in an overhaul to the program's guidelines and resulted in a more rigorous, formalized process with clearer eligibility requirements and refined review criteria, including the addition of the Cultural Equity scoring criteria to all grant categories. Program practices were updated to provide additional technical assistance to applicants and capacity building to Berkeley's arts community. In this same year, Civic Arts created a new Festivals grant category in response to a City Council Referral (Attachment 6), allowing Civic Arts to offer three distinct grant opportunities.

Since 2019, Civic Arts has managed a grants process for each Fiscal Year cycle for three grant programs: General Operating Support, Community Festivals, and Individual Artist Projects, and the total number of grant awards during this time period has nearly doubled.

In addition to on-going grant programs, Civic Arts also administered one-time COVID-19 recovery grant programs in FYs 2021 & 2022 to Berkeley's arts organizations, festivals, and artists funded by the American Rescue Plan Act (ARPA):

Grants for arts organizations and festivals: Berkeley Arts Recovery Grants (BARG) for Organizations & Festivals provided one-time grants to all qualifying Berkeley-based nonprofit and fiscally-sponsored arts organizations and festivals. BARG grants were used to mitigate arts organizations' economic losses from COVID-19, implement COVID-19 prevention tactics, and procure consulting and marketing services to support organizations' future financial sustainability. In February and March 2022, 74 grant awards were dispersed to Berkeley's arts organizations and festivals totaling \$1,532,345, with individual awards ranging from \$3,000 to \$33,000, and an average grant award amount of \$20,734 per organization.

Grants for artists and cultural practitioners: Also funded through ARPA, in May 2022, the Center for Cultural Innovation assisted with administration of the Berkeley Arts Recovery Grants (BARG) for individual Artists & Cultural Practitioners on behalf of the City. This grant program distributed \$276,250 to 114 Berkeley-based artists, culture bearers, cultural practitioners, makers, specialized arts workers, and teaching artists. Awards ranged from \$1,250 to \$8,000 each, and funding was prioritized for individuals from marginalized communities and those with the highest percentage of income lost from arts and culture related-professions due to the COVID-19 Pandemic.

Grants for artists to create temporary public art on the theme of COVID recovery: With the remaining ARPA funds (approximately \$125,000) set aside for arts community recovery, the Civic Arts Program plans to implement a second round of Berkeley Arts Works Projects (BAWP) grants. BAWP was an initiative first implemented in 2021,

which provided artists financial opportunities during an economically challenging time, while also enhancing Berkeley's cultural and economic vitality through community-focused public art projects. The prior round of BAWP grants totaled approximately \$200,000 and was funded through the City's "Cultural Trust Fund" (Fund 148).

STRATEGIC PLAN IMPACTS

The successful implementation of a robust Civic Arts Grants Program supports the City's Strategic Plan Priorities, advancing our goals to:

- Foster a dynamic, sustainable, and locally-based economy.
- Champion and demonstrate social and racial equity.
- Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

POSSIBLE FUTURE ACTION

For Council's consideration, on the March 21, 2023 regular City Council meeting agenda, is a referral response report addressing Council's request to develop an annual *Capital Projects Grant Program* for Berkeley-based nonprofit arts and cultural organizations. The capital grant program's goal would be to retain and sustain the vitality of Berkeley's arts sector through direct real estate and capital project support grants to qualifying Berkeley arts organizations. The report includes a budget request of \$300,000 to the FY 2024 budget process to administer the new grant program.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

A new capital grants program would require an annual allocation of \$300,000 from general fund revenues beginning in FY 2024. It is anticipated that establishment of an annual allocation for an ongoing grants process to underwrite real estate or capital costs incurred by arts organizations would regularize the fiscal impacts of such requests to the City. This grant program is a proposed alternate approach to the practice of making one-time funding allocations to specific arts organizations for capital projects and purchases during the budget process. Though the administration of a future *Capital Projects Grant Program* would require the annual commitment of staff time; staff is poised to create administrative efficiencies by incorporating grant development and review processes for the new capital grant program into the current workflow of the Civic Arts grants program cycle.

CONTACT PERSON

Jennifer Lovvorn, Civic Arts, Office of Economic Development, (510) 981-7533

Hilary Amnah, Civic Arts, Office of Economic Development, (510) 981-7539

Attachments:

- 1: List of Civic Art Grantees for FY23
- 2: Individual Artist Project Grants Guidelines for FY24
- 3: Community Festival Grants Guidelines for FY24
- 4: General Operating Support Grants Guidelines for FY24
- 5: Resolution No. 55,832-N.S. Establishing Criteria for the Distribution of City Arts Funding, 1991
- 6: Referral Response: Establishment of a Festival Grants Program, 2019

General Operating Support (FY23)

| Organization | Address | Award | Discipline |
|---|---|----------|--------------------|
| Actors Ensemble of Berkeley | 1622 Fairview St, Berkeley, CA 94703 | \$11,966 | Theatre |
| Antons Well Theater Company | 2618 College Ave, Apt 5 1/2, Berkeley, CA 94704 | \$11,860 | Theatre |
| Ashkenaz Music & Dance Community Center | 1317 San Pablo Ave, Berkeley, CA 94702 | \$12,588 | Music |
| Aurora Theatre Company | 2081 Addison St, Berkeley, CA | \$16,160 | Theatre |
| Bay Area Children's Theatre | 2055 Center St, Berkeley, CA 94704 | \$13,572 | Theatre |
| Bay Area Creative BAC - The Berkeley Poetry Slam | 3101 Shattuck Ave, Berkeley, CA 94705 | \$11,904 | Literary |
| Berkeley Art Center | 1275 Walnut St, Berkeley, CA 94709 | \$12,350 | Visual |
| Berkeley Chamber Performances | 2315 Durant Ave, Berkeley, CA 94704 | \$11,250 | Music |
| Berkeley Choro Ensemble | 826 Miramar Ave, Berkeley, CA 94707 | \$11,480 | Music |
| Berkeley Community Chorus & Orchestra | PO Box 310, Berkeley, CA 94701 | \$12,088 | Music |
| Berkeley High School Jazz | 1980 Allston Way, Berkeley, CA 94704 | \$12,746 | Music |
| Berkeley Music Group | 2036 University Ave, Berkeley, CA 94704 | \$15,070 | Music |
| Berkeley Old Time Music Convention | 2020 Addison, Berkeley, CA 94704 | \$10,786 | Music |
| Berkeley Playhouse/Julia Morgan Center for the Arts | 2640 College Ave, Berkeley, 94704 | \$16,286 | Theatre |
| Berkeley Repertory Theatre | 2025 Addison St. Berkeley, CA 94704 | \$16,132 | Theatre |
| Freight & Salvage | 2020 Addison St, Berkeley, CA 94704 | \$16,660 | Music |
| Berkeley Symphony Orchestra | 1942 University Ave Suite 104, Berkeley, CA 94704 | \$13,220 | Music |
| Black Repertory Group | 3201 Adeline St, Berkeley, CA 94703 | \$13,536 | Theatre |
| BrasArte the Damasceno Brazilian Cultural Exchange | 1901 San Pablo Ave, Berkeley, CA 94702 | \$13,826 | Dance |
| California Institute for Community, Art & Nature | 2150 Allston Way, Suite 460, Berkeley, CA 94704 | \$13,036 | Multi-disciplinary |
| California Jazz Conservatory | 2087 Addison St, Berkeley, CA 94704 | \$15,538 | Music |
| Cazadero Performing Arts Camp | 941 The Alameda Room 3, Berkeley, CA 94707 | \$13,456 | Music |
| Central Works | 2315 Durant Ave, Berkeley, CA 94704 | \$13,312 | Theatre |
| Chora Nova | PO Box 9345, Berkeley, CA 94709 | \$10,428 | Music |
| Creative Residencies for Emerging Artists Teaching Empowerment (C.R.E.A.T.E.) | 2465 Bancroft Way Suite 218, Berkeley, CA 94720 | \$11,544 | Multi-disciplinary |
| Danse Lumière | 1450 Fourth St, Berkeley, CA 94710 | \$10,976 | Dance |
| David Brower Center | 2150 Allston Way Ste 100, Berkeley, CA 94704 | \$12,508 | Visual |
| East Bay Media Center | 1939 Addison St, Berkeley, CA 94704 | \$12,072 | Media/Film |
| Eastwind Books Multicultural Services | 2066 University Ave, Berkeley, CA 94704 | \$12,112 | Multi-disciplinary |
| Firehouse Collective Inc / DBA Firehouse Art Collective | 1313 Ninth St, Berkeley, CA 94710 | \$11,456 | Visual |
| Four Seasons Arts, Inc. | 2700 Belrose Ave, Berkeley, CA 94705 | \$12,930 | Music |
| Gamelan Sekar Jaya | 3023 Shattuck Ave, Berkeley, CA 94705 | \$14,010 | Music |
| Girls Garage | 1380 10th St, Berkeley, CA 94710 | \$13,852 | Multi-disciplinary |
| Habitot Children's Museum | 1563 Solano Ave #326, Berkeley, CA 94707 | \$13,588 | Multi-disciplinary |
| Heyday | 1808 San Pablo Ave, Suite A, Berkeley, CA 94702 | \$15,070 | Literary |
| Inferno Theatre | 1802 Fairview St, Berkeley, CA 94703 | \$11,376 | Theatre |
| Jewish Community Center of the East Bay dba JCC East Bay | 1414 Walnut St, Berkeley, CA 94709 | \$12,166 | Multi-disciplinary |

| | | | |
|--|--|----------|--------------------|
| Kairos Music Academy | 1953 Hopkins St. Berkeley, CA 94707 | \$11,482 | Music |
| Kala Art Institute | 1060 Heinz Ave, Berkeley, CA 94710 | \$16,286 | Visual |
| La Peña Cultural Center | 3105 Shattuck Ave, Berkeley, CA 94705 | \$13,114 | Multi-disciplinary |
| Left Margin LIT | 1543 Shattuck Ave, Suite B, Berkeley, CA 94709 | \$12,404 | Literary |
| Luna Kids Dance, Inc. | 1038 Shattuck Ave, Berkeley, CA 94707 | \$12,692 | Dance |
| Mahea Uchiyama Center for International Dance | 1800 Dwight Way, Berkeley, CA 94703 | \$13,220 | Dance |
| Makers Paradise | 1790 Shattuck Ave, Berkeley, CA 94709 | \$9,332 | Multi-disciplinary |
| Dance Monks | 1250 Addison St #103, Berkeley, CA 94702 | \$12,112 | Dance |
| Movement Liberation | 1924 Cedar St, Berkeley, CA 94709 | \$10,976 | Dance |
| Pacific Edge Voices | 592 The Alameda, Berkeley, 94707 | \$10,996 | Music |
| Play Cafe, Inc. | 2015 Center St, Berkeley, CA 94704 | \$11,944 | Theatre |
| PlayGround | 3286 Adeline St #8, Berkeley, CA 94703 | \$13,352 | Theatre |
| Poetry Flash | 1450 FOURTH ST #4, BERKELEY, CA 94710 | \$11,850 | Literary |
| Cal Performances | 101 Zellerbach #4800, Berkeley, CA 94720 | \$16,412 | Multi-disciplinary |
| Sacred & Profane, A Chamber Chorus | 1199 Cornell Ave, Berkeley, CA 94706 | \$11,398 | Music |
| Sense Object | 1970 Chestnut St, Berkeley, CA 94702 | \$9,964 | Dance |
| Shawl-Anderson Modern Dance Center | 2704 Alcatraz Ave, Berkeley, CA 94705 | \$15,880 | Dance |
| Small Press Distribution, Inc. | 1341 7th St., Berkeley, CA 94710 | \$15,880 | Literary |
| StoryCenter | 1250 Addison St #103, Berkeley, CA 94702 | \$14,728 | Media/Film |
| The Beat Berkeley Performing Arts | 2560 Ninth St, Ste 119, Berkeley, CA 94710 | \$11,614 | Dance |
| The Berkeley FILM Foundation | 2600 10th St, Suite 427, Berkeley, CA 94710 | \$13,324 | Media/Film |
| The Capoeira Arts Foundation, INC | 1901 San Pablo Ave, Berkeley, CA, 94702 | \$13,640 | Multi-disciplinary |
| The Marsh, a breeding ground for new performance | 2120 Allston Way, Berkeley, CA 94704 | \$12,930 | Theatre |
| The San Francisco Early Music Society | P.O. Box 10151, Berkeley, CA 94709 | \$13,088 | Music |
| The Shotgun Players, Inc. | 1901 Ashby Ave, Berkeley, CA 94703 | \$16,318 | Theatre |
| The Starry Plough | 3101 Shattuck Ave. Berkeley, Ca, 94705 | \$11,956 | Music |
| Theatre Lunatico | 1834 Euclid Ave, Berkeley, CA 94709 | \$10,722 | Theatre |
| TheatreFIRST | 1301 Shattuck Ave, Berkeley, CA 94709 | \$13,220 | Theatre |
| Those Women Productions | 1807 Grant St, Berkeley, CA 94703 | \$12,220 | Theatre |
| UC Berkeley Art Museum and Pacific Film Archive (BAMPFA) | 2120 Oxford St, #2250, Berkeley, CA 94720 | \$15,786 | Multi-disciplinary |
| Young People's Chamber Orchestra (YPCO) | 2727 College Ave, Berkeley, CA 94705 | \$10,554 | Music |
| Young People's Symphony Orchestra Association | 2600 Tenth St, Suite 632, Berkeley, CA, 94710 | \$12,666 | Music |
| Youth Musical Theater Company | 820 Arlington Ave, Berkeley, CA 94707 | \$13,246 | Theatre |

Community Festivals (FY23)

| Organization | Address/Council District | Award |
|--|--|---------|
| 2023 Junior Bach Festival | 1425 Edith St, Berkeley, CA 94703 | \$6,289 |
| 30th Annual Berkeley Indigenous Peoples Day Powwow & Indian Market | 1507 Curtis St, Berkeley, CA 94702 | \$5,862 |
| AfroLit | 2305 West St, Berkeley, CA 94702 | \$5,490 |
| Annual Contemporary Diasporas Festival | 1802 Fairview St, Berkeley, CA 94703 | \$5,403 |
| Asian Cultural Festival | 2222 Harold Way, Berkeley, Ca, 94704 | \$4,943 |
| Berkeley Bird Festival | 2530 San Pablo Ave, Suite G, Berkeley, CA 94702 | \$6,711 |
| Berkeley Juneteenth Festival | 1332 Ordway St, Berkeley, CA 94702 | \$7,581 |
| Berkeley Poetry Festival | 3008 Acton St, Berkeley, CA 94702 | \$5,653 |
| Berkeley Video & Film Festival | 1939 Addison St, Berkeley, CA 94704 | \$5,558 |
| Black Generations Festival | 2020 Milvia St, Suite #420 Berkeley, CA 94704 | \$6,044 |
| Black Women's Blues Festival | 2721 Shattuck Ave #244, Berkeley, CA 94705 | \$5,929 |
| California Native Ways — 4th Annual California Indian Arts & Culture Festival | 2150 Allston Way, Suite 460, Berkeley, CA 94704 | \$7,538 |
| Capoeira: The Art of Social and Personal Transformation | 1901 San Pablo Ave, Berkeley, 94702 | \$5,045 |
| Chocolate & Chalk Art Festival | 1700 Shattuck Ave #318, Berkeley, CA 94709 | \$5,619 |
| Community Music Day | 1475 Rose St, Berkeley, CA 94702 | \$5,133 |
| Dia de los Muertos 2022 | 1000 Camelia St, Berkeley, CA 94710 | \$5,639 |
| Disability Rights Rising: A Celebration of the Art, Culture, and the History of Disability Justice in Berkeley | 3075 Adeline St, Suite 100, Berkeley, CA 94703 | \$7,496 |
| Evolution: A 10th Anniversary Celebration of API Theater | 1301 Shattuck Ave, Berkeley, CA 94709 | \$5,821 |
| Foundation for the Future of Literature and Literacy | 1569 Solano Ave #635, Berkeley, CA 94707 | \$7,007 |
| Freight Fest | 2020 Addison St, Berkeley, CA 94704 | \$7,488 |
| Hawaiian Healing Arts Festival | 1611 San Pablo Ave, Suite #1, Berkeley, CA 94702 | \$5,585 |
| Persian New Year Festival - Chaharshanbe Souri | 2029 Durant Ave, Berkeley, CA 94704 | \$5,855 |
| San Francisco Mime Troupe Free Park Shows in Berkeley 2022 | 855 Treat Ave, San Francisco, CA 94110 | \$6,736 |
| SF Bay Brazilian Day & Lavagem Festival 2022 | 1901 San Pablo Ave, Berkeley, CA 94702 | \$5,808 |
| Standing on the Shoulders of Giants: A Community Celebration | 1654 University Ave, Berkeley, CA 94703 | \$7,175 |
| Telegraph Avenue Holiday Street Fair | 2600 Telegraph Ave, Berkeley, CA 94704 | \$5,382 |
| Telegraph Berkeley Summer Fair or (Sunday Best) | 2437 Durant Ave Suite 206, Berkeley, CA 94704 | \$5,166 |
| The Dragon Boat Experience | 1442a Walnut St #243, Berkeley, CA 94709 | \$2,442 |
| The Himalayan Fair | PO Box 7736, Berkeley, CA 94707 | \$5,896 |
| The Queering Dance Festival | 2704 Alcatraz Ave, Berkeley, CA 94705 | \$5,889 |
| Ubuntu Awards Festival | 1440 Kains Ave, Berkeley, CA 94704 | \$5,389 |
| Watershed Environmental Poetry Festival | 1450 Fourth St, #4, Berkeley, CA 94710 | \$5,234 |
| West Berkeley Community Print Festival | 2990 San Pablo Ave, Berkeley, CA 94720 | \$5,490 |

Individual Artist Projects (FY23)

| Name | Council District | Award | Discipline |
|-----------------------------|------------------|---------|--------------------|
| Andy Warner | District 3 | \$4,000 | Multi-disciplinary |
| Elizabeth Rosner | District 5 | \$4,000 | Literary |
| Emily Onderdonk | District 5 | \$4,000 | Music |
| Erica Azim | District 4 | \$4,000 | Music |
| Hector Munoz-Guzman | District 3 | \$4,000 | Visual |
| Hector Salgado | District 3 | \$4,000 | Media/Film |
| Mahsa Vahdat | District 6 | \$4,000 | Music |
| Marlene (Cookie) Segelstein | District 5 | \$4,000 | Music |
| Natalia Quintero-Hong | District 2 | \$4,000 | Multi-disciplinary |
| Oona Garthwaite | District 4 | \$4,000 | Media/Film |
| Paula deJoie | District 5 | \$4,000 | Visual |



Civic Arts
Office of Economic Development

FY24 Individual Artist Project Grants

City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

| | |
|---|--------------------------------|
| Applications Open | January 9, 2023 |
| Application Deadline | March 1, 2023, 11:59 pm |
| Grant Review Panel Meeting | May 2023 |
| Grants Subcommittee Meeting – Funding Recommendations | June 5, 2023 |
| Civic Arts Commission Meeting – Grant Awards Approval | June 21, 2023, 6:00 pm |
| Grant Activity Period | July 1, 2023 – June 30, 2024 |
| Final Report Due | July 30, 2024 |

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

Individual Artist Project grants support artists living in Berkeley in creating new work. The new work must include a public presentation that engages Berkeley residents in a meaningful way.

1.2 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun), the ancestral and unceded land of the Chochenyo-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

1.3 Cultural Equity Statement

The City of Berkeley Civic Arts program commits to equity within the arts and culture sector by consistently evaluating its programs and practices. The City recognizes the multiple benefits the arts provide, regardless of race, color, religion, age, disability, national origin, sex, sexual orientation and gender identity/expression.

Beyond ensuring access to the arts, the City of Berkeley commits to supporting artists and arts organizations that represent diverse cultures, life experiences, and socio-economic backgrounds. The City supports the empowerment of perspectives and identities that have been historically and systemically underrepresented.

1.4 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is an individual artist and *not* applying as a partnership, group, or collective
- Applicant is resident of the City of Berkeley
- Applicant is an artist working in dance, film and new media, folk and traditional arts, literary arts, music, social practice, theater, or visual arts
- Applicant is 18 years of age or older

Please note: Individual Artist Project grantees do not use Fiscal Sponsors.

1.5 Eligibility – Who can't apply?

- City of Berkeley employees employed at the time of the application or during any part of the Grant Activity Period
- Full-time students enrolled at the time of the application or during any part of the Grant Activity Period
- Individual Artist Project grantees from the last two Fiscal Years
- Individuals who do not live in the City of Berkeley
- Organizational applicants (for example, festivals, nonprofit organizations, businesses, etc.)

1.6 Who is encouraged to apply?

- Artists in any phase of their artistic career including emerging, midcareer, and established artists
- Although not considered in review process, individuals representing systemically marginalized identities, including but not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Disabled; Elders, Seniors; Latinx, Chicax; LGBTQIA2S+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused; Unsheltered; Veterans; or Youth 18 years of age or older are strongly encouraged to apply.

1.7 Grant Amount

The Individual Artist Project grant is a **\$4,000** award.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 budget. Final award amounts are subject to change based on the adopted budget allocation for Civic Arts Grants in Fiscal Year 2024.

1.8 Funding Use – Grant money can be used for these things.

A project budget is not required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Artist fees
- Equipment rentals
- Living expenses during the Grant Activity Period (for example, rent, utilities, childcare, etc.)
- Stipends for collaborators
- Supplies and materials needed for the project
- Venue or studio fees

1.9 Funding Use Restrictions – Grant money can't be used for these things.

Grant funds may not be used for the following:

- Expenses incurred outside of the Grant Activity Period
- Joint projects funded by two or more Individual Artist Project awards
- Political advocacy or lobbying
- Project production and presentation activities outside of the City of Berkeley
- Projects for which the main intent is curation, archiving, or journalism

1.10 Project Requirements

- All project components must be completed within the Grant Activity Period.
- Public presentation. A public presentation in Berkeley is required. In-person or virtual presentations may include, but are not limited to: performing arts productions; visual art presentations, exhibitions or public art projects; social practice projects; media arts or film screenings; literary readings; or artist talks.

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The Individual Artist Project grant application consists of the following components:

- Proof of residency
 - Applicants must submit paperwork demonstrating Berkeley residency with their application. Unhoused and unsheltered artists may provide a letter from a Berkeley-based shelter or a Berkeley-based homeless service program as proof of Berkeley residency.
- Narrative questions
- Resume or Curriculum Vitae (C.V.)
- Work samples and descriptions

2.2 Grants Management System

All application materials must be submitted electronically using the Office of Economic Development's grants management system, [Submittable](#). Technical assistance creating a Submittable account is available through [Submittable's Customer Support](#).

Please note: Paper or physical applications are not accepted at this time.

2.3 Technical Assistance

Technical assistance for grant program-specific inquiries is available from Civic Arts staff by email or by appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

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hamnah@cityofberkeley.info
[Schedule a virtual appointment](#)

2.4 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts staff at civicarts@cityofberkeley.info. Staff will work with the Disability Compliance Program (ada@cityofberkeley.info) to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings. TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

2.5 Translation Services

The grant guidelines are available to be translated into another language upon request. Requests can be emailed to Civic Arts staff at civicarts@cityofberkeley.info. If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for Grant Review Panelists.

3. EVALUATION AND SCORING

3.1 Review Criteria

Applications will be evaluated in a Grant Review Panel meeting according to the following criteria:

Artistic Practice and Experience (30%)

- Work samples demonstrate high-quality or promise
- Resume or Curriculum Vitae (C.V.) demonstrates high-quality or promise through its artistic history and accomplishments
- Reasoning for how funding will enhance, develop, and/or transform the applicant's artistic practice is compelling

Project Narrative (30%)

- Project goals are clearly defined
- Project plan and timeline demonstrate clarity and feasibility
- Project processes demonstrate originality, skill, and depth of concepts
- Proposed final work is impactful for the artist and City of Berkeley

Cultural Equity (30%)

- Applicant clearly conveys how their personal experiences and/or identities are rooted in and reflective of historically marginalized communities.
- Applicant demonstrates an appropriate relationship between their creative practice and a historically marginalized community(ies)

Community Impact (10%)

- At least one venue, broadcast format, or virtual platform for public presentation is identified; feasibility of using identified venue is articulated
- Proposed public presentation is appropriate to the project goals and engages a defined Berkeley audience/community in a meaningful way

3.2 Scoring Scale

Grant Review Panelists use the following scale in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criterion.

| | | |
|----------|-----------------------|--|
| 5 | Exceptional | meets review criteria to the highest degree |
| 4 | Strong | strongly meets review criteria |
| 3 | Good | satisfactorily or successfully meets review criteria; average |
| 2 | Fair | moderately meets some of the review criteria; needs some improvement |
| 1 | Underdeveloped | minimally meets the review criteria; greatly needs improvement |
| 0 | Weak | does not meet any elements of the review criteria |

4. REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible applications will be evaluated by a Grant Review Panel for scoring in accordance with the review criteria.

4.2 Grant Review Panel

The Grant Review Panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Individuals apply to be included in the panelist pool through an open call. The Civic Arts Commission approves the pool of panelists that can be selected to serve on a panel.

Any Review Panelist who has a conflict of interest with an application(s) must recuse themselves from reviewing that application(s). A 'conflict of interest' is defined as a situation in which a Review Panelist has a competing professional, financial, or personal interests that might could impair their ability to perform their evaluation responsibilities objectively.

The Grant Review Panel meeting is public and facilitated through a Zoom Video Webinar. All applicants receive information regarding the panel meeting's date, time, and order in which applications will be reviewed. Applicants are encouraged to attend the panel meeting.

Applicants are permitted three (3) minutes at the end of the panel's review of their application to clarify any aspects of the application that may have been misunderstood by the panelists. The three minutes to address the panelists may not be used to give additional information not included in the application.

Panel comments made by panelists in support of their scores are available to applicants upon request once they receive the official notice of their application's award or decline from Civic Arts.

4.3 Civic Arts Commission Approval

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Subcommittee meets to develop funding recommendations in alignment with the rankings and availability of funds. The Subcommittee ensures proposed grant awards are aligned with granting policies and guidelines before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended by the Grants Subcommittee are made public at least five (5) business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations and votes on final approval.

4.4 Appeal Process

Applicants who have evidence of misconduct or technical error in the panel review process may appeal the Grant Subcommittee's proposed funding scenario by completing an appeal form. Appeal forms must be received at least 48 hours in advance of the Civic Arts Commission meeting where final funding decisions are made. Applicants can email appeal forms to civicarts@cityofberkeley.info.

Please note: Dissatisfaction with a final score or award amount is not grounds for appeal.

5. GRANTEE REQUIREMENTS AND POLICIES

5.1 Invoicing

Grantees must complete a Demographic Survey to receive their grant award invoice from Civic Arts. Staff will provide an invoice for 100% of the grant amount following City Council's approval of the Fiscal Year's budget.

Please note: Applicants should be aware of the tax implications upon receiving the award and maintain documents required for state and federal income taxes.

5.2 Final Report

All grantees must submit a completed Final Report form within 30 days after the end of the Grant Activity Period. Final Reports are usually due by July 30 unless otherwise noted. The Final Report should demonstrate how the grant-funded project was developed and implemented. The Final Report also includes evaluation questions for self-reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Final Report are ineligible from applying for any future Civic Arts grants.

5.3 Grant Activity Period Extension Requests

Grantees who experience circumstances that prevent them from completing their project before the end of the Grant Activity Period may request a Grant Activity Period Extension. A Grant Activity Period Extension may be requested for up to one (1) year beyond the original end-date. Requests must be received before the end of the Grant Activity Period and approved by Civic Arts staff.

5.4 Artist Showcase

Individual Artist Project grantees are required to participate in a virtual Artist Showcase to present their final project processes and products as a cohort. The Artist Showcase is an opportunity to see other grantees' work and share their work with the Civic Arts community. The Artist Showcase may be recorded and used for Civic Arts promotional purposes.

5.5 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. Grant recipients should acknowledge the City's financial support by using the phrase "Supported in part by a Civic Arts Grant from the City of Berkeley" or including the "City of Berkeley" in lists of supporters. Grantees must display the [City's logo](#) in all promotional materials and media.

5.6 City Permits and Permissions

Receiving a grant does not imply that the Civic Arts program or any other City department will produce, exhibit, or promote artwork(s) created with grant funds. It is the responsibility of the grantee to secure a venue and appropriate insurance for public presentations.

The grantee is solely responsible for securing the necessary City permits or approvals for elements such as publicly installed art, street closures, sound amplification in public space, or murals if included as part of the grant proposal. Planning for this should be reflected in the application narrative.

Any grant-funded art installed in the public realm or on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission and its Public Art Subcommittee. The review process must be complete before the project is implemented. This review process applies to murals, public sculpture, and similar projects. This review process should be reflected in the project narrative.

5.7 Incomplete Projects

Failure to complete the grant-funded project, required public presentation, or participate in the Artist Showcase will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.



Civic Arts
Office of Economic Development

FY24 Community Festival Grants

City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

| | |
|---|------------------------------|
| Applications Open | January 9, 2023 |
| Application Deadline | March 8, 2023, 11:59 pm |
| Grant Review Panel Meeting | May 2023 |
| Grants Subcommittee Meeting – Funding Recommendations | June 5, 2023 |
| Civic Arts Commission Meeting – Grant Awards Approval | June 21, 2023, 6:00 pm |
| Grant Activity Period | July 1, 2023 – June 30, 2024 |
| Final Report Due | July 30, 2024 |

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

The purpose of Community Festivals grant is to fund community festivals and special events that:

- celebrate and preserve a rich variety of cultural opportunities for Berkeley’s residents;
- bolster Berkeley’s vitality;
- increase Berkeley’s reputation as a vibrant destination for visitors;
- create meaningful, accessible engagement with the public.

Community Festival grants support a range of events throughout the City from small-scale and first-time events to large-scale and established festivals. Community Festival Grant program-funded events must be open to the entire public and have a free component.

Please note: This grant is for festivals that are one or multi-day events, but generally events that occur one time per year. This grant is not intended to fund ongoing programming.

1.2 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun), the ancestral and unceded land of the Chochenyo-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant

community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

1.3 Cultural Equity Statement

The City of Berkeley Civic Arts program commits to equity within the arts and culture sector by consistently evaluating its programs and practices. The City recognizes the multiple benefits the arts provide, regardless of race, color, religion, age, disability, national origin, sex, sexual orientation and gender identity/expression.

Beyond ensuring access to the arts, the City of Berkeley commits to supporting artists and arts organizations that represent diverse cultures, life experiences, and socio-economic backgrounds. The City supports the empowerment of perspectives and identities that have been historically and systemically underrepresented.

1.4 Festival Definition

A festival is defined as a public event that celebrates a community, neighborhood, historically significant day, or shared cultural interest. These may include arts fairs, celebrations of cultural heritage, and other events.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3), 501(c)(4), or 501(c)(6) organization
 - Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- Individual artists
- Public or private school districts

1.7 Who is encouraged to apply?

Although not considered in review process, organizations representing systemically marginalized identities, including but not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA2S+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused; Unsheltered; Veterans; or Youth 18 years of age or older are strongly encouraged to apply.

1.8 Grant Amount

All applicants may request up to **\$7,000** for festival-related expenses.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 budget. Final award amounts are subject to change based on the adopted budget allocation for Community Festival Grants in Fiscal Year 2024.

1.9 Funding Use – Grant money can be used for these things.

A project budget is required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Artist and performer stipends
- Equipment rentals
- Production or technical staff contractors
- Supplies and materials needed for the festival
- Venue and permit fees

1.10 Funding Use Restrictions – Grant money can't be used for these things.

Grant funds may not be used for:

- Activities not available to the general public
- Activities occurring outside the City of Berkeley
- Administrative or other organizational costs unrelated to production of the event
- Capital improvement projects
- Conferences, seminars, or symposia
- Events in schools during school hours
- Events on university campuses that are primarily for enrolled students
- Events where fundraising is the primary purpose
- Events where sporting is the primary purpose (for example, tournaments, marathons, etc.)
- Ongoing programming
- Political advocacy or lobbying

1.11 Festival Requirements

- Festival must have a free component
- Festival must be open and accessible to the public
- Festival must take place in the City of Berkeley
- Festival must take place within the Grant Activity Period

1.12 Fiscal Sponsors

For the purposes of Civic Arts grants, a Fiscal Sponsor is a 501(c)(3) tax-exempt, nonprofit organization that receives awarded funds on behalf of an organizational entity that does not have nonprofit status. Fiscal sponsorship is unique to each circumstance and may take the form of processing a single check, providing complex accounting services, and/or project oversight. Fiscal Sponsors may have an official business address anywhere in the United States.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

Fiscally sponsored applicants and Fiscal Sponsors should note the following:

- Proof of the Fiscal Sponsor's nonprofit status is due at the time of application
- A Letter of Agreement between the applicant organization and the Fiscal Sponsor outlining the conditions of the fiscal sponsorship is due at the time of application
- Grant application questions and materials—including all budget information—apply to the applicant organization, not the Fiscal Sponsor
- The main point of contact between Civic Arts and the fiscal sponsorship is the applicant organization, not the Fiscal Sponsor
- Fiscal Sponsors are responsible for all fiscal obligations of the applicant's awarded funds

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The Community Festivals grant application consists of the following components:

- Proof of nonprofit status for applicant or Fiscal Sponsor
- Festival narrative questions
- Key staff and/or event personnel qualifications
- Board of directors or festival committee biographies, including city of residence
- Event budget form and budget notes
- If fiscally sponsored: Letter of Agreement between the applicant and Fiscal Sponsor
- Work samples and support materials

2.2 Grants Management System

All application materials must be submitted electronically using the Office of Economic Development's grants management system, [Submittable](#). Technical assistance creating a Submittable account is available through [Submittable's Customer Support](#).

Please note: Paper or physical applications are not accepted at this time.

2.3 Technical Assistance

Technical assistance for grant program-specific inquiries is available from Civic Arts staff by email or by appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

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2.4 Accommodations for Disabilities

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3. EVALUATION AND SCORING

3.1 Review Criteria

Applications will be evaluated in a Grant Review Panel meeting according to the following criteria:

Festival Narrative and Community Significance (30%)

- Festival celebrates Berkeley's cultural richness, historical significance, or community/neighborhood identity
- Festival goals are clearly defined
- Festival planning and activity timeline demonstrates clarity and feasibility
- Festival activities and programming are clear and directly relate to the defined goals

Festival Management and Production (25%)

- Key personnel have a history of producing similar festivals or events to the one proposed
- Applicant demonstrates ability to acquire necessary permits and insurance
- Applicant demonstrates financial responsibility through receiving diversified sources of funding relative to the budget-size and expenses
- Effectiveness of marketing and publicity strategies
- Effectiveness of festival's evaluation strategies

Community Engagement and Impact (25%)

- Extent to which community members, local businesses, and local nonprofit organizations in the neighborhood are involved in the planning and implementation of the festival
- Community and/or neighborhood benefit is clearly demonstrated
- Extent to which the festival and festival activities are free
- Extent to which the festival and festival activities are accessible to people with physical disabilities

Cultural Equity (20%)

- Extent to which the festival supports diverse event personnel and performers through paid opportunities
- Extent to which the festival's content is rooted in historically marginalized communities and geographically underserved areas of the city
- Extent to which the festival engages economically-disadvantaged individuals

3.2 Scoring Scale

Grant Review Panelists use the following scale in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criterion.

| | | |
|----------|-----------------------|--|
| 5 | Exceptional | meets review criteria to the highest degree |
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4. REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible applications will be evaluated by a Grant Review Panel for scoring in accordance with the review criteria.

4.2 Grant Review Panel

The Grant Review Panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Individuals apply to be included in the panelist pool through an open call. The Civic Arts Commission approves the pool of panelists that can be selected to serve on a panel.

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The award amounts as recommended by the Grants Subcommittee are made public at least five (5) business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations and votes on final approval.

4.4 Appeal Process

Applicants who have evidence of misconduct or technical error in the panel review process may appeal the Grant Subcommittee's proposed funding scenario by completing an appeal form. Appeal forms must be received at least 48 hours in advance of the Civic Arts Commission meeting where final funding decisions are made. Applicants can email appeal forms to civicarts@cityofberkeley.info.

Please note: Dissatisfaction with a final score or award amount is not grounds for appeal.

5. GRANTEE REQUIREMENTS AND POLICIES

5.1 Invoicing

Grantees must complete a Demographic Survey to receive their grant award invoice from Civic Arts. Staff will provide an invoice for 100% of the grant amount following City Council's approval of the Fiscal Year's budget.

5.2 Final Report

All grantees must submit a completed Final Report form within 30 days after the end of the Grant Activity Period. Final Reports are usually due by July 30 unless otherwise noted. The Final Report should demonstrate how the grant-funded project was developed and implemented. The Final Report also includes evaluation questions for self-reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Final Report are ineligible from applying for any future Civic Arts grants.

5.3 Grant Activity Period Extension Requests

Grantees who experience circumstances that prevent them from completing their festival before the end of the Grant Activity Period may request a Grant Activity Period Extension. A Grant Activity Period Extension may be requested for up to one (1) year beyond the original end-date. Requests must be received before the end of the Grant Activity Period and approved by Civic Arts staff.

5.4 Business License

Awarded applicant organizations or Fiscal Sponsors must have a current [City of Berkeley Business License](#). Associated event producers must also have a current Business License.

5.5 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. Grant recipients should acknowledge the City's financial support by using the phrase "Supported in part by a Civic Arts Grant from the City of Berkeley" or including the "City of Berkeley" in lists of supporters. Grantees must display the [City's logo](#) in all promotional materials and media.

5.6 City Permits and Permissions

Receiving a grant does not imply that the Civic Arts program or any other City department will produce, exhibit, or promote artwork(s) created with grant funds. It is the responsibility of the grantee to secure a venue and appropriate insurance for public presentations.

The grantee is solely responsible for securing the necessary City permits or approvals for elements such as publicly installed art, street closures, sound amplification in public space, or murals if included as part of the grant proposal. Planning for this should be reflected in the application narrative. Any grant-funded art installed in the public realm or on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission and its Public Art Subcommittee. The review process must be complete before the project is implemented. This review process applies to murals, public sculpture, and similar projects. This review process should be reflected in the project narrative.

5.7 Incomplete Projects

Failure to complete the grant-funded festival will result in a forfeiture of grant funds. Grantees with incomplete projects must return their award funds to the City of Berkeley.



Civic Arts
Office of Economic Development

FY24/25 General Operating Support Grants City of Berkeley | Civic Arts Grant Guidelines

[APPLY HERE](#)

Important Dates (Subject to change)

| | |
|---|---------------------------------|
| Applications Open | January 9, 2023 |
| Application Deadline | March 15, 2023, 11:59 pm |
| Grant Review Panel Meeting | May 2023 |
| Grants Subcommittee Meeting – Funding Recommendations | June 5, 2023 |
| Civic Arts Commission Meeting – Grant Awards Approval | June 21, 2023, 6:00 pm |
| Grant Activity Period – Two Years | July 1, 2023 – June 30, 2025 |
| Progress Report Due | July 30, 2024 |
| Final Report Due | July 30, 2025 |

1. OVERVIEW

1.1 Purpose – Why these grants are offered.

The Civic Arts program supports a culturally vibrant and diverse arts ecosystem within the City of Berkeley by funding grants to artists, arts organizations, and festivals.

General Operating Support grants support the growth and stability of Berkeley’s arts community through funding the operational expenses of nonprofit arts organizations. This funding is intended to empower and promote equitable representation of organizations that have been historically and systemically marginalized.

This grant program operates and is open on a two (2) year cycle. If awarded, grantees receive their award amount for Fiscal Year 2024, and will receive the same award amount for Fiscal Year 2025. A two-year cycle is used to reduce the amount of administrative time and effort required to apply for City funding.

1.2 Land Acknowledgment

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun), the ancestral and unceded land of the Chochenyo-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. We acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley’s residents have and continue to benefit from the use and

occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

1.3 Cultural Equity Statement

The City of Berkeley Civic Arts program commits to equity within the arts and culture sector by consistently evaluating its programs and practices. The City recognizes the multiple benefits the arts provide, regardless of race, color, religion, age, disability, national origin, sex, sexual orientation and gender identity/expression.

Beyond ensuring access to the arts, the City of Berkeley commits to supporting artists and arts organizations that represent diverse cultures, life experiences, and socio-economic backgrounds. The City supports the empowerment of perspectives and identities that have been historically and systemically underrepresented.

1.4 Arts Organization Definition

An arts organization is defined as an entity with a primary purpose of providing arts, creative, or cultural programming/services. The organization's purpose is assessed and verified by staff using the organization's website, mission, core activities, and IRS National Taxonomy of Exempt Entities (NTEE) codes.

1.5 Eligibility – Who can apply?

Applicants must meet all of the following eligibility requirements:

- Applicant is a nonprofit 501(c)(3) organization
 - Organizational entities that are nonprofit in nature (for example, artist collectives and guilds) but do not have a 501(c)(3) tax exemption may use a Fiscal Sponsor to apply. Eligible Fiscal Sponsors must be a nonprofit 501(c)(3) organization.
- Applicant's official business address is located in the City of Berkeley
- Applicant is an arts organization as defined by grant guidelines

1.6 Eligibility – Who can't apply?

- City of Berkeley government departments or units
- For-profit businesses or sole proprietorships
- Individual artists
- Nonprofit organizations that are not arts/cultural organizations (for example, social service nonprofits, religious institutions, etc.)
- Public or private school districts

1.7 Who is encouraged to apply?

Although not considered in review process, organizations representing systemically marginalized identities, including but not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Indigenous, Tribal; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA2S+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused; Unsheltered; Veterans; or Youth 18 years of age or older are strongly encouraged to apply.

1.8 Grant Amount

All applicants may request up to **\$10,000** for organizational operating expenses for each year of the Grant Activity Period. Awarded organizations will receive two payments, one in Fiscal Year 2024 and one in Fiscal Year 2025. Awards will be the same amount for the FY24 payment and the FY25 payment.

Final award amounts are contingent upon City Council's adoption of the Fiscal Year 2024 and 2025 budgets. Final award amounts are subject to change based on the adopted budget allocations for Civic Arts Grants in FY24 and FY25.

1.9 Funding Use – Grant money can be used for these things.

Although a two-year organizational budget form is required, a project budget outlining how the grant funds would be used is not required for this application. Examples of eligible expenses for this funding include, but are not limited to:

- Artist and contractor stipends
- Equipment rentals
- Professional development and training
- Program supplies and materials
- Staff salaries
- Rent and utilities
- Venue and permit fees

1.10 Funding Use Restrictions – Grant money can't be used for these things.

Grant funds may not be used for:

- Activities in schools during in-school hours
- Activities that are primarily for university- or college-enrolled students
- Capital improvement projects
- Deficit or debt reduction
- Equipment purchases
- Expenses incurred outside of the Grant Activity Period
- Fundraising
- Political advocacy or lobbying
- Projects with religious or evangelical purposes
- Start-up costs for new organizations or businesses
- Trusts, endowments, or cash reserves

1.11 Funding Requirements

Funds must be used for operating and programming expenses within the Grant Activity Period.

1.12 Fiscal Sponsors

For the purposes of Civic Arts grants, a Fiscal Sponsor is a 501(c)(3) tax-exempt, nonprofit organization that receives awarded funds on behalf of an organizational entity that does not have nonprofit status. Fiscal sponsorship is unique to each circumstance and may take the form of processing a single check, providing complex accounting services, and/or project oversight. Fiscal Sponsors may have an official business address anywhere in the United States.

Organizational entities applying with a Fiscal Sponsor must be nonprofit in nature and have their own accounting documentation. Organizational entities must also be comprised of more than one staff member or volunteer.

Fiscally sponsored applicants and Fiscal Sponsors should note the following:

- Proof of the Fiscal Sponsor's nonprofit status is due at the time of application
- A Letter of Agreement between the applicant organization and the Fiscal Sponsor outlining the conditions of the fiscal sponsorship is due at the time of application
- Grant application questions and materials—including all budget information—apply to the applicant organization, not the Fiscal Sponsor
- The main point of contact between Civic Arts and the fiscal sponsorship is the applicant organization, not the Fiscal Sponsor
- Fiscal Sponsors are responsible for all fiscal obligations of the applicant's awarded funds

2. APPLICATION PROCESS

2.1 Grant Application Materials

All application materials must be submitted electronically before the deadline. The General Operating Support grant application consists of the following components:

- Proof of Berkeley business address
- Proof of nonprofit status for applicant or Fiscal Sponsor
- Narrative questions
- Work samples and support materials
- Board of directors' biographies, including city of residence
- Key personnel biographies/qualifications
- Budget form and budget notes
- If fiscally sponsored: Letter of Agreement between the applicant and Fiscal Sponsor

2.2 Grants Management System

All application materials must be submitted electronically using the Office of Economic Development's grants management system, [Submittable](#). Technical assistance creating a Submittable account is available through [Submittable's Customer Support](#).

Please note: Paper or physical applications are not accepted at this time.

2.3 Technical Assistance

Technical assistance for grant program-specific inquiries is available from Civic Arts staff by email or by appointment. This technical assistance can help provide guidance around eligibility, application requirements, or review criteria.

Resources available at any time on the [Civic Arts website](#) are a FAQs (frequently asked questions) page and a recording of the Grant Program Webinar workshop.

Staff contact: Hilary Amnah, Grants Program Lead
hamnah@cityofberkeley.info
[Schedule a virtual appointment](#)

2.4 Accommodations for Disabilities

Individuals with disabilities who need reasonable accommodations to participate should make their requests to the Civic Arts staff at civicsarts@cityofberkeley.info. Staff will work with the Disability Compliance Program (ada@cityofberkeley.info) to review and fulfill the request. Disability-related accommodation requests must be made at least 72 hours in advance of deadlines or meetings. TTY users can dial 7-1-1 to be connected to a specially trained communications assistant from a [state relay provider](#).

2.5 Translation Services

The grant guidelines are available to be translated into another language upon request. Requests can be emailed to Civic Arts staff at civicsarts@cityofberkeley.info. If the application is submitted in a language other than English, a third-party translation service will be used to translate application answers into English for Grant Review Panelists.

3. EVALUATION AND SCORING

3.1 Review Criteria

Applications will be evaluated in a Grant Review Panel meeting according to the following criteria:

Arts and Cultural Programming (25%)

- Organization provides high-quality programming and services that contribute to Berkeley's cultural ecosystem
- Organization articulates clear goals for the next two years related to its mission
- Effectiveness of organizational and programmatic evaluation strategies

Organizational Leadership (25%)

- Key personnel demonstrate the ability to reach programmatic and operational goals through qualifications and/or past experience
- Board of directors demonstrate relevant skills/experience in governing organization
- Applicant demonstrates financial health through diversified funding sources and a balanced budget (relative to budget size)
- Evidence of operational innovativeness and adaptability

Community Engagement and Impact (25%)

- Effectiveness of organizational outreach and engagement strategies appropriate to identified audience(s)
- Extent to which input and feedback is collected from community members and/or organizational partners about programming and services
- Extent to which programming and services are accessible to people with physical disabilities
- Community benefit is clearly articulated

Cultural Equity (25%)

- Extent to which the organization employs diverse personnel and is governed by a diverse board of directors
- Extent to which the organization's programming and services are rooted in institutionally underserved communities and geographically underserved areas of the city
- Extent to which the organization meaningfully engages economically-disadvantaged individuals
- Applicant shows organizational growth through changes made directly related to cultural equity in the past two years

3.2 Scoring Scale

Grant Review Panelists use the following scale in assessing how well the applicant meets the review criteria. Numerical values are then translated to the appropriate weight for each criterion.

| | | |
|----------|-----------------------|--|
| 5 | Exceptional | meets review criteria to the highest degree |
| 4 | Strong | strongly meets review criteria |
| 3 | Good | satisfactorily or successfully meets review criteria; average |
| 2 | Fair | moderately meets some of the review criteria; needs some improvement |
| 1 | Underdeveloped | minimally meets the review criteria; greatly needs improvement |
| 0 | Weak | does not meet any elements of the review criteria |

4. REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts staff will review each application submitted before the deadline for eligibility and completeness. Eligible applications will be evaluated by a Grant Review Panel for scoring in accordance with the review criteria.

4.2 Grant Review Panel

The Grant Review Panel is comprised of individuals located in the greater Bay Area with diverse backgrounds in the cultural sector. Individuals apply to be included in the panelist pool through an open call. The Civic Arts Commission approves the pool of panelists that can be selected to serve on a panel.

Any Review Panelist who has a conflict of interest with an application(s) must recuse themselves from reviewing that application(s). A 'conflict of interest' is defined as a situation in which a Review Panelist has a competing professional, financial, or personal interests that might could impair their ability to perform their evaluation responsibilities objectively.

The Grant Review Panel meeting is public and facilitated through a Zoom Video Webinar. All applicants receive information regarding the panel meeting's date, time, and order in which applications will be reviewed. Applicants are encouraged to attend the panel meeting.

Applicants are permitted three (3) minutes at the end of the panel's review of their application to clarify any aspects of the application that may have been misunderstood by the panelists. The three minutes to address the panelists may not be used to give additional information not included in the application.

Panel comments made by panelists in support of their scores are available to applicants upon request once they receive the official notice of their application's award or decline from Civic Arts.

4.3 Civic Arts Commission Approval

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Subcommittee meets to develop funding recommendations in alignment with the rankings and availability of funds. The Subcommittee ensures proposed grant awards are aligned with granting policies and guidelines before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended by the Grants Subcommittee are made public at least five (5) business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations and votes on final approval.

4.4 Appeal Process

Applicants who have evidence of misconduct or technical error in the panel review process may appeal the Grant Subcommittee's proposed funding scenario by completing an official appeal form. Appeal forms must be received at least 48 hours in advance of the Civic Arts Commission meeting where final funding decisions are made. Applicants can email appeal forms to civicarts@cityofberkeley.info.

Please note: Dissatisfaction with a final score or award amount is not grounds for appeal.

5. GRANTEE REQUIREMENTS AND POLICIES

5.1 Invoicing

Grantees must complete a Demographic Survey to receive their invoice for the FY24 grant award following City Council's approval of the Fiscal Year's budget. After July 1, 2024, grantees must complete a Progress Report to receive their invoice for the FY25 grant award following City Council's approval of the Fiscal Year's budget.

