



Housing Advisory Commission

## HOUSING ADVISORY COMMISSION

# AGENDA

<b>Special Meeting</b> <b>Monday, July 17, 2023</b> <b>7:00 pm</b>	<b>South Berkeley Senior Center</b> 2939 Ellis Street  Mariela Herrick, Secretary HAC@berkeleyca.gov
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**Written communications submitted by mail or e-mail to the Housing Advisory Commission by 5:00 p.m. the day before the meeting** will be distributed to the members of the Committee in advance of the meeting and retained as part of the official record.

**All agenda items are for discussion and possible action.**

**Public comment policy:** Members of the public may speak on any items on the Agenda and items not on the Agenda during the initial Public Comment period. Members of the public may also comment on any item listed on the agenda as the item is taken up. Members of the public may not speak more than once on any given item. The Chair may limit public comments to 3 minutes or less.

1. **Roll Call**
2. **Land Acknowledgement** (Attachment 1)
3. **Agenda Approval**
4. **Public Comment**
5. **Approval of the June 1, 2023 Meeting Minutes** (Attachment 2)
6. **Receive Presentation from East Bay Community Law Center on Fair Access and Transparency for Rental Housing Applications Ordinance**
7. **Discussion and Possible Action on Fair Access and Transparency for Rental Housing Applications Ordinance**– Fair Access and Transparency for Rental Housing Subcommittee
8. **Receive a Presentation from the Civic Arts Commission on Artist Housing Initiatives** (Attachment 3)
9. **Discussion and Possible Action to Collaborate with the Disaster and Fire Safety Commission on Housing and Wildfire Risk** – Commissioner Ortiz Cedeno (Attachment 4)
10. **Discussion and Possible Action to Appoint Subcommittees** – All/Staff
  - a. Housing Trust Fund Subcommittee
  - b. Public Facilities Improvements NOFA Applications Review Subcommittee

**11. Receive Update on Affordable Housing Requirements Economic Feasibility Analysis – Staff (Attachment 5)**

**12. Update on Council Items (Future Dates Subject to Change)**

- a. Housing Preference Policy (7/11)  
<https://berkeleyca.gov/sites/default/files/documents/2023-07-11%20Item%2032%20Referral%20Response%20Affordable.pdf>
- b. Prohousing Designation application authorizing resolution (7/11)  
<https://berkeleyca.gov/sites/default/files/documents/2023-07-11%20Item%2012%20California%20Department%20of%20Housing.pdf>
- c. Discrimination Study Report (7/11)  
<https://berkeleyca.gov/sites/default/files/documents/2023-07-11%20Item%2020%20Conduct%20a%20Study%20on%20the%20City.pdf>
- d. Harriet Tubman Terrace (7/25)

**13. Announcements/Information Items**

- a. Income Qualifying Stipends for Commissioner Participation (Attachment 6)
- b. Measure O Bond Impacts on Affordable Housing Development in Berkeley Update (Attachment 7)

**14. Future Items**

- a. Community-Based Organization Presentations for Community Development Block Grant (CDBG) Program
- b. 2023-2024 Workplan Adoption (Attachment 8)

**15. Adjourn**

Attachments

1. Land Acknowledgment
2. Draft June 1, 2023 Meeting Minutes
3. Anh Thang Dao-Shah and Asif Majid, Office of Economic Development, Affordable Housing for Artists in Berkeley a Baseline Survey
4. Disaster and Fire Safety Commission, Work Plan FY 23-24
5. Mike Uberti, HHCS, Affordable Housing Requirements Economic Feasibility Analysis Update
6. Mariela Herrick, HHCS, Income Qualifying Stipends for Commissioner Participation
7. Jenny Wyant, HHCS, Measure O Bond Impacts on Affordable Housing Development in Berkeley

8. Mariela Herrick, HHCS, Workplan Adoption

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This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, (510) 981-6900.

COMMUNICATION ACCESS INFORMATION:



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.

## ATTACHMENT 1

### **Land Acknowledgement Statement**

*The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) 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. As we begin our meeting tonight, 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.*



Housing Advisory Commission

**HOUSING ADVISORY COMMISSION**  
**Thursday, June 1, 2023**

**DRAFT MINUTES**

<b>Regular Meeting</b> <b>Thursday, June 1, 2023</b> <b>7:08 pm</b>	<b>South Berkeley Senior Center</b> 2939 Ellis Street  Mariela Herrick, Secretary HAC@berkeleyca.gov
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**1. Roll Call**

Present: Nico Calavita, Mari Mendonca, Keyanna Ortiz-Cedeño, Debbie Potter, and Alexandria Rodriguez.

Absent: Sara Fain (unexcused), Xavier Johnson (unexcused), and Leah Simon-Weisberg (excused).