5.2 Progress Report and Final Report

All grantees must submit a completed Progress Report form within 30 days after the midpoint of the two-year Grant Activity Period. Progress Reports are usually due by July 30 unless otherwise noted.

Grantees must also submit a completed Final Report form within 30 days after the end of the Grant Activity Period. Final Reports are usually due by July 30 unless otherwise noted.

The Reports should demonstrate progress toward goals and how the grant funds were used. The Final Report also includes evaluation questions for reflection and for Civic Arts staff to make improvements to the program. Grantees who do not submit a Progress Report or Final Report are ineligible from applying for any future Civic Arts grants.

5.3 Grant Activity Period Extension Requests

Grantees who experience circumstances that prevent them from spending grant funds before the end of the Grant Activity Period may request a Grant Activity Period Extension. A Grant Activity Period Extension may be requested for up to one (1) year beyond the original end-date. Requests must be received before the end of the Grant Activity Period and approved by Civic Arts staff.

5.4 Business License

Awarded applicant organizations or Fiscal Sponsors must have a current [City of Berkeley Business License](#).

5.5 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. Grant recipients should acknowledge the City's financial support by using the phrase "Supported in part by a Civic Arts Grant from the City of Berkeley" or including the "City of Berkeley" in lists of supporters. Grantees must display the [City's logo](#) in all promotional materials and media.

5.6 City Permits and Permissions

Receiving a grant does not imply that the Civic Arts program or any other City department will produce, exhibit, or promote artwork(s) created with grant funds. It is the responsibility of the grantee to secure a venue and appropriate insurance for public presentations.

The grantee is solely responsible for securing the necessary City permits or approvals for elements such as publicly installed art, street closures, sound amplification in public space, or murals if included as part of the grant proposal. Planning for this should be reflected in the application narrative.

Any grant-funded art installed in the public realm or on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission and its Public Art Subcommittee. The review process must be complete before the project is implemented. This review process applies to murals, public sculpture, and similar projects. This review process should be reflected in the project narrative.

5.7 Unused Grant Funds

Failure to use grant funds for operational purposes within the Grant Activity Period will result in a forfeiture of the award. Grantees must return unused funds to the City of Berkeley.

RESOLUTION NO. 55,832 -N.S.

ESTABLISHING CRITERIA FOR THE DISTRIBUTION OF CITY ARTS FUNDING.

WHEREAS, the City Manager includes in the budget process recommendations for an amount to be made available for distribution in the form of direct grants to Berkeley based arts organizations; and

WHEREAS, the City Council has requested that criteria be developed for distribution of arts funding, which will be used in the selection process; and

WHEREAS, the final recommendations on grant awards will be made to the City Council by the Civic Arts Commission, which will receive its recommendations from a Selection Committee composed of four Civic Arts Commissioners, who shall not have financial affiliations with any organization applying for funds.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Berkeley that grant awards shall be made based on criteria listed in Exhibit A, which is attached hereto and made a part hereof.

Copies sent 4/23/91

To: Civic Arts Commission

RESOLUTION

No. 55,832 N.S.

Dated April 16, 1991

Adopted by the Council of the City of Berkeley by the following vote:

Ayes: Councilmembers Chandler, Collignon, Dean, Goldfarb, Shirek, Skinner, Wainwright, Woodworth, and President Hancock.

Noes: None.

Abstaining: None.

Absent: None.

Loni Hancock
Mayor and President of the Council

Attest Marie P. DeGrazia
City Clerk and Clerk of the Council

EXHIBIT "A"

CRITERIA FOR ALLOCATION OF GRANTS FROM THE CITY OF BERKELEY ARTS FUND

That funds recommended for distribution for City of Berkeley art funding be allocated in the form of direct grants to Berkeley based arts organizations which meet the following criteria for application:

- 1) Be located within the boundaries of the City of Berkeley, with a mailing address which confirms this status.
- 2) Demonstrate non-profit and tax-exempt status, as identified by the IRS 501 (c) 3 tax code.
- 3) If not tax-exempt, must provide for a fiscal agent which is Berkeley based and a letter of Agreement between each organization and said fiscal agent.
- 4) Have been in existence for no less than two (2) years, with what has been a stable existence. Stable here is defined as the ability to demonstrate sound financial and administrative practices, along with consistent programming.
- 5) Have organizational By-Laws and a functioning Board of Directors which meets regularly.
- 6) Organizations currently receiving financial support from other City of Berkeley programs may apply, though funding priority will be given to organizations that have not previously received City support outside of funding for the Arts.
- 7) Comply with Federal Regulations pertaining to Federal Grant Recipients i.e., meet the provisions of the following statutes:
 - a. -Title VI of the Civil Rights Act of 1964
 - b. -Title IX of the Education Amendments of 1972
 - c. -Section 504 of the Rehabilitation Act of 1963
 - d. -Age Discrimination Act of 1975
- 8) Have liability insurance and, if applicable, workers' compensation. The latter applies if the organization has paid employees.
- 9) Restrictions - Generally, Arts Grant Program of the City of Berkeley/Civic Arts Commission will not fund the following:
 - a) University-affiliated projects and organizations.
 - b) Social functions, parties and receptions.
 - c) Social service-oriented projects which are not primarily arts projects.
 - d) Operating expenses for private commercial facilities.
 - e) Out-of-state travel.
 - f) Retroactive projects.
 - g) Capital construction and/or acquisitions.
 - h) "Major" equipment purchases.
 - i) Deficits or debt reduction.

Exhibit "A" - Continued
Page 2

- 10) Fiscal Agents - Organizations applying for funding through a Berkeley based fiscal agent, should take particular note of the following requirements which said agent must meet:
 - a) The fiscal agent is responsible for all fiscal and contractual obligations of the applicant.
 - b) A written contract (i.e., a Letter of Agreement) between the applicant and the fiscal agent must accompany the funding application.
 - c) Funds awarded under the fiscal agent status will not be considered as applying against the total funds awarded to the given fiscal agent; i.e., if the fiscal agent is also an applicant for funding.
- 11) Funding Limits and Matching Requirements - That the maximum grant amount awarded will be for no more than 10% of the total annual operating budget of the applicant's organization. In most cases, funds awarded will be for less than 10% of the agency's operating budget - due to the limited funds available for award purposes. Also, the base year for which this financial data and analysis will apply (e.g., information for the most recently completed fiscal year), will be the current fiscal year. Thus, requests of up to 10% should be based on budgetary information for the current fiscal year.
- 12) General Review Criteria - It is important to note that review/evaluation of applications by the review panel is based on an objective scoring system which focuses on the following general review criteria: artistic merit and service quality, organizational strength, relationship to the community and value of the proposal.
- 13) Evaluation of Grantees - Review of the programs/ projects funded through the Arts program will be on-going by the CAC, with formal evaluations of grantees to occur at the end of the grant period (which ends as of June of the year for which funds are allocated); at which point Final Report Forms will be forwarded to all grantees to complete and return to CAC within a 30 day period after receipt.
- 14) Description of Arts Fund Program - Arts funding has been designed to address three (3) basic needs in the arts community - the need for operational support, production support and community outreach. Thus grants will be awarded in support of these three areas of organizational life, with the following requirements:
 - a) That only those arts organizations with annual operating budgets under \$30,000 may apply for general operating support.
 - b) That only those arts organizations with annual operating budgets in excess of \$30,000 may apply for funding of community outreach projects.

Exhibit "A" - Continued
Page 3

- c) That only those arts organizations with annual operating budgets of \$30,000 or less may apply for production support.

Operating support is defined as: the planned development of an organization through growth, expansion or improvement of its operations, generally through enhanced management - financially, administratively (e.g., through improved staffing or board development) or programmatically.

Community outreach is defined as: a planned approach to reaching the public, encouraging its support of organizational activities; reaching out to traditionally underserved constituencies in the Berkeley community through creative audience development activities, imaginative marketing activities and related strategies. Generally, outreach is viewed as encompassing all of these elements: audience building/development, marketing, education activities designed to nurture and generate interest in the particular artistic discipline of an arts organization, etc.

Production support is defined as: the support of those production related activities and costs, resulting in the actual presentation of a public performance in the Berkeley community. Performance here is defined as a play, concert, poetry reading, etc., or series of same that is one-time only and occurs within the Arts Fund Project Year.

15) Funding Process timeline to cover the following elements:

- a. -RFP's out to artists & arts organizations: mid-April
- b. -RFP's available for pick-up: mid-April to first week in May
- c. -Deadline for applicant workshop sign-up: first week in May
- d. -Funding Workshop: first week in May
- e. -Presentations: end of May
- f. -Postmark deadline for applications: mid-May
- g. -Hand-delivered deadline for applications: mid-May
- h. -Panel review of applications: 1st week of June
- i. -Applications delivered to Review Panel: approx. May 20th
- j. -Notice of Public Hearing on Funds for the Arts applications - mid-May
- k. -Staff report to City Council for final approval: third meeting in June



Office of the City Manager

INFORMATION CALENDAR

January 29, 2019

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Jordan Klein, Economic Development Manager
 Subject: Referral Response: Establishment of a Festival Grants Program

INTRODUCTION

This report responds to a referral adopted by City Council on March 13, 2018 to establish a Festival Grants Program to allocate General Fund grants for special events and festivals via a regular and transparent process, for implementation beginning in the FY2020 budget year.¹ Staff worked with the Civic Arts Commission, festival producers and stakeholders, artists, arts organizations, and community members to develop program guidelines for the Festival Grants Program (Attachment 1), and to revise the Civic Arts Grants Program Guidelines for Arts Organizations (Attachment 2) and Individual Artist Projects (Attachment 3).

CURRENT SITUATION AND ITS EFFECTS

Currently there is no formal process for the awarding of festival grants. There are 17 festivals which have been receiving funding through the City's annual budgeting process. The amounts awarded are not correlated to specific criteria and therefore vary considerably from festival to festival. Although the City of Berkeley supports several high quality and beneficial festivals, the lack of a formal grant program has created an uneven playing field. Funding for new festivals has been inaccessible and currently funded festivals have continued to receive funding without an evaluation of their impact.

From October 2018 through January 2019, Civic Arts Program staff conducted outreach and consultation with a broad set of community stakeholders to inform the development of the Festival Grants Program Guidelines and make corresponding revisions to the Civic Arts Grant Guidelines for Arts Organizations and Individual Artist Projects to ensure that all grant programs managed by the Civic Arts Program are aligned and reflect a unified overarching grants strategy. The grant application period will open in February 2019.

BACKGROUND

On March 13, 2018, City Council referred to the City Manager the establishment of the City of Berkeley Festival Grants Program to allocate General Fund grants for special

¹ [Festival Grants Program](#), Item 10, Berkeley City Council Meeting, March 13, 2018.

events and festivals via an annual process, for implementation beginning in the FY2020 budget year. The objective of creating this program is to distribute funding for festivals and special events equitably and transparently through a grant process managed by the Civic Arts Program.

The Festival Grants Program Guidelines establish definitions, eligibility, evaluation criteria, application review process, and other program standards. For the FY2020 budget cycle, Cultural Equity Impact has been incorporated into the evaluation criteria for each of the grant programs.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental impacts related to the development of a grants program.

POSSIBLE FUTURE ACTION

Council will allocate funding for the Festival Grants Program through adoption of the FY2020 & 2021 budget in June 2019.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

The FY 2019 budget allocated \$162,315 for grants for street events and festivals. Staff is recommending an allocation for the FY 2020 & 2021 budget cycle of \$158,315.

The administration of the Festival Grants Program requires the annual commitment of staff time. To minimize the impact, staff has aligned the Festival Grants Program with the workflow of the annual Civic Arts Grants Program.

CONTACT PERSON

Jordan Klein, Economic Development Manager, (510) 981-7534.
Jennifer Lovvorn, Civic Arts Coordinator, (510) 981-7533.

Attachments:

- 1: Guidelines for the Festival Grants Program
- 2: Civic Arts Grants Program Guidelines for Arts Organizations
- 3: Civic Arts Grants Program Guidelines for Individual Artist Projects
- 4: Festival and Civic Arts Grants Guidelines Review Process

City of Berkeley Festival Grant Guidelines

FY20 Grant Cycle for Festivals and Special Events Taking Place: July 1, 2019 — June 30, 2020

1. DEFINITION, PURPOSE, ELIGIBILITY, GRANT AMOUNTS, USE, RESTRICTIONS, & FISCAL SPONSORS

1.1 Definition

Festivals are defined as a wide variety of public events including arts festivals, celebrations of cultural heritage relevant to Berkeley residents, and other events that celebrate a community, a neighborhood or a shared cultural interest.

1.2 Purpose

The purpose of the Festival Grant Program is to support community festivals and special events that: celebrate and preserve a rich variety of cultural opportunities for Berkeley's residents; bolster the city's vitality; and increase Berkeley's visibility and reputation as a desirable destination for visitors. The Festival Grant Program supports a range of events throughout the City from small-scale and first-time events to large scale and established festivals. Festival Grant Program-funded events must be open to the entire public and have free admission, although these events may include fee-based access to some portion of the event.

Having received City of Berkeley funding in prior years is no assurance that an organization will be awarded a grant in any given year.

1.3 Eligibility

Applications that are complete and submitted by the deadline will be accepted from organizations that meet the following conditions:

- At least one of the applicant team members (applicant organization or event producer) must have produced at least two events at a comparable scale to the proposed grant-funded event.
- Designated as a not-for-profit corporation under Section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code. Organization/fiscal sponsor 501(c) status must be current and may be verified by City staff.
- Organization (and its fiscal sponsor, if applicable) must be housed in the City of Berkeley with its corporate address in the City of Berkeley. Organization and fiscal sponsor address will be verified by City staff.
- Organization's event takes place at some point during July 1, 2019 – June 30, 2020 in the City of Berkeley and is a discrete event or special project.
- Organization a) is not a division/department within the City of Berkeley; and b) is in good standing on previous and/or current City of Berkeley grants and with other City departments.
- Demonstrate financial health, evidenced by:
 - Receiving outside sources of funding.
 - Managing a budget size and percentage of earned revenue appropriate to the activity.
 - Not carrying an accumulated debt greater than 25% of the proposed festival budget.
 - For large and mid-size festivals: Having more than one source of funding for event. Small festivals may rely on only one source of contributed income.

- Demonstrate sound administration and fiscal management, evidenced by:
 - An active advisory board or working committee that takes responsibility for event.
 - A budget and staff appropriate to the scale of the activity.
 - A reasonable plan to retire debt—if applicable.
- Declared ability to meet City requirements for funded events:
 - Be able to meet the City of Berkeley's insurance, business license and special event permit requirements. See Section 5. "Selected Grantee Contractual Requirements" for details.
 - Projects must be developed and presented in Berkeley and culminate in a local event or festival with meaningful, accessible engagement of the public within the grant period.

1.4 Grant Amounts

The Festival Grant Program operates on a one-year cycle based on the City of Berkeley Fiscal Year (July 1-June 30). Awards will be contingent on the allocation of funds from the City Council each year. The total amount allocated to each of the three grant categories (Arts Organizations, Festivals, and Individual Artists) will be recommended by the Civic Arts Commission’s Grants Committee after an evaluation of the review panel results and based upon the size of the applicant pools and the corresponding scores. The Grants Committee’s recommendation will be forwarded to the full Civic Arts Commission for approval.

Festival Grants will be awarded accordingly:

| | |
|---|-----------------------|
| Small Events with a proposed budget of up to \$5,000 | Grants up to \$5,000 |
| Mid-Size Events with a proposed budget between \$5,001 - \$50,000 | Grants up to \$14,000 |
| Large Events with a proposed budget over \$50,000 | Grants up to \$17,000 |

Budget levels will be calculated based on cash income. In-kind donations may be listed but should be kept separately from the budget numbers used for calculating category eligibility.

1.5 Funding Use Restrictions

- Grant funds may not be used for:
 - Previous year's operating deficit.
 - Administrative costs or other organizational costs unrelated to production of the event.
 - Capital improvement projects.
 - Programs in the schools during school hours.
 - Ongoing and continuous programs.
- No part of the grant shall be used to promote or inhibit religion nor for any political advocacy.
- Applicant organization cannot submit more than one application for the Festival Grant Program category. (This does not apply to fiscal sponsors who are submitting applications on behalf of different fiscally sponsored projects or event producers who may be producing other festivals.)
- Activities not available to the general public.
- Activities taking place outside the City of Berkeley.
- Events where fundraising is the primary purpose.

1.6 Fiscal Sponsors

Definition of Fiscal Sponsor: Fiscal sponsor is a 501(c) tax exempt and nonprofit organization that has been assigned the responsibility to process the funds of another organization. It is the responsibility of the fiscal sponsor organization to consult with a tax professional to determine whether their particular tax exempt designation allows them to fiscally sponsor another organization. Fiscal sponsorship may take the form of processing a single check or providing complex accounting services and project oversight and is unique to each circumstance.

Organizations applying for funding through a Fiscal Sponsor should take particular note of the following requirements that the Fiscal Sponsor must meet:

- Fiscal Sponsor shall be responsible for all fiscal obligations of the grantee's awarded funds.
- Fiscal sponsor must be based in Berkeley.
- A written contract or Letter of Agreement between the applicant and the Fiscal Sponsor specifying the conditions of the Fiscal Sponsor arrangement must accompany the grant application. **(This agreement must be between the Fiscal Sponsor and the organization; a memorandum or letter to the Civic Arts Commission is not sufficient).** See the Fiscal Sponsor Supplemental Information Sheet.
- If the Fiscal Sponsor is also an applicant to the Festival Grant Program for their own organization's festival grant applications, any funds awarded to the organizations that they fiscally sponsor will not be counted as part of the fiscal sponsor's application budget.
- Information submitted in the grant application, including all budget information, applies to the organization conducting the festival, not the Fiscal Sponsor.

2. GRANT APPLICATION MATERIALS

In order to be considered for funding applicants must submit fully completed grant applications and all required application materials. The Festival Grant Program application consists of the following components:

- General Organization and Event Information.
- Signed Declaration to meet City Special Event Requirements.
- Event Narrative.
- Sources of Funds Statement.
- Event Budget Form and Budget notes.
- Organization Budget.
- Community Impact.
- Board of Directors Roster, including occupation, city of residence and term of office.
- Event producer's Resume.
- Current 501(c) Letter.
- Supporting Materials: Maximum of three items total that reflect the applicant's event. Examples include PDF copy of the following: brochures, catalogues, programs or other collateral produced by the applicant and/or press reviews or articles from sources outside the organization.
- Staff may request that the applicant provide the following updated documents prior to the Panel Review:

- Current 501(c) determination letter from the Internal Revenue Service.
- Certified Articles of Incorporation and organization By-Laws.

3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting

Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Event narrative & significance & community impact _____ 25 percent

- Clarity of the event’s vision and how well the event relates to the applicant’s mission, purpose and goals.
- How well the event demonstrates celebration of cultural richness, historical significance and/or the significance of their neighborhood’s uniqueness.
- Evaluation of estimated attendance and participatory activities.
- Demonstrated community benefit through indicators such as: contribution to the City of Berkeley as a cultural destination, attraction of people and volume of activities in a specific location that result in the vibrancy of a geographic area, number of participating artists, and local organization participation.
- Extent of positive impact on neighborhood where event occurs. How well the event aligns with the culture of the neighborhood where event occurs. How well the event reaches the targeted audience.

Communications, marketing, and outreach _____ 20 percent

- Ability to build a greater community understanding of the event.
- Effectiveness of conducting outreach through public awareness campaigns (social media, press releases, flyers, posters, newspaper ads, speakers’ bureaus, etc.)

Financial and budgetary capabilities/leveraging of City funding _____ 20 percent

- Ability to produce a profitable or break-even event measured on a cash basis.
- Extent of diversified financial support and in-kind contributions and/or volunteer resources used to leverage the City’s grant funding.
- Evaluation of event’s dependence on City funds and City in-kind donations of services and City waiver of fees – Does the event receive simultaneous funds from multiple City of Berkeley funding sources including collaborators seeking funds from the City to work on different components of the same project? How much funding is being provided by City departments and individual Council members?

Ability to produce a quality, well-planned, safe event _____ 20 percent

- Organization/event producer demonstrates strong accomplishments, and provides examples of previous achievements that are relevant to the proposed event.
- Ability to acquire necessary permits in a timely fashion.
- Experience in producing and promoting well-planned, safe events.
- Depth of managerial and organizational capacity.

Cultural equity impact _____ 15 percent

- Demonstrated ability of the applicant to support Berkeley’s diverse cultural traditions and values, including capacity to support the City’s underserved communities.
- Applicant clearly articulates how their event is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
- Event reaches out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.
- The applicant organization demonstrate a commitment to cultural equity. For example, strategic board development to ensure that the board of directors includes members from historically marginalized communities.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An applications must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold.

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will review the applications and related materials submitted by applicants.

4.2 Grant Review Panel

Applications will be reviewed in three differentiated categories (Small, Medium and Large events) based upon proposed event budget in order to make the competition among applications more equitable.

The Review Panel will be comprised of individuals experienced in special event grant funding and City staff familiar with special events in Berkeley. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review Panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to

fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held during normal City business hours and will be publicly accessible. Staff will send the grant review schedule and meeting location to applicants before the Review Panel meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel comments will be made available to applicants after the Grants Committee's review of the panel recommendations, but before the Civic Arts Commission's approval.

4.3 Civic Arts Commission Approval and City Council Review

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category and to align proposed grant awards with available funds and for consistency with granting policies and guidelines, before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended by the Grants Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and once approved sends the slate of selected grantees and grant amounts to City Council for review. Grant awards are subject to the City Council's adoption of the annual budget, which usually occurs in June.

5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Business License and Insurance Requirements

All team members (fiscal sponsor, applicant organization and event producer) from the successful grant applicant team must have a current Berkeley Business License. In addition, successful grant applicants must comply with the City of Berkeley's insurance requirements demonstrating adequate insurance and liability coverage for their event.

5.2 Invoices

Grantees may invoice for 90% of the grant amount once they have submitted a complete Special Event Permit application with cursory approval by Special Event Permit staff. Grantee's invoice for remaining grant funds will be paid within 30 days of approval of the Final Report by Civic Arts staff.

5.3 Final Report

Festival grantees must submit a Final Report for the event on a City-provided form (to include a post-event evaluation, estimated attendance and final budget). While grantees may submit final reports as soon as the grant funded event has taken place, they must submit the final report no later than 60 days after the grant period ends at the latest. Grantees must be current on filing required reports before they can receive grant funding. Final report must demonstrate that the projects was developed and presented in Berkeley and culminated in a local event or festival with meaningful, accessible engagement of the public within the grant period.

5.4 Financial Penalty for Late Final Reports

If Final Reports are not submitted by the deadline, the City of Berkeley may assess a financial penalty of \$25 per day for each business day a submission is late beyond the submission requirements deadline. The penalty amount will be deducted from the final invoice payment. The penalty amount is capped at 10% of the total grant amount.

5.5 Acknowledging City Support

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a Civic Arts Grant for Festivals from the City of Berkeley" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley Festival Grant. Grantees must display the City's logo wherever other sponsor logos are displayed, and in accordance with City logo use guidelines.

5.6 Permits

The awarding of funds does not imply that the City of Berkeley's Civic Arts Program or any other City department will produce, exhibit, or present the event or art created for the event. It is the responsibility of the festival grantee to secure the event venue and obtain the necessary event permits from the appropriate City departments and governmental agencies. The awarding of a Festival Grant does not guarantee event permit approval from the City. Organizations planning to conduct an event on outdoor public property in the City of Berkeley must submit a Special Event Permit Application to the City of Berkeley and are responsible for all permit fees and costs.

5.7 Refund of City Funds if Event is not Permitted

If grantee is unable to obtain a Special Event Permit from the City, the grantee must refund any grant payments received from the City for the funded but not-permitted project.

**City of Berkeley Arts Organizations and Arts Programs Grants Guidelines
FY20 Grant Cycle for Berkeley-based Arts Nonprofit Organizations and Arts Programs of Service
Nonprofits: July 1, 2019 — June 30, 2020**

1. PURPOSE, ELIGIBILITY, STANDARDS, GRANT AMOUNTS, USE RESTRICTIONS & FISCAL SPONSORS

1.1 Purpose

Recognizing that arts and culture are integral to the Berkeley's identity, history and desirability as a place to live and visit, the Berkeley Civic Arts Commission utilizes its grant making to foster a healthy civic arts ecosystem and to strengthen diverse cultural expressions in order to enrich the city as a whole. Civic Arts grant funds provide general operating support that is strategically targeted to: bolster the growth and stability of Berkeley's arts community; support a wide array of nonprofit arts organizations, and arts programs of service nonprofits throughout the City of Berkeley; and empower and promote equitable representation of cultural perspectives that have been historically marginalized.

1.2 Eligibility

Applications that are complete and submitted by the deadline will be accepted from ALL applicants that meet the following conditions:

- Organization (and its fiscal sponsor, if applicable) must be housed in the City of Berkeley with its corporate address in the City of Berkeley. Organization and fiscal sponsor address will be verified in GuideStar by City staff.
- Have a majority (at least 51%) of its arts activities in Berkeley for no less than two years.
- Demonstrated financial health for no less than two years as evidenced by:
 - Receiving diverse sources of funding and not being overly dependent on any one source of contributed income.
 - Managing a budget size and percentage of earned revenue appropriate to the programming or arts activity.
 - Not carrying an operating deficit unless it is strategically planned with reserves to cover the deficit.
- Applicant's grant funded operations, programs, or activities take place during July 1, 2019 – June 30, 2020.
- Applicant is in good standing on previous and/or current City of Berkeley grants and with other City departments. Note: Any previously awarded Civic Arts Grants programming must be completed and closed out and final report submitted before new grant funds will be disbursed.
- Demonstrate current nonprofit and tax-exempt status, as identified by Section 501(c)(3) of the Internal Revenue Code. The following additional documentation must be made available upon request: organizational by-laws, roster and meeting calendar for a functioning Board of Directors or advisory group, copies of meeting minutes and resolutions.
- Applicants WITHOUT tax-exempt 501(c)(3) status must acquire a nonprofit and tax-exempt 501(c)(3) fiscal sponsor based in Berkeley and must submit a letter of agreement between the applicant organization and fiscal sponsor.
- Applicant must be one of the following:
 - A nonprofit organization with a mission statement clearly focused on the

development, production, and/or presentation of arts and culture.

- An ongoing program of a non-arts or service-based nonprofit organization that is focused on the development, production, and/or presentation of arts and culture. The applicant's organizational budget category will be based on the arts-program budget only.
- Organizations that are not primarily arts or cultural providers are eligible to apply **only** if they are committed to the development of an ongoing, substantial, and integral arts program within their organization.
- The organization must operate and offer its arts programs in a non-discriminatory manner and in compliance with all applicable laws, including, without limitation, anti-discrimination laws covering protected classes.

1.3 Standards of Practice

The following Standards of Practice provide practical benchmarks to guide and measure organizational grant applicants relative to professional practices in the field which support the overall well-being of the arts ecosystem. An organization's adherence to these standards is taken into consideration by the review panel as part of the grant application evaluation as described Section 3.1: Evaluation Criteria and Weighting.

Recommended Minimum Standards of Practice for All Applicant Organizations

- Artists who are participating in programming in a substantial way are compensated with at least an honorarium, except for:
 - Artists enrolled as students who are receiving course credit for their involvement with the organization.
 - Artists who are amateur participants in a community arts organization such as a community chorus or a community orchestra.
 - Artists who are amateur participants in a non-accredited arts and cultural training program, such as a school of theater or school of dance.

Additional Recommended Standards for Applicant Organizations with average annual budgets above \$500,000

- At least the equivalent of one full-time paid employee with duties including executive and/or artistic management.
- Current practice of Annual Reviewed Year-End Financial Reports.
- Healthy ratio of budget spent on administration and overhead to programs and artist fees.
- Artists and staff compensated at generally accepted professional standards for the field within the San Francisco Bay Area.
- Provide reasonable accommodations for people with disabilities to ensure access to offices, rehearsal spaces, training and other facilities necessary to prepare programs.

1.4 Grant Amounts

The Arts Organizations Grants operate on a one-year cycle based on the City of Berkeley's Fiscal Year (July 1 – June 30). Awards are contingent upon the allocation of funds from the City Council each year. The total amount allocated to each of the three grant categories (Arts Organizations, Festivals, and

Individual Artists) will be recommended by the Civic Arts Commission's Grants Committee after an evaluation of the review panel results and based upon the size of the applicant pools and the corresponding scores. The Grants Committee's recommendation will be forwarded to the full Civic Arts Commission for approval.

Arts Organizations Grants are awarded according to the following categories:

| | |
|---|----------------|
| Small Organizations with a 2-year average budget of up to \$100,000 | up to \$10,000 |
| Mid-Size Organizations with a 2-year average budget between \$100,000 - \$1,000,000 | up to \$14,000 |
| Large Organizations with a 2-year average budget over \$1,000,000 | up to \$17,000 |

Budget levels will be calculated based on cash income. In-kind donations and volunteer work may be listed but should be kept separately from the budget numbers used for calculating eligibility.

Important Note: Grants are awarded on a competitive basis. Past grant awards are no assurance of future awards.

1.5 Funding Use Restrictions

The following restrictions apply to **ALL applicants**:

- Applicant organization may not be an agency or department within the City of Berkeley.
- Applicant organizations may only apply for one Arts Organizations Grant.
- Any previously awarded Arts Organizations Grant programming must be completed and closed out and final report submitted before new grant funds will be disbursed.
- Public and private K-12 schools and school districts are not eligible for funding. Organizations may apply to work in after-school programs, but grant funded activities may not be part of the school day curriculum.
- The awarding of funds does not imply that the Civic Arts Program or any other City department will produce, exhibit, or present the art created. It is the responsibility of the applicant to secure a venue and any required permits for public activities.

The City of Berkeley DOES NOT fund the following:

- Organizations or activities that are part of the curriculum of colleges or universities (this does not apply to artistic presenting units of a university or college that are working on a program outside of the curriculum).
- For-profit organizations.
- Start-up costs/seed money for new organizations or businesses.
- Social service-oriented projects that are not primarily arts focused.
- Operating expenses for private commercial facilities.
- Programs taking place in school during the daily curriculum.
- Out-of-state travel.
- Programming or activities taking place outside of the grant window.
- Capital construction and/or acquisitions (except for ADA accessibility improvements).
- Equipment purchases.
- Events where fundraising is the primary purpose.

- Deficit or debt reduction.

1.6 Fiscal Sponsors

Definition of Fiscal Sponsor: Fiscal sponsor is a 501(c)(3) tax exempt and nonprofit organization that has been assigned the responsibility to process the funds of another organization. This can take the form of processing a single check or providing complex accounting services and project oversight and is unique to each circumstance.

Organizations applying for funding through a Fiscal Sponsor should take particular note of the following requirements that the Fiscal Sponsor must meet:

- Fiscal Sponsor shall be responsible for all fiscal obligations of the grantee's awarded funds.
- Fiscal sponsors must be based in Berkeley.
- A written contract or Letter of Agreement between the applicant and the Fiscal Sponsor specifying the conditions of the Fiscal Sponsor arrangement must accompany the Grant application. **(This agreement must be between the Fiscal Sponsor and the organization; a memorandum or letter to the Civic Arts Commission is not sufficient).** See the Fiscal Sponsor Supplemental Information Sheet.
- If the Fiscal Sponsor is also an applicant to the Arts Organizations Grants Program for their own organization, any funds awarded to the organizations that they fiscally sponsor will not be counted as part of the fiscal sponsor's application budget.
- Information submitted in the grant application, including all budget information, applies to the organization conducting the program, not the Fiscal Sponsor.

2. GRANT APPLICATION MATERIALS

In order to be considered for funding, applicants must submit fully completed grant applications and all required application materials. The Arts Organizations Grants Program application consists of the following components:

Small to Mid-Size Organizations with a budget of up to \$500,000:

- General Application.
- Narrative Description.
- Short Budget Form, including budget notes.
- 501(c)(3) Federal Tax Exempt Status Letter (unless fiscally sponsored).
- Staff and/or Project Personnel Bios (relevant to program focus).
- List of Board of Directors.
- Work Samples and Descriptions of Art Programs/Activities from within the last two years.
- **If fiscally sponsored:** Fiscal Sponsor Supplement including a letter of agreement between applicant and fiscal sponsor and the fiscal sponsor's Federal Tax Exempt Status Letter.

Large Organizations with a budget of \$500,000 or above:

- General Application.
- Narrative Description.
- 2-Year Budget Form, including budget notes.
- 501(c)(3) Federal Tax Exempt Status Letter.
- Staff and/or Project Personnel Bios (relevant to program focus).

- Board of Directors.
- Program Calendar (last, current, and projected year).
- Work Samples and Descriptions of Art Programs/Activities from within the last two years

3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting

Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Artistic Merit & Professional Quality _____ **25 percent**

- The applicant’s art and cultural work demonstrates high quality and strong artistic merit or promise through its artistic history, accomplishments, and examples of previous work.

Quality of Identified Goals and Strategy _____ **25 percent**

- Applicant’s programmatic and operational goals align with organization’s mission and programmatic trajectory; processes to implement work are clear; and work demonstrates high quality and relevance to identified communities. Given its mission, the applicant’s ability to define and achieve appropriate artistic goals, its commitment to creativity and quality and, if appropriate to its mission, the development of new work.

Capacity _____ **25 percent**

- Applicant demonstrates qualifications and capacity of staff and board relative to programming and operational goals; overall fiscal health of applicant is good and organization demonstrates ability to obtain necessary funding.
- Given the applicant’s budget size and age, the general state of its governance and organizational development, management, and operational and financial soundness, ability to achieve appropriate audience and fundraising goals; extent of operational innovativeness and adaptability to external trends.
- Adherence to Standards of Practice outlined in Section 1.

Cultural Equity Impact _____ **15 percent**

- Demonstrated ability of the applicant to support Berkeley’s diverse cultural traditions and values, including capacity to support and empower the City’s underserved communities.
- Applicant clearly articulates how their program, project or artistic expression is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
- Programming and other activities that reach out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.
- The organization demonstrates a commitment to cultural equity. For example, strategic board development to ensure that the board of directors includes members from historically marginalized communities.

Community Impact _____ **10 percent**

- Applicant clearly articulates programs and outreach appropriate to their identified audience(s); programs clearly and significantly support the communities, partners, and artists identified.
- The reach of the applicant’s core programs and the extent to which they engage audiences and provide opportunities for participatory involvement in the arts, including targeted engagement and lifelong arts learning opportunities (i.e., youth, seniors, etc.); the effectiveness of its audience-development activities and its plans for reaching a diverse, broad-based audience and the contribution it makes to sustaining a local community of artists.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An application must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold. Prior success in receiving an Arts Organizations Grant is no assurance that an applicant will be awarded another grant.

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely on the application and related materials submitted by applicants.

4.2 Grant Review Panel

Applications will be reviewed in categories differentiated into three categories (Small, Mid-Size Organizations, and Large Organizations) in order to make the competition among applications more equitable.

The Review Panel is comprised of individuals with substantial background in the arts and a demonstrated commitment to cultural equity, usually drawn from the ranks of experienced and skilled managers and board members of greater Bay Area arts organizations, professional practicing artists from visual and performing arts fields, and experienced arts grant-makers from the philanthropic and public sectors. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

The City may engage an experienced consultant to conduct an in-depth examination of aspects of selected applications, in which case the consultant's reports will also be provided to the Review Panel. In addition, the City may provide prior grant report information and other officially gathered information to the Review Panel.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held during normal City business hours and will be publicly accessible. Staff will send the grant review schedule and meeting location to applicants before the Review Panel meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel comments will be made available to applicants after the Grants Committee's review of the panel recommendations, but before the Civic Arts Commission's approval.

4.3 Civic Arts Commission Approval and City Council Review

After the Grant Review Panel has scored all applications, the Civic Arts Commission's Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category and to align proposed grant awards with available funds and for consistency with granting policies and guidelines, before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended by the Grants Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and once approved sends the slate of selected grantees and grant amounts to City Council for review. Grant awards are subject to the City Council's adoption of the annual budget, which usually occurs in June.

5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Business License and Insurance Requirements

Successful grant applicants must have a current Berkeley Business License. This includes the organization and the fiscal sponsor if using one. In addition, successful grant applicants must submit a certificate of insurance satisfactory to City of Berkeley Risk Management in order for their grant awards to be processed.

5.2 Invoices

Grantees may invoice for up to 90% of the grant amount once they have entered into a grant agreement with the City of Berkeley. Grantees may invoice for remaining grant funds upon approval of the Final Report by Civic Arts staff.

5.3 Final Report

All Grantees must complete and submit the City's Final Report form for the grant no later than 60 days after the fiscal year end. Grantees must be current on filing required reports before they can receive grant funding. Programs and projects must have been developed and presented in Berkeley with meaningful, accessible engagement of the public during the grant period.

5.4 Financial Penalty for Late Final Reports

If Final Reports are not submitted by the deadline, the City of Berkeley may assess a financial penalty of \$25 per day for each business day a submission is late beyond the submission requirements deadline. The penalty amount will be deducted from the final invoice payment. The penalty amount is capped at 10% of the total grant amount.

5.5 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. All grantees should recognize Civic Arts Grants in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future grant opportunities.

Grant recipients must acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a Civic Arts Grant for Arts Organizations from the City of Berkeley" or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley. Grantees must display the City's logo whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.

5.6 Project Notification

Grantees must provide a 30 day advance notice to their City Council Office and Civic Arts Program to invite representatives to the public presentation of the funded program.

City of Berkeley Individual Artist Project Grant Guidelines

FY20 Grant Cycle for Berkeley-based Artists' Projects: July 1, 2019 — June 30, 2020

1. PURPOSE, ELIGIBILITY, GRANT AMOUNT, USE RESTRICTIONS & FISCAL SPONSORS

1.1 Purpose

The Individual Artist Project Grants support individual artists living and producing art in Berkeley culminating in a local public presentation of their work for the benefit of the community within the grant period. Such activities may include, but are not limited to: performances of dance, music or theater; visual art presentations, exhibitions or public art projects; social practice projects; media arts or film screenings; literary presentations; or artist talks. The public presentation can be of a work-in-progress or of the final, polished piece. Grant funds are to be used to generate new work, not to stage pre-existing work.

1.2 Eligibility

Applications that are complete and submitted by the deadline will be accepted from applicants that meet the following conditions:

- Artist is a continuous resident of the City of Berkeley since January 1, 2017. Applicants must submit paperwork demonstrating Berkeley residency with their application.
- Artists in any phase of their artistic career may apply including emerging, midcareer, and established artists.
- Artist may not be enrolled as a full-time student at the time of the application or during the grant period.
- Artist may not be an employee of the City of Berkeley, nor plan to be employed by the City of Berkeley at any time during the grant window.
- Applicants cannot receive funding for two consecutive grant cycles in the Individual Artist Project category. Individual Artist Grantees are required to sit out for one year after each funded grant cycle. In addition, grantees are required to close out a grant before applying for new funding.

1.3 Grant Amount

Grant amounts are up to \$5,000.

Note: Although a budget is not required for the grant application, applicants should be aware of the tax implications upon receiving the award and maintain the documents required for reporting on state and federal income taxes.

1.4 Funding Use Restrictions

Grant funds may not be used for the following:

- Project activities outside of the City of Berkeley.
- Projects for which the main intent is curation, archiving, or journalism.
- Deficit or debt reduction.

2. GRANT APPLICATION MATERIALS

In order to be considered for funding, applicants must submit fully completed grant applications and all required application materials. The Individual Artist Grant application consists of the following components:

- General Application.
- Resume.
- Proof of Residency.
- Work Samples and Descriptions.
- Project Description.

3. EVALUATION CRITERIA & SCORING SYSTEM

3.1 Evaluation Criteria and Weighting

Applications will be evaluated according to the following criteria which are described so that applicants may have an idea of how the panel will score each application:

Artistic & Professional Quality _____ **35 percent**

- The applicant's art and cultural work demonstrates high quality or promise through its artistic history, accomplishments, and examples of previous work.

Quality of Proposed Project _____ **40 percent**

- Project goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts.
- Artist demonstrates that the proposed project will impact their development and future opportunities.

Cultural Equity Impact _____ **15 percent**

- Demonstrated ability of the applicant to support Berkeley's diverse cultural traditions and values, including capacity to support the City's underserved communities.
- Applicant clearly articulates how their project or artistic expression is rooted in and reflective of historically marginalized communities and geographically underserved areas of the city.
- Public Programming or other activities that reach out to economically disadvantaged communities and communities that lack conventional arts venues or formal arts programs.

Community Impact _____ **10 percent**

- The proposed public presentation is appropriate to the project goals and feasible in its potential to share the work with a defined Berkeley audience. Artist has identified at least one venue for public presentation.

3.2 Rating System

When evaluating each criterion, panelists will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9 - 10 points)
- Somewhat Exceeds Expectations (8 – 8.9 points)
- Meeting Accepted Standards (7 – 7.9 points)
- Needs Improvement to Warrant Funding (6 – 6.9 points)
- Does Not Merit Funding (0 – 5.9 points)

An application must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold.

4. APPLICATION REVIEW PROCESS

4.1 Eligibility Screening

Civic Arts Program staff will review for completeness and eligibility all applications that meet the deadline. Applications that pass this initial review will then be evaluated for their strengths by a separate Grant Review Panel, which will rely on the application and related materials submitted by applicants.

4.2 Grant Review Panel

The Review Panel is comprised of individuals with substantial background in the arts, usually drawn from the ranks of experienced and skilled managers and board members of greater Bay Area arts organizations, professional practicing artists from visual and performing arts fields, and experienced arts grant-makers from the philanthropic and public sectors. An open call and application for potential review panelists will be advertised. Review panelists will be approved by the Civic Arts Commission.

Review Panelists must not have any conflict of interest, which is defined as a situation in which a panelist has a competing professional, financial, or personal interest, which might make it difficult to fulfill his or her duties impartially and could impair an individual's ability to perform his or her duties and responsibilities objectively. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the selection process, the Grants Program, the Civic Arts Commission and the City. If a panelist has a conflict of interest, they must recuse themselves and they must notify the City staff in advance of the panel (so that they're not assigned a lead reader role for those cases) and they must leave the room during any panel discussions regarding the applicant with whom there is a conflict of interest so that the panelist does not influence the process.

Applicants are encouraged to attend the Grant Review Panel meeting which will be held during normal City business hours and will be publicly accessible. Staff will send the grant review schedule and meeting location to applicants before the Review Panel meeting.

Applicants are not permitted to address the Review Panel. Panel notes summarizing the Review Panel

comments will be made available to applicants after the Grants Committee’s review of the panel recommendations, but before the Civic Arts Commission’s approval.

4.3 Civic Arts Commission Approval and City Council Review

After the Grant Review Panel has scored all applications, the Civic Arts Commission’s Grants Committee meets to develop funding recommendations in alignment with the ranking of scores within each category and to align proposed grant awards with available funds and for consistency with granting policies and guidelines, before forwarding the recommendations to the full Civic Arts Commission.

The award amounts as recommended by the Grants Committee are made public at least five business days prior to the Civic Arts Commission approval. The Civic Arts Commission reviews the funding recommendations for approval and once approved sends the slate of selected grantees and grant amounts to City Council for review. Grant awards are subject to the City Council’s adoption of the annual budget, which usually occurs in June.

5. SELECTED GRANTEE CONTRACTUAL REQUIREMENTS

5.1 Invoices

Grantees may invoice for 90% of the grant amount once they have entered into a grant agreement with the City of Berkeley. Grantees may invoice for remaining grant funds upon approval of the Final Report by Civic Arts staff.

5.2 Final Report

All Grantees must complete and submit the City’s Final Report form for the grant no later than 60 days after the fiscal year end. Programs and projects must have been developed and presented in Berkeley with meaningful, accessible engagement of the public during the grant period.

5.3 Financial Penalty for Late Final Reports

If Final Reports are not submitted by the deadline, the City of Berkeley may assess a financial penalty of \$25 per day for each business day a submission is late beyond the submission requirements deadline. The penalty amount will be deducted from the final invoice payment. The penalty amount is capped at 10% of the total grant amount.

5.4 Acknowledging City Support

It is important that the Berkeley community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Berkeley. All grantees should recognize Civic Arts Grants in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future grant opportunities.

Grant recipients must acknowledge the City’s financial support in all appropriate materials and media. The acknowledgement should read, “Supported in part by a Civic Arts Grant for Individual Artists from the City of Berkeley” or similar language, unless the City is a part of a list of supporters. In the latter case, the acknowledgement may say simply City of Berkeley. Grantees must display the City’s logo

whenever other sponsor logos are displayed, and in accordance with City logo use guidelines.

5.5 Project Notification

Grantees must provide a 30 day advance notice to their City Council Office and Civic Arts Program to invite representatives to the public presentation of the funded project.

5.6 City Permits and Permissions

The awarding of funds does not imply that the Civic Arts Program or any other City department will produce, exhibit, promote or present the art created. It is the responsibility of the applicant to secure a venue, appropriate insurance and any required permits for public presentations.

If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the applicant will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in your project timeline.

Please note that any art installed with these grant funds on property owned by the City of Berkeley must be reviewed and approved by the Civic Arts Commission starting with the Public Art Committee of the Commission. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline. Please contact Civic Art Program staff if you have questions.



Civic Arts Program

FESTIVALS & CIVIC ARTS GRANTS GUIDELINES REVIEW PROCESS

Civic Arts Program staff worked with the Civic Arts Commission and other stakeholders through a public process to develop the Festival Grant Program Guidelines and make some corresponding revisions to the Civic Arts Grant Guidelines for Arts Organizations and Individual Artist Projects to ensure that all grant programs managed by the Civic Arts Program are aligned and reflect a unified overarching grants strategy. The three month-long public process for development of the grant guidelines included numerous opportunities for input prior to final approval by Civic Arts Commission on January 23, 2019.

Opportunities for Public Input and Stakeholder Engagement:

| | |
|-------------------|--|
| October 10, 2018 | Festivals & Arts Organizations Draft Guidelines (v 1) Discussed at Civic Arts Commission Policy Committee Meeting |
| October 15, 2018 | Festivals & Arts Organizations Draft Guidelines (v 1) Discussed at Civic Arts Commission Grants Committee Meeting |
| October 24, 2018 | Festivals & Arts Organizations Draft Guidelines (v 1) Discussed at Civic Arts Commission Meeting |
| November 5, 2018 | Festivals & Arts Organizations Draft Guidelines (v 2) Discussed with Berkeley Cultural Trust Steering Committee & Berkeley Cultural Trust Equity and Inclusion Committee |
| November 14, 2018 | Festivals & Arts Organizations Draft Guidelines (v 2) posted to website for public comment from Berkeley Cultural Trust and Civic Arts Grantees |
| November 14, 2018 | Arts Organizations Draft Guidelines (v 2) Discussed at Berkeley Cultural Trust (Civic Arts Grantees invited) |
| November 27, 2018 | Festivals & Arts Organizations (v 2) & Individual Artist (v 1) Draft Guidelines Discussed at joint Civic Arts Policy/Grants Committee |
| November 28, 2018 | Festivals & Arts Organizations (v 2) & Individual Artist (v 1) Draft Guidelines Discussed at Civic Arts Commission Meeting |
| December 5, 2018 | Festivals Draft Festivals Guidelines (v 2) discussed with festivals stakeholders |
| December 6, 2018 | Final Draft Guidelines for all categories posted to website for public comment |
| January 8, 2019 | Final Draft Guidelines for all categories presented to joint Civic Arts Policy/Grants Committee for approval |
| January 23, 2019 | Final Draft Guidelines for all categories to Civic Arts Commission for approval |
| January 29, 2019 | Referral Response: City Council |

For more information, please contact Jennifer Lovvorn, Chief Cultural Affairs Officer.

JLovvorn@CityofBerkeley.info or (510) 981-7533



Office of the City Manager

WORKSESSION
March 21, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Liam Garland, Public Works Director
 Subject: Civic Center Plan Phase II – Design Concept

SUMMARY

This worksession provides an update to City Council on the work that has been accomplished to date to develop a consensus design concept for Berkeley's Civic Center area, which includes the following:

- Veterans Memorial Building;
- Maudelle Shirek Building ("Old City Hall"); and
- Martin Luther King Jr. Civic Center Park ("Civic Center Park").

The City's Veterans Memorial Building, Maudelle Shirek Building, and Civic Center Park are important cultural resources, not only due to their age, but also their architectural significance, central location, and history as the center of City government.

Phase II of the Civic Center Vision project aims to achieve design concept consensus for the Civic Center Area at the heart of Berkeley's community. The goal of the project is to document a preferred design concept by the summer of 2023, with input from community members, City commissions, and City Council. This work represents the culmination of a partnership between Public Works (PW), Office of Economic Development (OED), and the City's consultant team led by Siegel & Strain Architects.

The adopted design concept for the Civic Center Vision project will embody the [Vision for Berkeley's Civic Center](#) created collaboratively with the community and stakeholders during the first phase of the project (2019-20). The full *Civic Center Vision* statement is:

Civic Center will be the heart of Berkeley's community. Civic Center will be the prime space for civic life, culture, and the arts. It will reflect the city's diverse identities, celebrate its history, and contribute to shaping its future. A place of shared resources and a platform for free expression accessible to all, Civic Center aims to manifest the city's values, advance social justice, and demonstrate the power of true public space.

Phase I (Vision and Implementation Plan) of the project commenced in summer 2019 and was funded through Phase 1 of the Measure T1 infrastructure bond designated to

repair, renovate, replace, or reconstruct the City’s infrastructure, facilities, and buildings. Phase II of the Civic Center project was funded via a General Fund budget referral approved in the City Council’s adoption of the FY 2022 Budget. Staff work on Phase II began in September of 2022 with the goal to establish a consensus design concept through additional public outreach.

CURRENT SITUATION AND ITS EFFECTS

Project Timeline

The project began in September 2022 and is anticipated to be completed by June of 2023:

- Phase II Funding Authorized by Council June 29, 2021
- Project Commencement Sept. 1, 2022
- Public and City Engagement: Design Approach
 - Technical Advisory Committee Sept. 29, 2022
 - “Super” Subcommittee Meeting of the Public Works/Transportation, Landmarks, Parks and Civic Arts Commissions Sept. 29, 2022
 - 25+ Small Focus Group Interviews Sept. ‘22 – Feb. ‘23
 - Monthly meetings with Community for a Cultural Civic Center (CCCC) Sept. ‘22 – Feb. ‘23
 - Workshop #1: Open House (Berkeley Public Library) Nov. 16, 2022
 - Online Community Survey: Berkeley Civic Center Vision Project Nov. ‘22 – Jan. ‘23
 - Art Organizations Survey: Berkeley Arts Space Needs Assessment Jan. ‘23 – Feb. ‘23
- Public and City Engagement: Draft Design Concept
 - Technical Advisory Committee Meeting #2 Feb. 9, 2023
 - Commission Engagement - Super Subcommittee Meeting #2 Feb. 9, 2023
 - Workshop #2: Youth Focus at Berkeley High Feb. 15, 2023
 - Workshop #3: Education Focus at Berkeley City College Feb. 15, 2023
 - Veterans Memorial Building Arts Space Focus Group Meeting Feb. 24, 2023
- Council Work Session - Emerging Preferred Design Concept March 21, 2023
- Council Presentation (anticipated) - Design Concept Adoption June 2023

Summary of Meetings and Outreach to Date

The consultant team, led by Sigel & Strain Architects and supported by staff from PW, OED, and other City departments, kicked off this phase with a series of public meetings in September 2022. The public outreach effort is described in more detail in Attachment 1, Section 2 – *Community Engagement*.

Technical Advisory Committee (TAC). The TAC is composed of City of Berkeley staff from a variety of departments, and its purpose is to provide subject matter expertise and feedback throughout the process. TAC members represent a cross-section of knowledgeable participants with an interest and stake in the Civic Center. The TAC met for the first time prior to releasing the Vision Plan project RFQ in late 2018, and has since gathered formally in this project phase twice with the consultant team: at the Phase II project kick off meeting in September 2022, and to review the draft consensus design concept in February 2023. In addition to formal meetings, ad hoc consultations with individual TAC members (e.g., the City’s special events coordinator, real estate manager, City Clerk, Public Safety, and PW Facilities Maintenance) have made essential contributions to the project.

Super Subcommittee of City Commissions. To efficiently engage with City Commissions that have an interest in this project, a “super” subcommittee meeting structure was established. Three City of Berkeley Commissions—the Public Works, Parks Recreation and Waterfront, and the Landmarks Preservation Commissions—already had established ad-hoc subcommittees to address projects funded by Measure T1 bond improvements, and the Civic Arts Commission established an ad-hoc standing subcommittee for the Civic Center visioning process. During Phase II of the Civic Center project, the super sub-committee structure continued. This larger group of subcommittees met twice in publicly noticed meetings on Zoom in the webinar format, first to kick off the project and discuss design approaches in September of 2022 and to review and comment on the draft design concept in February 2023. See <https://berkeleyca.gov/your-government/our-work/capital-projects/civic-center-vision-plan-project> for a complete list of materials presented at the Super Subcommittee meetings during Phase II.

Site Tours. City staff members have received many requests to tour the two buildings. During this project phase, the consultant team has toured the buildings with PW, and the park with the City’s urban forester and arborist. Members of CCCC, TAC, Super Subcommittee of the commissions, and arts organizations have also toured the buildings to help envision programmatic uses.

Focus Groups and Interviews. From September 2022 through February 2023, staff and the consultant team conducted 25+ one-on-one or small group interviews with Civic Center stakeholders, including the current Civic Center tenants, several City Council Members (and/or their staff) and the Mayor’s office, representatives from the Berkeley Unified School District including the principal of Berkeley High School, planners of

annual community events that occur in Civic Center, arts organizations, business associations, local media outlets, ecological and riparian experts, city staff, and local community groups including the CCCC. See Attachment 1, Section 2.2 for a complete list of interviewees.

Open House, Workshops & Survey. On November 16, 2022, staff and the consultant team hosted an in-person Open House Workshop at the Berkeley Public Library. Approximately 40 community members attended the session, which was designed to generate thoughts about the underlying purposes and functions of our Civic Center, and to inform the project's Preferred Design Concept development. The consultant team organized the session into stations, with opportunities for discussion in small groups and written feedback on postcards at each station. This was supplemented with an **Online Survey** that asked the same questions of respondents as the in-person workshop did. The online survey recorded 694 responses, far exceeding the stated survey goal of 400 responses. Highlights of the survey responses are summarized in Attachment 1. On February 15, 2023, staff and the consultant team hosted two **Youth-Focused Workshops**, one at Berkeley High School and one at Berkeley City College. Staff led students through a series of activities where participants were asked to identify what they liked and disliked about the draft design concept for Civic Center and asked participants to complete comment cards about their opinions related to the park and street design approach. Highlights and key takeaways of the youth focused workshops are summarized in Attachment 1, Section 2.2.

Arts Organizations. A tailored workshop, the *Veterans Memorial Building Arts Space Focus Group Meeting*, was hosted by the City of Berkeley's Civic Arts team on February 24, 2023 and included a detailed tour of the Veterans Building and dedicated focused discussions by artistic discipline. The goal of the meeting was to identify priority space needs for the Community Arts Center and to get input on the development of a spatial program to help determine if the Veterans Memorial Building has sufficient spaces to serve the programmatic needs of the community. This workshop was not open to the general public, but instead sought to elicit targeted feedback from individuals representative of Berkeley's diverse arts community. Sixteen arts professionals from the disciplines of theater, dance, music, visual arts, and literary arts participated in the focus group meeting with the aim to have representation from various areas of Berkeley, racial and ethnic diversity, and a wide range of arts disciplines and organization sizes. Feedback gathered from this workshop is summarized in Attachment 1, Section 2.2.

Emerging Preferred Design Concept

The consultant team, in consultation with staff, has developed an emerging preferred design concept that will be used to guide the subsequent phases of the project. The outreach effort during this phase of the project has affirmed the Vision Statement adopted in 2020. With the adopted Civic Center Vision serving as the north star for this project, four points on a compass emerge to further guide the design:

- **Community** – an inclusive and caring community;

- **The Arts** – expressive artistic and cultural events;
- **Governance** – good governance demonstrated through progressive policies;
- **Education** – powerful education tied directly to history and nature.

Integrating the input received through outreach efforts, and the programmatic requirements heard from current and future users of the Civic Center, the project proposes the following current and potential future uses for each project element:

Maudelle Shirek Building will be the seat of Berkeley’s democracy with flexible meeting spaces and supportive and vision-aligned city services and educational uses, accessible by all in the community. As the historic seat of government in Berkeley, this project proposes returning city functions back to the Maudelle Shirek Building. In the public engagement efforts, Hearing & Meeting Rooms, Council Chambers, and public-facing city services all scored high as priority uses for the building. Adding these functions to the heart of Berkeley’s Civic Center will bring residents to the area throughout the day and into the evenings, to attend meetings, speak at hearings, and organize with their community.

Public outreach also showed strong support for vision-aligned organizations finding a home in the Maudelle Shirek Building, including the Berkeley Historical Society & Museum, Berkeley Community Media, and a Public Policy Institute. In order to support these functions, a number of improvements will be required, including accessible improvements to the main entry and throughout, upgraded mechanical, electrical and plumbing systems, improved fire and egress systems, seismic retrofit, and an addition to provide space for the uses. For further discussion of the proposed uses and improvements, see Attachment 1, Section 5.3.

Veterans Memorial Building will be a community Arts Center, run by the city, with performance venues, teaching and exhibit space, accessible by all in the community. This project identifies the building as a future Community Arts Center for the City of Berkeley, a use broadly supported by the public, Civic Arts Program, and the Community for a Cultural Civic Center. In a survey and workshop with local arts organizations who expressed interest in using the building, they identified exhibition and performance space as priorities, which aligns with the perception of need discovered in the public engagement process. Further, arts survey respondents identified a need for flexible multi-disciplinary spaces that are available to rent by the larger community, rather than controlled by a single anchor tenant. The layout of the art spaces is under further study based on the results of the recent Arts Organization focus group event.

The arts functions will require improvement to the building including accessible improvements throughout, upgraded mechanical, electrical and plumbing systems, improved fire and egress systems, seismic retrofit, and possibly additions to the sides of the main stage, and at the rooftop. For further discussion of the approach to this building, see Attachment 1, Section 5.4.

Civic Center Park & Surrounding Streets will become a safe nature-based urban oasis for all of Berkeley. The park design will support community use throughout the day, evening and weekend for strolling, relaxing, sharing or having a meal, visiting, and attending an impromptu gathering or organized event.

Park Uses & Improvements

The design concept for MLK Jr. Civic Center Park builds from the existing condition of the park, and layers in new design elements and programs that support the desired everyday vibrancy of the park. It simplifies the path layout and reclaims underutilized space to fit new activity areas where possible.

The approach points towards a future for Civic Center Park that the public is asking for – a place of natural and architectural beauty that provides both calm retreat and invitation to participate in public life, through everyday activities and special events. The proposed design preserves and builds upon the existing structure of the park, including the mature tree canopy, the central green open space, and the planned Turtle Island Monument terrace.

Recommended improvements include simplified and widened path systems, native and biodiverse planting areas, a multi-use plaza w/ skate-able elements, a multi-age playground, an arts and market plaza to support the Farmers Market, expanded seating opportunities, and food and beverage vendors. For further discussion of the proposed park improvements, see Attachment 1, Section 5.2.

Creek Trade Offs

Throughout the public engagement process in Phase II, the project team heard a consistent desire from some members of the community to daylight Strawberry Creek in the area of Civic Center Park, and consistent concerns from others about cost, maintenance, and safety. An alternate design concept layout (Attachment 1, Section 5.2, pages 104-107) illustrates a partial-flow daylighting scenario. The placement of the creek along Center Street aligns with the current location of the culvert under the park, and minimizes disruption to the overall park layout and monuments. However, it does have a number of impacts that need to be considered more carefully through additional study:

- Center Street – The daylit creek reduces the width of Center Street to a minimum access vehicle aisle, allowing for emergency vehicle access. Parking and other vehicular traffic flow is removed. A parking & traffic study should be completed to understand the impact of closing Center Street to public traffic, and design solutions will need to be developed for providing delivery/drop-off to the buildings along Center. The Farmers Market also may need to be relocated to a new site with sufficient width for the market.

- Hydrology – The partial flow scenario is based on the 1999 Creek Study by Wolf Mason Associates. This report notes that the culvert is likely 18’ under the surface of the park, sloping down to the west. A full restoration of the creek would require 150’ in width and was determined infeasible. A partial flow scenario would require that the existing culvert remain, and that water is diverted through a flow control structure somewhere upstream of the park and downstream from the BART station to bring water closer to the surface. The exact width, depth, and design of a partial flow creek would need to be developed through a detailed hydrological study.
- Maintenance – any creek feature would involve new maintenance requirements and associated costs.

Parking and Circulation

In addition to the pedestrian pathway changes within the park, the concept design proposes changes to parking and circulation at both Center Street and Martin Luther King Jr Way.

- *Center Street* – aligned with the City’s goal of a Green Center Street, the design proposes making this a pedestrian priority shared street, with a flush, curb-less transition from street to sidewalk, along with adding additional street trees and bioswales for stormwater management. A curve has been introduced in the road to create a more gracious entry plaza for the Veterans Memorial Building, and to further slow vehicular traffic. The proposal shows 16 parallel parking spaces, in place of the 59 paid parking spaces currently on Center Street. These generated \$156,860 in CY 2022 (at a rate of \$3.50/hour). There are also currently reserved parking spaces on this block – five for judges at the Alameda County Courthouse, one loading spot for the City mail truck, and four accessible spaces. The 16 parallel spaces could serve as reserved parking, or a small number of paid parking spaces could be maintained.
- *Martin Luther King Jr Way* – the primary concern at this road is pedestrian safety crossing between the park and the Maudelle Shirek Building. Currently, the edge of the curb between Allston and Center does not align with the curb on the blocks to the north or the south – the road widens along the park’s edge. The concept design proposes reclaiming the portion of the road currently used as parallel parking to re-align the curbs in this area, and to create pedestrian bulb-outs at the street crossings. While the traffic lanes are not impacted, eight parking spaces would be removed.

Costs and Funding Plan

The following high-level construction cost range estimations have been developed by staff and the consulting team based on the emerging preferred design concept as presented in Attachment 1. These estimates will be further reviewed and updated by a

construction cost estimator before staff return for final approval of the Civic Center design concept in June 2023 (anticipated).

| TABLE 1: PRELIMINARY HIGH-LEVEL CONSTRUCTION COST ESTIMATE RANGE | LOW IN \$MILLION | HIGH IN \$MILLION |
|--|--------------------|--------------------|
| <p>Maudelle Shirek Building Assumes: 27,500 square feet (sf). Existing building + 15,500 sf addition (two stories, west side), seismic retrofit: immediate occupancy (or near), electric conversion</p> | \$54.107 | \$70.558 |
| <p>Veterans Memorial Building Assumes 28,000 square feet (sf) existing building + 4,000 sf roof terrace, seismic retrofit: better performance objective for new buildings, electric conversion, roof terrace in high estimate</p> | \$34.045 | \$41.475 |
| <p>Martin Luther King Jr Civic Center Park & Streets 203,000 sf (or 4.654 acres w/ Center St) paths and paving, planting and irrigation, new trees and tree protection, utilities, furnishings and bollards, lighting, playground and skate spot, bulb outs, green infrastructure, crosswalk improvements, public restrooms. Does <u>not</u> include creek daylighting.</p> | \$12.902 | \$16.594 |
| TOTAL | \$101.054 M | \$128.627 M |

With an approved design concept, this project would move into its next phase of additional recommended studies (e.g., circulation/traffic, creek daylighting), environmental reviews, and initiating specific design projects. This work is estimated to cost approximately \$10 million dollars and take 2-3 years.

A variety of funding sources could contribute to the City’s approach to funding. The first approach would involve many different sources of funding all leading to one large project, phased in over the course of years. The following funding sources might contribute to the project:

- *Congressionally Directed Spending Requests (aka earmarks).* These grants are typically in the range of \$750,000-\$1.5 million. The City has submitted a request to our federal legislators for the Civic Center project and should learn in the fall of 2023 whether the earmark request is successful. If so, funding would commence in calendar year 2024. There is no match requirement.
- *State Directed Spending Requests (aka earmarks).* Similar to the federal process, there is no match and the most competitive applications are for

infrastructure. At this point in time the State Budget is in flux, and staff are working closely with our state advocate to be ready if opportunities become available.

- *Federal Infrastructure Funding:* staff and consultants have not yet been able to find a category within the current funding stream that is a strong fit for this project, but that may change as future opportunities arise. Grant match requirements for Federal grants vary.
- *FEMA/Cal OES Hazard Mitigation Grants.* These grants require a cost/benefit calculation that makes the BPON+ standard more likely to qualify for a grant. For that reason, the Veteran's Building is more likely to benefit. Most FEMA Grants require a 25% match.
- *Save America's Treasures Grant.* These grants which can be as much as \$750,000 per award, are administered by the National Park Service in partnership with the National Endowment for the Arts, the National Endowment for the Humanities, and the Institute of Museum and Library Services are awarded to nationally significant historic properties and collections that convey our nation's rich heritage to future generations.
- *State Climate Bonds:* The state legislative process is just beginning and there is some legislation in its infancy stages that may provide future funding opportunities.
- *Sustainability/Resiliency Grants:* the state and federal government offer grants that might help fund the electric conversion, green infrastructure, permeable paving, and bio swales. Grant match requirements vary.
- *Urban Greening Grant/Coastal Conservancy Grant:* these grants may fund a feasibility study of daylighting the creek. Grant match requirements vary.
- *State Parks and Recreation Grants:* There may be future funding opportunities to upgrade and enhance open space and parks.
- *City Funding.* The City's General Fund, a future tax measure, or Certificates of Participation could contribute to the project. In addition, traffic safety and stormwater elements of the project might gain contributions from Measure BB, Gas Tax, and/or the City's Stormwater Fund.
- *Foundations and/or Private Individuals.* Given the Civic Center's history and importance, private foundations and individuals might be a component to the overall funding strategy.

If full project funding isn't secured quickly, an opportunistic approach might be available. Here, City staff would identify discrete project components that could be built without the entire project moving forward. When successful in gaining grants of other funding for these components, work could proceed, e.g., the project's crosswalks and bulb-outs. This approach would likely take more time and involve more project cost overall, given fewer opportunities for efficiencies of scale.

Regardless, this project will be significantly more attractive for funding with an adopted conceptual design. Strong plans need funding, and funding is attracted to strong plans.

Next Steps

Next steps for implementation, early design interventions and activations including food trucks, and improved furnishings are identified in Attachment 1, Section 7.2. In spring of 2023, the team will develop more detailed cost estimates for both buildings and put forth a building management strategy for the Veterans Memorial Building. These will be provided as companion to the finalized design concept anticipated to be before council by June 2023.

BACKGROUND

Originally conceived at the turn of the 20th Century, the Civic Center was planned and molded by City Beautiful Movement principles, and anchored by the 1909 construction of Berkeley's second City Hall (now known as the Maudelle Shirek Building at 2134 Martin Luther King Jr Way). The plan transformed the City's center into a cohesive group of civic buildings surrounding a central park by the 1940s. Today the Civic Center comprises portions of the area surrounding Martin Luther King Jr. Civic Center Park including the Maudelle Shirek Building 'Old City Hall' (1909) and the Veterans Memorial Building (1928) which flank the Park on the west and north sides. The larger Berkeley Civic Center District (codified by the Civic Center Overlay Zone, 2014) itself was listed on the National Register of Historic Places in 1998. In addition, many of the buildings in the Civic Center District, including the Maudelle Shirek Building, the Veterans Memorial Building, and the Park itself, have been individually recognized as City Landmarks. Since the 1940s seismic building codes have evolved, requiring different thresholds of required maintenance and upkeep depending on use, and presently the historic buildings show signs of deferred maintenance.

Seismic Safety and Analysis

Old City Hall and the Veterans Memorial Building were evaluated in 2002 for seismic safety. The assessment included rough cost estimates for retrofitting the structures. These 2002 figures were updated for consideration of current building code. The cost estimates and engineering solutions for addressing seismic safety in Old City Hall and the Veterans Memorial Building were released in late April of 2019.

In 2022, City Council received further information on both the buildings' seismic analysis and costing, and the buildings' leak study. The seismic analysis from Tipping Engineering and the costing from Public Works contributed to the high-level cost estimates above. Public Works' leak study identified \$1.48 million in necessary repairs for the Maudelle Shirek Building and \$1.9 million in repairs for the Veterans Building. These repairs primarily involve roof replacements and spot repairs to better prevent water intrusion.

Based on the adopted Vision Plan, and the proposed consensus design concept and building program, the following building seismic retrofit levels are recommended:

Veterans Memorial Building is a three story, heavy concrete perimeter wall building with wood framed floors and roof that is seismically deficient and could pose life safety hazards to building occupants. For the proposed design concept, a retrofit scheme of Basic Seismic Performance Objective Plus is recommended. Under this scheme, there would be some structural damage to the building in a sufficiently sized earthquake, there would be low risk of injury from the structural damage and the repair time is from several months to one year.

Maudelle Shirek Building is a three story, non-ductile concrete building that is seismically deficient and could pose life safety hazards to building occupants, as the building could collapse or partially collapse in a major earthquake proximate to the site. For the proposed design concept, a retrofit scheme of Immediate Occupancy (IO). Under this scheme, there is low risk of injury from structural damage and the repair time is matter of days.

The forthcoming cost estimates and future detailed engineering analysis together will continue to inform the subsequent design, planning and ultimately building processes of the Civic Center project.

ENVIRONMENTAL SUSTAINABILITY

Successful initiatives that repurpose existing buildings and civic space for subsequent generations' fruitful use promotes beneficial environmental, civic, and economic sustainability. In addition, future action to renovate the existing buildings and park will incorporate specific sustainable measures into the design concept. These will include but are not limited to: electrifying buildings, installing solar systems, incorporating native/pollinator friendly plantings, deploying best practices in bioswales & stormwater management, permeable paving, and the protection of mature tree canopy.

POSSIBLE FUTURE ACTION

Using the vision statement as a guide, the project team has generated a high-quality design concept for Civic Center and its future uses. Via a broad set of community engagement activities, the preferred design concept and accompanying implementation plan will be advanced for review and adoption by City Council.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

The exact fiscal impacts of the finalized design concept for Civic Center are yet unknown. Subsequent phases of the project will include the development of detailed cost estimates, financing considerations, and ongoing maintenance strategies for the proposed implementation.

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Attachment:

1: Berkeley Civic Center Design Concept Report, March 2023.



March 10, 2023

Berkeley's Civic Center

Design Concept
Report

City Council Work Session

| SIEGEL & STRAIN Architects | + Gehl + ecb + tbd

Section

A Vision for Berkeley's Civic Center

Civic Center will be the heart of Berkeley's community. Civic Center will be the prime space for civic life, culture, and the arts. It will reflect the city's diverse identities, celebrating its history, and contributing to shaping its future. A place of shared resources and a platform for free expression accessible to all, Civic Center aims to manifest the city's values, advance social justice, and demonstrate the power of true public space.

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0.1

Executive Summary

Design Concept Phase

The Berkeley Civic Center is a place in Downtown Berkeley of great community and historic significance. The 6-acre project area, set within the Berkeley Civic Center Historic District, and comprised of Martin Luther King Jr Civic Center Park, the Maudelle Shirek Building, and the Veterans Memorial Building, is located at a physical crossroads between downtown Berkeley and residential neighborhoods amid well-established educational, cultural and civic institutions. The Berkeley Civic Center is also at a crossroads in time, awaiting a re-invigoration for use by its community as an updated civic space that embodies the values the community lives by.

This design concept effort is a continuation of the work completed in 2019/20 on the Berkeley Civic Center Vision and Implementation Plan. The purpose of this work is to document a design concept that reflects a synthesis of the shared aspirations captured in the vision statement and illustrates design ideas borne out of ongoing engagement with the Berkeley community. As with the previous Berkeley Civic Center effort, members of the community turned up in high numbers to work collaboratively for a common purpose, and the resulting design concept reflects their shared vision.

→ Timeline



Berkeley Civic Center

On September 22, 2020, Berkeley City Council adopted the Vision Statement articulated in the 2020 Vision & Implementation Plan Report for the Berkeley Civic Center project. This vision statement remains the north star for the project.

On June 1, 2021 and related to City Center District Visioning Resolution No. 69,579-N.S., the Berkeley City Council allocated funding and directed City Staff to provide additional public process, planning and design to develop a preferred design concept based on input from the community, City Commissions, and City Council.

The project's Steering Team, comprised of design consultants and Berkeley City Staff from Public Works, Office of Economic Development, Civic Arts, began work on the 2022/23 Berkeley Civic Center Design Concept effort in September 2022.

→ Methodology

The key components of the project team's effort for this phase are research, community engagement and high-level concept design.

The design team began this current effort by researching policies and improvements implemented since the conclusion of the 2019/20 Vision and Implementation Plan.

Working collaboratively with the project's Steering Team and with input from the Community for a Cultural Civic Center (CCCC), the design team developed an approach to community engagement with the goal of collecting input to inform a preferred concept design for the Martin Luther King Jr. Civic Center Park, the Maudelle Shirek Building and the Veterans Memorial Building.

The engagement effort was organized into two major efforts:

- General Public Engagement, including an open house, workshops and an online survey
- Focused Engagement, including meetings and work sessions with specific organizations and entities who are currently active in the Berkeley Civic Center and/or whose missions and interests align with and support the adopted Vision Statement.

Based on the engagement effort, which included input from over 700 individuals and 20 separate entities and organizations, the design team developed key design drivers that informed the emerging preferred design concept described in the pages that follow.

The design team is now in the process of sharing a draft of the design concept with focused groups and collecting comments for incorporation into the plan. Thus far the draft plan has been reviewed by the CCCC, Commissioners on the Super Sub-Committee, City of Berkeley staff representatives, and students from Berkeley High School and Berkeley City College. The emerging design concept will be presented to City Council for input and commentary on March 21, 2023.

→ Key Design Drivers

The outreach effort uncovered the following key design drivers that advance the vision statement, capture the unique identity and spirit of the Berkeley community, and inform the design concepts illustrated in the emerging plan.

1. The Civic Center park and buildings should be a place to gather as a community.
2. MLK Jr Civic Center Park should be natural in character, preserving mature trees and enhancing native biodiversity.
3. The Park and open space should offer a safe, clean, and comfortable place to be outdoors with others.
4. Many are passionate about daylighting Strawberry Creek while others raised concerns.
5. Center Street should be better integrated into the Park and open space experience.
6. The Maudelle Shirek Building should be the seat of Berkeley's democracy with meeting and public-serving spaces supporting civic participation in City government.
7. These civic uses in Maudelle Shirek Building should be paired with vision-aligned services and educational functions.
8. The Veterans Memorial Building should be a Community Arts Center for creative expression and accessible to all.
9. The Community Arts Center should be activated all day every day, hosting arts organizations and practitioners across all disciplines, delivering performances and programming for the community.

→ Design Concept

Integrating the input received through the engagement efforts, additional study on the changing context of the Civic Center, and the programmatic requirements heard from current and potential users, the Civic Center project proposes the following:

- **Maudelle Shirek Building**
Seat of Berkeley's democracy with flexible meeting spaces and supportive and vision-aligned city services and educational uses.
- **Veterans Memorial Building**
A Community Arts Center, run by the City, with performance venues, teaching and exhibit space, accessible by all in the community.
- **Civic Center Park & Surrounding Streets**
A safe nature-based urban oasis for all of Berkeley, supporting community use throughout the day, evening and weekend for strolling, relaxing, having lunch, visiting, and attending an impromptu gathering or organized event.

→ Recommended Next Steps

The project team proposed the following next steps for project implementation, outlined below and described in greater detail in Section 7 of this report.

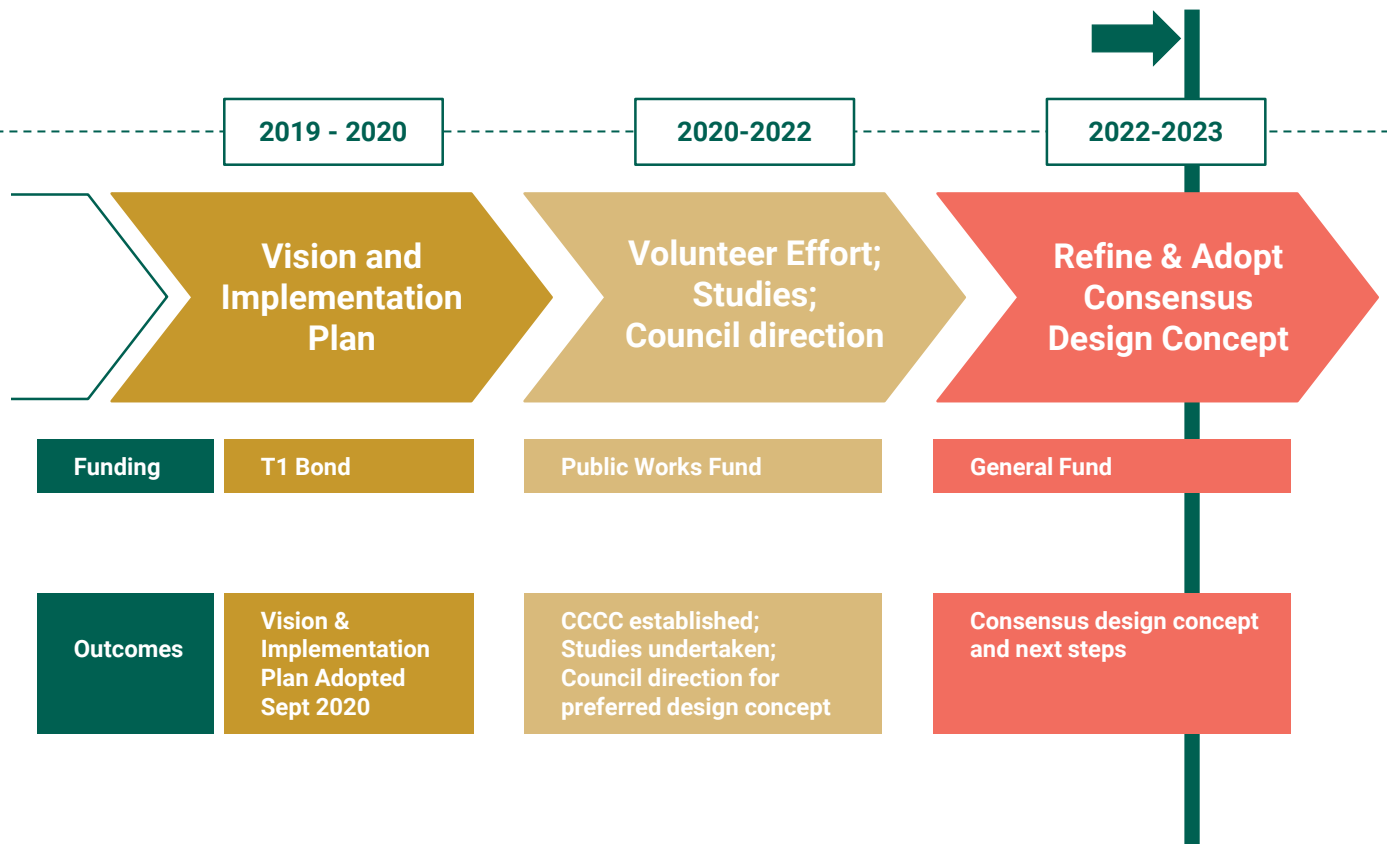
- Identify, fund and realize early activation projects.
- Complete background documentation and additional studies required for specific project design for each plan component.
- Further develop funding, phasing and management plans for each of the project components.

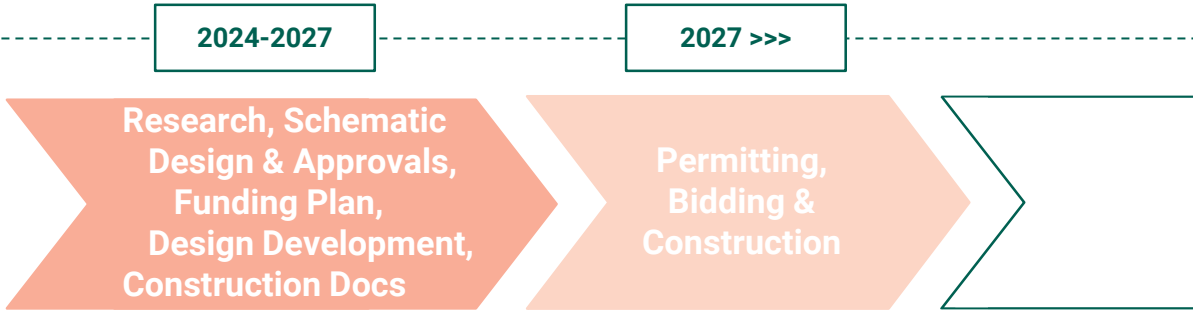


View to fountain terrace and sequoia from large green

0.2

Overall Project Schedule





Existing Conditions



Existing Conditions

1.1 Base Maps

1.2 Site Assessments

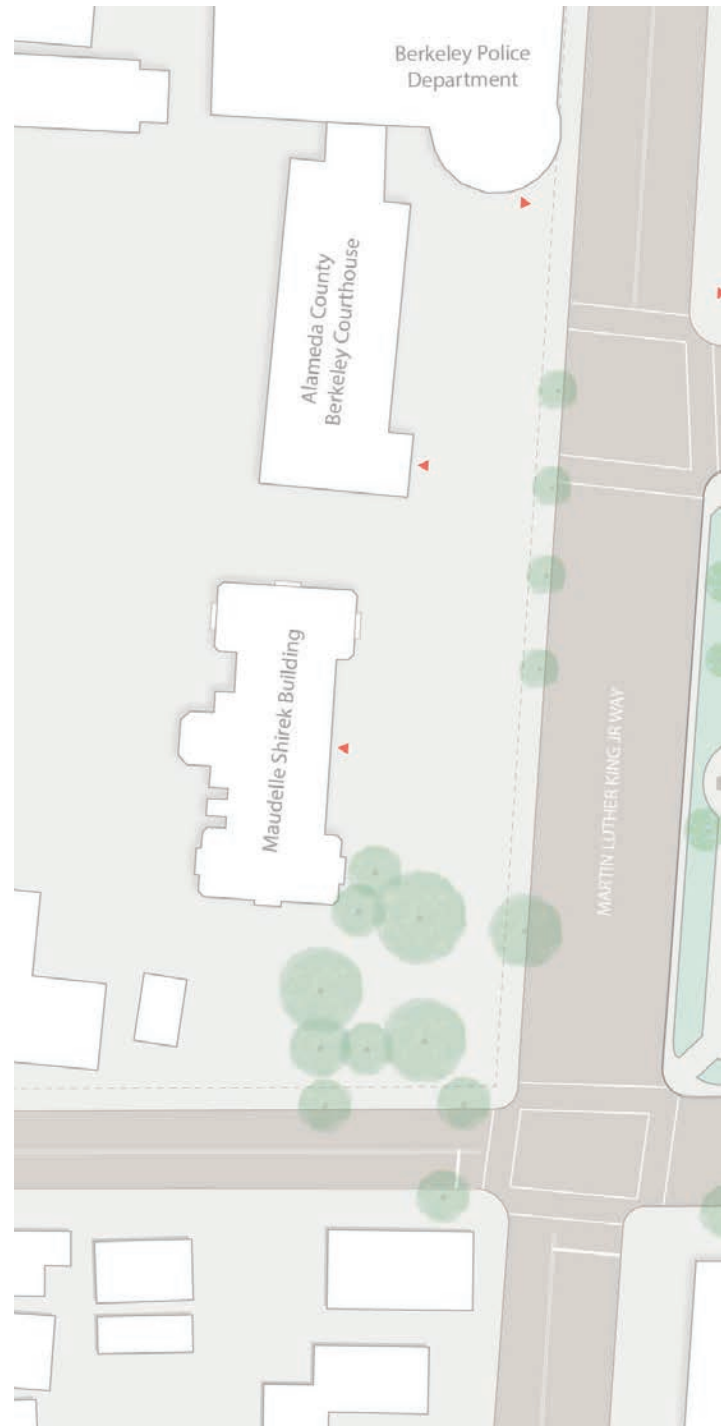
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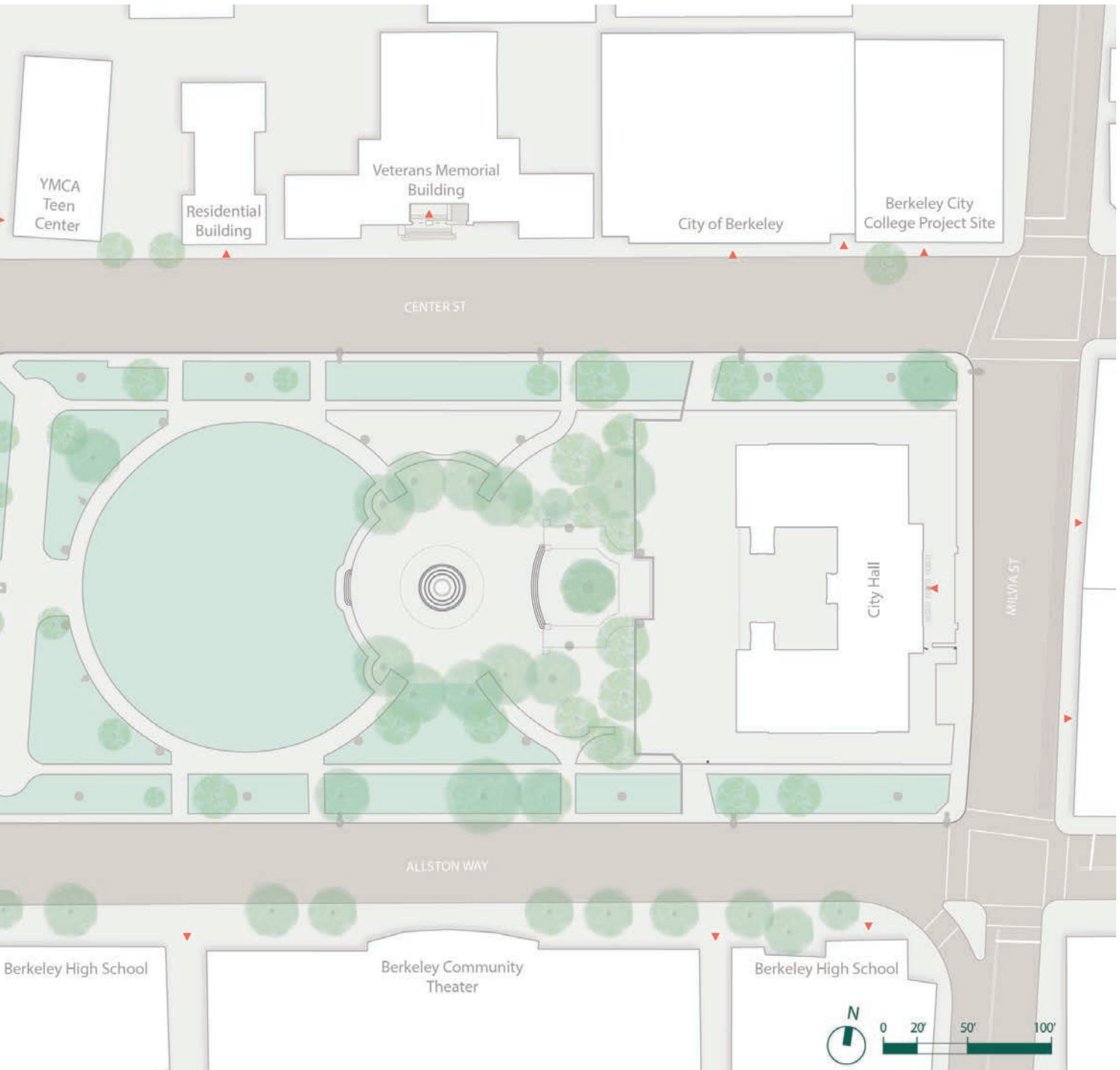
Base Maps

As part of the 2019-2020 Vision and Implementation Plan, the consultant design team developed base maps from historical plans and aerial imagery of the Martin Luther King Jr. Civic Center Park, the Maudelle Shirek Building, and the Veterans Memorial Building in the Civic Center. The design team has continued to use these as base drawings for the current Berkeley Civic Center design concept effort.

Verification of current conditions of the buildings, park and streets are required prior to specific design efforts. See Section 7.2 for a more complete list of recommended existing conditions documentation.

Additional site assessment is offered herein as diagrams to inform the design concept.





Existing Civic Center Site Plan

1.2

Site Assessments

Project Area Map

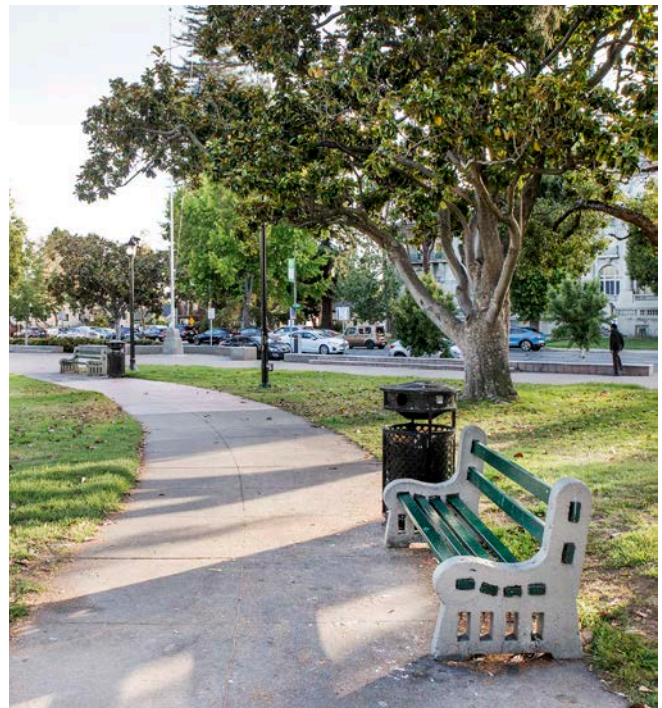
The project is located in the downtown area of Berkeley, one block west of the Bay Area Rapid Transit (BART) station, and two blocks west of the UC Berkeley campus. Directly south of the site sits the main campus of Berkeley High School. To the west, the urban fabric shifts to single family residential scale development.

As a part of this phase of work, additional site assessments were developed on the following topics:

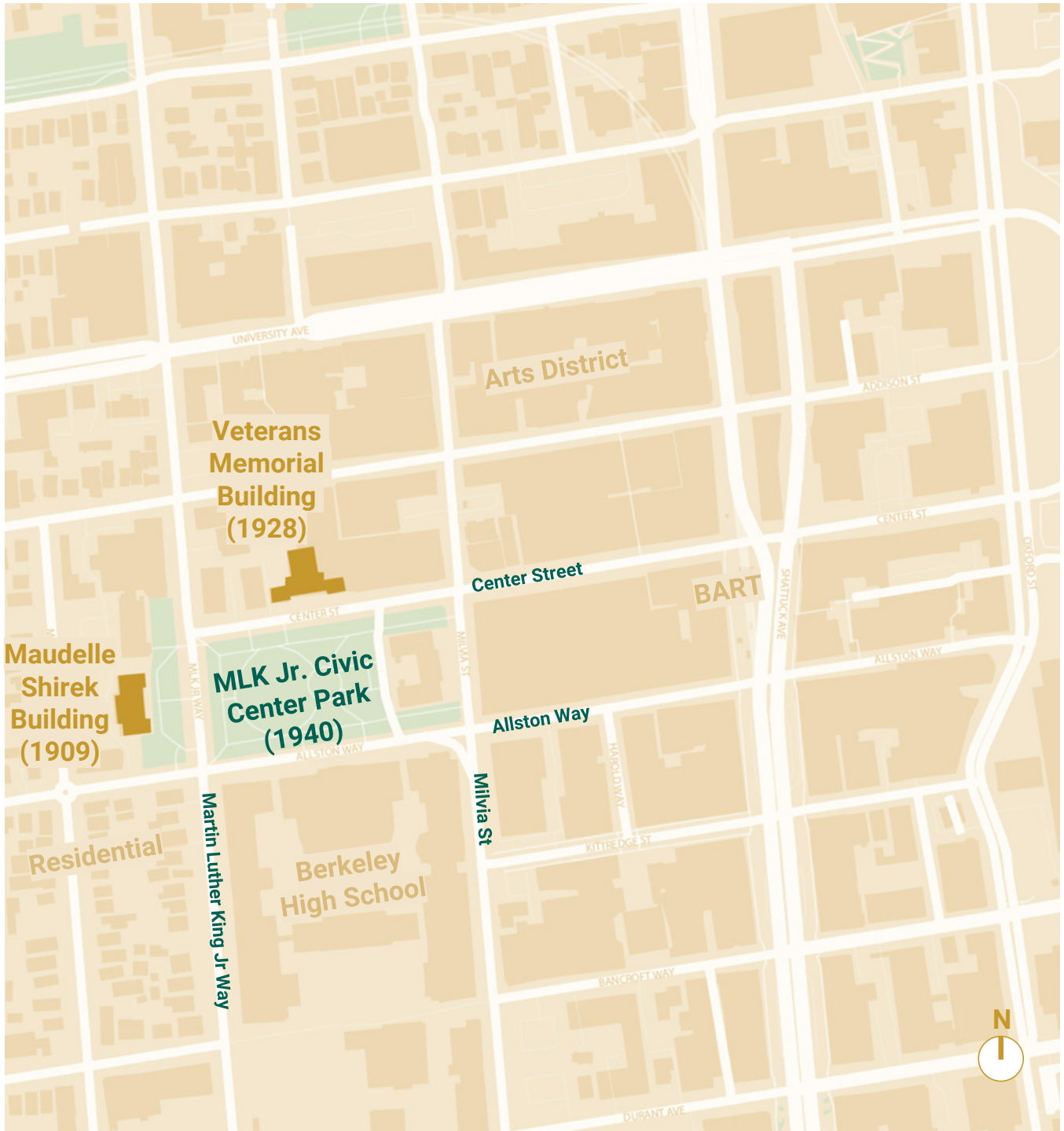
- Policy Context
- Circulation Context
- Input since 2020
- Civic Center Park Tree Map



Civic Center Park Peace Wall



Curved Path and Bench at Civic Center Park



Project Area Map

Policy Context

A number of City Policies effect the Berkeley Civic Center study area, including recent Council-adopted initiatives listed to the right. These have implications for proposed improvements at the buildings, park and the streets.

Most notably, the project is a part of the Civic Center Zoning Overlay District, established in 2014 and which encompasses a number of historic structures in the area. All proposed uses should fall within the allowable permitted uses listed to the right.



Fountain at Civic Center Park



Vision 2050

Equity, Public Health & Safety, Strong Local Economy, Resiliency & Sustainability (May 2020)



Existing Buildings Electrification Strategy

(November 2021)



Native Species Policy

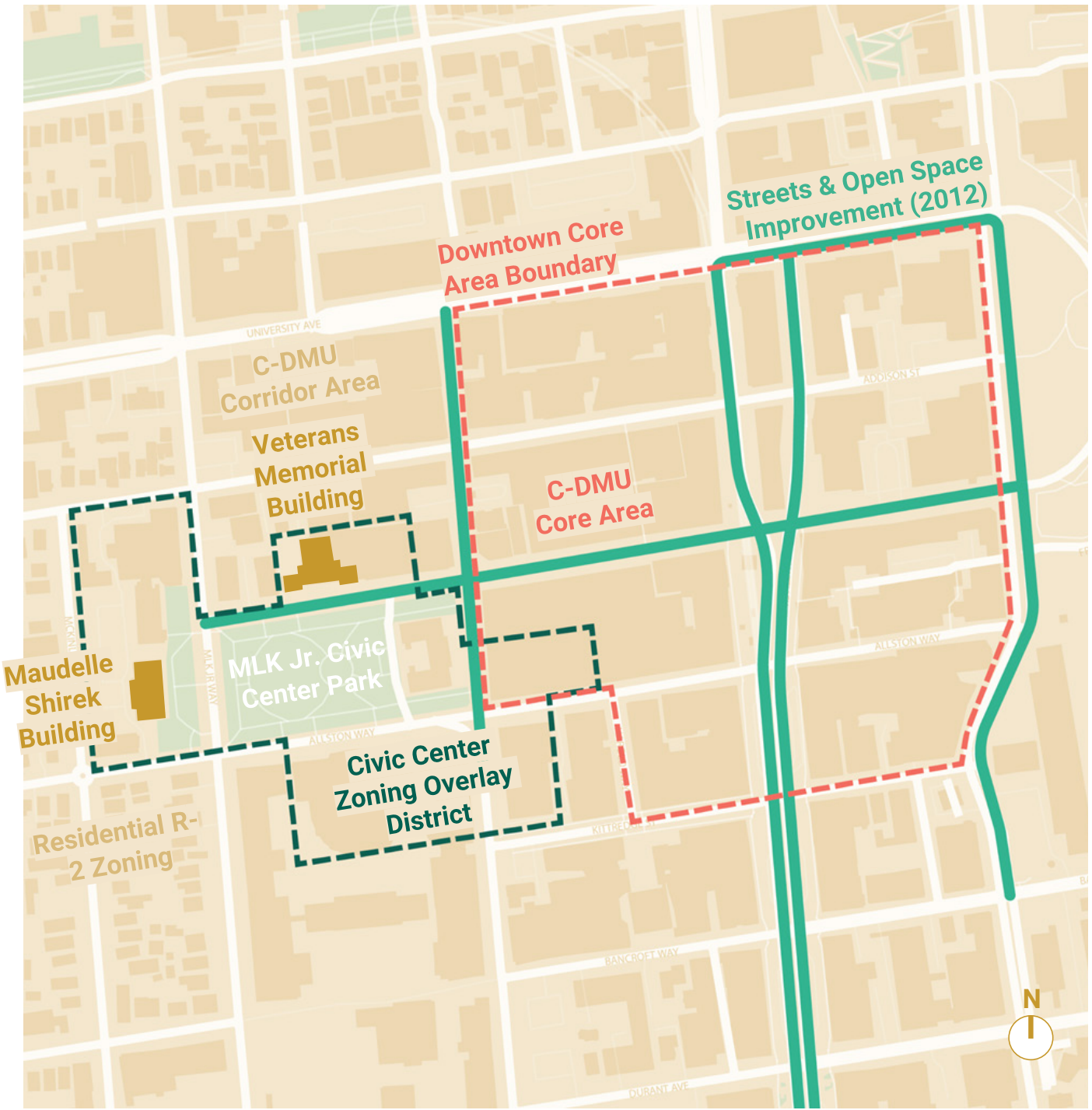
Native, Drought-Resistant, Pollinator-Friendly (April 2022)



Permitted Uses

Civic Center Zoning Overlay District (2014)

- Libraries & Museums
- Parks & Playgrounds
- Public Safety & Emergency Services
- Government Agencies / Institutions & Judicial Courts
- Public Schools / Educational Facilities
- Non-Profit Organizations
- Live Performance Theatre
- Public Market



Policy Context Map

Circulation Context

A number of improvements have been completed in the Civic Center area since conclusion of the 2020 Vision Phase.




Implementation of Milvia Bicycle Boulevard improvements changed traffic circulation west of Shattuck Avenue and the City's new Center Street Garage increased parking capacity in the downtown area.

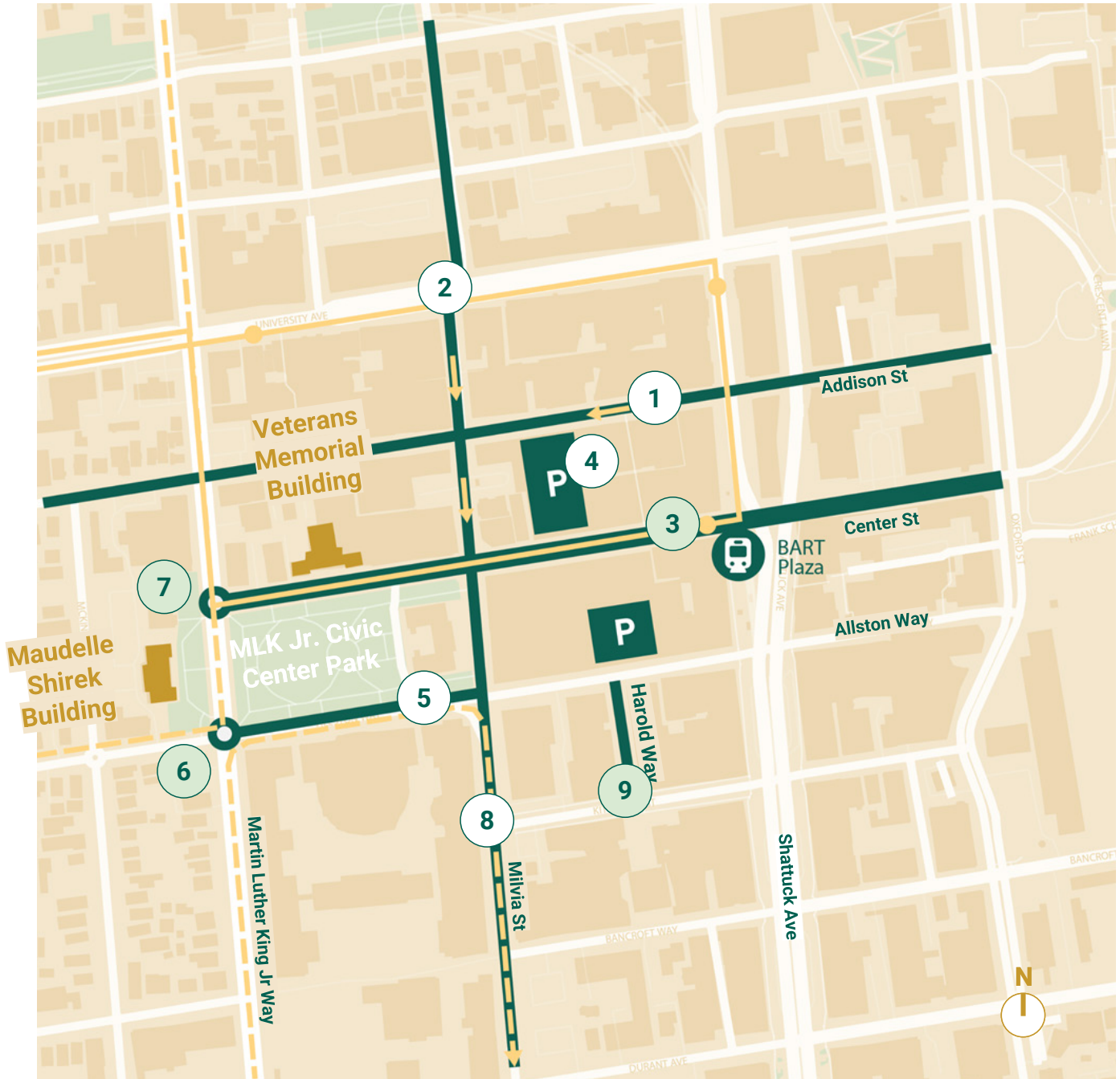
Improved pedestrian safety is an identified priority for the area and will require changes to the streets. Proposed changes to MLK Jr Way, Allston Way and Center Street need to consider existing circulation, traffic and parking patterns.



View at MLK Jr. Way & Allston Way Intersection looking North

Legend

1. **Addison Bicycle Boulevard**
(Bicycle Plan 2017)
 2. **Milvia Bicycle Boulevard**
(Completed May 2022)
 3. **Center Street Greenway & Center Street Plaza**
(Streets and Open Space Improvement Plan 2012-23)
 4. **Center Street Parking Garage and BART Bike Parking**
720 vehicle spaces; 20 EV charging spaces; 350 bicycle spaces
 5. **Allston Way Civic Street**
(Streets and Open Space Improvement Plan 2012-23)
 6. **Pedestrian Signal Improvements**
(Pedestrian Master Plan 2019-20)
 7. **Crosswalk Bulbouts**
(Pedestrian Master Plan 2019-20)
 8. **Berkeley High School Loading**
(Completed May 2022)
 9. **Harold Way**
(Pedestrian Only)
-  **AC Transit Bus Route**
 -  **BHS Drop-off Approach Routes**
 -  **One-Way traffic**



Circulation Context Map

Input Since 2020

Since the adoption of the Berkeley Civic Center Vision Statement in 2020, the City and active community members, primarily associated with the Community for a Cultural Civic Center (CCCC), provided additional input on the Vision & Implementation Plan, including:

1. Seismic Retrofit Study

Exploration of alternate seismic approaches by Tipping Structural Engineers

2. Turtle Island Monument

Design Development & Funding

3. Meeting Hall / Council Chambers

Preference for Maudelle Shirek Building location

4. More Planting, Less Paving

Preference for integration of native species and biodiversity, preservation of existing mature tree canopy, and inclusion of a large green open space

5. Park Performance Venues

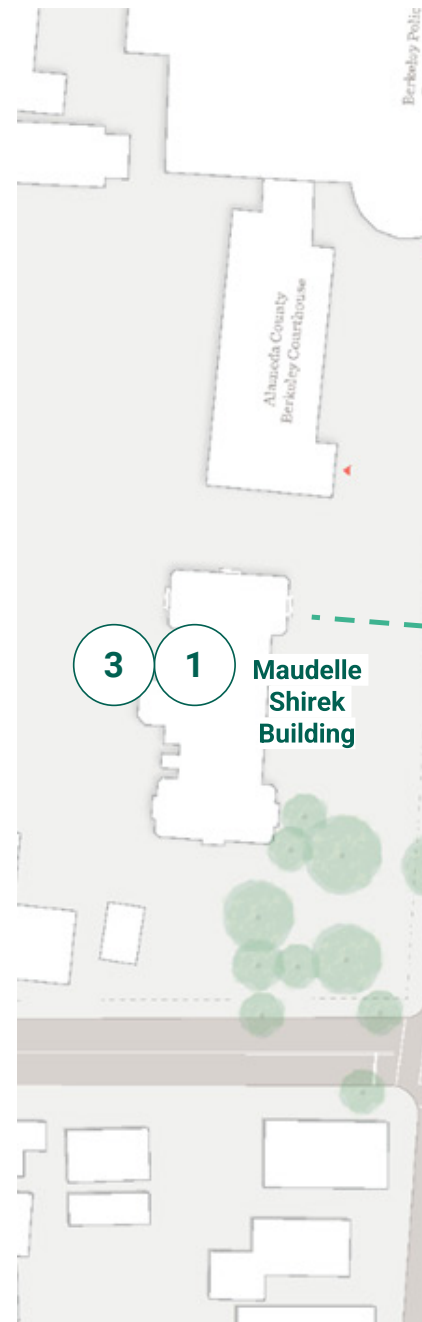
Study of Park performance venues by ELS Architecture & Urban Design

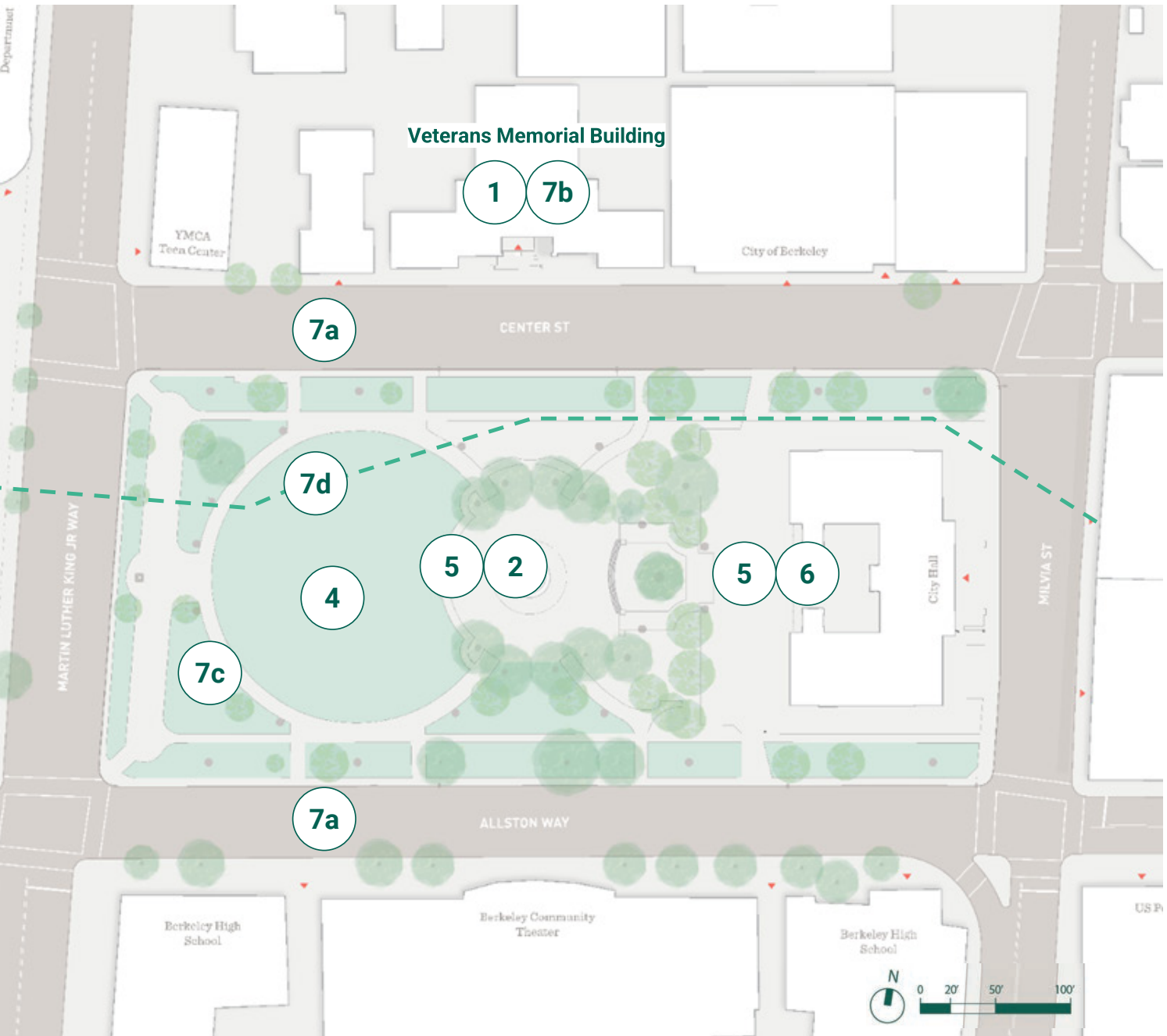
6. 2180 Milvia Parking Lot Removal

Integration of Park uses into the parking lot west of 2180 Milvia

7. Identified for additional study:

- Allston Way & Center Street closure
- Dorothy Day House & Options Recovery relocation
- Inclusion of historic interpretive panels
- Daylighting of Strawberry Creek & culverts





Site Plan indicating areas of Additional Study

Existing Conditions - Site Assessment

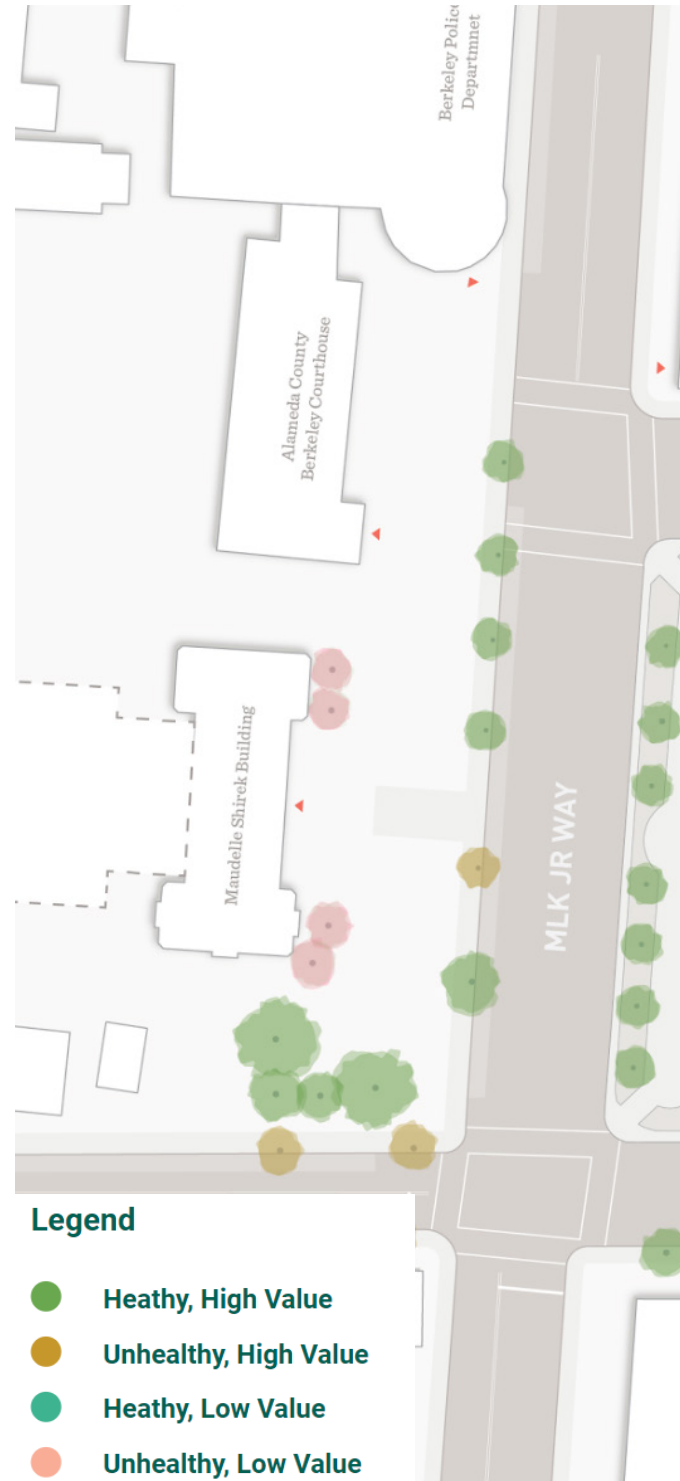
Tree Condition Map

Dan Gallanger, City of Berkeley Urban Forester, and Thomas Dodge, City of Berkeley Forestry Technician, walked the Civic Center area with the design team. Gallanger and Dodge identified the high value trees and gave the team an oral overview of the trees' health.

In addition to discussing tree protection strategies for the high value trees, the group identified the need for an updated tree survey, a tree protection plan, and a tree succession plan to support a healthy tree canopy ecosystem in the park into the future.



Sequoia (center) east of Turtle Island Monument



Legend

- Heathy, High Value
- Unhealthy, High Value
- Heathy, Low Value
- Unhealthy, Low Value



Tree Site Plan



Community Engagement

- 2.1 Engagement Plan
- 2.2 Engagement Summary
- 2.3 Key Design Drivers

2.1

Engagement Plan

The primary task of this phase is to create a preferred design concept for the Civic Center based on community, commission, and council input. The design team combined engagement with the general public and targeted outreach efforts to groups with specialized knowledge or interests in the project, including:

General Public Engagement

- > Open House - Nov 16, 2022
- > Online Survey - Dec 2022 - Jan 2023

Youth Engagement

- > In-person Work Sessions - Feb 15, 2023

Focused Engagement

- > Online & In-person Meetings
Sept 2022 - Feb 2023

Arts Organization Engagement

- > Online Survey - Jan - Feb 2023
- > Focus Group Tour & Meeting - Feb 24, 2023

Documentation of these efforts includes detailed meeting notes, and summaries of survey data and open-ended responses. The design team synthesized the input into key design drivers to guide the design concept.



Open House Nov 16, 2022



Veterans Memorial Building Art Organization Focus Group Tour

Maudelle Shirek Building

Question:
Which proposed uses are you most excited about for the Maudelle Shirek Building?
(Pick up to four)

- ...
- ...
- ...
- ...

Veterans Memorial Building

Question:
What kinds of art programs do you think the community needs most at a new Arts Center in the Veterans Memorial Building?
(Pick up to four)

- Visual Arts Exhibition
- Dance Performance
- Theater Performance
- Music Performance
- Film Screenings
- Visual Arts Class Spaces
- Dance Class Spaces
- Theater Class Spaces
- Music Class Spaces
- Digital Arts Class Spaces

Slower and Safer Streets

Question:
How do you feel about the following design approaches to improve pedestrian safety and calm traffic around Civic Center?

A. ... Reducing or eliminating parking on Center?

B. ...

MLK Jr. Civic Center Park

Question:
In your view, what park character would best enhance the vision for Civic Center?

(Choose one pie chart between 3 options)



Traditional
Playful
Natural

Example Responses:

"The park should be traditional and formal"



"A balance of old, new & natural"



"Mostly Natural"




Civic Center Design Concept | Open House | Wednesday, November 16, 2022
City of Berkeley


Engagement
Cards &
Boards

Berkeley Community Arts Center at the Veterans Memorial Building


EXISTING CHARACTER AND SPACE




PERFORMANCE



PRACTICE



CREATE



MLK Jr Civic Center Park Character Inspiration

Traditional

Focuses on traditional park elements and materials, often with formal and symmetrical path layout that frames grand spaces and views.



Playful

Focuses on elements that promote active uses and provide moments of delight and whimsy. Allows for use of non-traditional elements and materials, and informal path layouts.



Natural

Focuses on organic elements, with use of wood, stone, and planting to create a space with wilder feel. Can also incorporate strategies to enhance biodiversity and local stormwater systems.



2.2

Engagement Summary

General Public Engagement

To complement the public outreach effort of the 2020 Vision & Implementation Plan, the design team developed a presentation and survey to reintroduce the Civic Center project to the public, and to gather feedback on design approaches to the buildings, park and streets.

The presentation and survey were shared in two forms - in person and online - to maximize the response rate. Almost **700** responses were gathered, providing the design team with feedback in the form of multiple-choice and open-ended responses.

Public Open House on Nov 16, 2022

- Participants gave input on four topics: **MLK Jr Civic Center Park, Surrounding Streets, Maudelle Shirek, and Veterans Memorial Buildings**
- Participants provided written feedback on more than 200 postcards
- Held at **Berkeley Main Library**

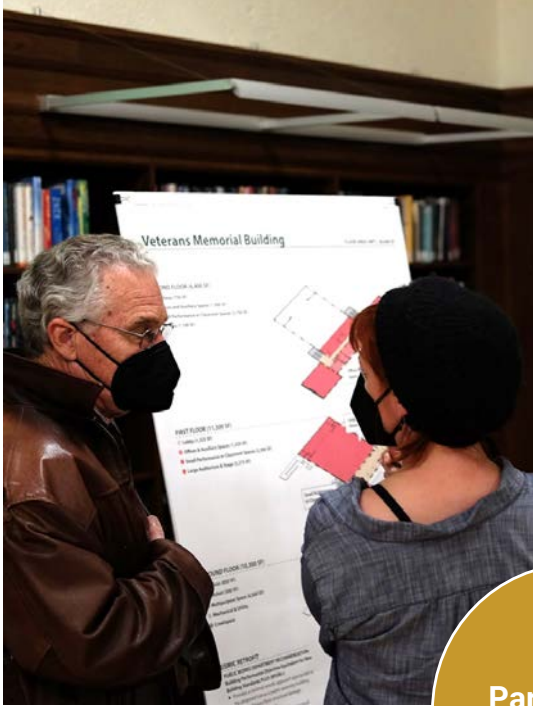
Online Survey Dec 9, 2022 to Jan 6, 2023



654

Online Survey Respondents

Dec 2022 to Jan 2023



200+
Written
Comments on
Postcards
Nov 2022

40
Participants
at Open
House
Nov 2022



Photos of Open House - Nov 16, 2022

General Public Engagement Results

Participants in the outreach effort were asked to provide information about themselves, including age, district they lived in, and relationship to Civic Center area.

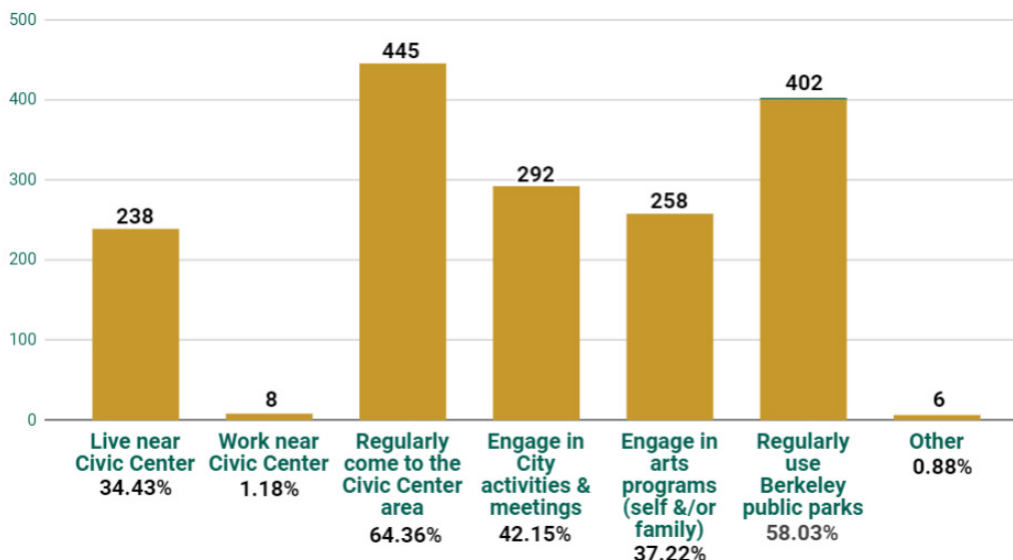
The results indicated that less than 6% of participants were between the ages of 15 and 24. With Berkeley High School and Berkeley City College in the adjacent blocks, students in this age range are important users of the Civic Center.

To address this missing age group, additional engagement events were held at Berkeley High School and at Berkeley Community College on February 15, 2023.

32 additional participants were shown preliminary design concepts and asked similar questions to the Open House participants about the parks and streets. Students were also given the opportunity to provide open-ended feedback on the design - what they liked, what they would change.

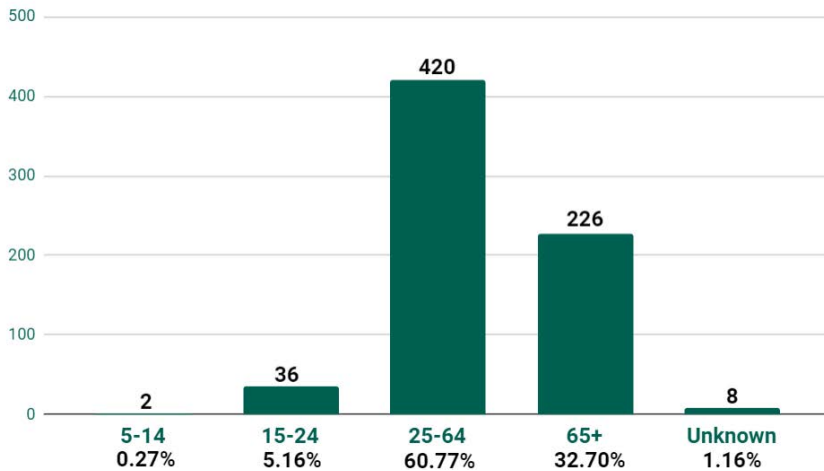
What is your relationship to MLK Jr. Civic Center Park?

Amounts are shown as a percentage of total respondents, respondents were allowed to choose more than one answer.



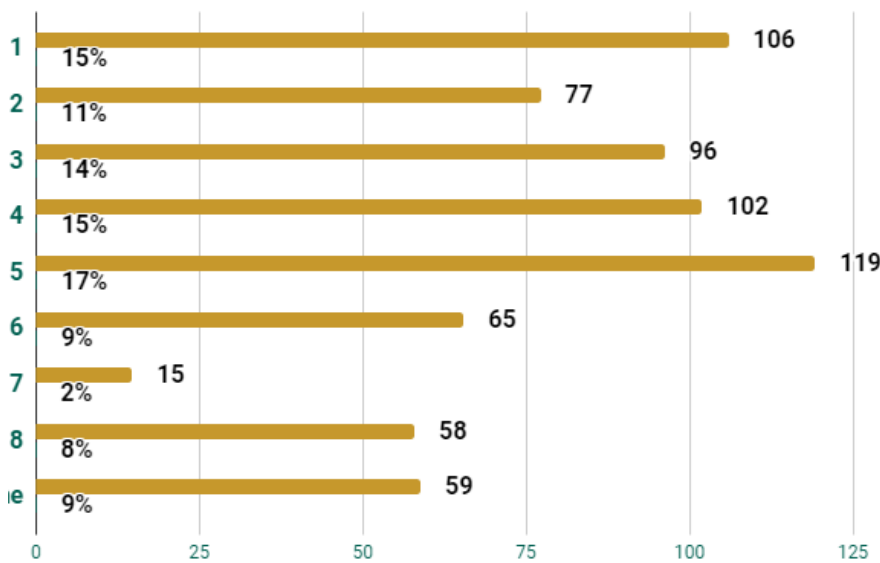
How old are you?

Amounts are shown as a percentage of 692 total respondents.



What City Council district do you live in?

Amounts are shown as a percentage of 697 total respondents.



Martin Luther King Jr Civic Center Park

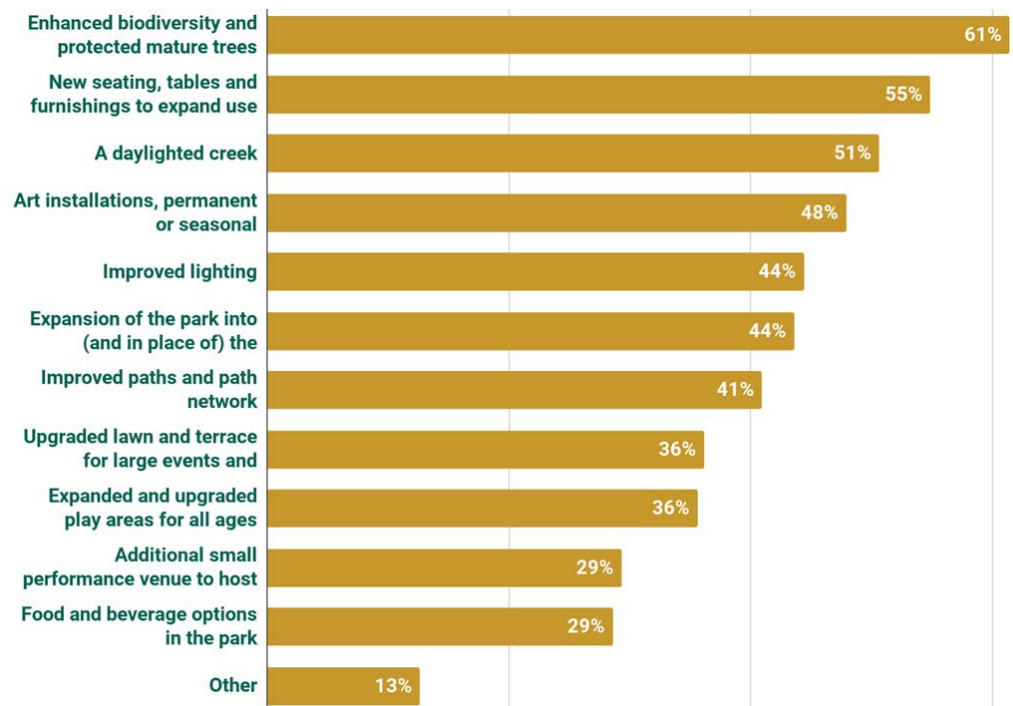
What character would you like to see in the park?

Amounts are shown as a percentage of 692 total respondents.



What uses would you like to see in prioritized in the park?

Amounts are shown as a percentage of 683 total respondents.



Anything else you want to share with us about MLK Jr. Civic Center Park?

Online Survey: 290 write-in responses

What, in your opinion, should the park be designed for?

Online Survey: 453 write-in responses



Write-In Response Emerging Themes

- 1 There are significant safety concerns about the presence of the unhoused population.
- 2 There's a desire for a mix of programs and spaces to invite a range of people to use the park.
- 3 People want to bring more nature to the park by promoting biodiversity and daylighting Strawberry Creek.
- 4 People want to see spaces for families & kids.
- 5 People want clean, safe, and well-maintained restrooms.

Surrounding Streets

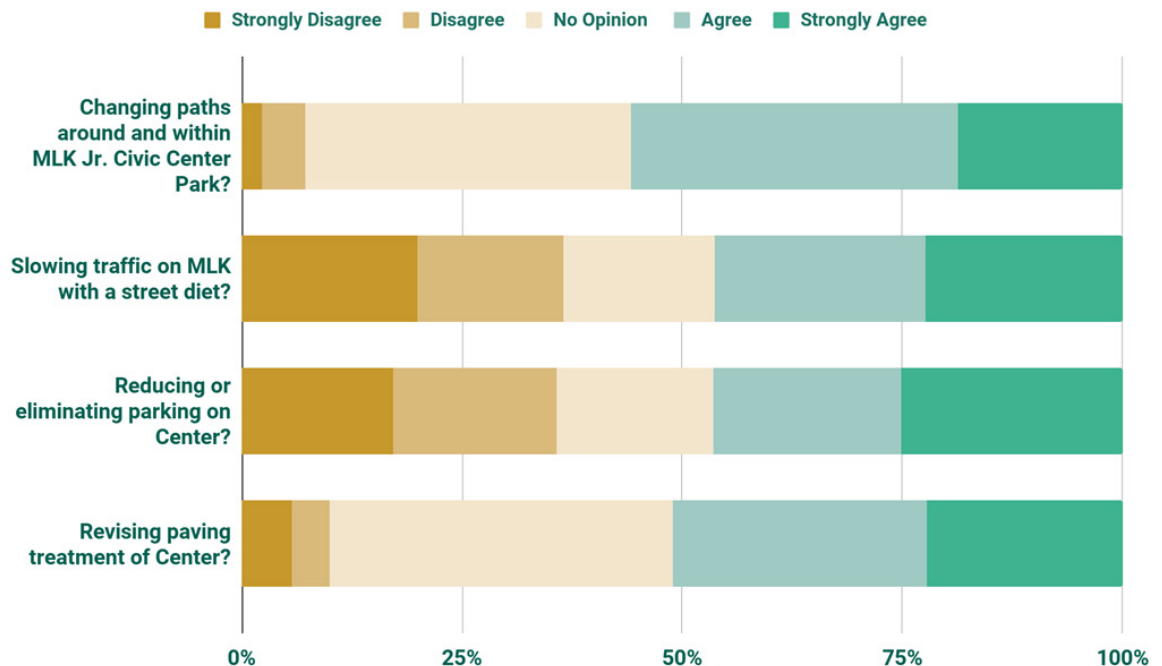
What character would you like to see in the surrounding streets?

Amounts are shown as a percentage of 665 total respondents.



How do you feel about the following design approaches to improve pedestrian safety and calm traffic around the park?

Amounts are shown as a percentage of 647 total respondents.



Anything else you want to share with us about the streets around MLK Jr. Civic Center Park?

Online Survey: 274 write-in responses



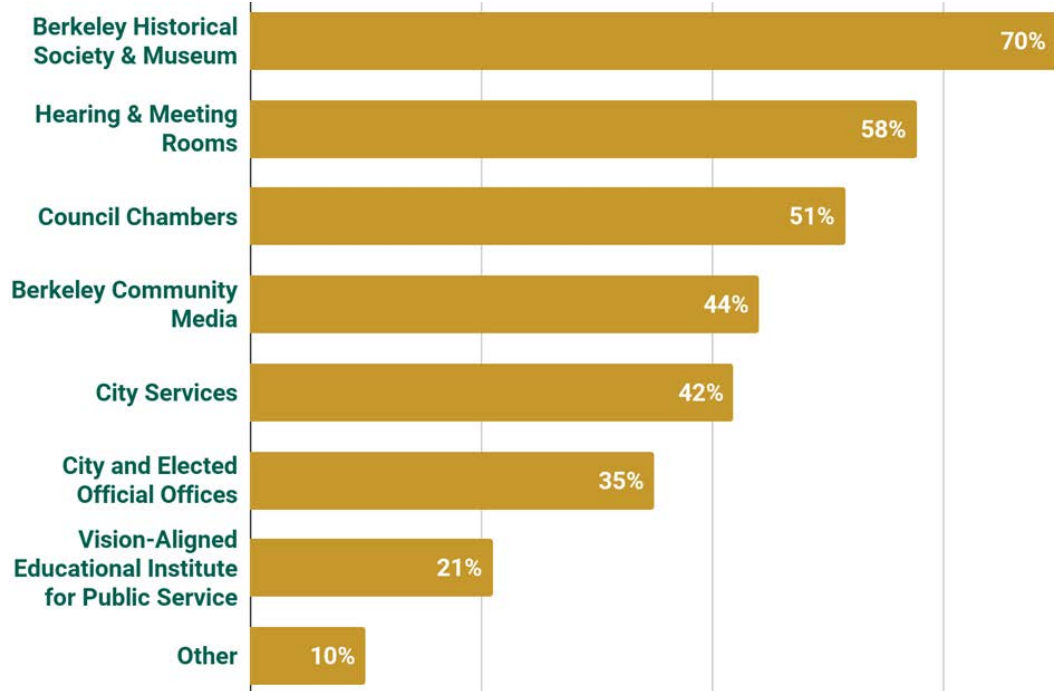
Write-In Response Emerging Themes

- 1 There are divergent opinions on traffic mitigation on MLK, however, the majority of comments are not in favor of a road diet.
- 2 People want to see pedestrians and cyclists prioritized on Center Street and Allston Street.
- 3 People want to ensure dropoff and pickup needs are met around Berkeley High School.
- 4 There are concerns about parking being removed.

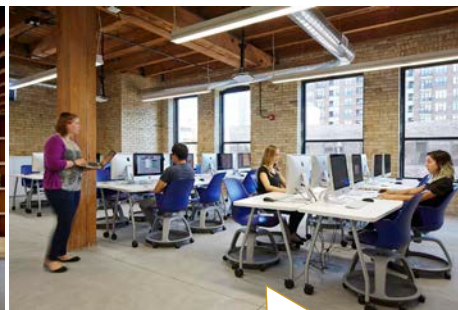
Building Uses

Which proposed use are you most excited about for the Maudelle Shirek Building?

Amounts are shown as a percentage of 564 total respondents.



"Having a go to location to vote on election day and all related Berkeley city services."



"Active use of meeting rooms for organizing events and activism, attending City Council meetings and public meetings."

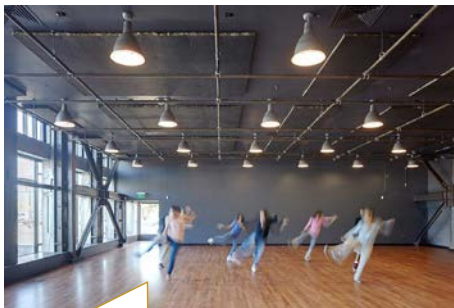
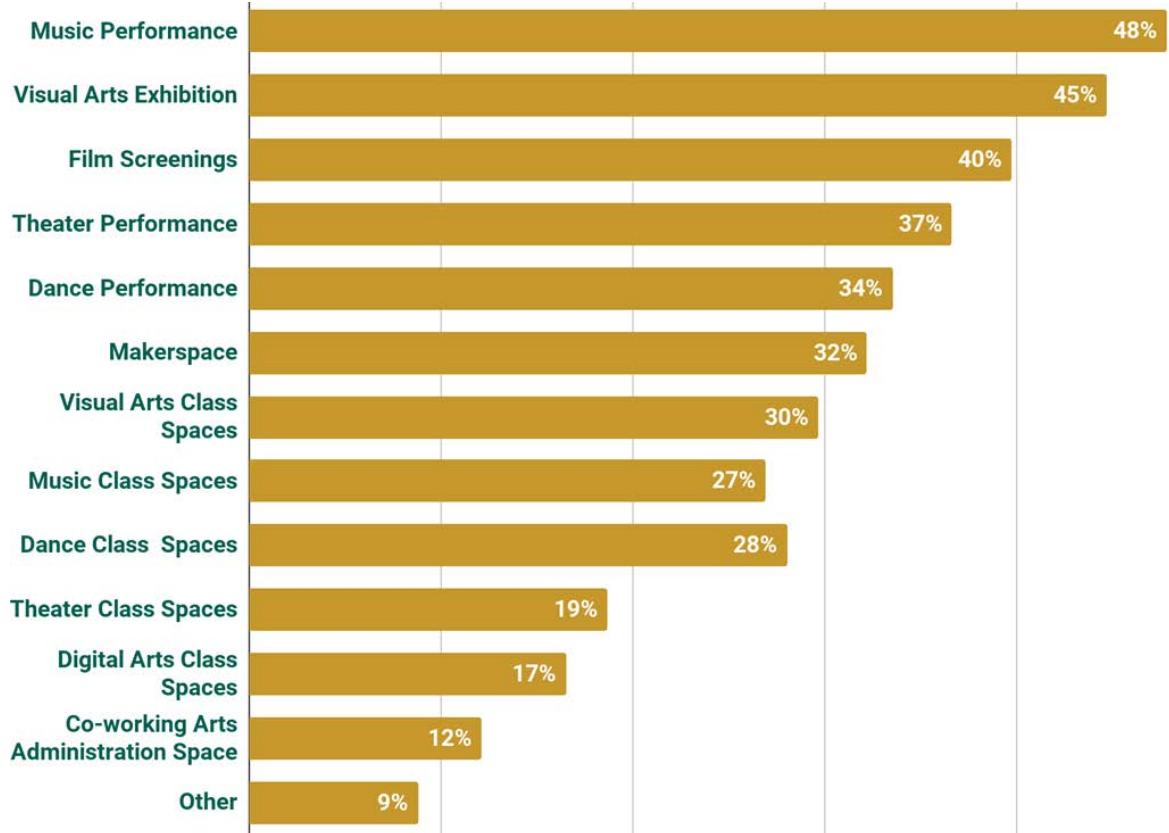


"Perhaps some sort of partnership with UC to bring new energy and researchers to the building?"

"With the co-location of the Historical Society, Vision Institute, and Community Media, the community will have better access to these resources."

What types of programs do you think the community needs most at a new Arts Center in the Veterans Memorial Building?

Amounts are shown as a percentage of 546 total respondents.



'Film screenings and music performances!'

'There's a shortage of arts class spaces, and I think this would be a great thing for the community.'

'Love the idea of a true dance/music/arts center integrated into a revitalized & restored park.'

'I think it needs to appear more open, accessible, inviting and welcoming...signage and a well-designed entrance foyer.'

Focused Engagement

In addition to the general public, and with input from the project's City Steering Team, the design team identified City departments, park users, neighbors, and affiliated organizations who could provide detailed input on the design concept.

The design team shared drawings, diagrams, photographs, and precedent images of the park and buildings at these meetings and asked specific questions aimed at gathering insights from those most familiar with the area and its current condition.

The groups ranged from current tenants like the Berkeley Historical Society & Museum and The Ecology Center to discuss specific space needs, to the Parks, Recreation and Waterfront Department staff to discuss park maintenance budgets, approaches, and possible community involvement.

The design team met with representatives from some of these groups, such as BUSD and the CCCC, multiple times to solicit specific feedback.

City of Berkeley Staff & Departments

Civic Arts
City Clerk
Elected Officials
Fire Department
Parks, Recreation and Waterfront
Police Department
Public Works Department
Real Estate
Special Events
Transportation
Urban Forester

Neighbors, Users & Affiliated Organizations

Berkeley City College
Berkeley Community Media
Berkeley Commissioners
Berkeley Historical Society & Museum
Berkeley Unified School District
Community for a Cultural Civic Center (CCCC)
Creek Daylighting Advocates
Ecology Center
Potential Educational Partners
Skate XP

Farmers Market
2000 vtrs/wk
60 Vendors

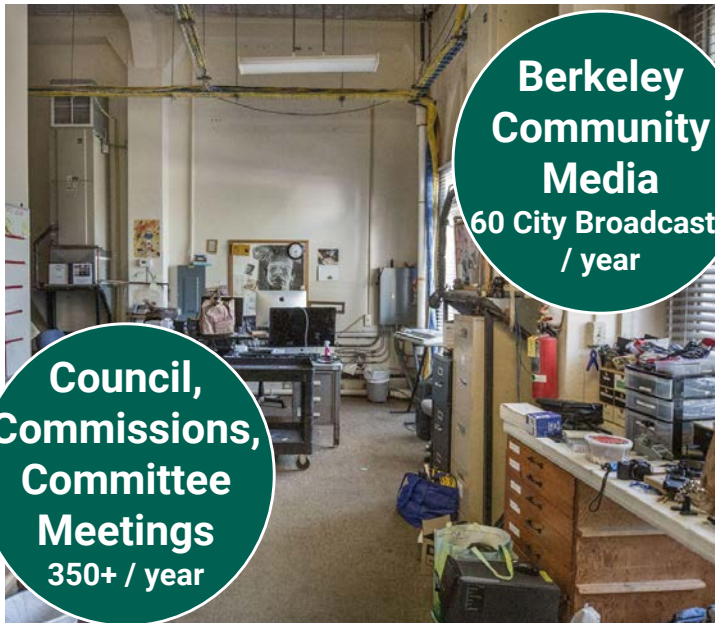


Berkeley Historical Society & Museum



Berkeley Community Media
60 City Broadcasts / year

Council, Commissions, Committee Meetings
350+ / year



Special Events
16+ / year pre-pandemic



Berkeley Civic Center User Groups

Community Engagement - Engagement Summary

Arts Organization Engagement

As part of this effort and with assistance from the design team, the Civic Arts Division of Economic Development devised and released a survey to the recipients of City Civic Arts grants in January 2023. A focus group work session was held in February 2023 to discuss transforming the Veterans Memorial Building into a Berkeley Community Arts Center.

79 Arts Organizations and Cultural Producers responded to questions related to their current space use, space needs, and desire to be located in the Civic Center area through the online survey.

16 participants from a wide-range of organization sizes, representing the disciplines of theater, dance, music, visual arts, and literary arts, attended the focus group to identify priority space needs in the Veterans Memorial Building for a Community Arts Center and to give input on the development of a spatial program.

Veterans Memorial Building’s downtown, central location near the arts district and transit is very appealing to arts groups.

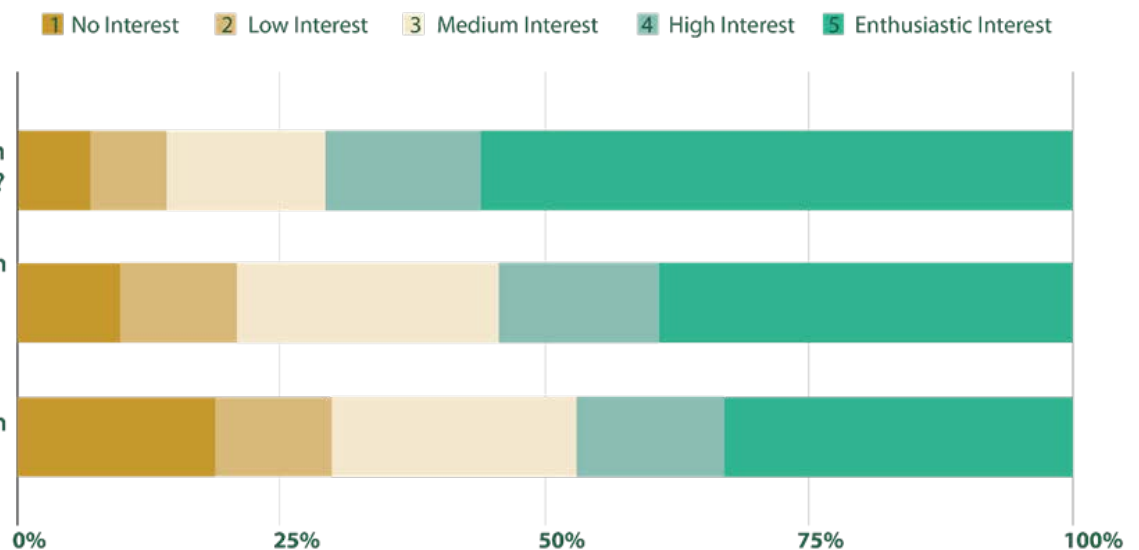
Strong interest and demonstrated need for a Community Arts Center

Survey responses demonstrate that Berkeley-based arts organizations have a need for spaces for performances, classes, workshops, exhibitions and other public programs:

43% Respondents do not have a facility for their public programming. They operate out of a home office or an administrative office and rent venues as needed for public programming.

66% Respondents rent space for their programming. This includes organizations that do not have a facility, and those that have a facility but need additional space on an occasional basis.

46% Respondents produce public programs for smaller audience sizes (250 people or less) indicating a good fit for the various public spaces in the Veterans Memorial Building.



Arts Survey Respondents



22
Dance
Orgs

33
Music
Orgs



27
Theater
Orgs

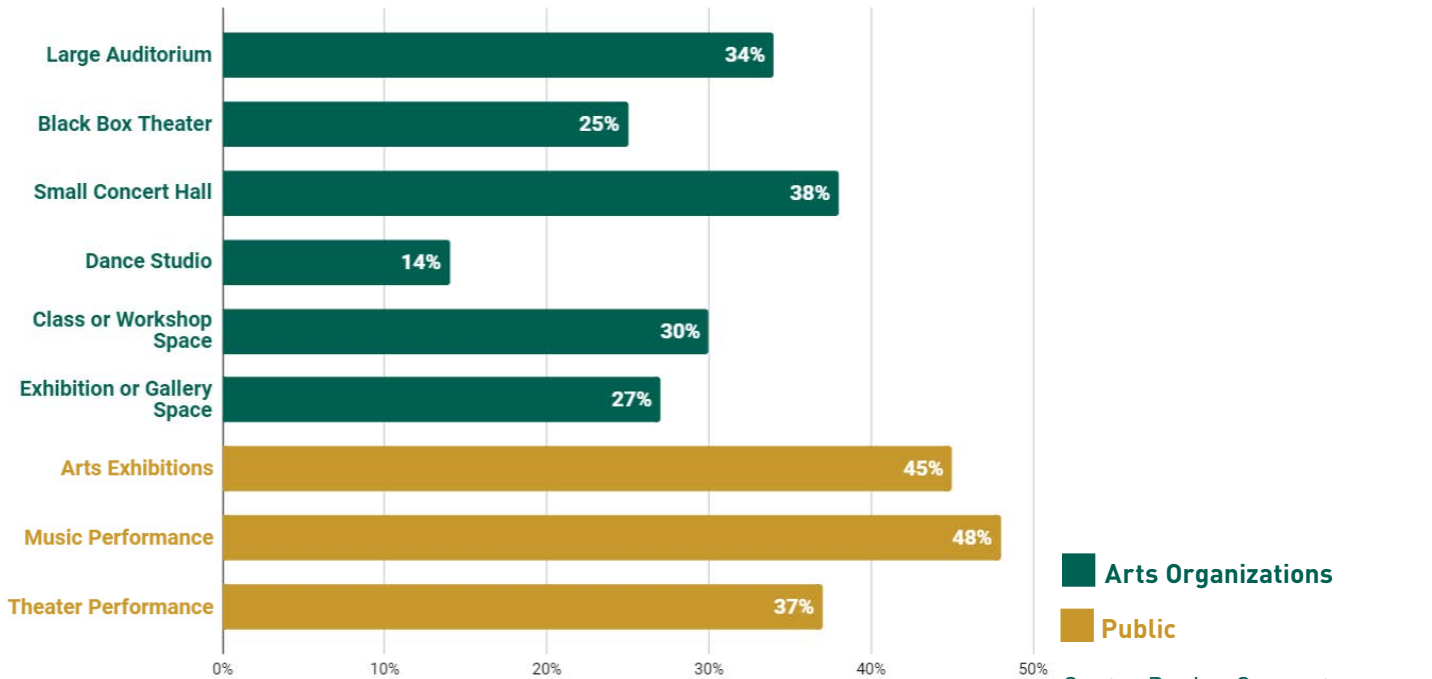


27
Visual
Arts
Orgs



30
Arts
Education
Orgs

Arts organizations are interested in multiple types of public program space in a renovated Veterans Memorial Building:



2.3

Key Design Drivers

The design team received feedback during the outreach and engagement events in a number of forms - written responses to directed and open-ended survey questions, verbal feedback, and additional feedback sent via email to the Civic Center email address. The outcome of the engagement effort was integrated into **9 key design drivers** to guide the design concept.

Overall, the community's responses during this phase reinforced the 2020 Vision Statement:

- Civic Center will be the heart of Berkeley's community.
- Civic Center will be the prime space for civic life, culture, and the arts.
- It will reflect the city's diverse identities, celebrating its history and contributing to shaping its future.
- It is a place of shared resources and a platform for free expression accessible to all.
- The Civic Center aims to manifest the city's values, advance social justice, and demonstrate the power of true public space.

Slower and Safer Streets

Anything else you want to share with us?

Answer: I would make center street part of the park - and use addition for traffic currently using center. The safest street has no cars 😊

Age: 5-14 25-64 15-24 65+

Relation to Place: Live near the Civic Center Regularly come to the Civic Center area Other:

Civic Center Design Concept | Open House | Wednesday, November 16, 2022 | City of Berkeley

MLK Jr. Civic Center Park

Anything else you want to share with us?

Answer: YES! ELIMINATE REDUNDANT PERIMETER PATHS - JUST MORE GREEN, LESS PAVING - HIDDEN ELECTRICAL/ ONE! INFRASTRUCTURE THROUGHOUT @ SYCAMORE. ADD WALKWAYS! (PARK UNDER TREE LANYARD) SOUND INSTALLATION @ FOUNTAIN - BIRDSONG! ADD BETTER PATH LIGHTING THROUGHOUT - ACTIVATE PARK DEFINITELY ADD FOOD ARTS - HUGE MISSING OPPORTUNITY CURRENTLY MORE HOURS!

Age: 5-14 25-64 15-24 65+

Relation to Place: Live near the Civic Center Regularly come to the Civic Center area Use Berkeley Park

Civic Center Design Concept | Open House | Wednesday, November 16, 2022

Maudelle Shirek Building

Anything else you want to share with us?

Answer: IMO - super critical to have council chamber in M. Shirek Bldg - It is the most "memorable" structure on the park - and should be crest of Gov. I would also prioritize making it useful (at sale, etc) over perfect historic restoration.

Age: 5-14 25-64 15-24 65+

Relation to Place: Live near the Civic Center Regularly come to the Civic Center area Engage in City activities & meetings

Civic Center Design Concept | Open House | Wednesday, November 16, 2022 | City of Berkeley

1

The Civic Center Park and buildings should be a place to gather as a community.

Parks should bring people together

Relaxing at performances, listening to music

Inviting public space for gathering & enjoyment

“ Informal and formal gatherings of people of all ages. A safe place to be in community together.”



300 +
Written comments related to community gathering

2 MLK Jr Civic Center Park should be natural in character, preserving mature trees and enhancing native biodiversity.

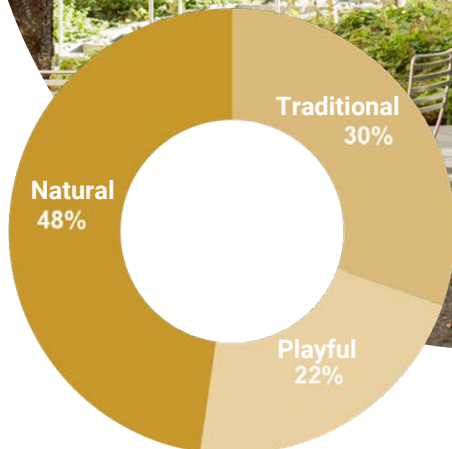
Return nature in the urban setting

The park should be a place for relaxing with nature

Amplify nature and art because that's what Berkeley is basically about.

“

As our city is becoming increasingly developed, the park should present a peaceful, calming, safe space where people can be in nature.”



61%
of respondents prioritized biodiversity and protecting mature trees

3

The Park and open space should offer a safe, clean, and comfortable place to be outdoors with others.



The focus should be in day-to-day use with events being an important secondary use. Keep the park safe and accessible.

55%

of respondents prioritized new seating, tables and furnishing

Sitting & relaxing

Playing & recreating

Strolling/Walking

48%

of respondents prioritized art installations

44%

of respondents prioritized improved lighting



4 Many are passionate about daylighting Strawberry Creek while others raised concerns.



51%
of respondents
prioritized
daylighting
Strawberry
Creek

“Costs of daylighting need to be weighed against other park improvements.”

Too expensive / infeasible, hard to maintain.

A perfect opportunity to restore native plants and biodiversity, and to daylight Strawberry Creek

“Daylighting Strawberry Creek and restoring native vegetation can be a wonderful anchor to this vision.”

5

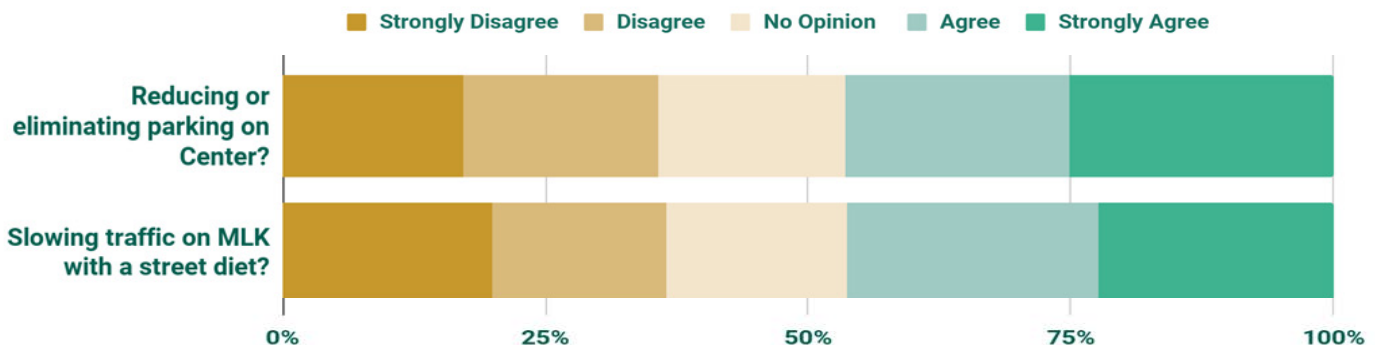
Center Street should be better integrated into the Park and open space experience.



53%
of respondents support natural character for streets around park

51%
of respondents agreed with revising paving treatment on Center St.

Center St used for more active uses, like the Saturday Farmer's Market.



6 The Maudelle Shirek Building should be the seat of Berkeley's democracy, with meeting and public-serving spaces supporting civic participation in City government.

58%
of respondents support community hearing & mtg rooms at MSB

51%
of respondents support Council Chambers at MSB



Promote access and use by all by making the building as inviting, interactive, and safe as possible.

A one stop shop for the general public.

7 These civic uses in the Maudelle Shirek Building should be paired with vision-aligned services and educational functions.

...center for education, inspiration, and action. Celebrate Berkeley's activist history!



70%
of respondents support Berkeley Historical Society & Museum at MSB

44%
of respondents support Berkeley Community Media at MSB



..a hub for BCM's important educational and public service work.

8 The Veterans Memorial Building should be a Community Arts Center for creative expression and accessible to all.

72%
of arts survey
respondents
showed high
interest in space
downtown



It would fantastic to have a community, municipal arts space in downtown.

9

The Community Arts Center should be activated all day every day, hosting arts organizations and practitioners across all disciplines, delivering performances and programming for the community.



Generate lots of activity in the building day and night!



Proximity to BHS, BCC supports partnerships and youth engagement

Vision



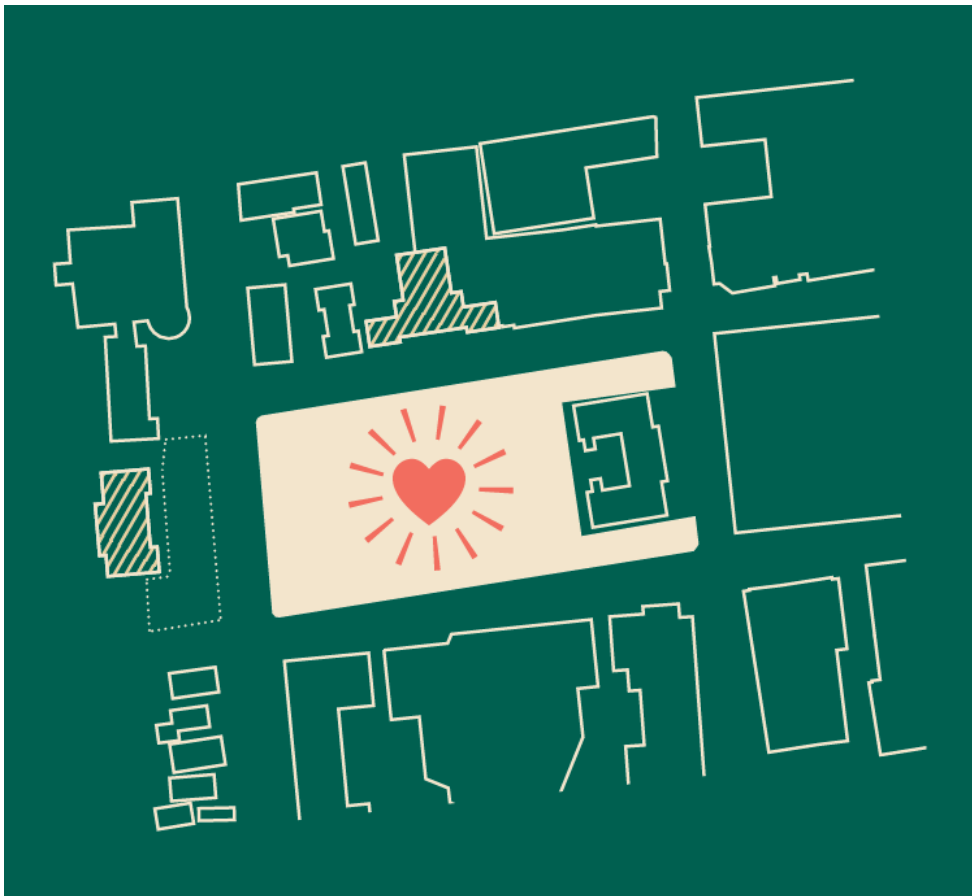
Vision

3.1 Vision Statement

3.1

Vision Statement for Berkeley's Civic Center

Reaffirmed in 2022-23 public engagement process.



Civic Center will be the heart of Berkeley's community. Civic Center will be the prime space for civic life, culture, and the arts. It will reflect the city's diverse identities, celebrating its history and contributing to shaping its future. A place of shared resources and a platform for free expression accessible to all, the Civic Center aims to manifest the city's values, advance social justice, and demonstrate the power of true public space.



Design Considerations

4.1 Opportunities

4.2 Programs & Uses

4.1

Opportunities

A Historic Asset

The Maudelle Shirek Building, Veterans Memorial Building, and Civic Center Park are contributing structures to the Berkeley Civic Center Historic District which is recognized both locally and nationally. Together they have served and are serving the community as gathering places, the seat of democracy, and settings for art and artistic expressions. They maintain much of their historic fabric, and present to the City an opportunity to reestablish the area as the heart of Berkeley's civic life.

A City Campus

This one block area of downtown contains seven structures owned or operated by the City of Berkeley. Densifying city uses in this area will further strengthen the city campus and provide flexibility for future growth and changing needs.

A Guiding Vision

With the adopted vision statement as the north star for the project, four points on a compass emerge from the engagement efforts and design thinking which are representative of Berkeley's culture and collective values:

Community

an inclusive and caring community

The Arts

expressive artistic and cultural events and pieces

Governance

good governance demonstrated through progressive policies

Education

powerful education tied directly to history and nature

"It is beautiful and should be invested in now, to preserve what we have and make it publicly usable again. Don't let it further deteriorate."

"It is a historical architectural treasure that needs our love and funding!"

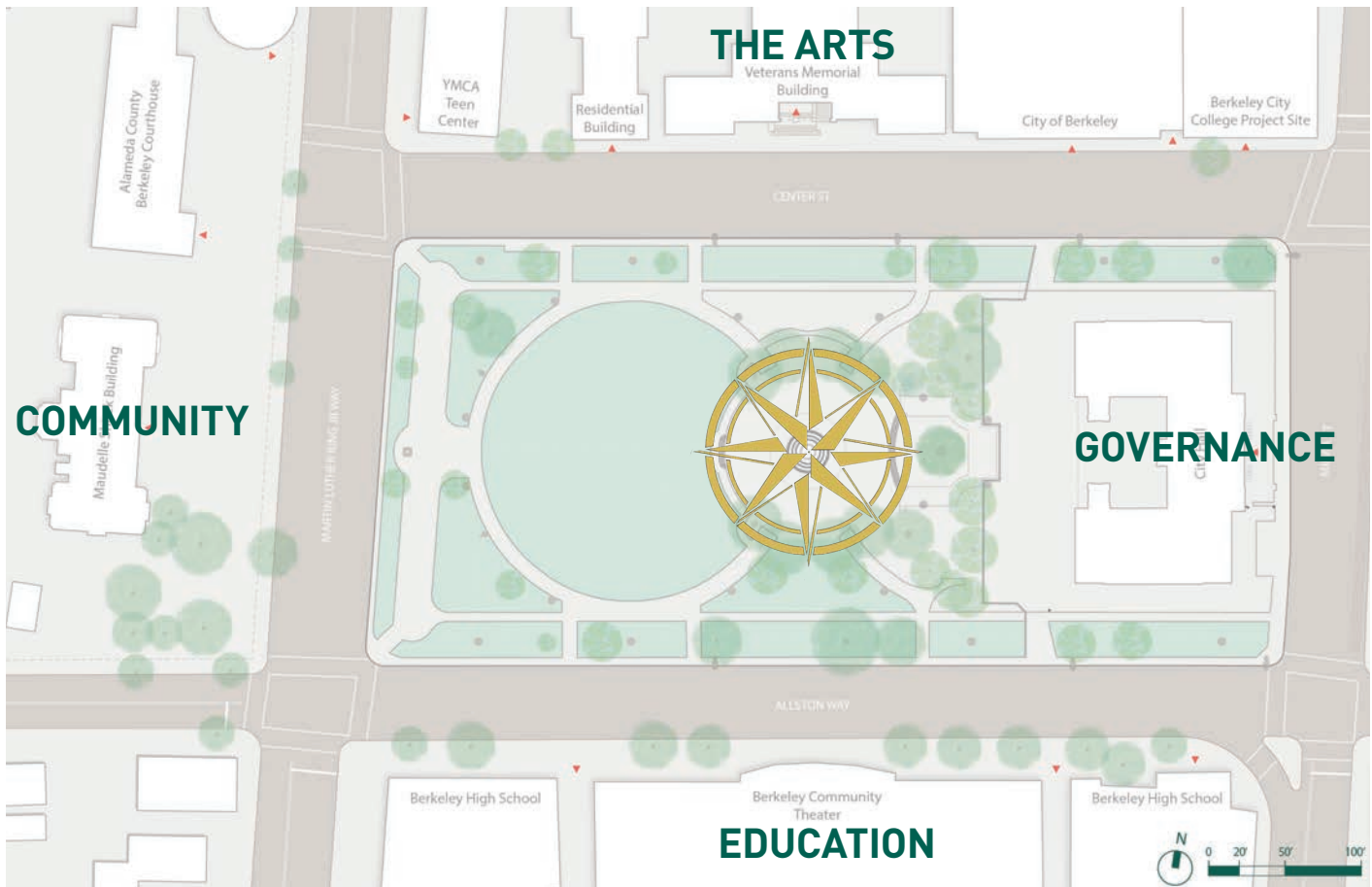
"It is beautiful, and an asset to the city."



Maudelle Shirek Building Entry



Veterans Memorial Building Ceiling



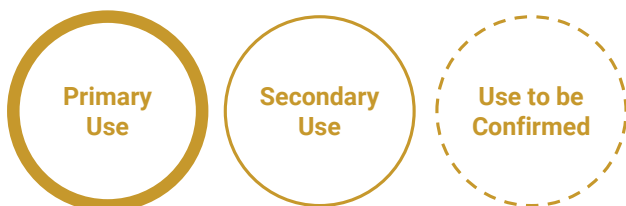
4.2

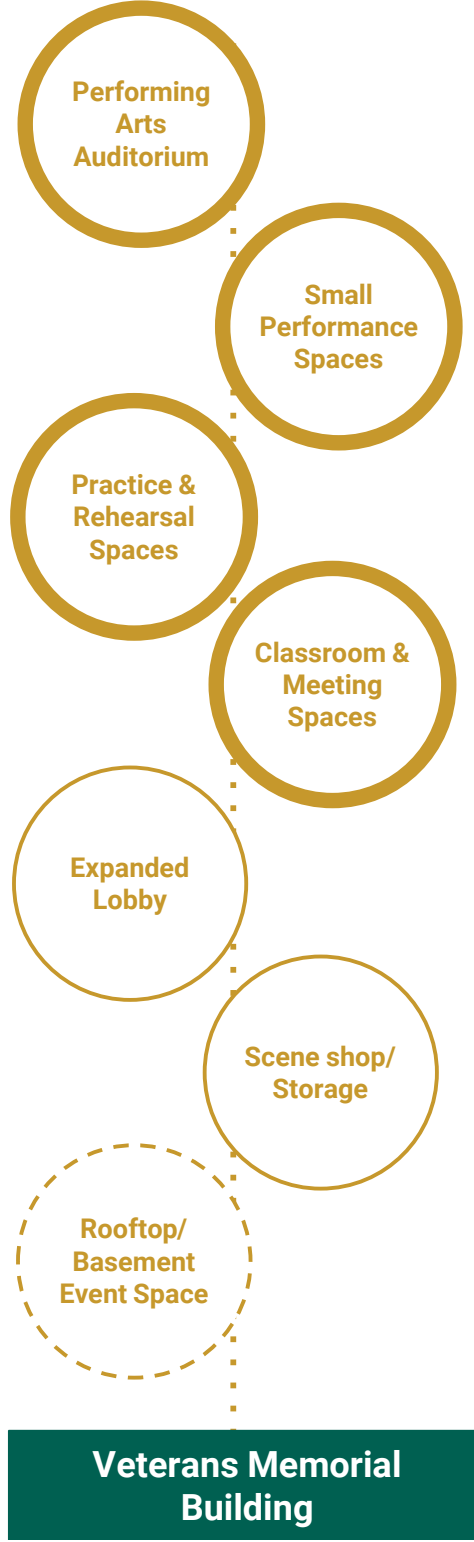
Programs & Uses

Parameters for Prioritizing Uses

Through the public outreach effort, many programs and uses were proposed and discussed for the Civic Center Park, Maudelle Shirek Building, and Veterans Memorial building. In order to prioritize those uses in the available space, the design team considered three additional parameters:

- **Vision Aligned** - Strengthen community; support civic life, culture and the arts; reflect diverse identities; celebrate Berkeley’s history; and manifest the city’s values.
- **Use Aligned** - Complement co-located uses based on space type needs, access and security requirements, and time of use to activate the area 24/7.
- **Funding** - Draw on sources of outside funding to bring investment to the restoration and enhancement of this historic district.





Civic Center Park

| PARK ELEMENTS | NOTES |
|--|--|
| Civic Gathering Space Large Green | Utilized for civic events, festivals |
| Turtle Island Monument | Separate project under Civic Arts and Park, Recreation and Waterfront Department |
| Performance Spaces Large Performance Venue Small Performance Venue(s) | Co-located with civic gathering Identify multiple small performance spaces |
| Neighborhood Park Functions Seating for individuals and groups Play Areas Skate Spot | Multi-age, natural in character Multi-use plaza w/ skatable elements |
| Natural Habitat Native plants Historic/Mature Trees | Pollinators and habitat builders Protect existing tree canopy, develop tree succession plan |
| Food & Beverage Leasable space for vendors Cafe seating | For high school and city college students, people who live & work in area |
| Farmers Market Stalls, Food Trucks, Fresh Produce, Prepared Food, Crafts | Center Street, expansion into park |
| Daylit Creek | Partial-flow most likely, needs further study |



Civic Center Park



Entrance to fountain terrace from green



Skate spot along MLK Jr Way



Large central green

Maudelle Shirek Building

| USE | NOTES |
|---|--|
| Hearing Rooms - 9,600 SF Large Multi-purpose meeting room/ Council Chambers Conference Room Historic Hearing Room New Hearing Room Support S | Seats 200-300 Can be used for closed sessions Historic Council Chambers, seats 70 Seats 120 |
| Meeting Rooms - 2,165 SF Small Meeting Rooms Large Meeting Rooms | |
| Public-Facing City Offices - 3,375 SF Reception Area Private & Open offices Conference Room Print, Storage & Support Break Room/Kitchenette | |
| Berkeley Historical Society & Museum - 8,000 SF Permanent & Temporary Exhibit Offices, Research Room, Meeting Rooms Exhibit Preparation Room Archival Storage Bookstore/Gift Shop | 3500 SF, may be located off-site |
| Berkeley Community Media - 5,500 SF Broadcast, Podcast & Green Cove Studios Offices, Editing Suites Lounge/Classroom Kitchenette | |
| City Offices - SF Varies | To be determined, dependent on department |
| Public Policy Institute - SF Varies Classrooms, Meeting Rooms Offices | To be determined, dependent on program development |



Maudelle Shirek Building



Historic Hearing Room Dias



Central Stair at Second Floor



Second Floor Office Space

Veterans Memorial Building

USE

NOTES

Performance Space

Large Performance Auditorium
Small Performance Rooms
Backstage

300-500 seats
100-120 seats
Needs considerable expansion

Multi-functional Spaces

Rehearsal Spaces
Lecture/Conference spaces
Classrooms/Workshops

Also function as small performance
Could utilize large auditorium
Identify one "messy" classroom for visual arts/crafts

Exhibition Space

Visual Arts Exhibition Hall
Flexible Arts Exhibition Space

Climate controlled, gallery lighting
In public halls, temporary exhibits

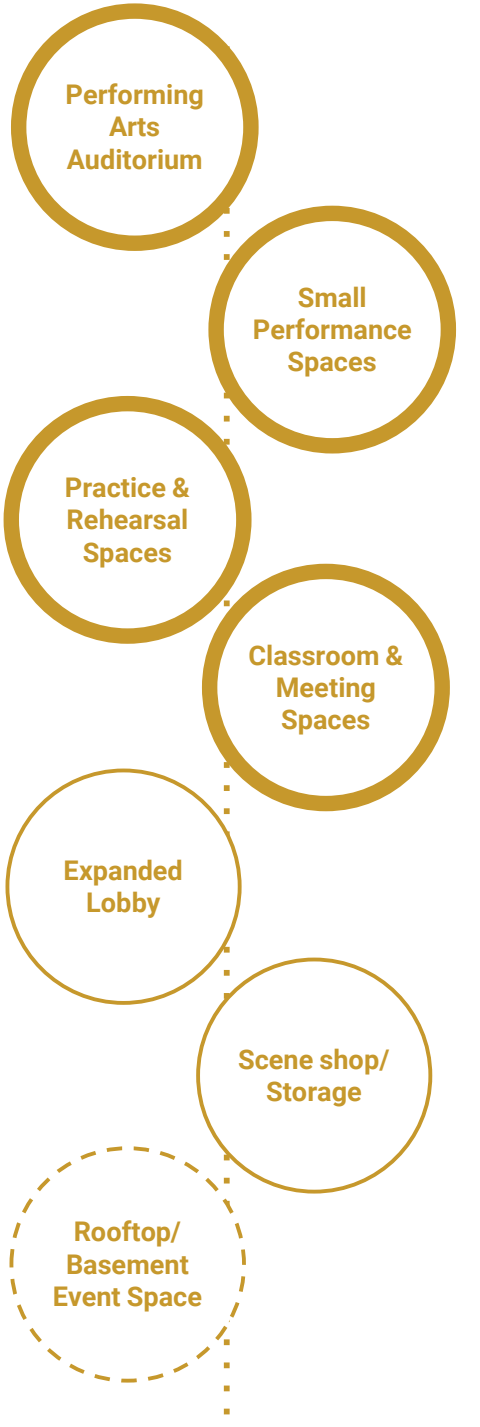
Support Spaces

Offices
Bathrooms
Storage
Stage/Scenery Shop

Event Space

Entry Porch
Lobby/Pre-function Space
Banquet Area
Commercial Kitchen
Rooftop Terrace

Historically located in basement
Exists in basement



Veterans Memorial Building



Veterans Memorial Building facade



Large Auditorium



Balcony ceiling

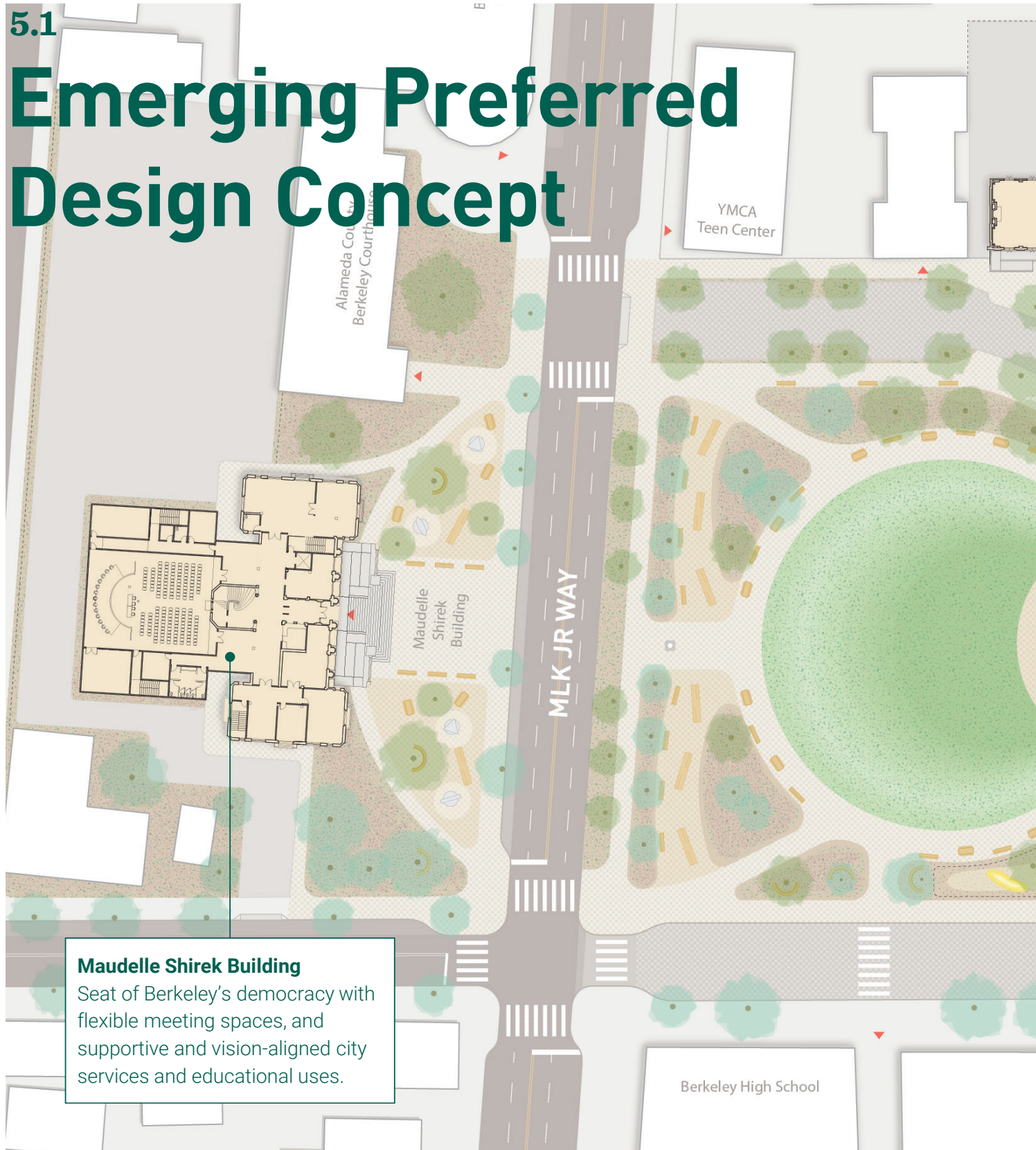


Design Concept

- 5.1 Emerging Preferred Design Concept
- 5.2 MLK Jr Civic Center Park & Surrounding Streets
- 5.3 Maudelle Shirek Building
- 5.4 Veterans Memorial Building

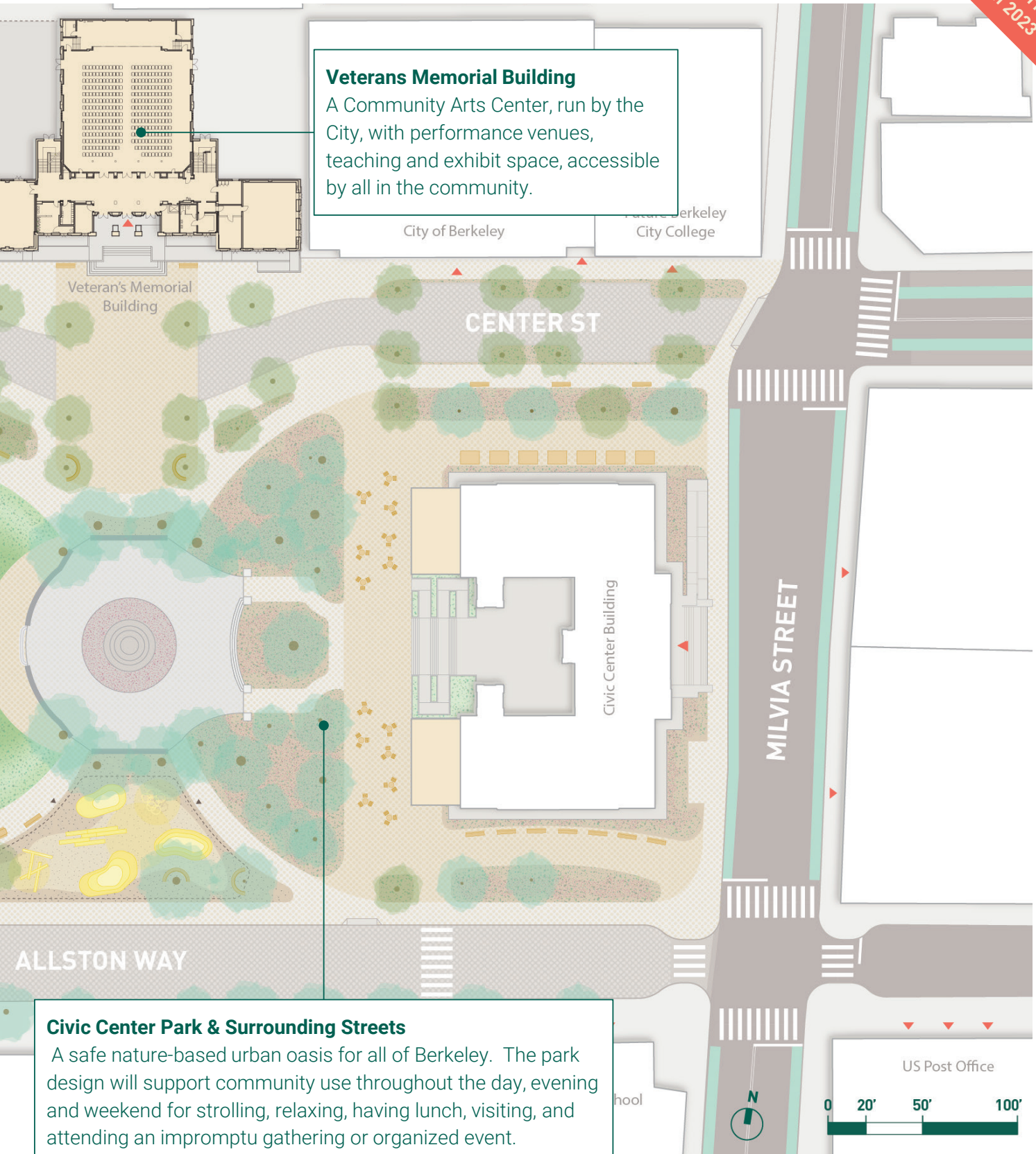
5.1

Emerging Preferred Design Concept



Maudelle Shirek Building
Seat of Berkeley's democracy with flexible meeting spaces, and supportive and vision-aligned city services and educational uses.

Note: All drawings are illustrative and conceptual. Further landscape and architectural design is required in future specific design phases.



Veterans Memorial Building
 A Community Arts Center, run by the City, with performance venues, teaching and exhibit space, accessible by all in the community.

Civic Center Park & Surrounding Streets
 A safe nature-based urban oasis for all of Berkeley. The park design will support community use throughout the day, evening and weekend for strolling, relaxing, having lunch, visiting, and attending an impromptu gathering or organized event.

5.2 MLK Jr Civic Center Park & Surrounding Streets

5.2

Design Goals

MLK Jr Civic Center Park and Surrounding Streets

Civic Center Park has the potential to be an urban oasis for residents and visitors to Berkeley's Downtown, and also provide a central gathering place for civic life - from outdoor performances to political demonstrations.

The design concept for Civic Center Park builds from the existing organization of the park, and layers in new design elements and programs that support the desired everyday vibrancy of the Park. The proposed design concept also simplifies the layout and reclaims underutilized space to accommodate new activity areas where possible.

The design concept is based on six key design goals to be achieved through targeted reconfiguration and refurbishment of the Park.

All of these drivers point towards a future for Civic Center Park that the public is asking for: **a place of natural and architectural beauty that provides both calm retreat and invitation to participate in public life**, both through everyday activities and special events.



1

Preserve and build upon Civic Center Park's strengths

2

Improve pedestrian safety and usability of paths

3

Enhance natural features, promote biodiversity and green design

4

Expand invitations for a variety of everyday uses

5

Enhance the potential of the Park to host weekly and special events

6

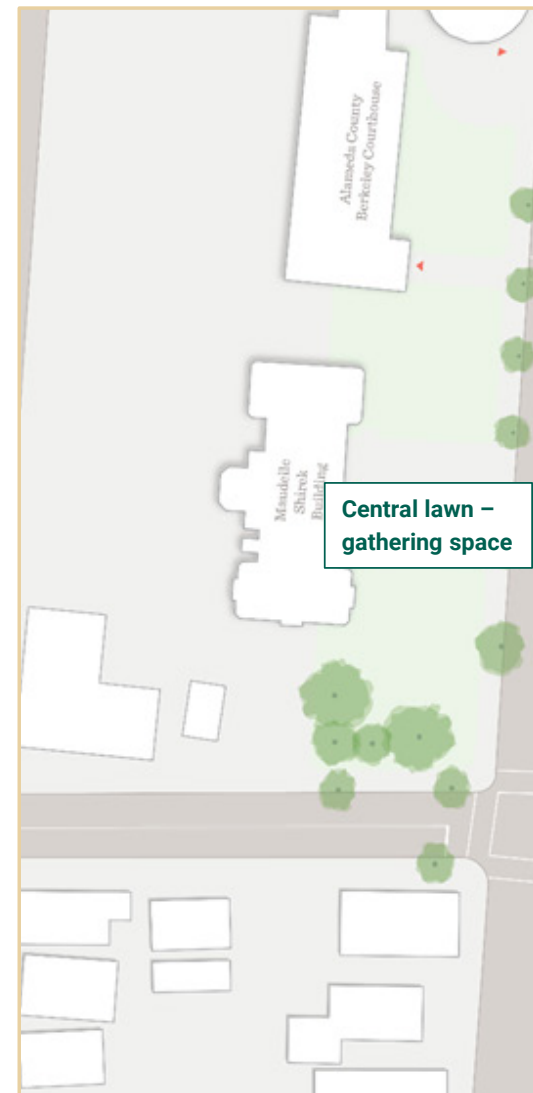
Study feasibility and tradeoffs of daylighting Strawberry Creek

1

Preserve and build upon the strengths of Civic Center

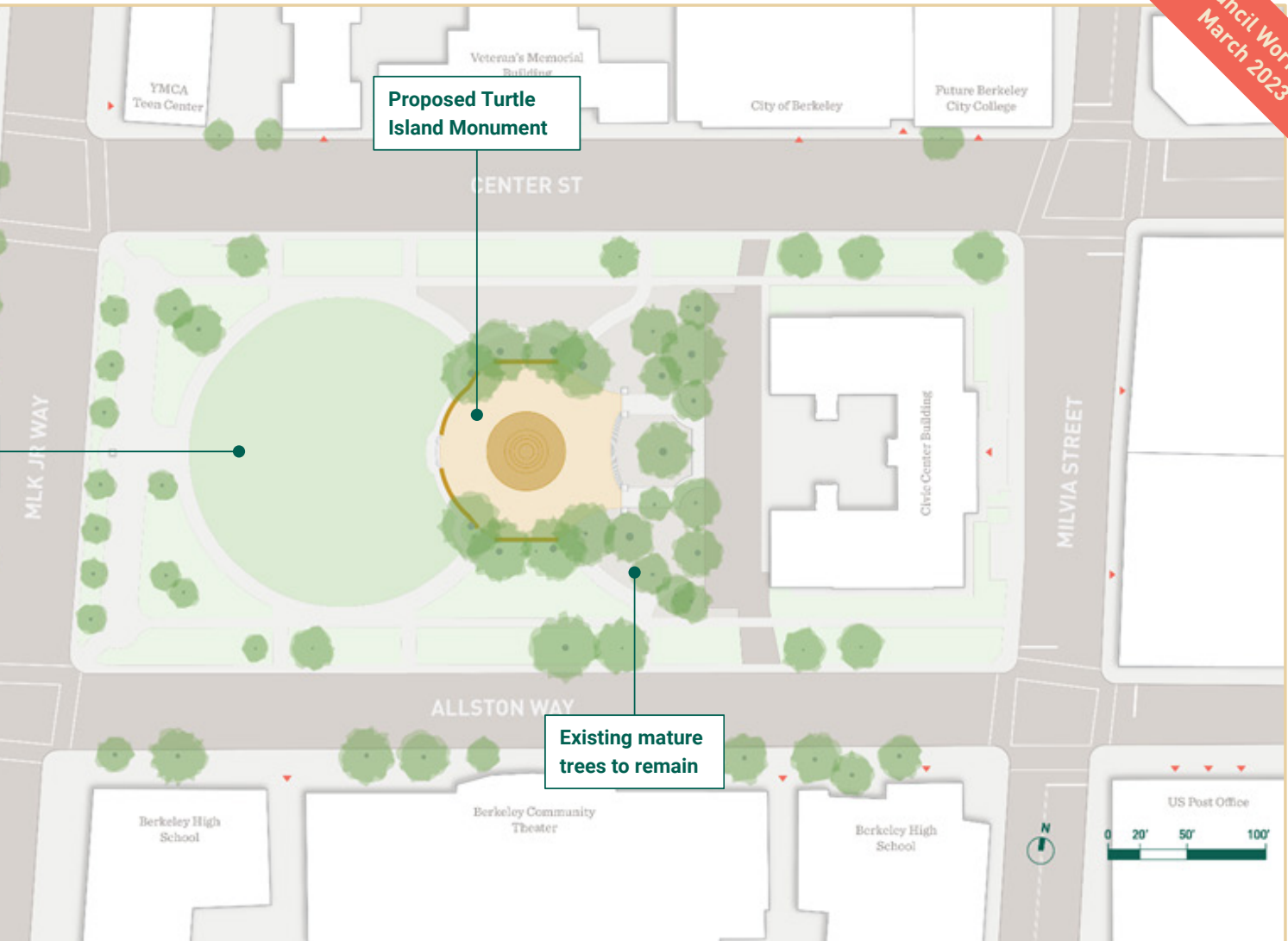
The design process for the Park and surrounding streets began with a thorough analysis of the existing elements in the Park to **determine what needs to remain and what should be improved**. This was also informed by insights into what aspects of the Park were performing well and could be enhanced through public realm upgrades.

This led to a design approach that **maintains the overall structure of the park**, and **preserves existing mature trees, important monuments and memorials, and the main central gathering space - the lawn**. Any upgrades to the Park will also need to be reviewed by the Landmarks Preservation Commission.



Mature Trees, MLK Jr Civic Center Park

Note: All drawings are illustrative and conceptual, further landscape design will be required.



Site Plan with Existing Elements to Remain



Peace Wall and site of future Turtle Island Monument



Central Lawn, MLK Jr Civic Center Park

Learning from feedback on the 2020 Vision Plan

During the 2019/2020 Vision and Implementation Plan effort, multiple alternative design concepts were developed for the park and neighboring buildings, shown on the opposite page. These options varied in levels of intervention and big moves that organized the park.

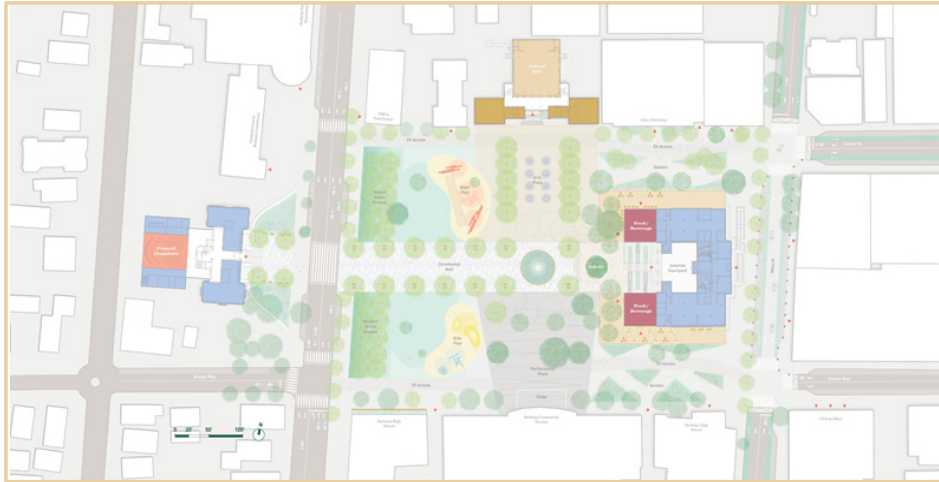
While the overall vision statement was supported and accepted, the recommended design concept was not adopted or instructed to move forward.

For this design concept effort, the design team employed a lighter touch towards the park, seeking a balance between retaining the historic character and key elements with park enhancements for everyday vitality and user experience.

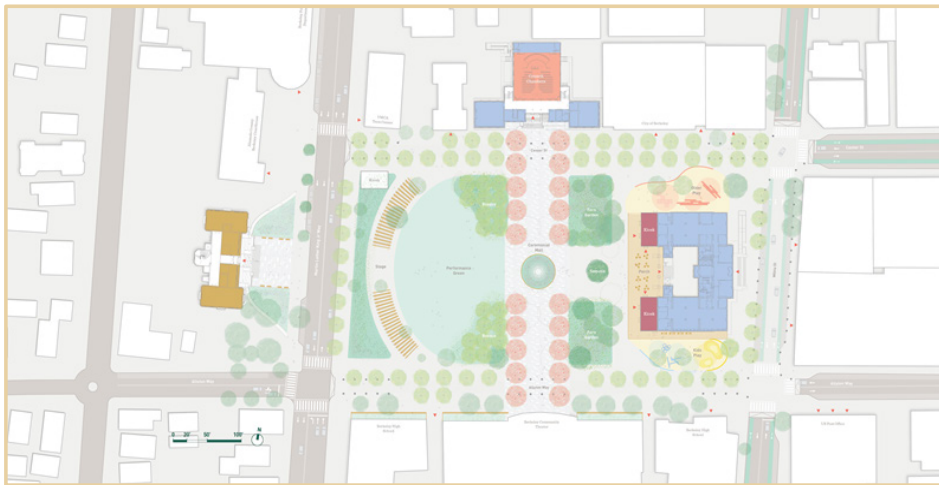
Key guidance from the feedback received during the Vision Plan process was applied to the updated design concept:

- ➔ Avoid introducing too much new hardscaping and retain as much green space and softscape as possible.
- ➔ Avoid removing existing trees if possible, especially mature trees that help create the iconic canopy and support biodiversity
- ➔ Keep Allston Way open for vehicle circulation as a key east-west connection through Berkeley

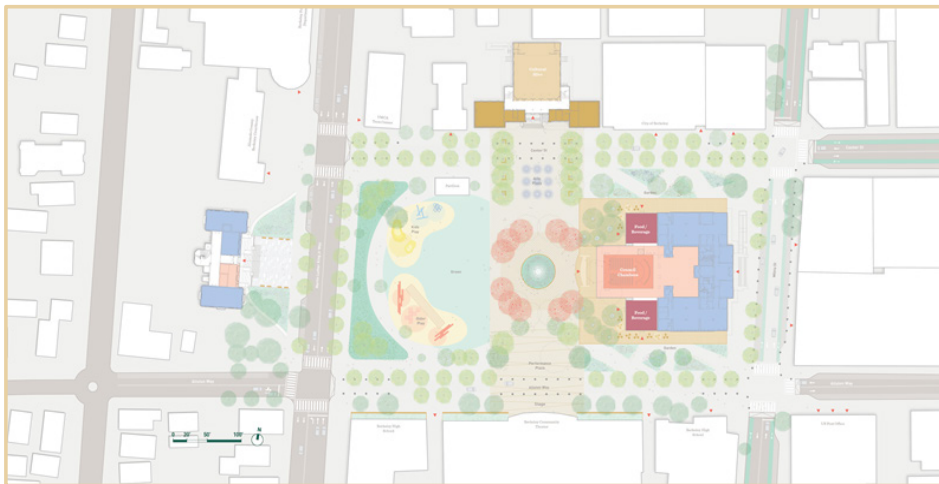
A



B



C

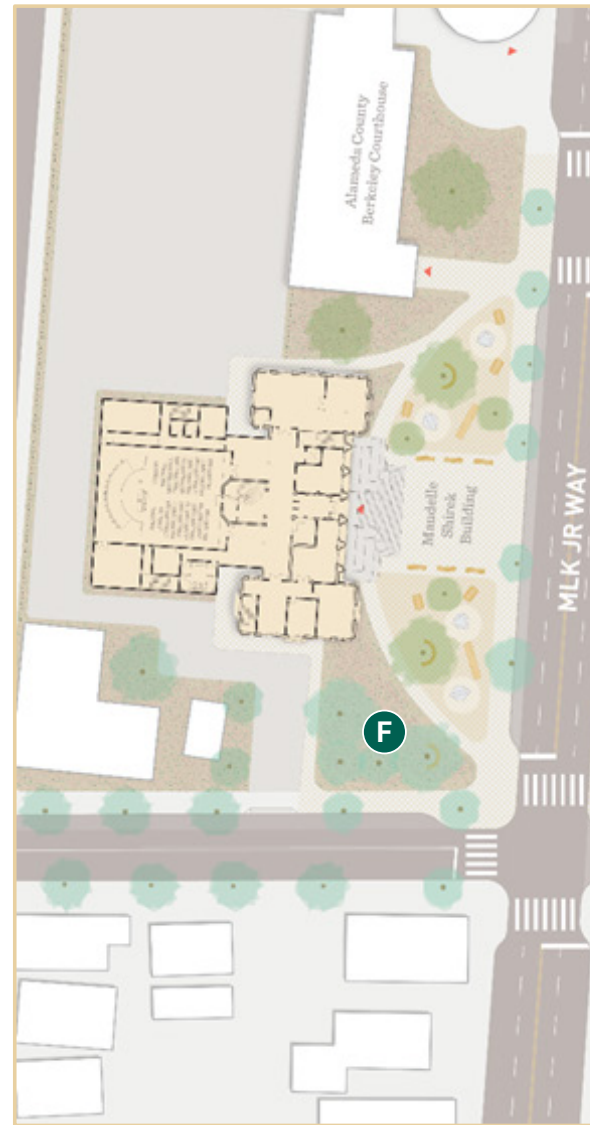


2019/2020 Vision Plan Alternative Site Plans

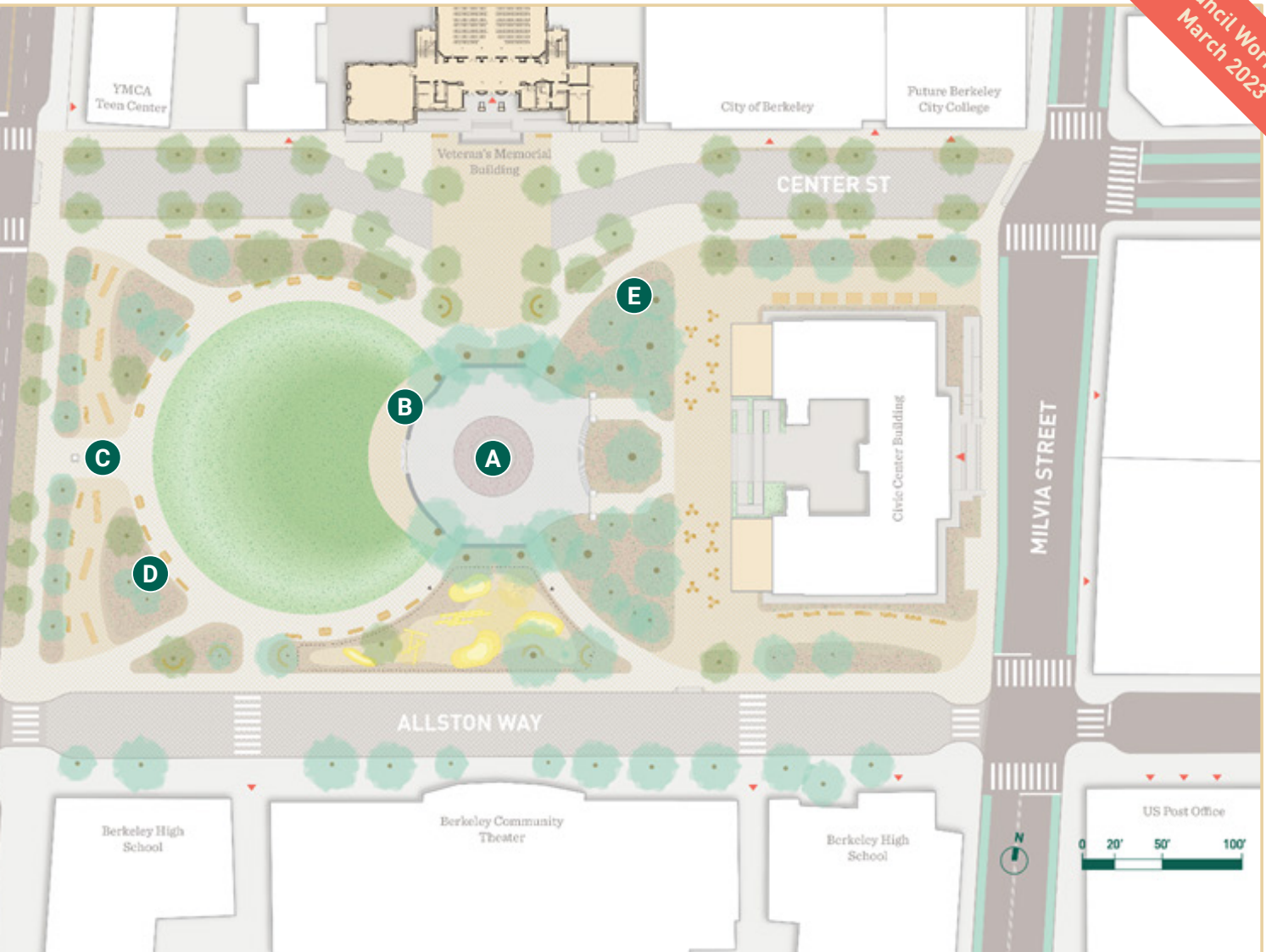
Monuments and Memorials

The emerging design concept proposes keeping the following monuments and memorials in their current locations:

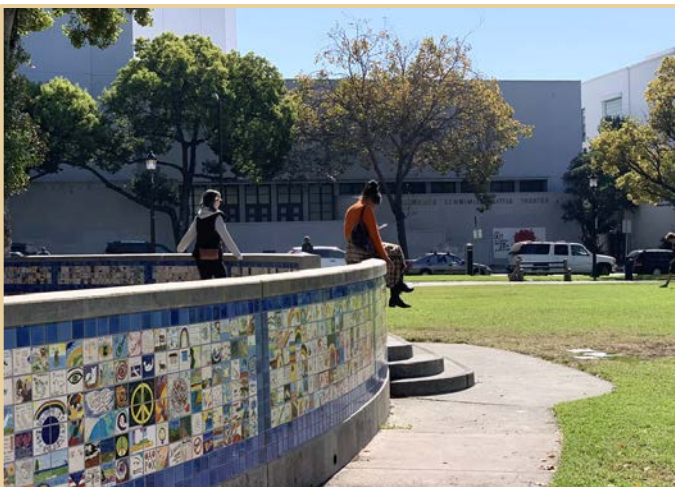
- A Turtle Island Monument**
A proposed indigenous monument that will restore the center of the park and create a new focal point.
- B Peace Wall**
Perimeter wall at fountain terrace, with mosaic of individually decorated tiles, rebuilt in 1988.
- C Existing Flag Pole**
One of the first elements of the park. It was relocated to its current position in 2006.
- D Strawberry Tree Memorial**
Two trees and a plaque were placed to honor Irish students who died in a nearby balcony collapse.
- E Peace Marker**
A small marker was placed here as part of the Peace Pole Project, date unknown.
- F Old City Hall Markers**
This area has a few ground marking plaques. A proposed sculpture is also to be installed in this area.



Turtle Island Monument, MLK Jr Civic Center Park (2023 rendering by PGAdesign)



Site Plan with Monuments and Memorials



Peace Wall, MLK Jr Civic Center Park



Flag Pole, MLK Jr Civic Center Park

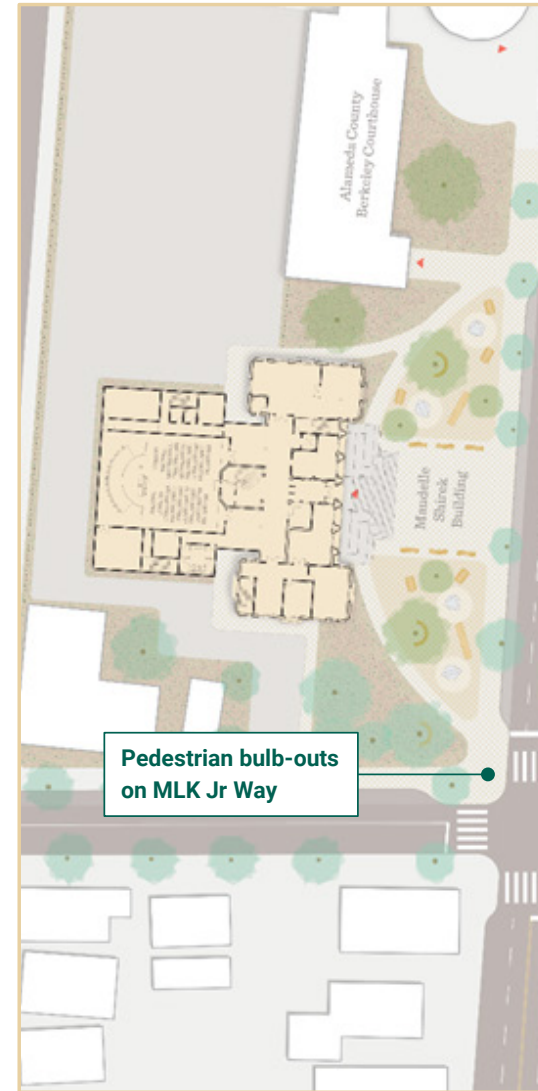
2

Improve pedestrian safety and usability of paths

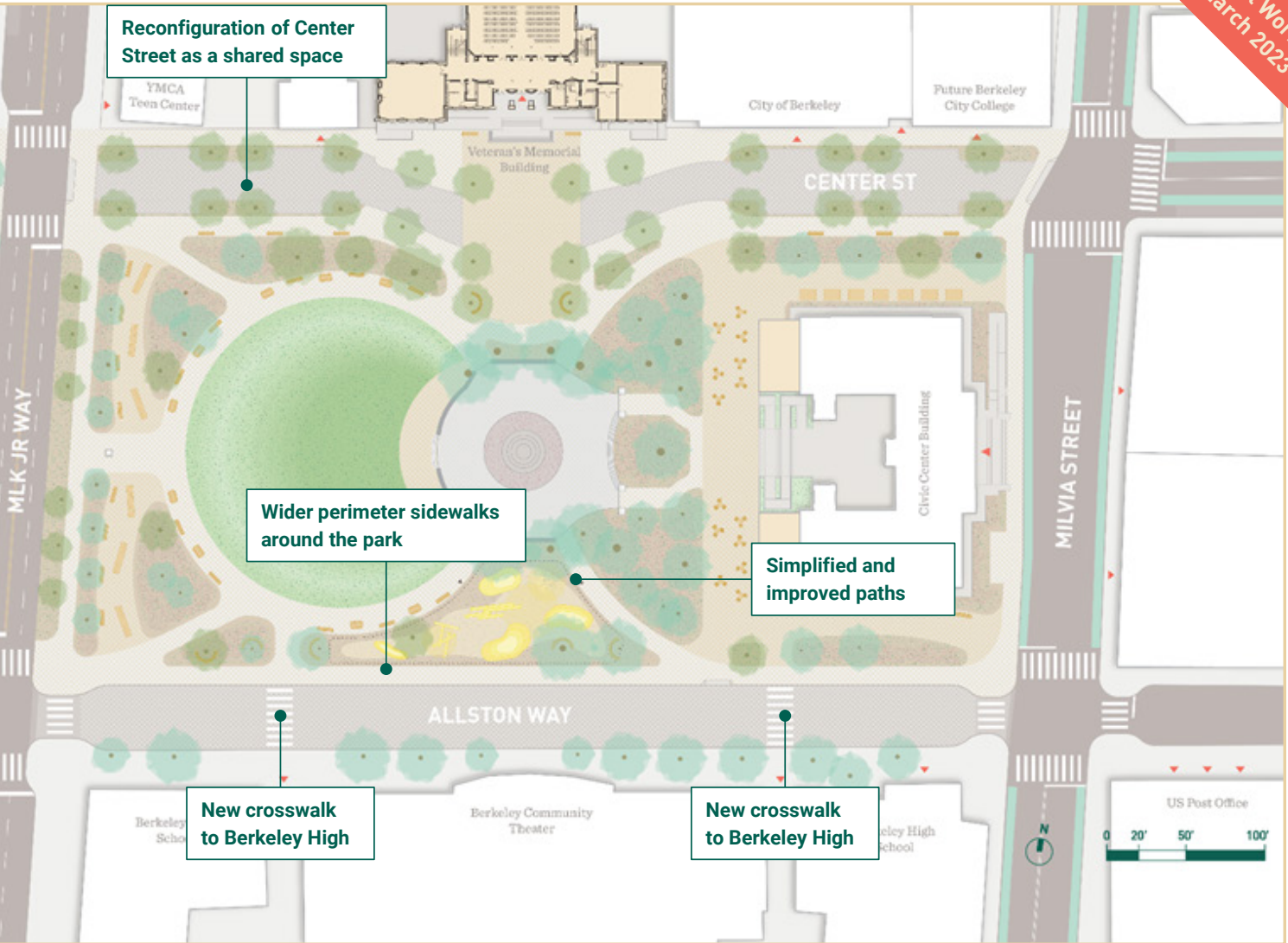
In order to better connect the park to its surrounding context and invite more pedestrian activity, the design concept shows a number of treatments to **increase safety and enhance the pedestrian experience.**

Key elements of these treatments include **pedestrian bulb-outs at intersections** on MLK Jr Way, **new crosswalks** between Berkeley High School and the Park, and **a new flush-surface, shared street** on Center Street.

Another pivotal change is the **realignment of the park path network, elimination of the secondary interior paths, and widening of the perimeter sidewalks** to allow for a more comfortable walking experience.



 Funnycross, Madrid



Site Plan with Pedestrian Improvements

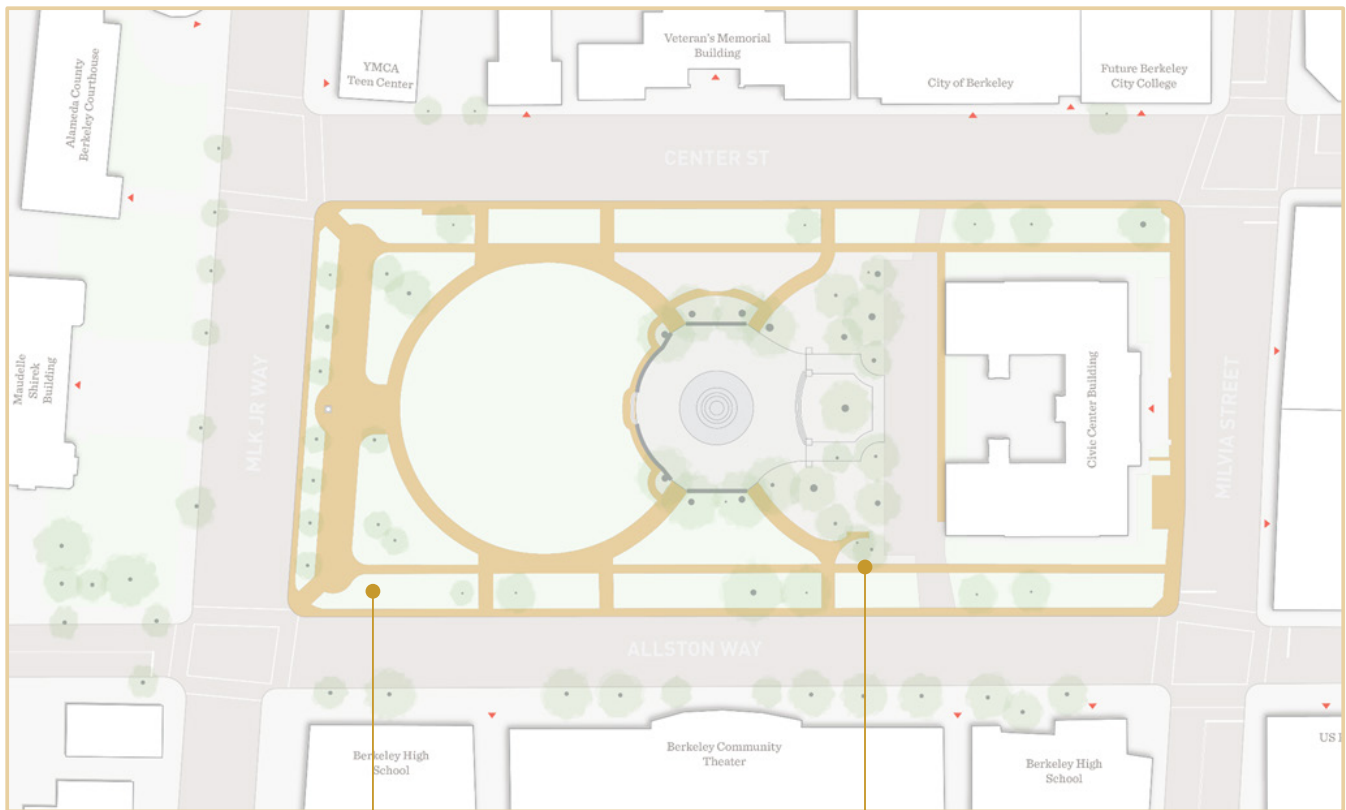


HtO Park, Toronto



Clematis Street, West Palm Beach

Design Concept - MLK Jr Civic Center Park & Surrounding Streets

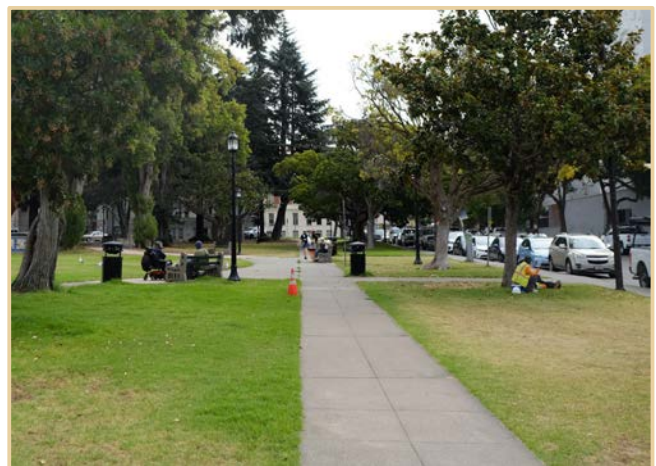


Small open spaces left between path divisions

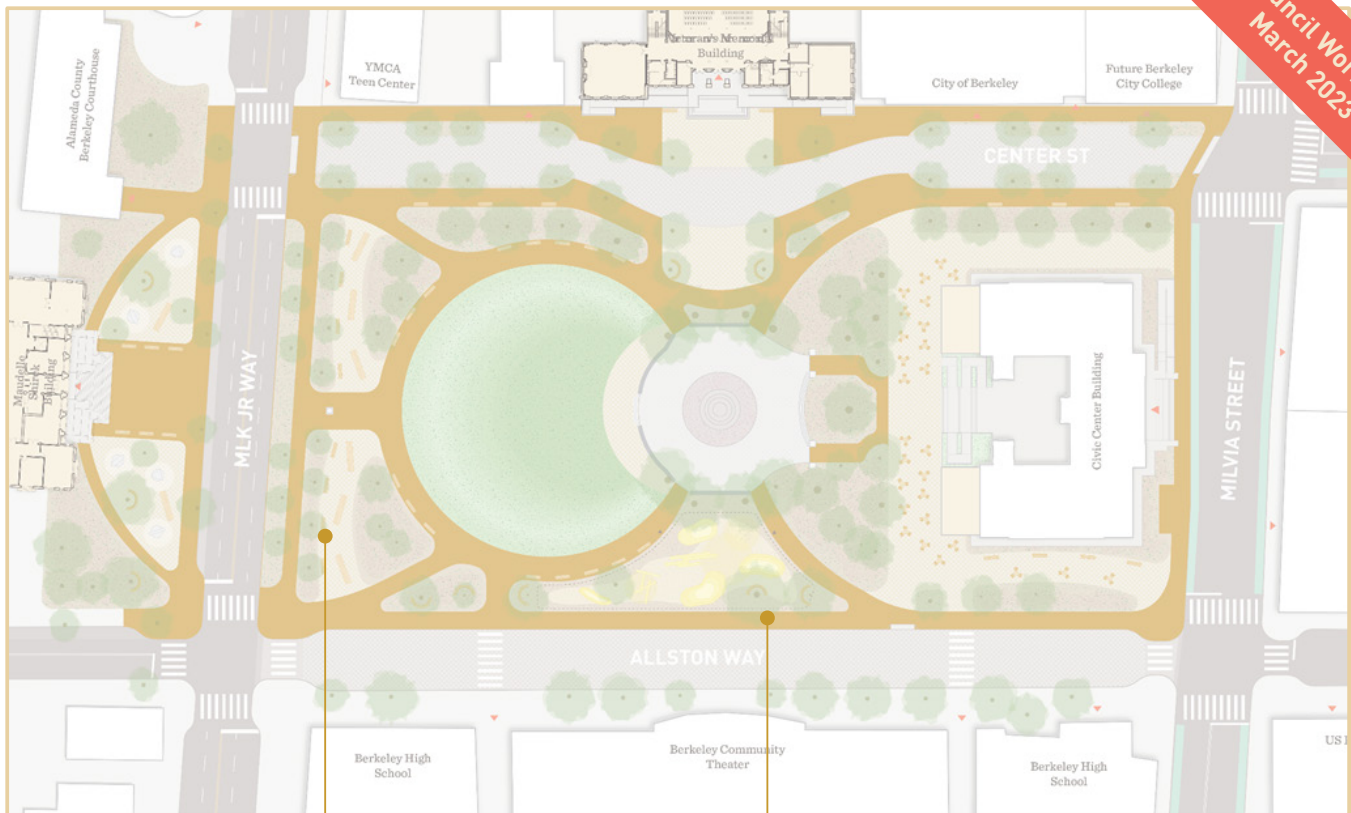
Parallel network of narrow perimeter paths

Existing Path System

The existing path system is notably defined by the narrow perimeter sidewalk and redundant parallel path running nearby. While the original intent was to encourage more people to walk within the park, both sets of narrow paths end up providing a substandard pedestrian experience. Additionally, this layout carves the park into a multitude of small spaces that are harder to occupy and program.



MLK Jr Civic Center Park, Present



Consolidated program areas between fewer paths

Wider sidewalks around the perimeter of MLK Jr Civic Center Park

Proposed Path System

The proposed path network eliminates redundant internal parallel paths while widening both the perimeter sidewalk and the remaining internal pathways. This provides a better pedestrian experience while creating larger program areas between the paths. It also better accommodates furnishings for pop-up programming.



Remiseparken, Copenhagen

3

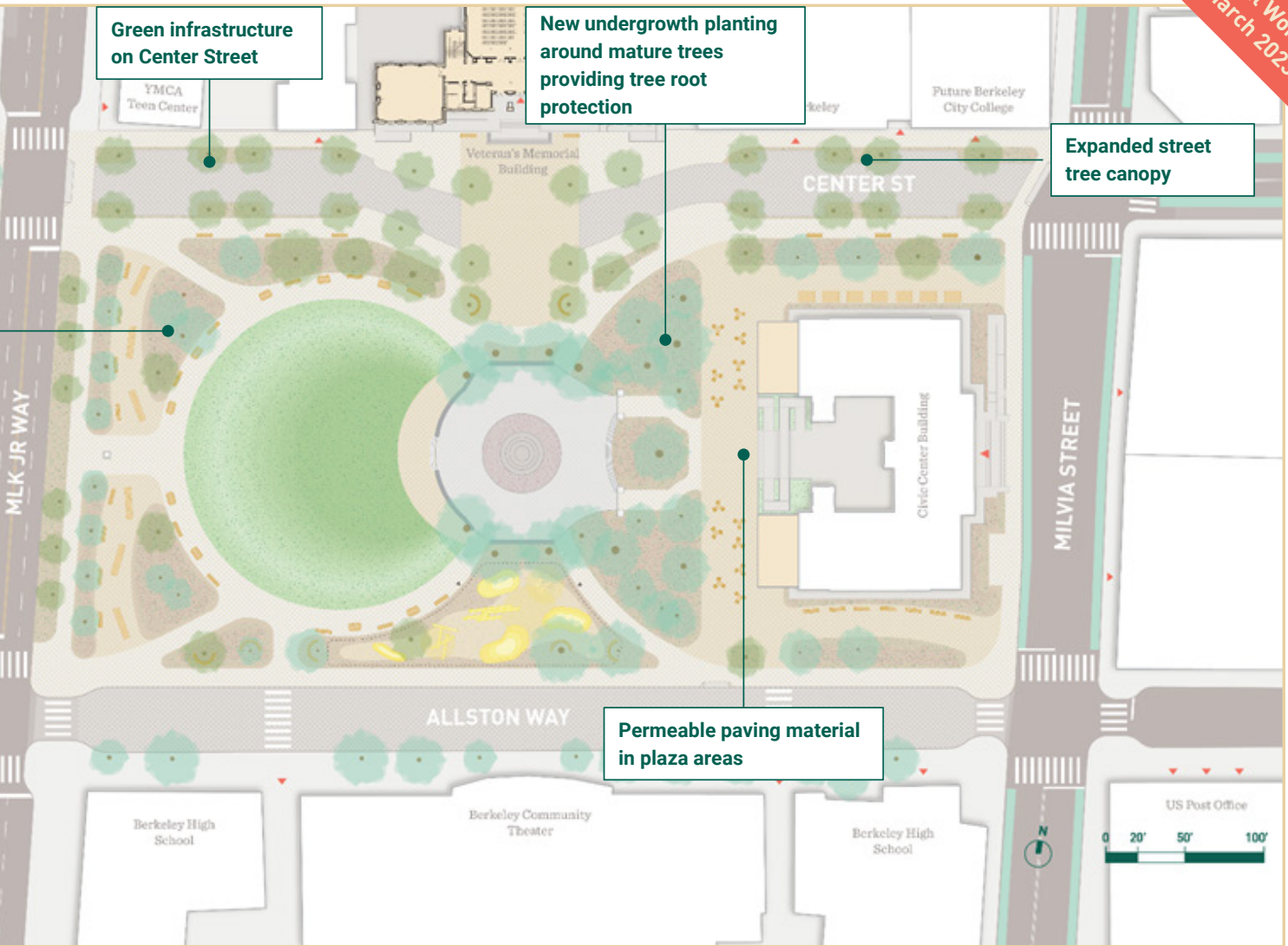
Enhance natural features, promote biodiversity and green design

During the 2022/23 Design Concept public engagement process, participants were very clear about **prioritizing nature** in the MLK Jr Civic Center Park.

The design concept incorporates this commitment to nature in multiple ways, including the retention of almost all existing mature trees, a **“Green” Center Street** that features **stormwater infrastructure and bioswales**, and enhanced planting areas to introduce **more pollinator-friendly, native, and less water-intensive softscape** to the park.



Existing Giant Sequoia and other mature trees, Civic Center Park



Site Plan with improved plantings & green infrastructure



Bioswales and permeable paving for stormwater runoff



Pollinator-friendly, native plantings

SW 12th Avenue, Portland, OR

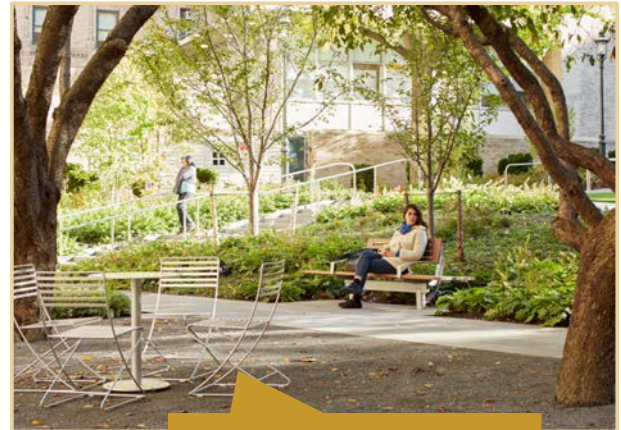
California Native Plant Society

Landscape and Planting Palette

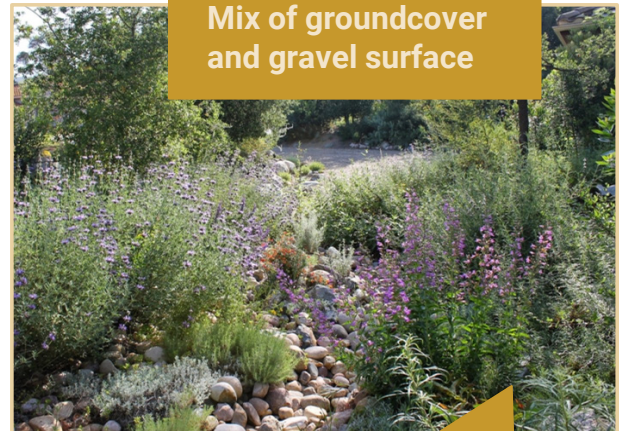
While the mature tree canopy is an irreplaceable asset for the Park that will be retained in the design concept, other existing softscape and planting areas leave room for improvement.

The design concept proposes a series of planting areas that ring the main open space, enhance the existing mature tree root zones, and help create a strong buffer along MLK Jr Wy.

These planting areas will balance spaces for nature with quiet spaces for people, mixing a variety of species and programs - from quiet seating under mature trees to pollinator gardens to bioswales managing stormwater.

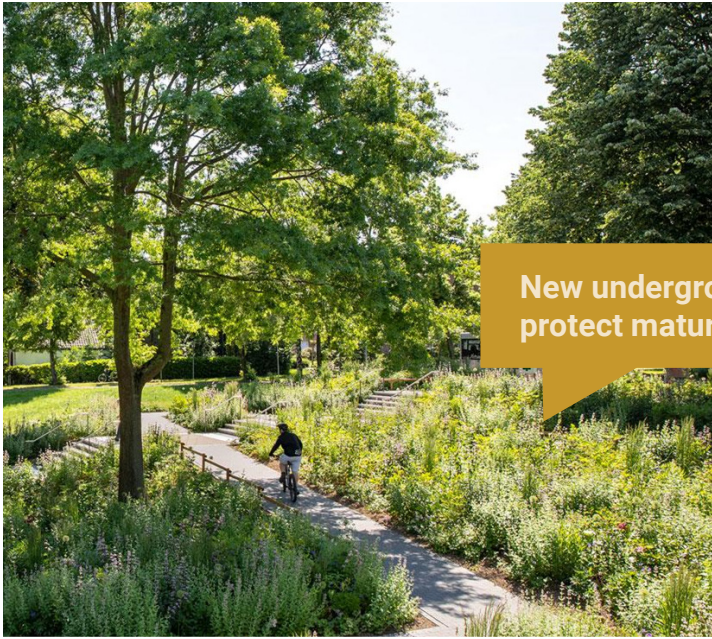


Mix of groundcover and gravel surface



Native, pollinator, friendly species





New undergrowth to protect mature trees



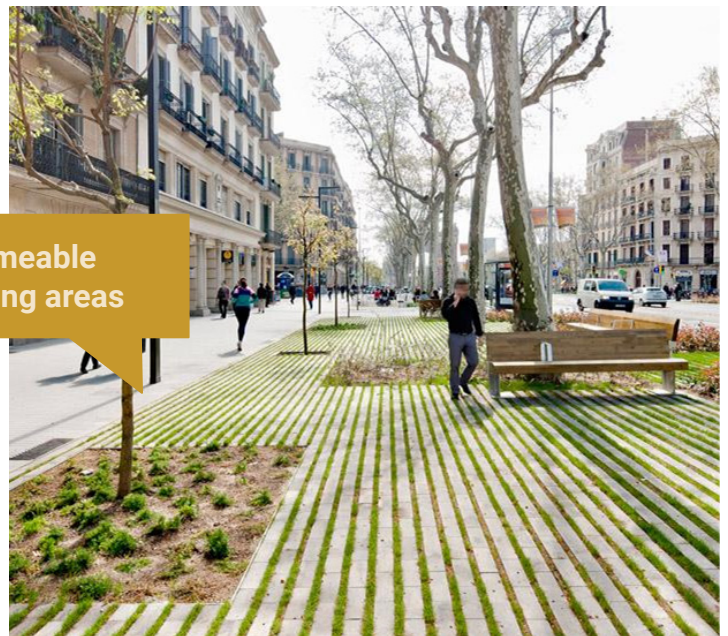
Expanded street tree canopy



Green infrastructure for stormwater management



Permeable paving areas



New street trees throughout

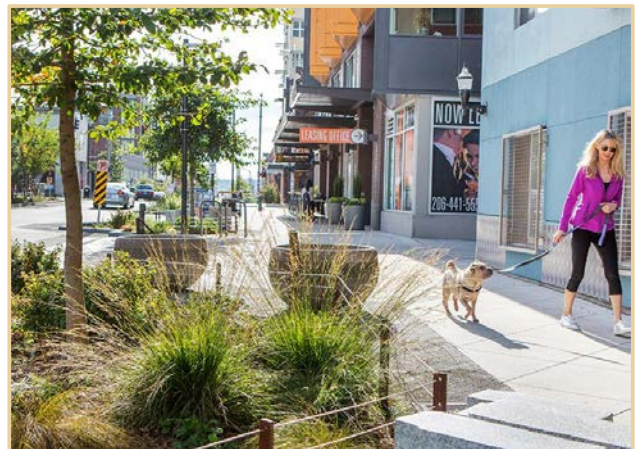


B “Green” Center Street

A space for all modes of transportation that prioritizes pedestrians and landscaping, aligned with the City’s Streets and Open Space Improvement Plan.

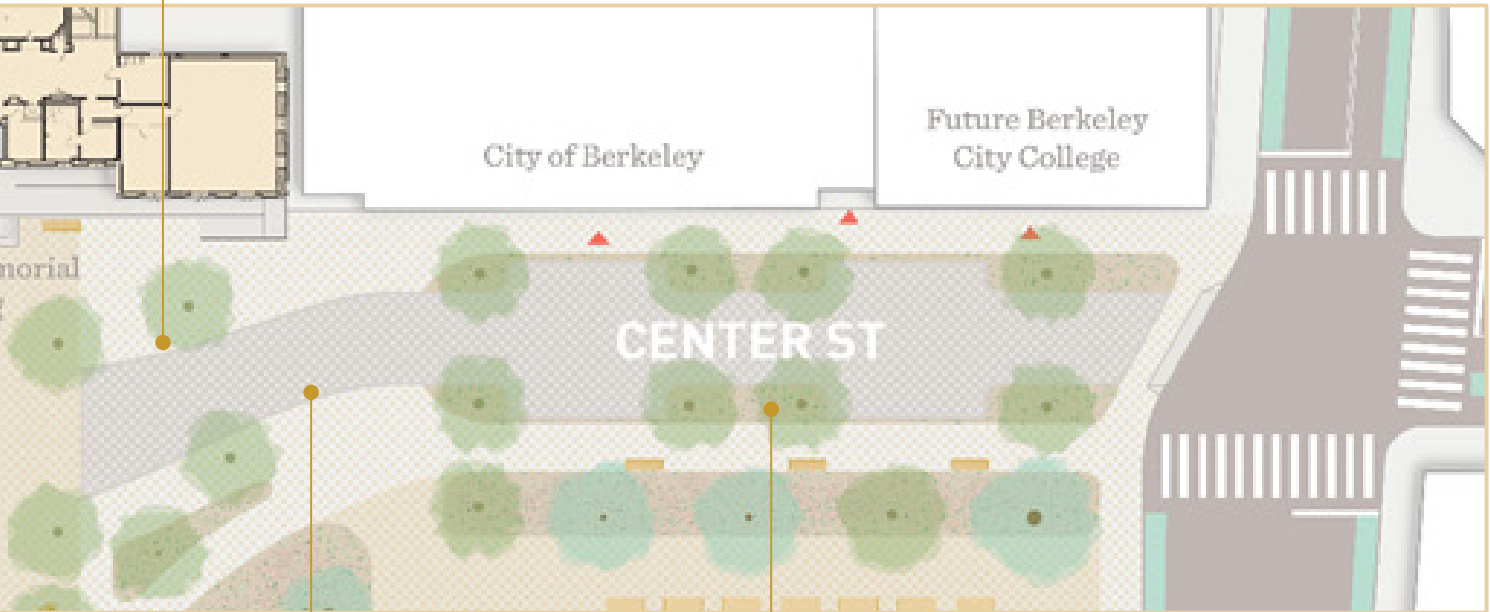


Bell Street Park, Seattle



Bell Street Park, Seattle

Realignment to create plaza space in front of Veterans Memorial Building



Flush, curbless transition from street to sidewalk

Green infrastructure and bioswales for stormwater management and greening



Occidental Ave, Seattle



Woonerf, Odense

4

Expand invitations for a variety of everyday uses

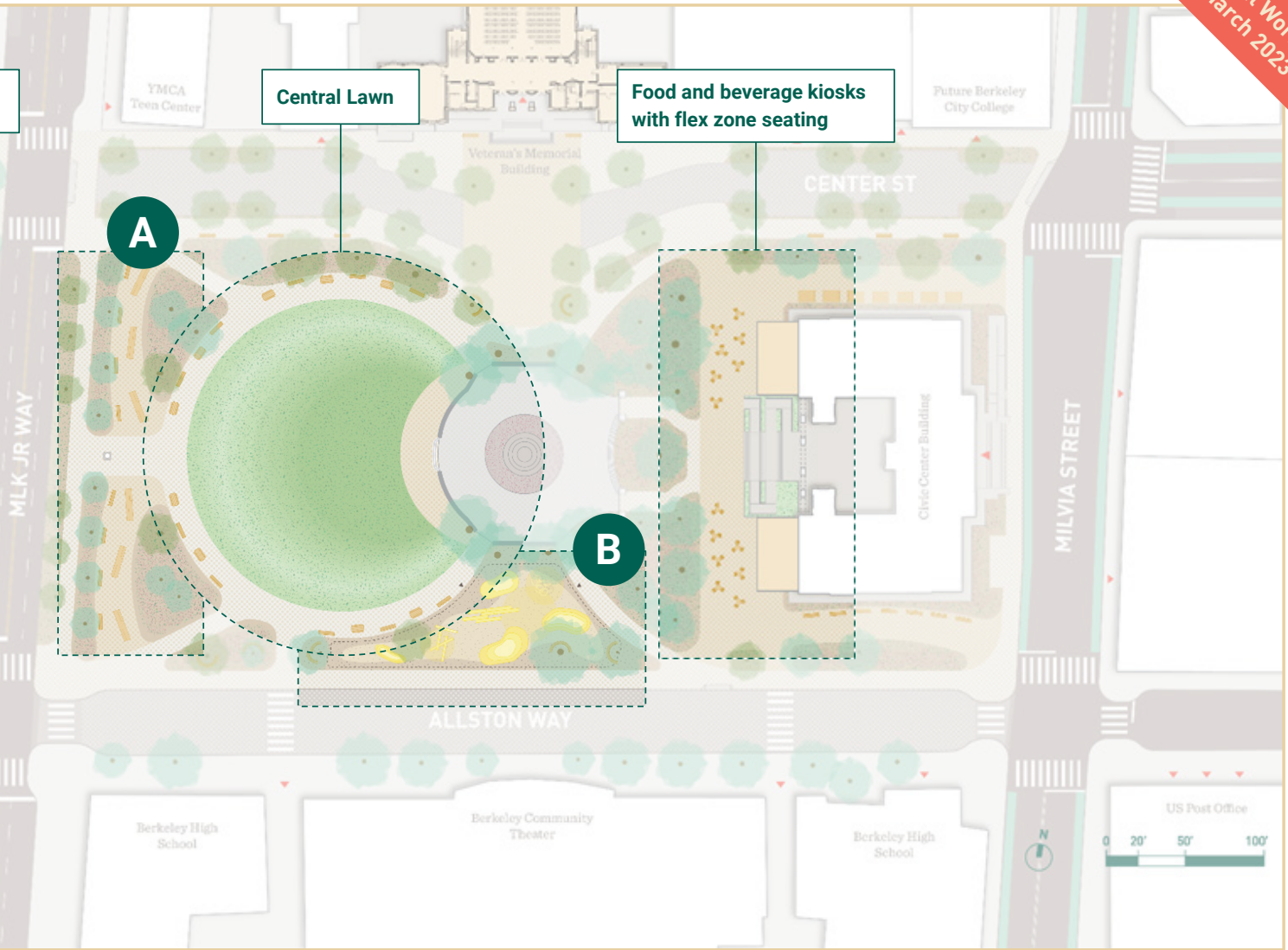
While the existing park is well-activated a few times a year for large events and festivals, it lacks furnishings and sufficient programs to enliven it on a daily basis.

Through upgrading existing park activity areas like the skate spot and lawn, and introducing new programs like food and beverage and a multi-age play area, the design concept expands the everyday potential of the space.

Along with these key program areas, upgrading and adding seating and lighting will make the park a safer and more inviting space.



Berggruen Museum, Berlin



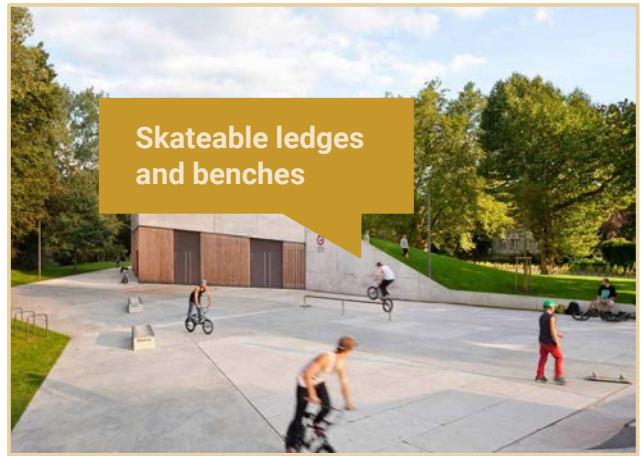
Site Plan with improvements for everyday uses



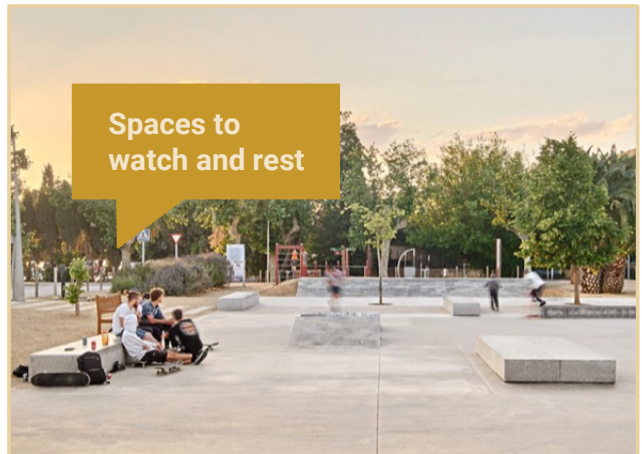
Jubilee Gardens, London



The Italian Gardens Cafe, London



Youth Centre, Oberhausen, Germany



Skate Plaza, Torroella, Spain



Skate Spot

A plaza area with skateable features and furnishings mixed with general seating and plantings.



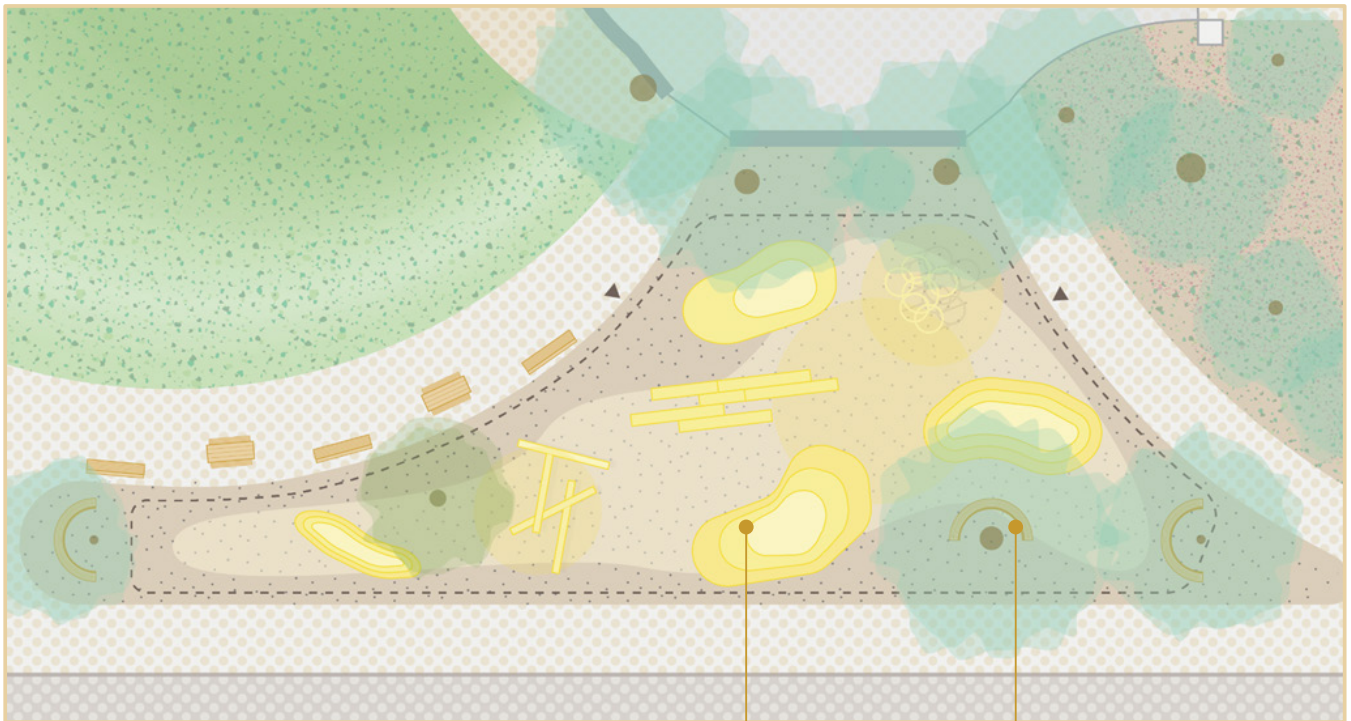
Nature-based play

Tunnel Tops Park, San Francisco



Dynamic play elements

Osdorp Oever, Amsterdam



B

Playground

A natural play area for children mixed with landscaping and trees.

Nature-inspired play features

New benches to protect tree root zones

Seating and Furnishings

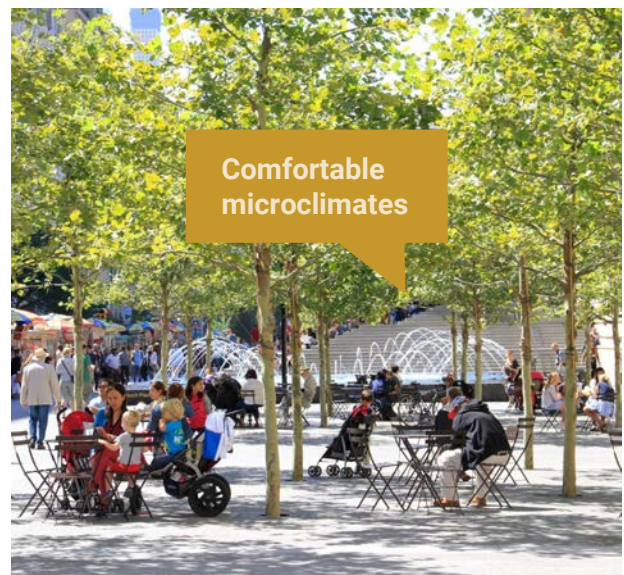
One of the key components of the design concept is the desire to expand invitations for people to use and stay in the Park by increasing the amount, variety, and quality of furnishings available.

Fixed benches in activity areas, cafe seating near new food and beverage options, and possibly larger signature seating fixtures will create space for a variety of users - from farmer's market attendees to Berkeley High students on their lunch break. Additionally, well-designed benches can be placed under mature trees to protect the roots while providing a quiet place of repose.

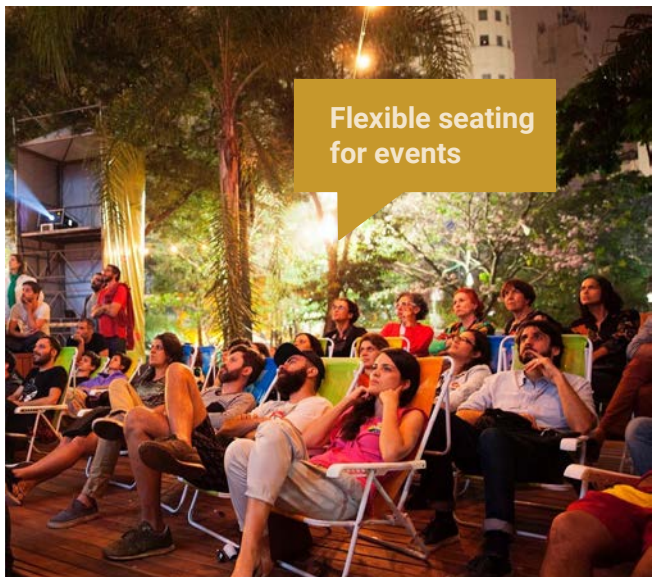
Beyond seating, other key opportunities to improve the level of comfort and safety for park users include upgrading lighting, signage, art installations, and trash receptacles.



Play spaces for all ages



Comfortable microclimates



5

Enhance the potential of the park to host weekly and special events

Along with the everyday experience, the Park also needs to accommodate a variety of weekly and special events.

The design concept focuses on a few key areas that are able to **flex between everyday activity and the special gatherings** that happen at Civic Center, from outdoor music performances to craft fairs.

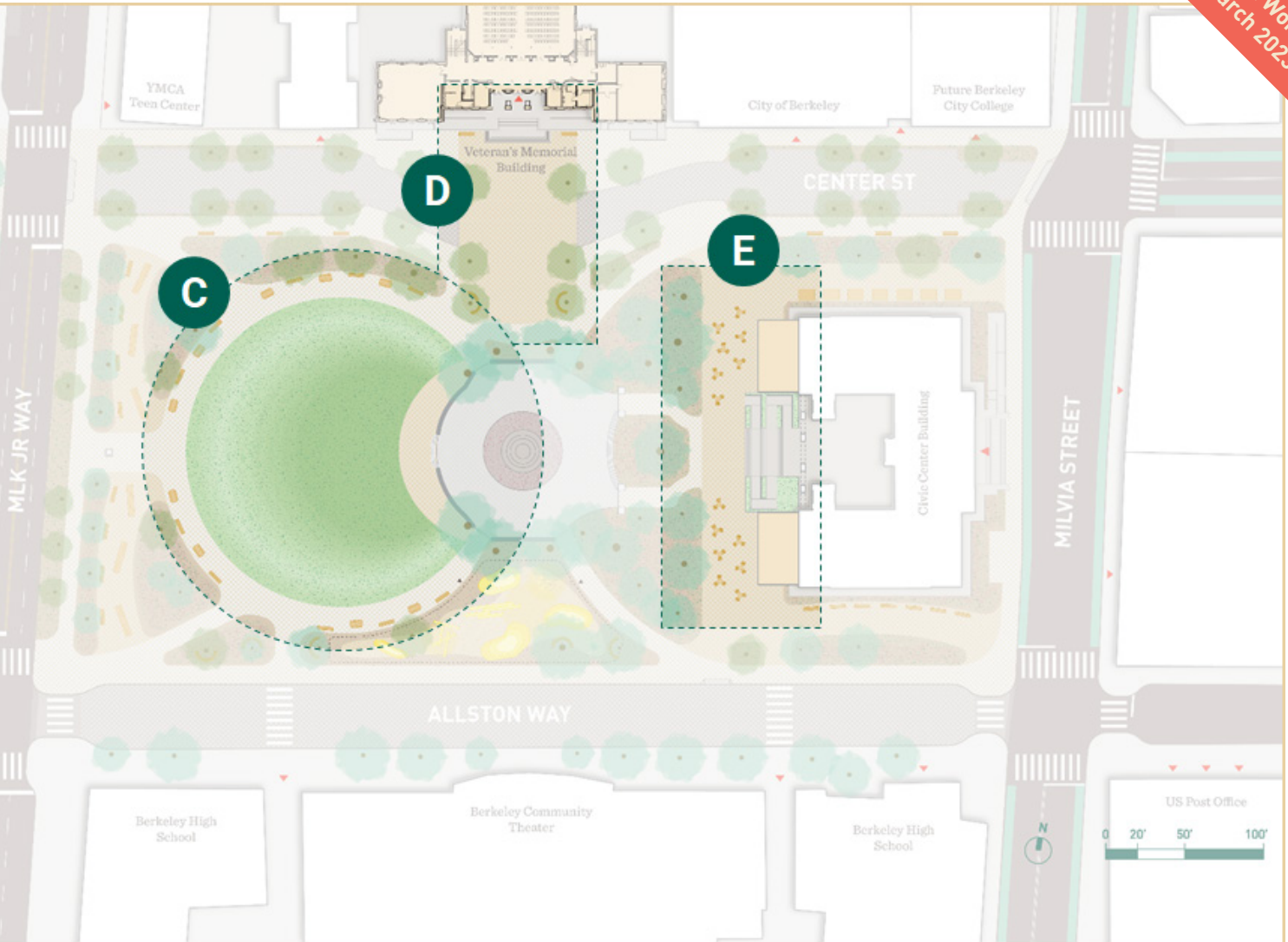
There is also an opportunity to **rethink the relationship between the farmer's market and the Park**, and create a more integrated experience between the two.



Central green for events and performances



MFA Concerts in the Courtyard, Boston



Site Plan with improvements for special events

Flexible space for markets and fairs

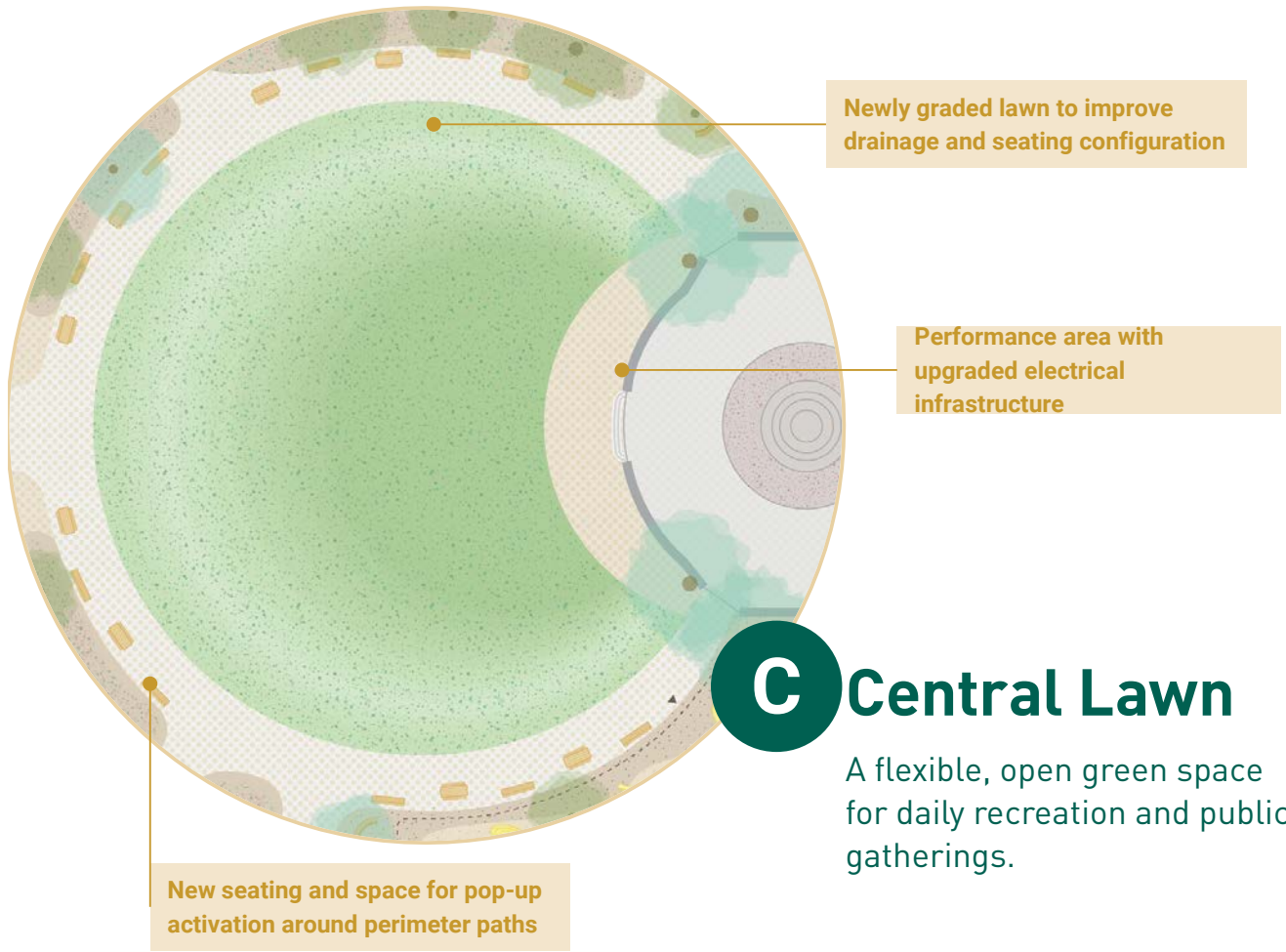


La Placita, Mission, San Francisco

Seating for everyday social gatherings



Grand Park, Los Angeles



C Central Lawn

A flexible, open green space for daily recreation and public gatherings.



Queens Park, Toronto



Brunnsparcken, Gothenburg

Space for markets and commerce



Bell Street Park, Seattle

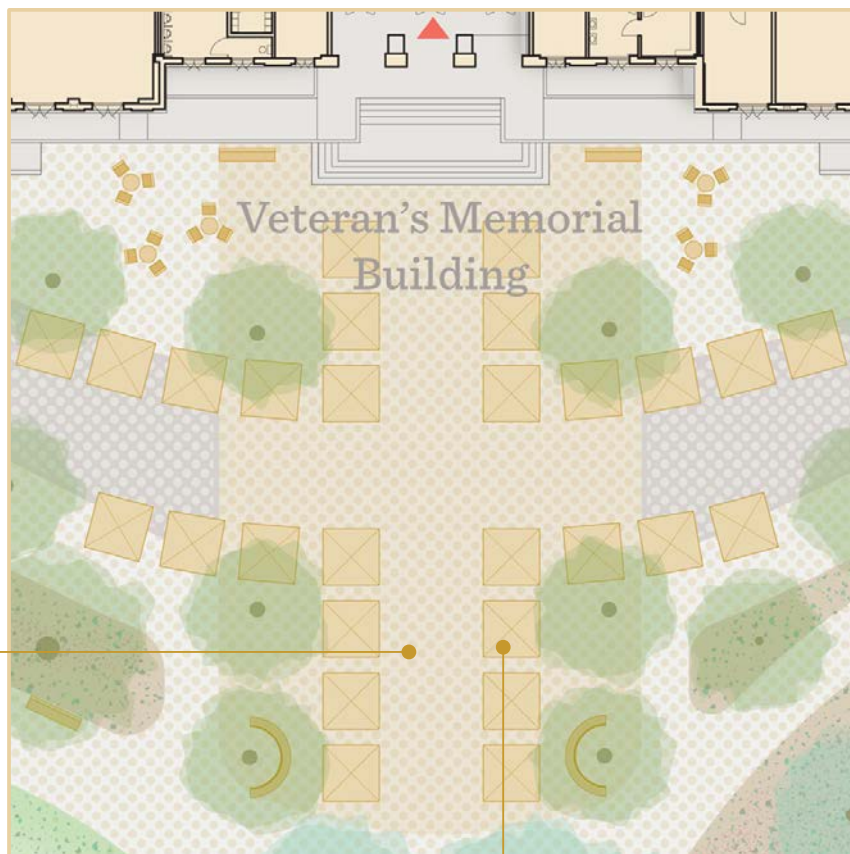
Performance areas



The Porch at 30th, Philadelphia

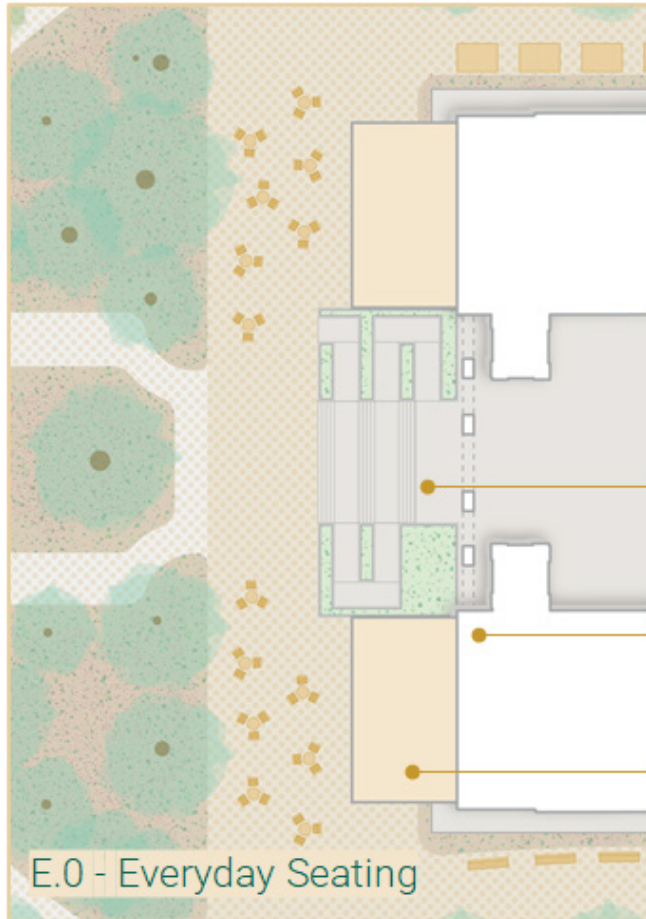
D Arts and Market Plaza

A dignified accessible entrance to the Veterans Memorial Building that integrates Center Street and the park.



Permeable paving surface

Space to allow the farmer's market to expand into the park



E

Flex Zone

A space for food, beverage, and outdoor seating that can flexibly accommodate events, performances, deliveries, and support functions for the park.

New open back stair and ramp entrance to 2180 Milvia

Permeable, drivable paving treatment to accommodate a variety of uses

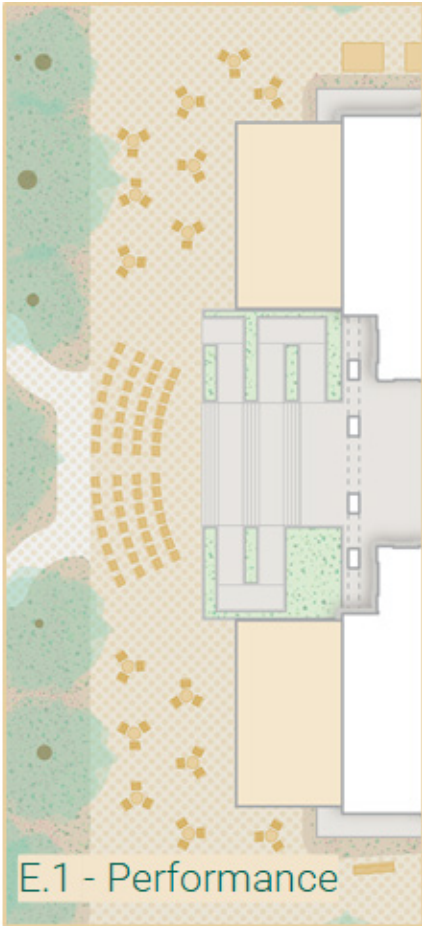
New food and beverage kiosks at rear of building



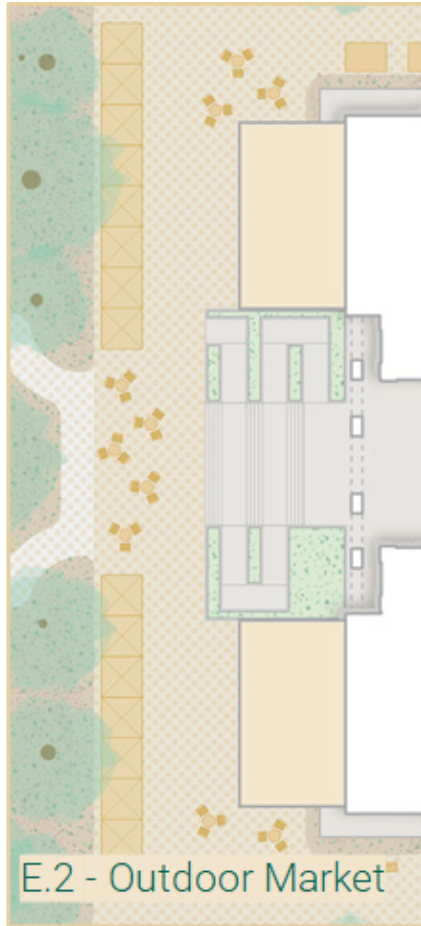
Lower Sproul Plaza, Berkeley



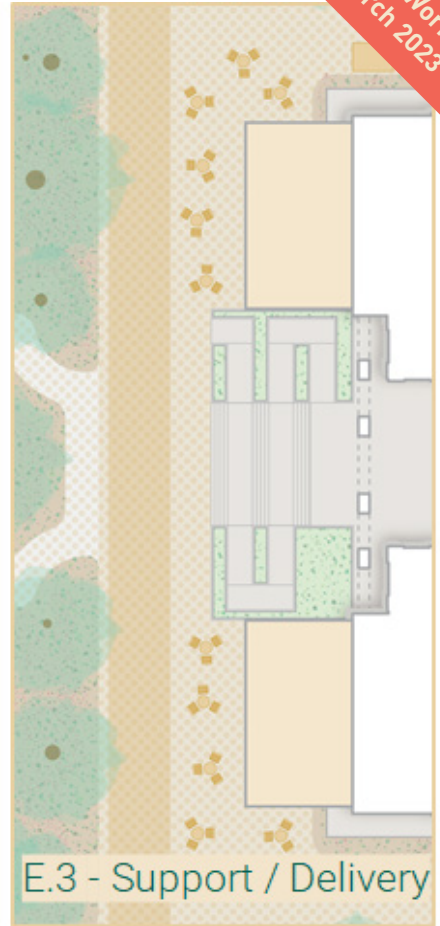
Monash University, Melbourne



E.1 - Performance



E.2 - Outdoor Market



E.3 - Support / Delivery



Lincoln Center, New York



Flower Market, Barcelona

6

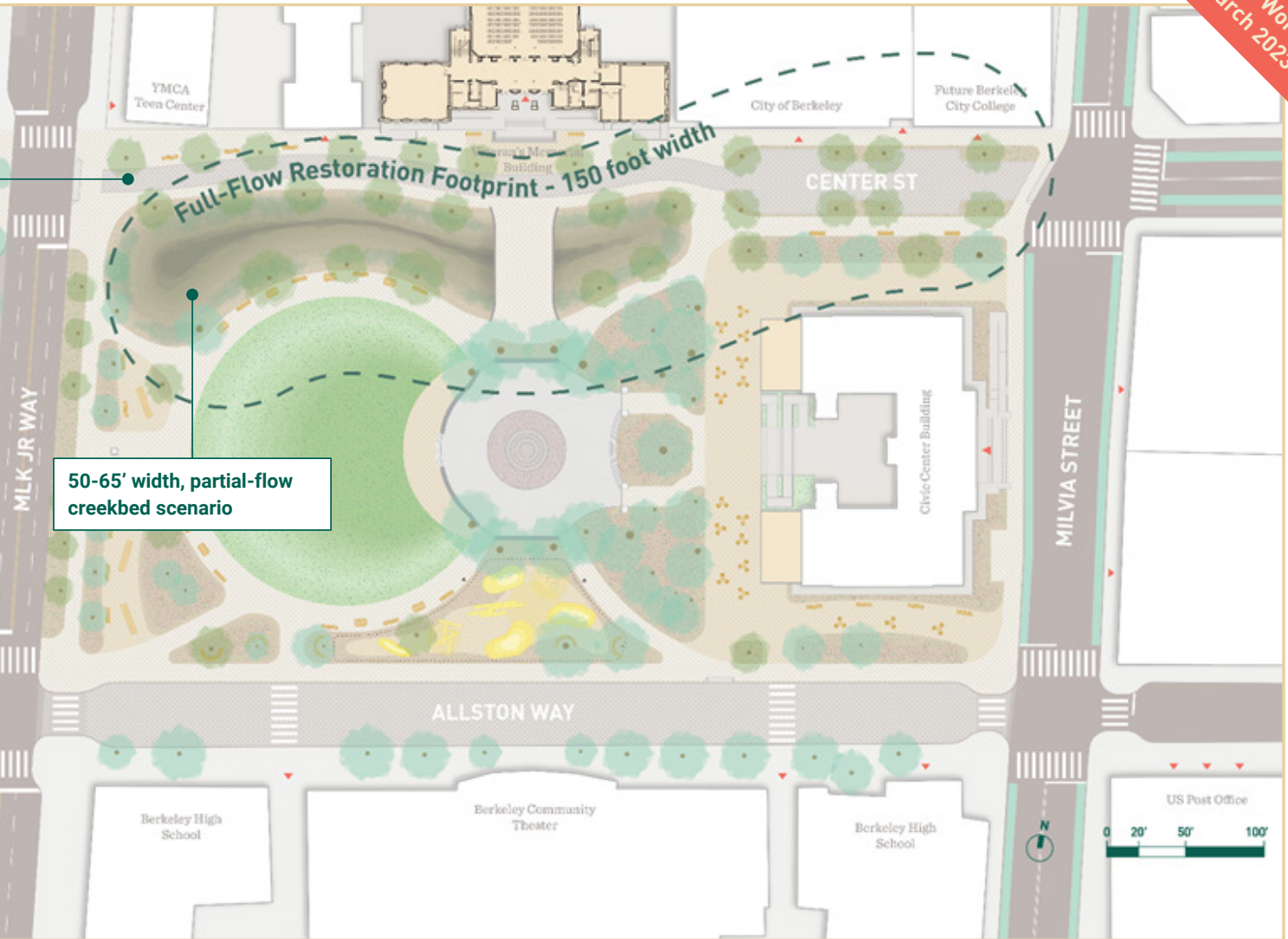
Study feasibility and tradeoffs of daylighting Strawberry Creek

While public engagement revealed a consistent desire to daylight Strawberry Creek, it also brought up concerns of feasibility, cost, maintenance, and spatial constraints.

This alternate design concept illustrates a **partial-flow daylighting scenario** that minimizes disruption to the overall park layout and key monuments, while reducing Center St to a minimum-required driving lane for emergency access. Deliveries and drop-off to the Veterans Memorial Building would be impacted, and need further study. The size of the Arts & Market Plaza has been reduced to a bridge spanning the daylight creek, and the farmer's market would need to be relocated to another site.



Strawberry Creek, Berkeley



Site Plan with partial flow daylit Strawberry Creek



Rockridge-Temescal Greenbelt, Oakland

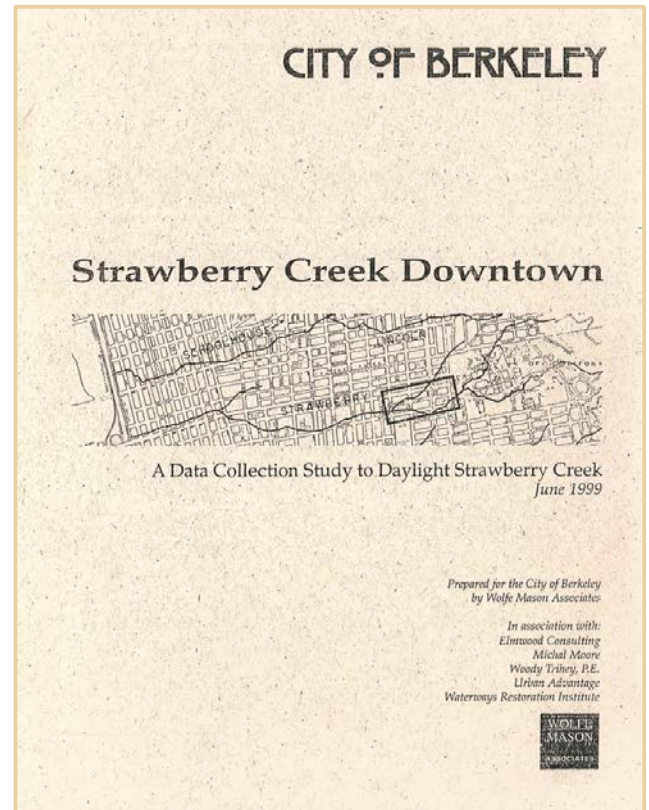


Los Angeles State Historic Park, LA

Daylighting Considerations

A 1999 Creek Study prepared by Wolfe Mason included investigation of various daylighting scenarios in Downtown Berkeley, including a partial flow scenario. Key takeaways from the report and its implications on MLK Jr Civic Center Park are as follows:

- ➔ The existing culvert is estimated to be roughly 18' under the surface of the park, sloping down to the west.
- ➔ Because of this depth, a full restoration of a natural creek bed would require over 150' of width, which is considered infeasible.
- ➔ Partial-flow scenarios would require retaining the existing culvert and introducing a flow control structure somewhere downstream of the BART line, most likely near the northeast corner of Civic Center Park.
- ➔ If physical daylighting is deemed infeasible, the creek can be acknowledged symbolically.



Wolfe Mason Report Cover, 1999

Further study will be required to ultimately determine feasibility for daylighting the creek. Many of the park upgrades can be completed outside of the area of impact while the study is completed.



Existing Strawberry Creek culvert location in Downtown Berkeley
(based on Wolfe Mason Study From 1999)

5.3 Maudelle Shirek Building

5.3

Maudelle Shirek Building- Seat of Berkeley's Democracy

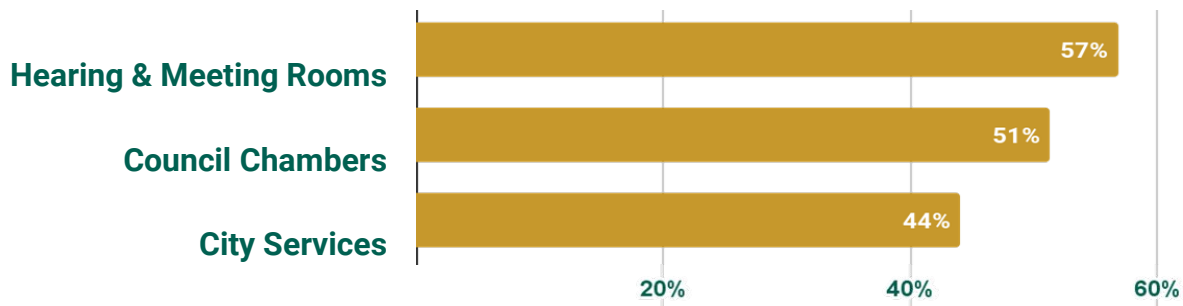
As the historic seat of government in Berkeley, this project proposes returning city functions back to the Maudelle Shirek Building. Input from public engagement scored Hearing & Meeting Rooms, Council Chambers, and public-facing city services as priority uses for the building.

Returning these functions to the heart of Berkeley's Civic Center will bring citizens to the area throughout the day and into the evening to attend meetings, hearings, and gatherings.

In order to return the highest and best use to this site, the Maudelle Shirek Building required additions, modern amenities, seismic upgrades, and other repairs.

"Active use of meeting rooms for organizing events and activism, attending City Council meetings and public meetings."

"Its use should honor the memory of Maudelle Shirek with progressive social action, women's leadership, and racial justice."





View to Maudelle Shirek Building from roof of Veterans Memorial Building

Additions & Improvements

Main Entry

The main entry to the Maudelle Shirek Building is up an inaccessible flight of stairs. This plan proposes an improved plaza and universally accessible ramps leading up to the main entry on the first floor. The ramps curve from the two crossings at Martin Luther King Jr Way towards the central entry terrace, creating a gracious way for all to access the building through the same main entry.



Conceptual Ramp Approach

Rear Addition

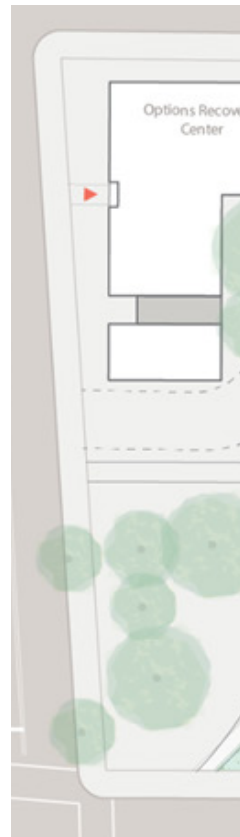
The design concept includes an addition at the rear of the building, creating space for a modern and appropriately sized multi-purpose gathering room that can serve the community as a space for large public events and City Council meetings.

A new addition on the west side of the building replaces the a historical rear additions, and is sited on the southern portion of the Public Service Building's controlled parking lot.

A study of the police and fire departments parking capacity and needs is required to confirm that they can be met on this site or nearby.



Existing Rear Addition





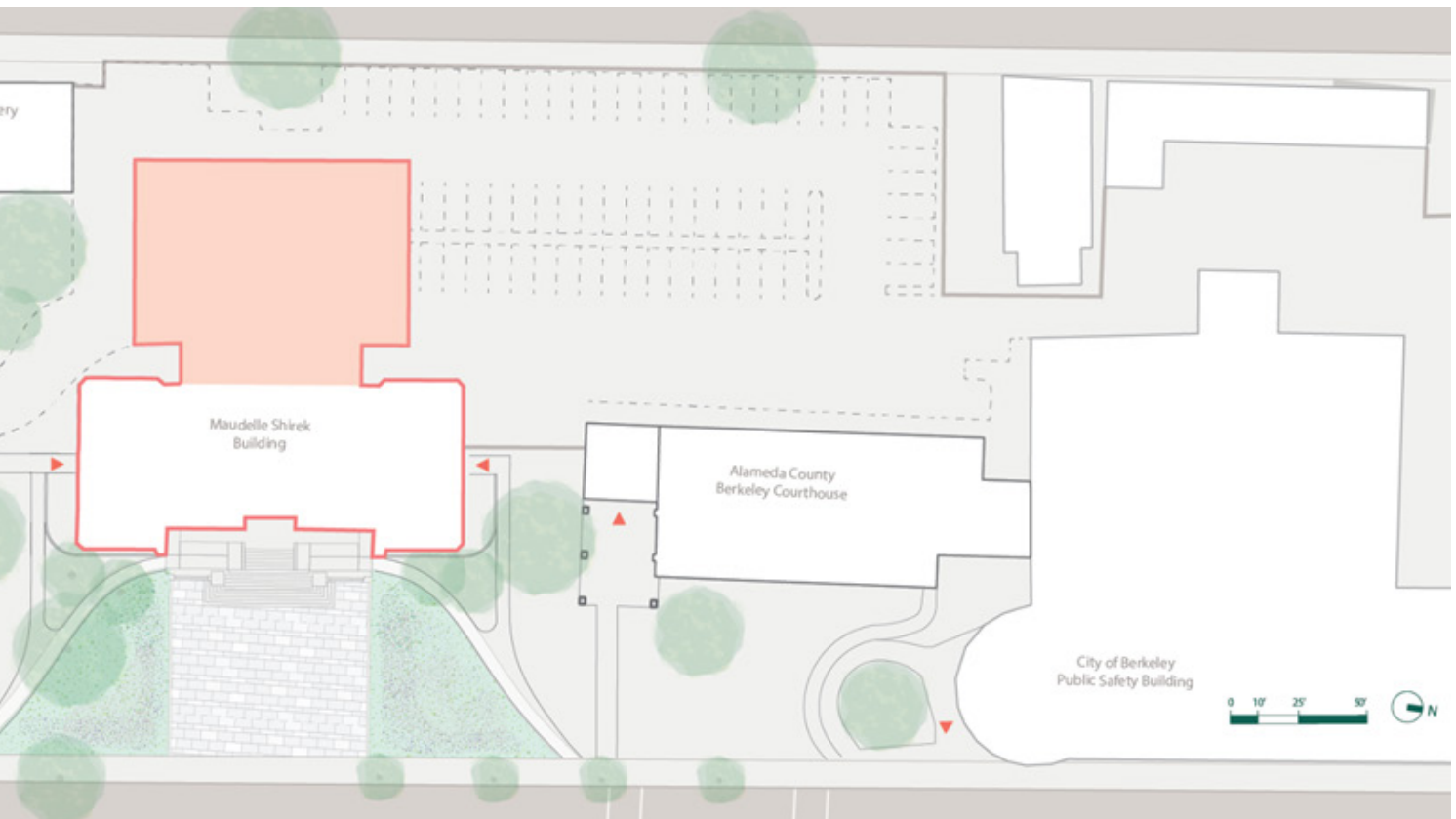
Addition at the Exploratorium, San Francisco



St. Johns Library, Winnipeg, Canada



East Bay Performing Arts Center, Richmond



Site Plan - Proposed Addition Location

Seismic Improvements: Damage Control + to Immediate Occupancy

Approach: City's Public Works Department recommends a seismic upgrade for the Maudelle Shirek Building to the level of Damage Control Plus (DC+) to Immediate Occupancy (IO) by adding buttresses at rear of building and tying into the historic structure.

At this level of seismic retrofit, the building would be occupiable days after a major seismic event.

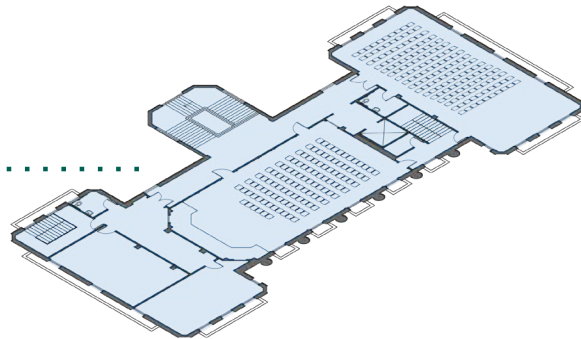
Discussion: An Immediate Occupancy (IO) upgrade will provide maximum flexibility for City and public use of this asset now and in the future. With this level of improvement, the building can function as an emergency operations and service center during emergencies and in the events of natural disasters.

Prior to the 2020 Vision Plan, the City investigated an IO solution that featured base isolators in the ground level spaces of the Maudelle Shirek Building. This approach takes up significant space on the ground level and impacts the historic fabric of the building.

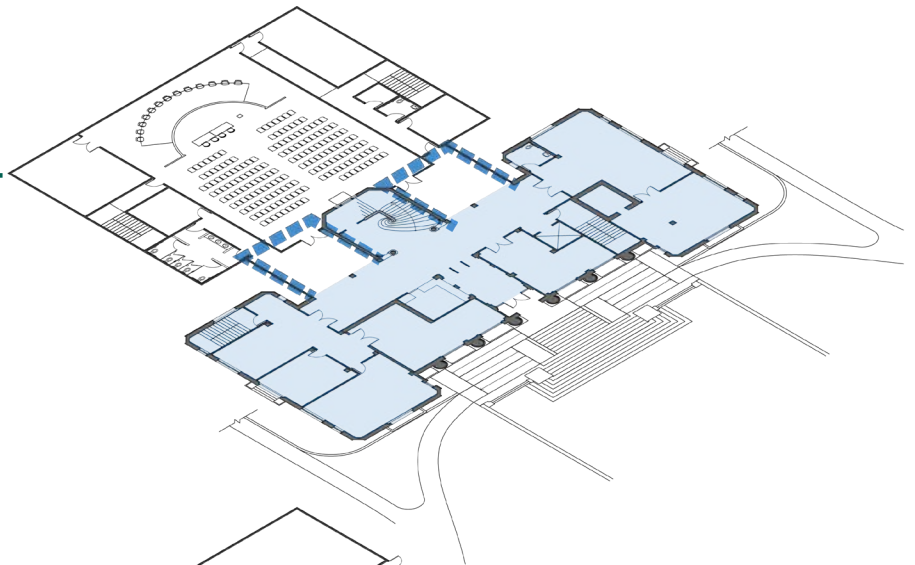
After the completion of the 2020 Vision Plan, Tipping Structural Engineers developed a concept for achieving near Immediate Occupancy levels through buttressing on the rear of the building. This approach is documented in their 2021 report on the Civic Center buildings.

By adding a new structure to the rear of the building the design concept proposes pursuing the buttressing approach in place of base isolators, to reach DC+ to IO seismic performance, providing flexibility for city uses and maximizing usable area.

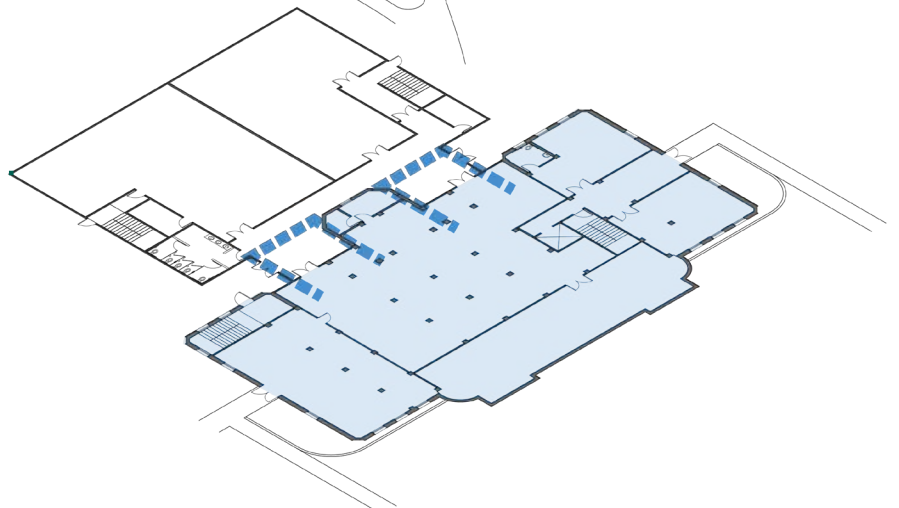
SECOND FLOOR (6,500 SF)



FIRST FLOOR (14,400 SF)



GROUND FLOOR (16,350 SF)



Seismic Improvement Locations

Other Improvements

Beyond the additions, a specific design will need to address other required improvements. These include addressing the mechanical, electrical, lighting and plumbing systems to bring them into compliance with current building code and City policy. The City of Berkeley is committed to converting buildings to be all-electric, including this historic structure. Relatedly, energy production through solar panels on the roof of the addition should be explored. Improvements and repairs to the building envelope (enclosure) will help to stabilize the structure. All of this work taken together results in a more sustainable and resilient building.

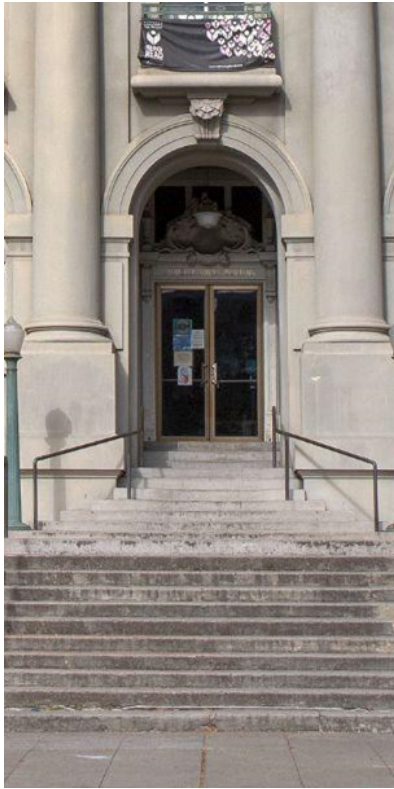
Beyond the improved entrance, accessibility upgrades will be required throughout including: adjusting door widths and locations, clearing accessible pathways, installing a modern elevator core, and modifying elements to meet accessible reach requirements.

Egress from the building does not comply with modern fire codes. Proper exit separations and paths will need to be added, as will additional stair cores and exits from the building for the increased occupancy.

An existing attic space could be upgraded to serve as storage space with improvements to the vertical circulation. This will require further study in a specific design phase.

All of these changes will need to be addressed while respecting the historic nature of the building, and meeting Secretary of the Interior standards for historic preservation. As a part of that effort, the beautiful historic finishes will need repairs and restoration, and non-historic elements will be replaced with modern, healthy and resilient materials.

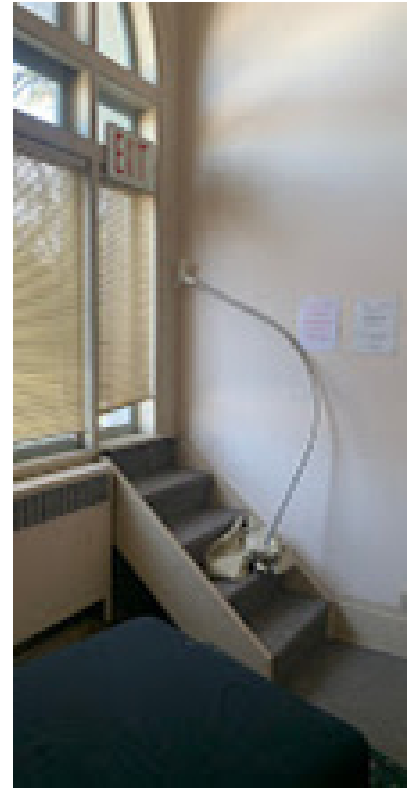
Accessibility



Finishes



Egress/Safety



System Upgrades



Building Performance



"...upgrade to LEED standards, include solar panels...advanced MERV/HVAC...light filled with natural materials."

"...it was a pain to get to and move between rooms and floors"

"...accessibility through the front door is important."

Space Use

Meeting & Hearing Rooms

Between Council, Commissions and Boards, the City hosts over 350 public meetings every year. Currently City Council meetings are held at the BUSD board room on Addison Street, and most other meetings are held in various locations around Berkeley. Providing new meeting spaces in Civic Center will create a central building in the City of Berkeley that is a symbol of citizen involvement in governance.

Creation of a multi-purpose hearing room or meeting space similar in size to that of BUSD's Board Room will require an addition to the Maudelle Shirek Building, best located on the west side or behind the building.

As a two-story structure, this new addition could house the large multi-purpose hearing room with seating for over 200, plus an expanded public lobby on the first floor. This level could also contain multiple support spaces for the hearing room - closed session meeting rooms, AV support, restrooms, storage, and more. Near the entry, two small meeting rooms can be used by City staff, commissions, and the public.

The historic meeting room on the second floor could be refurbished for smaller meetings of around 70 people. A proposed second small hearing room on the north wing could hold over 100 occupants and the south wing could be divided into two additional meeting rooms.



Uppsala Town Hall, Sweden

51%
of respondents
support returning
Council
Chambers

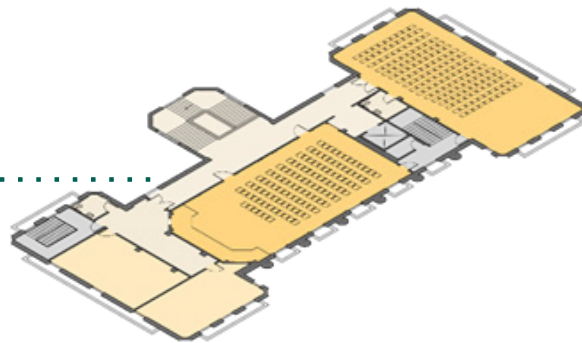


Historic Hearing Room, Maudelle Shirek Building

ATTIC (not shown)

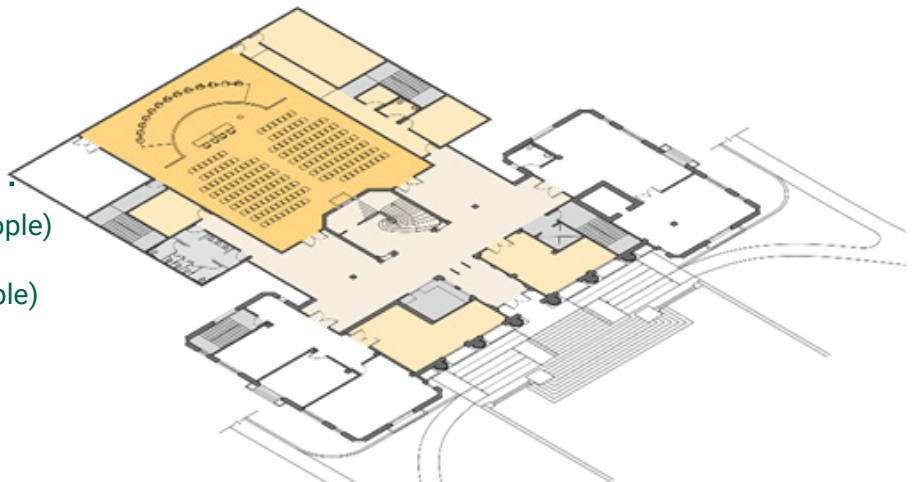
SECOND FLOOR (6,500 SF)

- Small Hearing Rooms (70-120 people)
- Large Meeting Rooms (20-30 people)

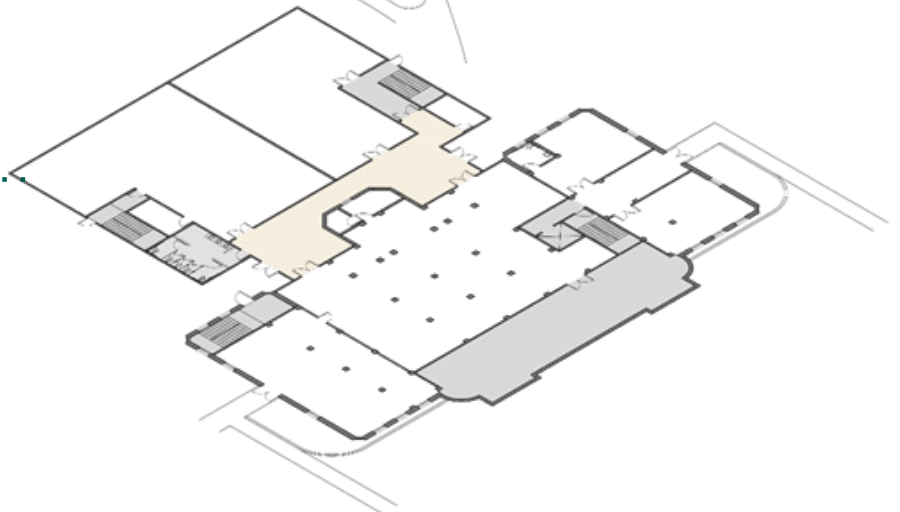


FIRST FLOOR (14,400 SF)

- Large Hearing Room (200-300 people)
- Council Support Spaces
- Small Meeting Rooms (10-20 people)



GROUND FLOOR (16,350 SF)



Space Use

Public-Facing City Services

An approach to bringing more residents into the governing process is to provide opportunities for interaction with government in action. Public engagement participants reacted positively to the idea of co-locating public-facing city services with the hearing and meeting rooms in the Maudelle Shirek Building to achieve this result.

The large high-ceilinged spaces to either side of the lobby on the first floor could serve as public-facing city departments, such as the Customer Service Center or Vital Records.

The two wings total approximately 3250 SF, providing ample space for a reception area, offices, and other support functions. In a future specific design phase, additional programming work with city staff is required to determine which public-facing City uses are most appropriate for supporting foot traffic, and the real space needs of the selected department.

44%
of respondents support city services being located here



Public Lobby at Deventer City Hall, Netherlands

“center for civic life...a one stop shop for the general public....”



Leiden City Hall Lobby, Netherlands

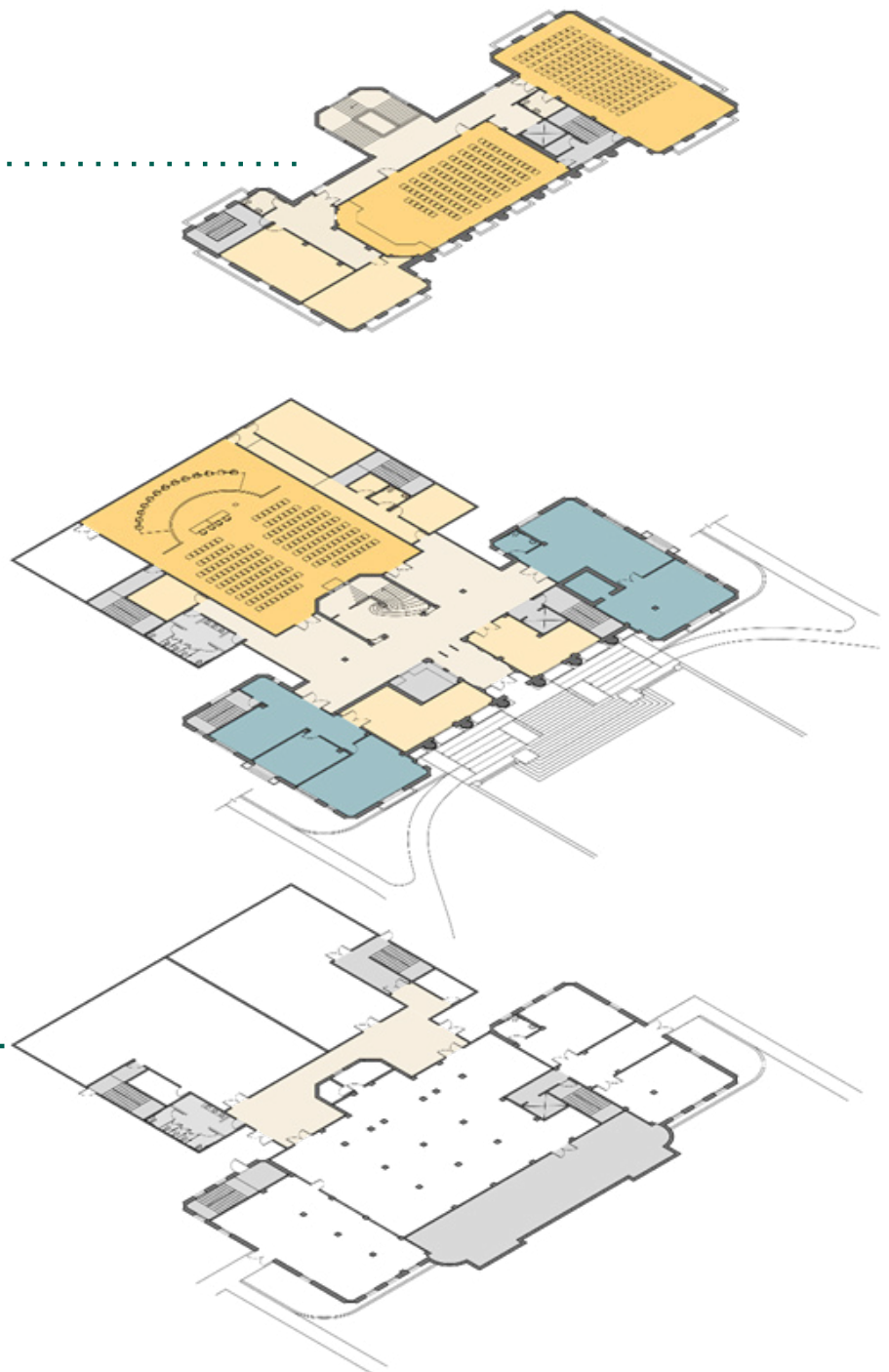
ATTIC (not shown)

SECOND FLOOR (6,500 SF)

FIRST FLOOR (14,400 SF)

- Reception Areas
- Offices
- Conference Rooms
- Support Spaces

GROUND FLOOR (16,350 SF)



Space Use

Berkeley Historical Society & Museum

The Historical Society envisions a museum that “engages visitors of all ages in learning what has made Berkeley ‘Berkeley,’ and showcases the City as a place where ideas emerge that influence the rest of the country and the world.”

Providing a source of information and inspiration for the current participants in the City’s government is a strong use of the space that aligns with the vision of the Civic Center as the heart of civic life in Berkeley. The public halls and lobbies of the Maudelle Shirek Building could host rotating exhibits that can be explored either as a visitor or while waiting to attend a public meeting or for a turn at the customer service desk.

On the ground floor, a permanent exhibit, research room, offices, and exhibit preparation room are proposed. Archival storage could be located either off-site, in an improved attic, or on the ground floor of the building, depending on other space needs.

Controlling access between the exhibits and more secure spaces of the building could present a conflict, and would need to be carefully managed. Sources for funding a museum expansion should be further studied.

70%
of respondents
support Berkeley
Historical Society
& Museum at
MSB



African American Museum & Library, Oakland CA



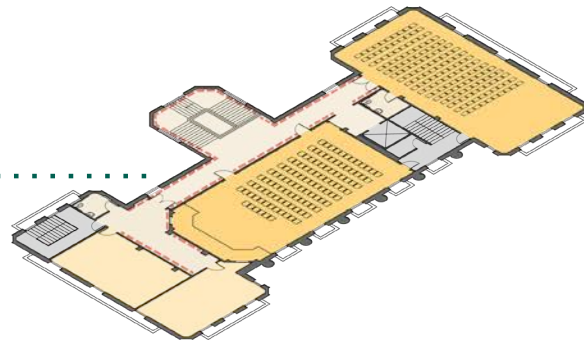
Square Headquarters, San Francisco CA

ATTIC (not shown)

(Alternate Archive location)

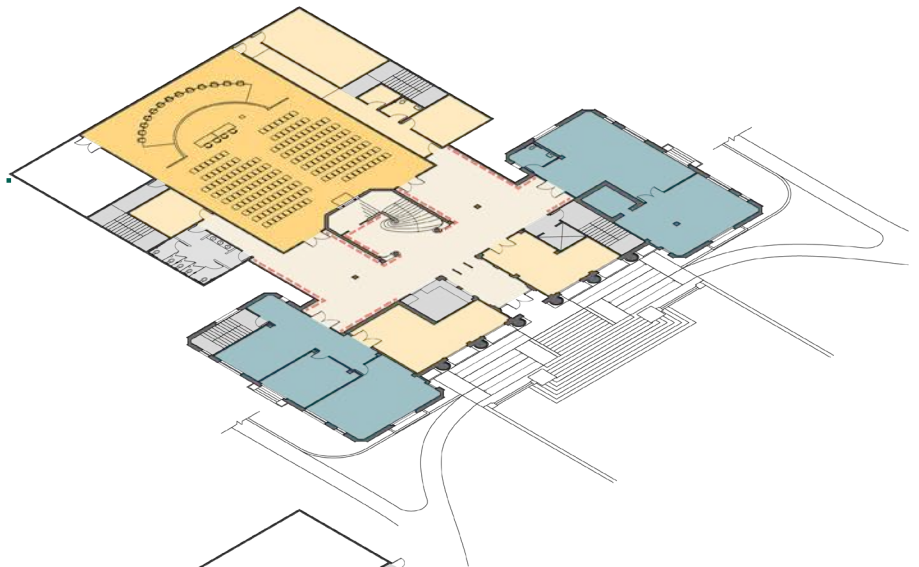
SECOND FLOOR (6,500 SF)

Exhibition Space



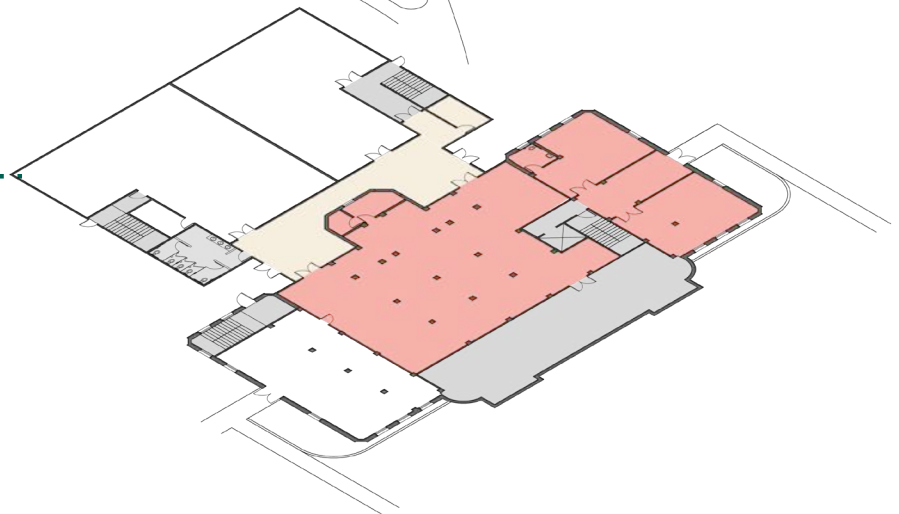
FIRST FLOOR (14,400 SF)

Exhibition Space



GROUND FLOOR (16,350 SF)

Exhibit Prep Room
Offices
Research Room
Exhibition Space
(Alternate Archive location)



Space Use

Berkeley Community Media

BCM serves multiple functions related to the city government. They broadcast city meetings, including Council, ZAB and Rent Stabilization meetings; they work with governmental non-profits and politicians; and they offer support in developing Public Service Announcements. Their internship program teaches students media literacy and production technology.

BCM's space needs are substantial, and many of them are single-use. They currently operate mostly through funding from the City and grants. Their mission and function are well aligned with returning public meeting spaces to the building, and with the larger vision of the Civic Center.

BCM's space needs include a broadcast studio which can double as a press conference room which is a complementary use to Council Chambers with similar controlled access requirements. BCM also needs smaller studio spaces, editing suites, offices, lounge and kitchenette.

44%
of respondents
support
Berkeley
Community
Media at MSB



Marwen Classroom, Chicago IL



David Brower Center, Berkeley CA

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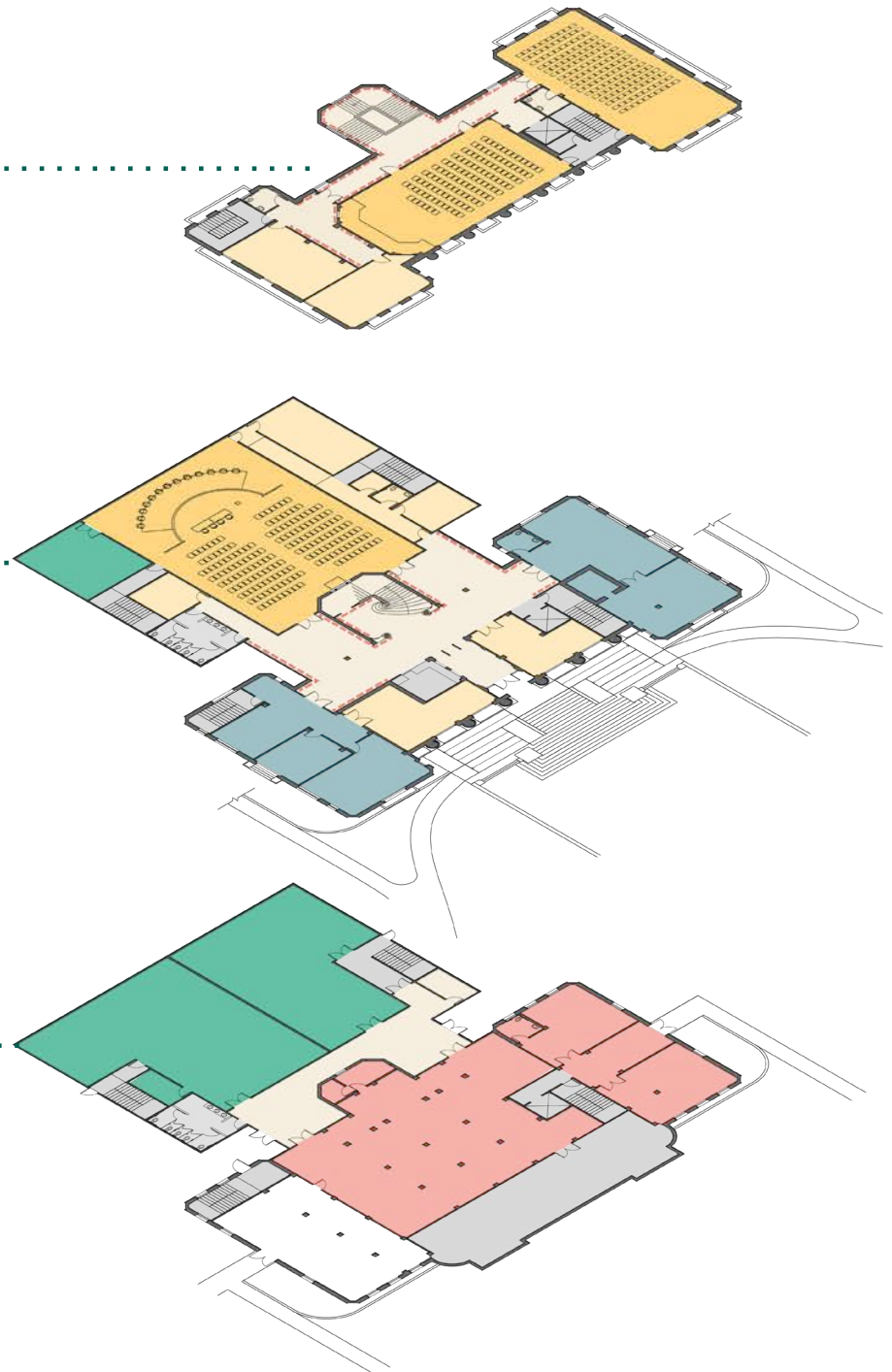
SECOND FLOOR (6,500 SF)

FIRST FLOOR (14,400 SF)

Broadcast Studio

GROUND FLOOR (16,350 SF)

Offices
Editing Suite
Small Studios
Lounge/Kitchenette



Space Use

Public Policy Institute

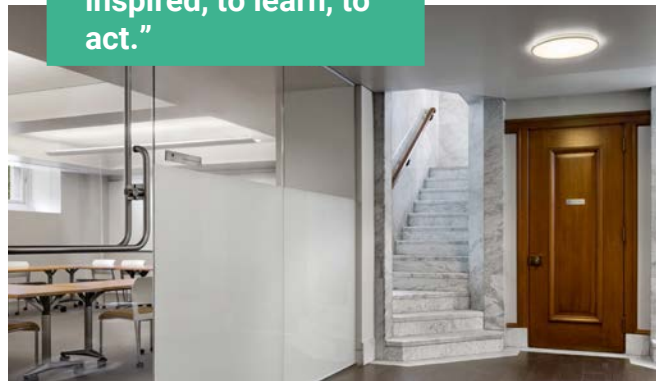
The idea of a public policy institute is being actively pursued by members of the City Council and Community for Cultural Civic Center (CCCC). The concept is to integrate a public policy education center into the Maudelle Shirek Building to interface with City policy makers, City staff and the public. Goals of this partnership would be to support the development of future decision makers, and to help secure funding with an educational institution.

While this idea did not draw a lot of public support, multiple respondents expressed a desire to learn more about the concept. A benefit of a partnership with a university or higher education organization at this location would be bringing a younger age group into the building on a regular basis.

The space needs for this function are minimal, and spaces such as meeting rooms and classrooms could be shared with the other uses proposed for the building.

I'd like to see see more active uses...perhaps some sort of partnership with UC to bring new energy and researchers to the building?"

"... provide open doors & programs for all citizens to be inspired, to learn, to act."



UC Berkeley Durant Hall, Berkeley CA



Offices on second floor of Maudelle Shirek Building

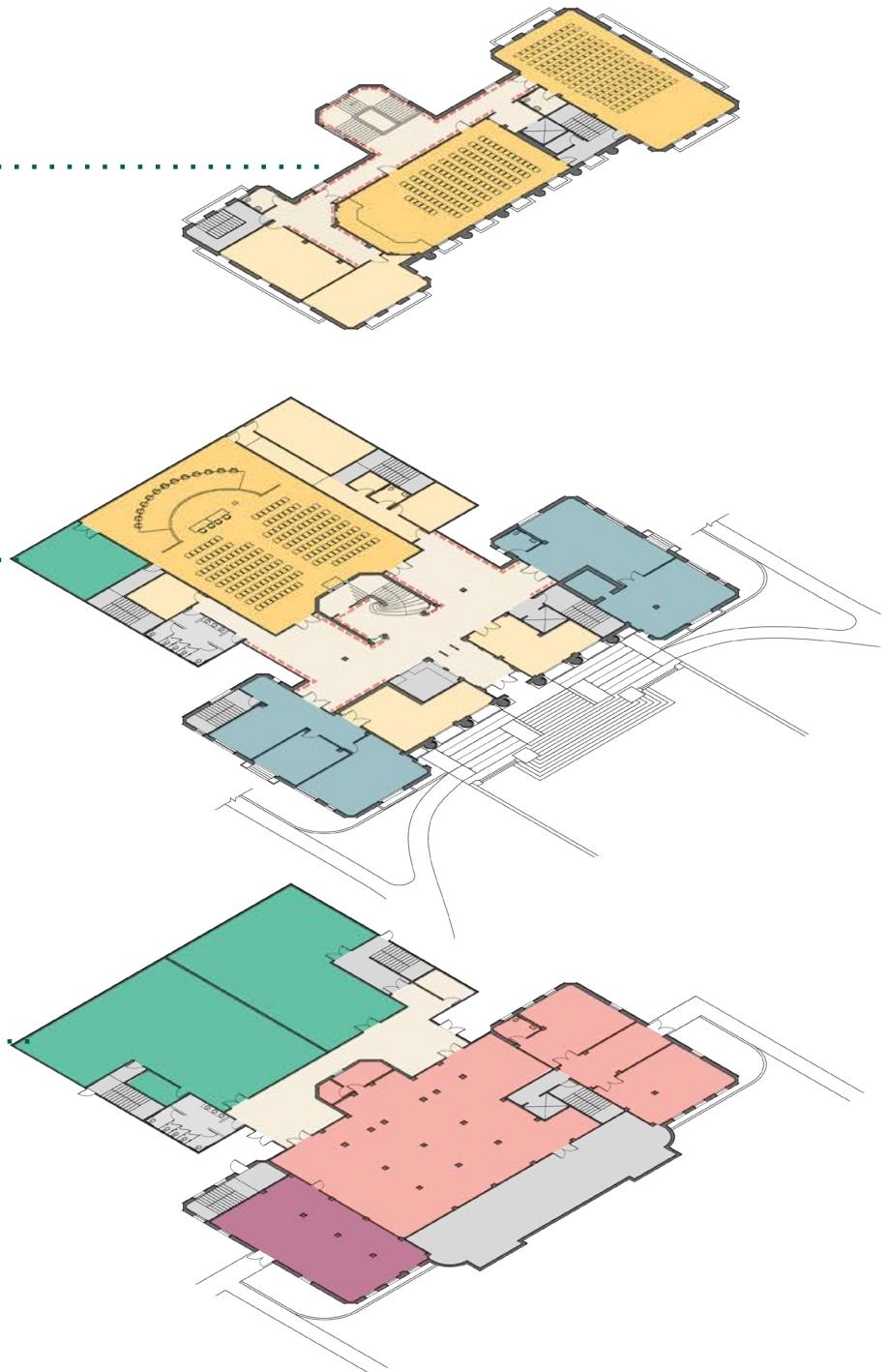
ATTIC (not shown)

SECOND FLOOR (6,500 SF)

FIRST FLOOR (14,400 SF)

GROUND FLOOR (16,350 SF)

- Offices
- Classrooms
- Meeting Room



5.4 Veterans Memorial Building

5.4

Veterans Memorial Building- Community Arts Center

The public, Berkeley's arts community, Civic Arts Commission, and the Civic Arts Program broadly support the use of the Veterans Memorial Building as a Community Arts Center. To ensure that the building is a shared resource and platform for creative expression accessible to all, the Community Arts Center would be owned and operated by the City of Berkeley for the benefit of our community. Community need demonstrates that the Veterans Memorial Building could be active throughout the day, every day of the week, presenting and hosting all types of arts organizations and artists across all disciplines including music, theater, dance, visual arts, literary arts, and more.

New art functions may require additions, particularly related to the stage. Further study with arts organizations, Civic Arts staff, related commissions and the interested public is required to determine the detailed space needs and the best way to meet them. In a survey with local arts organizations who

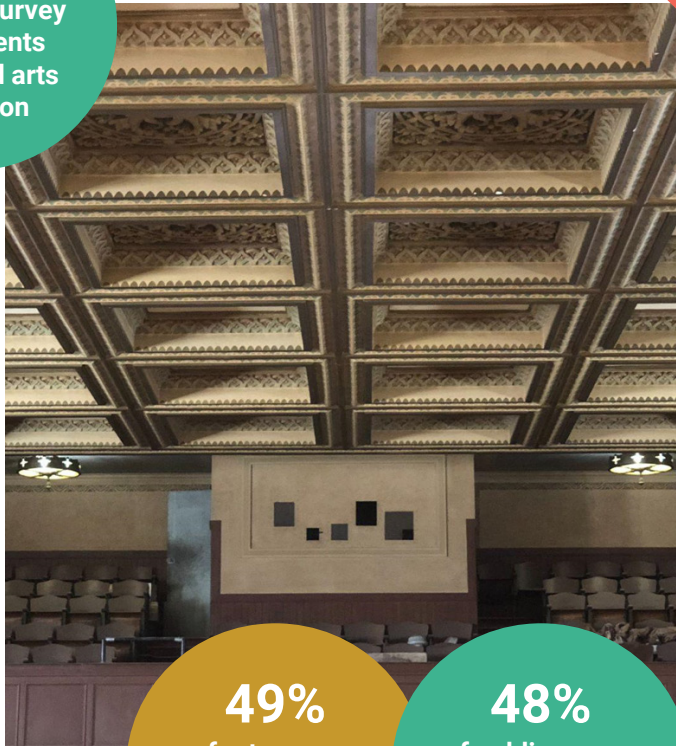
expressed interest in using the building, many expressed interest in utilizing all the spaces that the VMB has to offer for public programming. These takeaways align with the perception of need in the general public survey responses.

Veterans Memorial Building is very desirable as an arts center:

- Downtown, central location near arts district and transit is very appealing to arts groups.
- Multi-unit residential buildings are located nearby; VMB is accessible by walking.
- Historic structure with tall ceilings and natural light. Architectural features worth preserving.
- Unique flexible spaces and smaller performance spaces for 100–200 audience members.
- Adjacent to park, where outdoor performances could be located
- Relationship to nearby educational facilities – BHS and BCC.

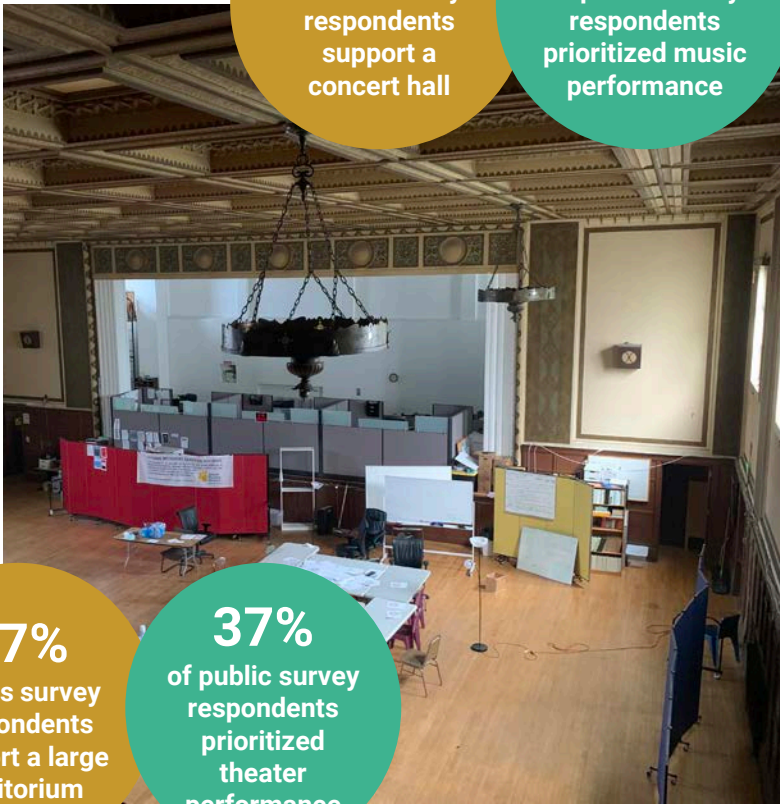
42%
of arts survey respondents support exhibition space

45%
of public survey respondents prioritized arts exhibition



49%
of arts survey respondents support a concert hall

48%
of public survey respondents prioritized music performance



47%
of arts survey respondents support a large auditorium

37%
of public survey respondents prioritized theater performance

Existing Conditions

Additions & Improvements

Seismic Improvements: Building Performance Objective for New Buildings Plus

Approach: City's Public Works Department recommends a seismic upgrade for the Veterans Memorial Building to the level of Building Performance Objective for New Buildings Plus (BPON+) by strengthening the existing diaphragms and improving floor-to-wall and wall-to-roof connections, and reinforcing select areas with shotcrete or carbon fiber.

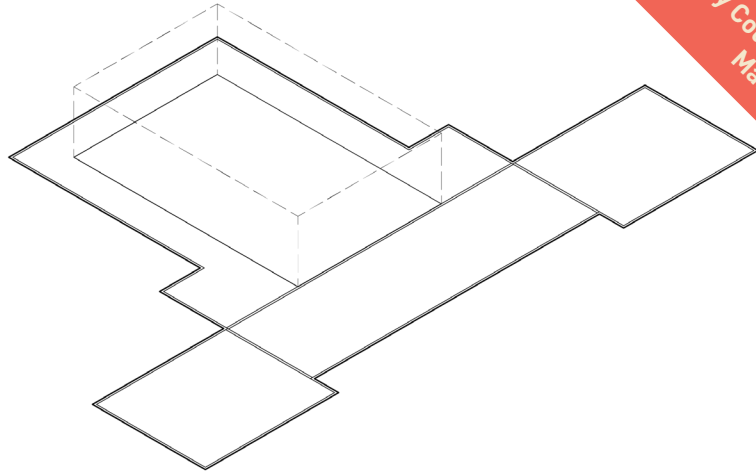
At this level of seismic retrofit, the building may experience some localized structural damage with low risk of injury, and could be reoccupied several months to a year after a major seismic event.

Discussion: In its current condition, the building does not meet modern seismic codes, and as such is not fully occupied. Improvements can be made to the building to reach BPON+ by utilizing the structure of the existing building which would minimize the disturbance of historic finishes.

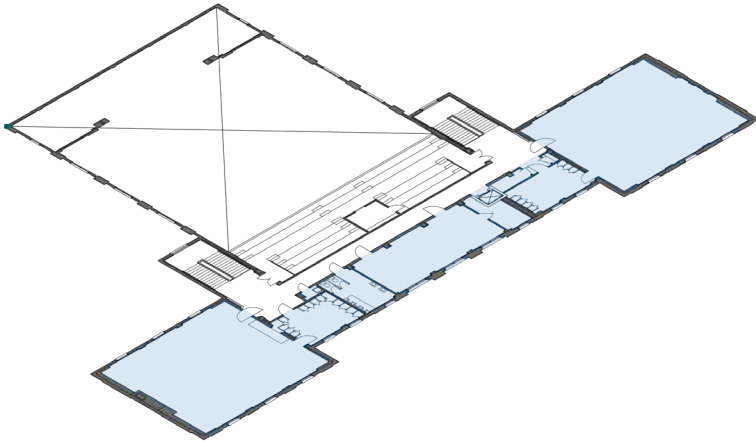
Prior to the 2020 Vision Plan, the City investigated two approaches - Building Performance Objective for Existing Buildings (BPOE), a lower standard, and Immediate Occupancy (IO), a higher standard.

A second seismic upgrade report prepared by Tipping Structural Engineers in 2021 proposed an upgrade to meet Building Performance Objective for New Building standards (or BPON+). The report also proposed a buttressing solution that reached a higher standard (Damage Control+).

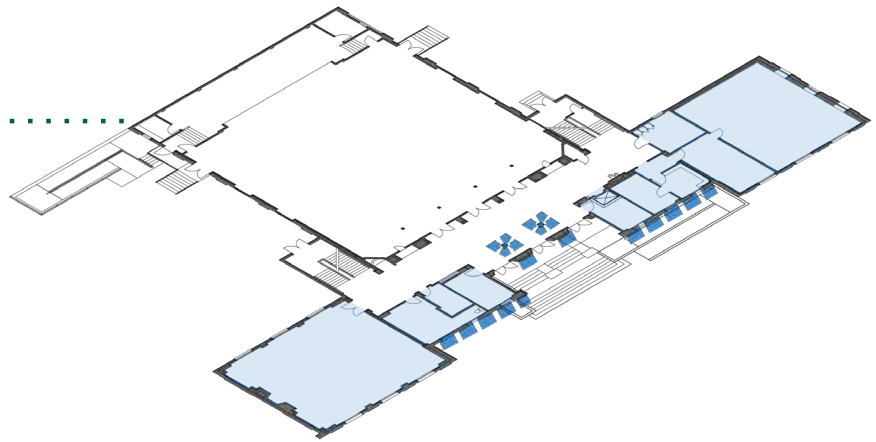
ROOFTOP (4,000 SF)



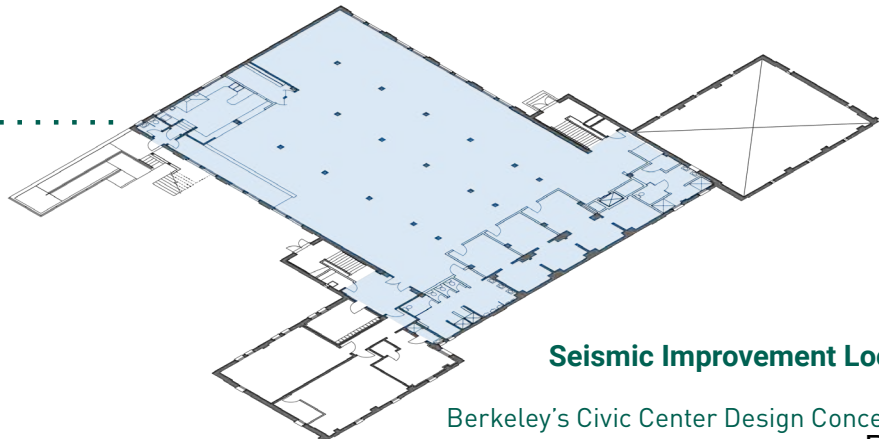
SECOND FLOOR (5,900 SF)



FIRST FLOOR (10,000 SF)



BASEMENT (9,300 SF)



Seismic Improvement Locations

Additions

While the proposed seismic buttresses in the DC+ retrofit could be incorporated into additional space on the rear of the east and west wings, the results of arts organization engagement showed a real need for additional space on either side of the stage in the large auditorium. Proposed uses include a loading dock, additional backstage and greenroom spaces, a new vertical access core to the basement level, and storage for scenery. The layout of a possible addition will be further explored by the design team in this effort.

Other Improvements

A specific design will need to address other required improvements. These include new mechanical, electrical, lighting and plumbing systems to bring them into compliance with current building code and City policy. The City of Berkeley is committed to converting buildings to all-electric, including this historic structure. Relatedly, energy production through solar panels on the roof should be explored. Improvements and repairs to the building envelope (enclosure) will help to stabilize the structure. All of this work taken together will result in a more sustainable and resilient building.

Accessibility upgrades will be required throughout the building, including a new and more gracious accessible entry ramp sequence, a modern elevator core, and adjustment of doors and other elements to meet accessible clearance and reach requirements.

Egress from the building does not comply with modern fire codes, in particular from the basement level. Proper exit separations and paths will need to be added. Additional exits from rooms and out to the public right of way will need to be created.

All of these changes will need to be addressed while respecting the historic nature of the building, and meeting Secretary of the Interior standards for historic preservation. As a part of that effort, the historic finishes will need repairs and restoration, and non-historic elements will be replaced with modern, healthy and resilient materials.

Accessibility



Finishes



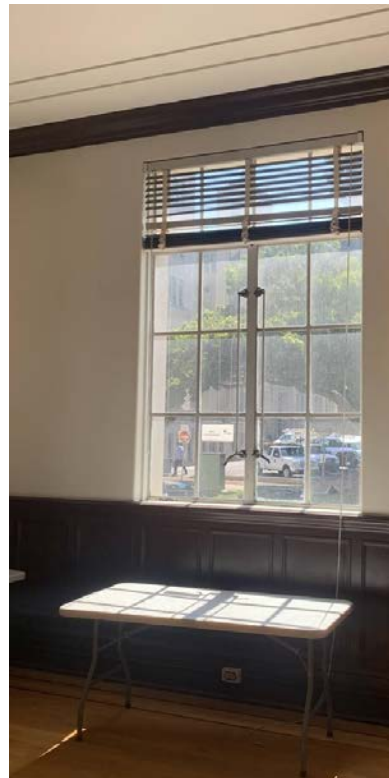
Egress/Safety



System Upgrades



Building Performance



“Please make sure gender-neutral bathrooms are included.”

“it needs to appear more open, accessible, inviting and welcoming”

“...refurbish front doors and restrooms so visitors have a more pleasant experience.”

Space Use

Program Spaces

Arts Survey participants and the public all noted a need for multi-disciplinary spaces available to rent by the larger community.

During the focus group session, participants more specifically described a need for flexible, multi-use spaces that can support all types of performances, exhibitions, classes, screenings, studios, conferences, panel discussions, and readings.

The layout of the large auditorium should be carefully considered to maintain flexibility. Ideas discussed include lowering the stage, creating additions to the east and west for more backstage space, and deployable risers to allow for many performance configurations.

Some of the smaller lodge rooms on the first floor might have specific functions - a municipal gallery on the west side and a classroom that supports visual arts with storage and sinks on the east side. Others can remain flexible open spaces.

30%
of arts survey
respondents
support class
or workshop
spaces



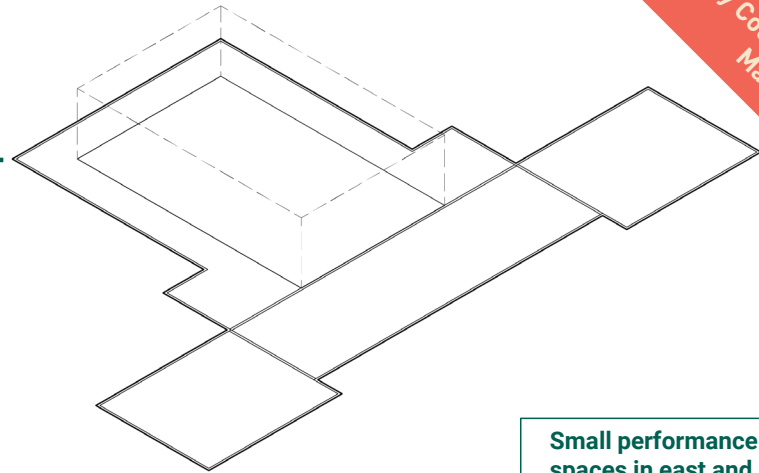
Shawl-Anderson Dance Company

44%
of arts survey
respondents
support
rehearsal
space



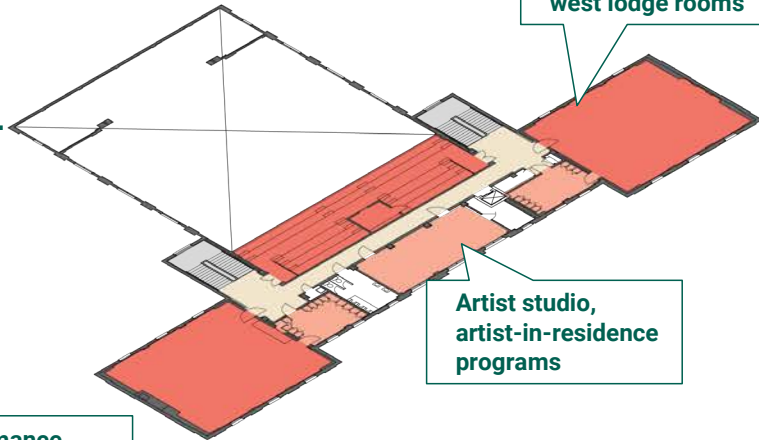
View to stage at Veterans Memorial Building

ROOFTOP (4,000 SF)



SECOND FLOOR (5,900 SF)

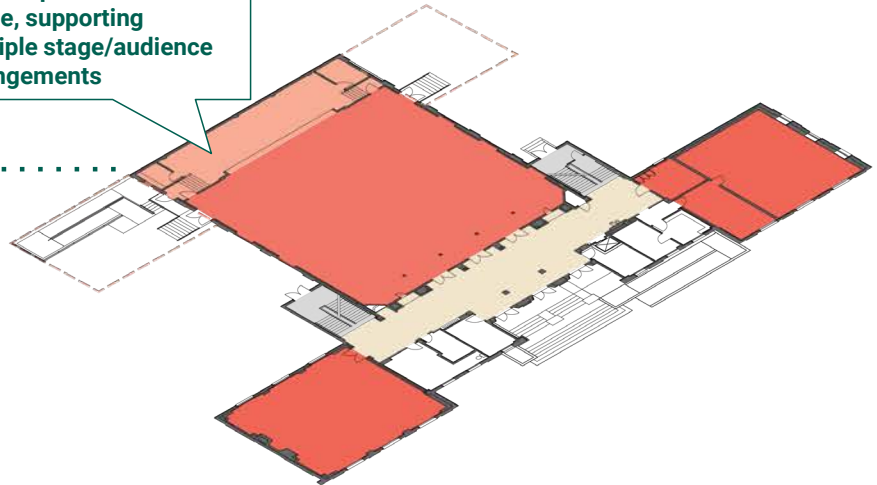
- Small Performance
- Balcony
- Backstage areas
- Learning Lab



Flexible performance space, supporting multiple stage/audience arrangements

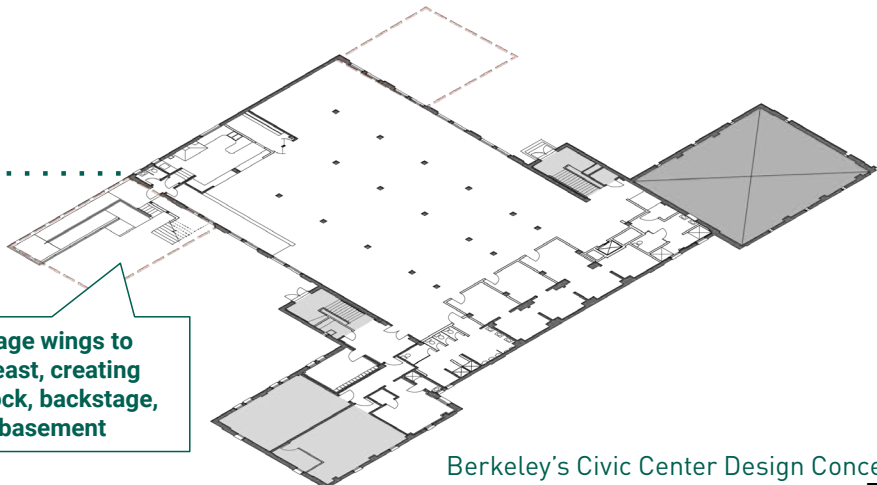
FIRST FLOOR (10,000 SF)

- Auditorium
- Gallery/Visual Arts rooms
- Stage & Backstage areas



BASEMENT (9,300 SF)

- Mechanical/Crawl Space



Space Use

Support Spaces

Transforming the Veterans Memorial Building into a successful arts center will require significant and high-quality space dedicated to support functions.

One major support function mentioned by the participants in the focus group was the ability to host donor events in a large downtown space. During the 2020 Vision Plan, a rooftop event space was suggested, an approach that will be further studied by the design team as part of this phase.

Spaces between the east and west wings on the first and second floor can accommodate offices, restrooms, storage, and other support spaces required for hosting classes, events, and performances in the venue.

The large open area on the basement level could be repurposed for any number of back-of-house functions including a stage shop and additional backstage and practice spaces for groups renting the large auditorium.

Back-of-house types of uses include:

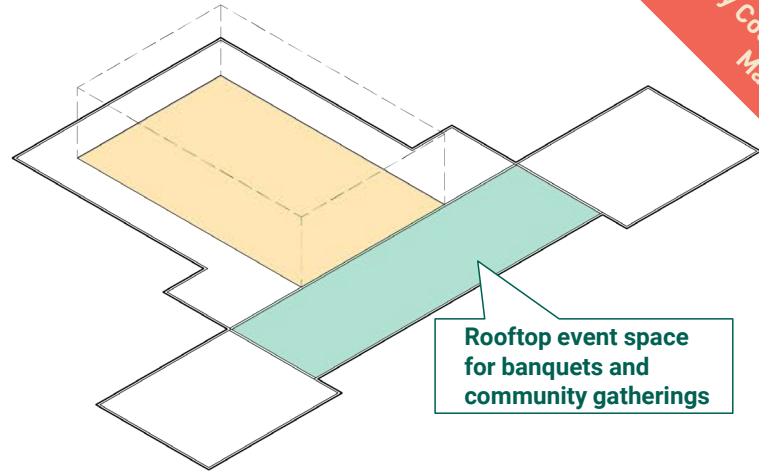
- Dressing/Changing rooms
- Offices
- Rehearsals
- Storage for productions and facility
- Storage for City's public art collection



Studio Gang Island in the Sky, Chicago IL

ROOFTOP (4,000 SF)

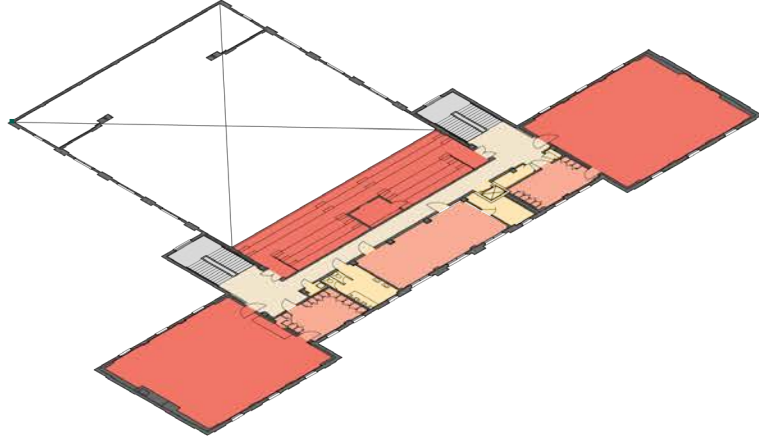
- Event Space
- Rooftop Terrace



Rooftop event space for banquets and community gatherings

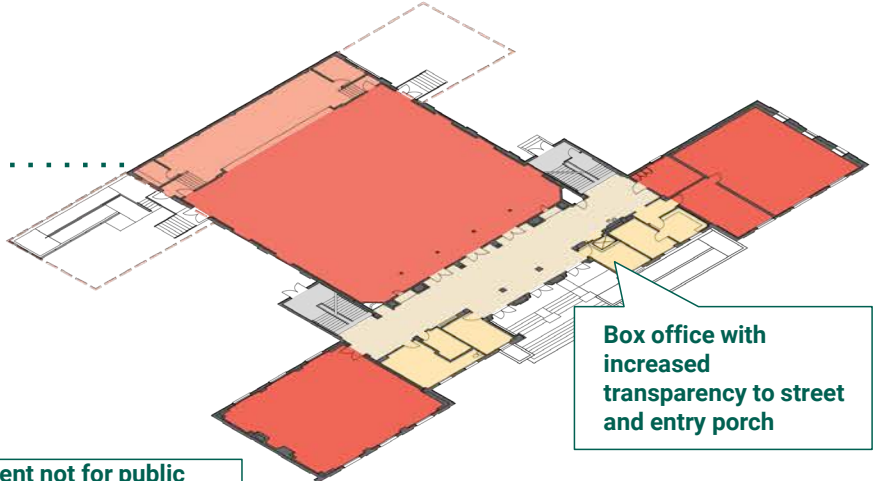
SECOND FLOOR (5,900 SF)

- Storage Space
- Restrooms



FIRST FLOOR (10,000 SF)

- Offices
- Restrooms
- Box Office

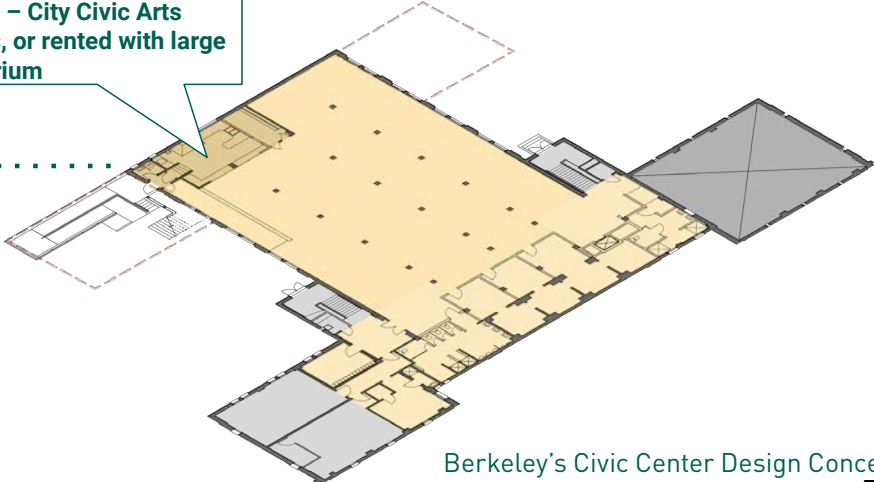


Box office with increased transparency to street and entry porch

Basement not for public access – City Civic Arts spaces, or rented with large auditorium

BASEMENT (9,300 SF)

- Commercial Kitchen
- Stage/Scenery Shop
- Restrooms
- Storage





Cost Summary

6.1 Preliminary Cost Ranges

6.1

Preliminary Cost Ranges

An updated cost estimate will be completed by TBD Cost Estimators after the integration of City Council feedback, and prior to the completion of the final report in June 2023.

Preliminary cost ranges provided in this report are based on information from:

- 2020 BCC Vision & Implementation Plan
- Tipping Structural Engineers
- Berkeley Public Works Department

| | Construction Cost Estimate | |
|--|----------------------------|------------------|
| | Low (\$Million) | high (\$Million) |
| Maudelle Shirek Building -- 27,500 g.s.f. existing building + 15,500 g.s.f. addition | \$54.107 | \$70.558 |
| Seismic Retrofit - Immediate Occupancy (or near Immediate Occupancy) | \$25.000 | \$35.000 |
| Envelope, Systems (inc Electrification), Accessibility, all other building upgrades & finishes | \$11.000 | \$13.750 |
| Two story addition on west side | \$15.500 | \$18.600 |
| Site improvements & utilities | \$2.607 | \$3.208 |
| Veterans Memorial Building -- 28,000 s.f. existing building + 4000 s.f. roof terrace | \$34.045 | \$41.475 |
| Seismic Retrofit - BPON+ (or Better Performance Objective for New Buildings) | \$14.000 | \$19.000 |
| Envelope, Systems (inc Electrification), Accessibility, all other building upgrades & finishes | \$19.565 | \$16.555 |
| Roof terrace (including 1,500 s.f. enclosure & 2,500 s.f. roof deck) in HIGH only | \$0 | \$5.200 |
| Site improvements (paved areas in back for loading/service) & utilities | \$0.480 | \$0.720 |
| NOTE: No addition to VMB included | | |
| Martin Luther King Jr Civic Center Park & Streets -- 203,000 s.f. (4.6 acres) | \$12.902 | \$16.594 |
| Paths and paving, planting and irrigation, new trees and tree protection, utilities, furnishings and bollards, infrastructure and lighting, playground and skate spot, other park and street specialty items such as bulb outs, green infrastructure, crosswalks | \$11.152 | \$14.194 |
| Improvements to 2180 Milvia western entry, VMB entry and public restrooms in Park | \$1.750 | \$2.400 |
| NOTE: Creek Daylighting not included | | |
| TOTAL ESTIMATED CONSTRUCTION COST | \$101.054 | \$128.627 |
| | Low (\$Million) | high (\$Million) |

NOTES:

1. Cost ranges are escalated assuming start of construction in 2028.
2. Cost ranges do not include:
 - Soft cost - design fees, permit fees
 - Contingencies
 - LEED or other rating systems
 - Surge/moving costs
 - Photovoltaic systems
 - AV/IT equipment
 - Utility connections
 - Existing conditions reports and surveys
 - Operations and maintenance costs



Implementation

7.1 Organizational Management Structure

7.2 Recommended Next Steps

7.1

Organization Management Structures

Maudelle Shirek Building - The Seat of Berkeley's Democracy

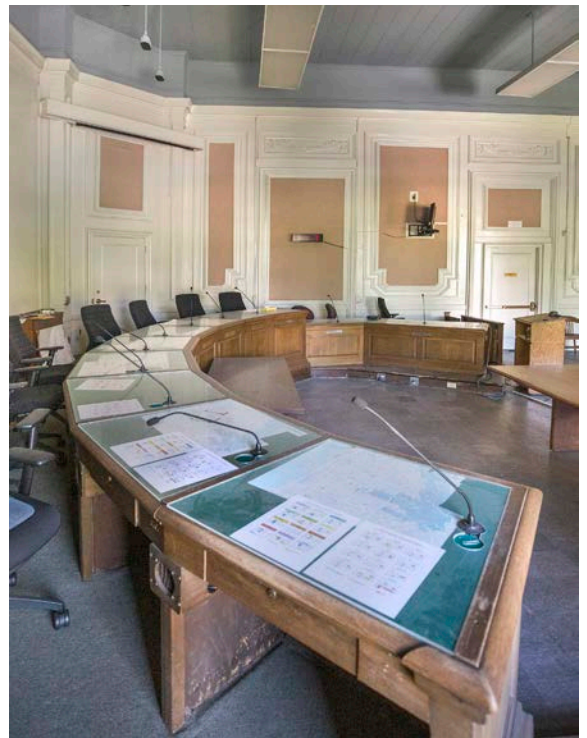
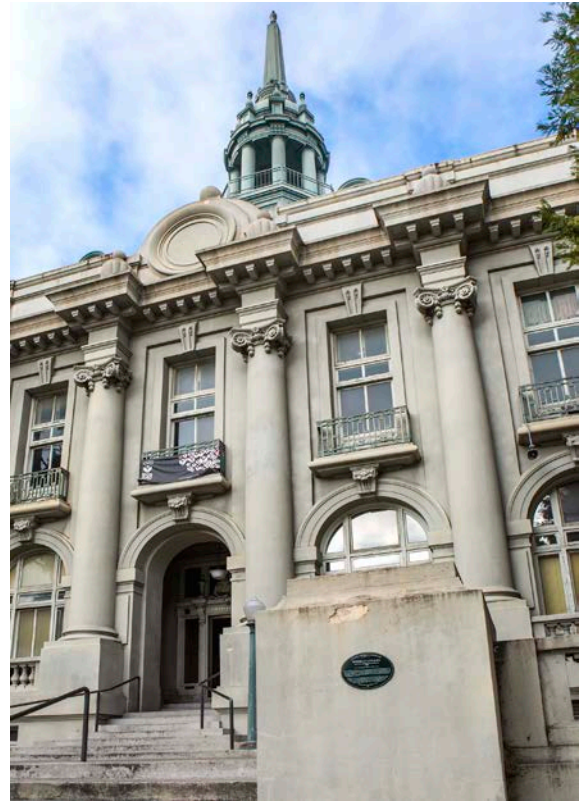
The project team recommends a City-owned and operated model for the Maudelle Shirek Building.

With the primary uses being city and public meeting rooms, and city offices, control of the building should remain within the City. This will ensure that the meeting spaces are available to all citizens of Berkeley, aligning with the Vision Statement's ideal of a *place of shared resources and platform for free expression for all*.

To proceed into a specific design phase, the City will need to create formal partnerships with the selected vision-aligned non-profits. How space is allocated in the final design will be impacted by both the space needs and the available funding of these non-profit



Baltmannsweiler Council Chambers , Germany



Geldrop-Mierlo Town Hall, Netherlands

Existing Conditions at Maudelle Shirek

Veterans Memorial Building - Municipal Arts Center

**A shared resource and platform for
creative expression accessible to all.**

The project team recommends a City-owned and operated model for the Veterans Memorial Building.

The design team and Civic Arts staff explored two approaches to the management of the Veterans Memorial Building: a City-run arts space or an anchor tenant-run arts space.

Taking into consideration the community support for an open and accessible arts center, the Vision Statement, and the desire to maximize the activation of the Civic Center, the project team is recommending a City-run Art Center, and envisions an organizational structure that supports performances in the evenings, classes for adults and students during the day, and afterschool and weekend programs for children.

To understand how this model will function, Civic Arts staff are holding outreach meetings with local examples of municipal-run cultural and arts centers.

From these conversations, the project team is researching how others have operated and maintained spaces that are accessible to the community for use while also generating revenue to support operations. The research includes learning about what programs generate revenue, what level of staffing and management is required, how programs are selected for the facilities, and what operating budgets include for this type of facility.

The long-term management and staffing of Veterans Memorial Building and its associated programs need to be better defined through further study. The Civic Arts staff will coordinate with their colleagues in the Parks, Recreation and Waterfront Department for successful models and lessons learned on other City-owned and operated facilities and programs.

"A public arts space open to all artists."

"..bring in revenue to maintain the building."

"...a space for community arts of all kinds - and for all age groups"



Studio One Art Center, Oakland



Palo Alto Art center



Leshner Center for the Arts, Walnut Creek

7.2

Recommended Next Steps

As the City continues to develop a funding and long term implementation plans for the Civic Center Park, surrounding streets, the Maudelle Shirek Building and the Veterans Memorial Building, immediate steps for improvements are offered as a way to initiate improvements and enhance the Civic Center experience. Some of these steps can be undertaken in collaboration with vision-aligned partners and non-profit organizations.

Early Activation Projects

To offer a better experience of the Civic Center Park, the City and City partners could fund early activation projects that reinvigorate the Park in advance of more significant future improvements, including:

- Installation of new furnishings, including tables and seating or picnic tables with benches, specifically selected and placed for lunch time use
- Introduction of pop-up food vendor events and/or food trucks during the weekdays
- Installation of new tree protection elements
- Biodiversity enhancement through new plantings
- Lighting and path repairs and upgrades
- Restroom repairs and upgrades
- Review of current special events needs and lease agreements for Civic Center Park, considering changes to agreements specific to this Park
- Increase funding for Park operations and maintenance

Future Studies

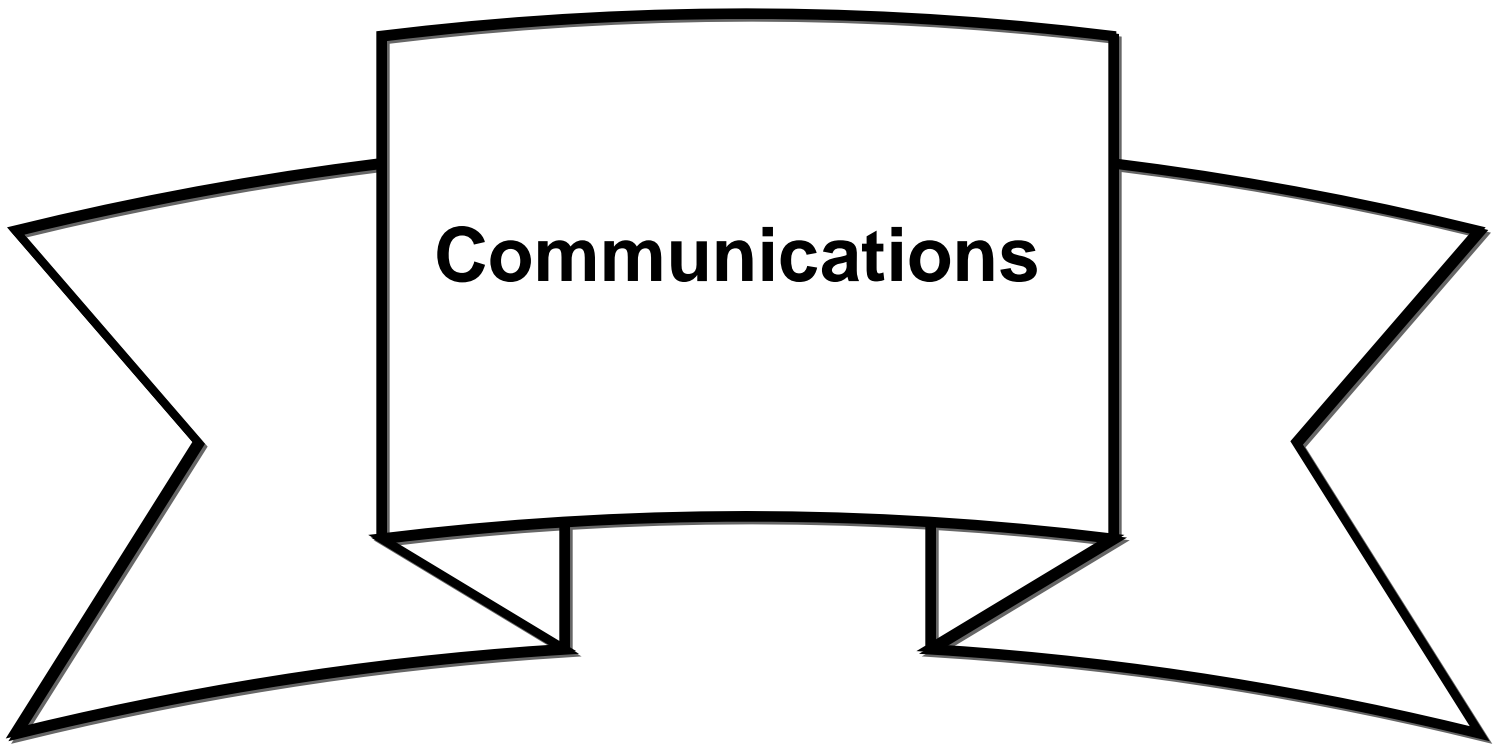
Additional information is needed to support specific design projects for the Civic Center Park, surrounding streets, Maudelle Shirek Building and Veterans Memorial Building. These include:

- Creek Study for daylighting Strawberry Creek in the Civic Center area. Recently the City submitted a grant pre-application to the California Coastal Conservancy for funding of this effort and while the application reviewers were excited about the project “because of the ecological and community benefits”, they suggested the City apply to the Urban Greening program at the California Natural Resources Agency.
- Traffic Study to identify impacts to traffic flow of daylighting the creek and reduced parking on Center Street and MLK Jr Way.
- Topographic Survey of the Civic Center Park and surrounding streets
- Updated Arborist Report for Civic Center and surround street trees
- Tree Succession Plan
- As-Built drawings & Existing Condition reports for buildings

Longer Term Efforts

Prior to the implementation of specific project design and construction efforts, the City may consider:

- Establish relationships with potential non-profit partners and funding entities to engage in a capital improvement campaign
- Develop funding plans for each of the constituent projects – the Park, surround streets and the historic structures
- If necessary, stabilize the historic structures, which will depend on the timing of the funding and implementation plans
- Initiate specific design projects, including documentation of detailed spatial programming



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City Clerk Department

2180 Milvia Street
Berkeley, CA 94704
(510) 981-6900

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2. From Date: Enter the date of the Council meeting
3. To Date: Enter the date of the Council meeting (this may match the From Date field)
4. Click the “Search” button
5. Communication packets matching the entered criteria will be returned
6. Click the desired file in the Results column to view the document as a PDF