Staff Present: Anna Cash, Mariela Herrick, Mary-Claire Katz, and Joshua Oehler.

Commissioners in attendance: 5 of 7

Members of the public: 8

Public Speakers: 7

**2. Land Acknowledgement**

**3. Agenda Approval**

Action: M/S/C (Rodriguez/Calavita) to approve the agenda and move the Update and Discussion Harriet Tubman Terrace Tenant Advocate Request for Proposals to item 6 on the agenda.

Vote: Ayes: Calavita, Mendonca, Ortiz-Cedeño, Potter, and Rodriguez. Noes: None. Abstain: None. Absent: Fain (unexcused), Johnson (unexcused), and Simon-Weisberg (excused).

Public Speakers: None.

**4. Public Comment**

There was one speaker during public comment.

**5. Approval of the May 4, 2023 Meeting Minutes**

Action: M/S/C (Mendonca/ Ortiz-Cedeno) to approve the May 4, 2023 Meeting Minutes.

Vote: Ayes: Mendonca, Ortiz-Cedeño, Potter, and Rodriguez. Noes: None. Abstain: Calavita. Absent: Fain (unexcused), Johnson (unexcused), and Simon-Weisberg (excused).

**6. Update and Discussion Harriet Tubman Terrace Tenant Advocate Request for Proposals – Staff**

Public Speakers: 5

7. **Discussion and Possible Action to Recommend Funding for Berkeley Food & Housing Project's Application for the City of Berkeley Block Grant Public Facility Improvement FY 2023 Program** – Public Facilities Improvements NOFA Applications Review Subcommittee/Staff

Public Speakers: 1

Action: M/S/C (Calavita/Ortiz-Cedeño) to recommend the Berkeley Food & Housing Project's Application for the City of Berkeley Block Grant Public Facility Improvement FY 2023 Program.

Vote: Ayes: Calavita, Mendonca, Ortiz-Cedeño, Potter, and Rodriguez. Noes: None. Abstain: None. Absent: Fain (unexcused), Johnson (unexcused), and Simon-Weisberg (excused).

8. **Discussion and Possible Action to Appoint Subcommittees** – All/Staff

Action: M/S/C (Rodriguez/Mendonca) to move Discussion and Possible Action to Appoint Subcommittees to the July 2023 Housing Advisory Commission meeting.

Vote: Ayes: Calavita, Mendonca, Ortiz-Cedeño, Potter, and Rodriguez. Noes: None. Abstain: None. Absent: Fain (unexcused), Johnson (unexcused), and Simon-Weisberg (excused).

9. **Update on Fair Access and Transparency for Rental Housing Applications Ordinance Subcommittee** – Subcommittee

10. **Update on Council Items (Future Dates Subject to Change)**

- a. 2023 Local Housing Trust Fund Application (05/09/2023)

11. **Announcements/Information Items**

12. **Future Items**

- a. Disaster and Fire Safety Commission  
b. Discussion and Possible Action to Appoint Subcommittees  
c. Presentation from East Bay Community Law Center re: Fair Access and Transparency for Rental Housing Applications  
d. Housing Advisory Commissioner Stipends

13. **Adjourn**

Action: M/S/C (Ortiz-Cedeño/Calavita) to adjourn at 8:32.

Vote: Ayes: Calavita, Mendonca, Ortiz-Cedeño, Potter, and Rodriguez. Noes: None. Abstain: None. Absent: Fain (unexcused), Johnson (unexcused), and Simon-Weisberg (excused).

Housing Advisory Commission  
June 1, 2023  
Page 3 of 3

Approved: \_\_\_\_\_, Mariela Herrick, Secretary

# **affordable housing for artists in Berkeley** **a baseline survey**

Anh Thang Dao-Shah, ph.d.& Asif Majid, ph.d  
creative equity research partners  
December 2021



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## executive summary

This project aims to respond to concerns around housing and art space affordability among artists and arts organizations in Berkeley by answering two key questions:

- 1) What are the trends around local affordability issues that can be addressed through targeted resources and policy solutions?
- 2) What pre-existing housing disparities impact what artists seek in possible affordable housing solutions?

As in other parts of the Bay Area, narratives of concern around affordability in the arts ecosystem in the past decade are often anecdotal. The sector lacks comprehensive data that could inform system change solutions. To that end, this report is based on a survey and focus groups with a diverse group of artists and cultural workers in Berkeley to provide systematic data around the unique housing and space needs of artists. It seeks to better position Berkeley's arts community to participate in the City's current affordable housing efforts and help improve the safety of local arts spaces, without causing further artist displacement.

### *key findings*

#### **Artists are highly educated, yet have low income**

Berkeley's artists and artists/cultural workers who responded to the survey are highly educated (88% have a Bachelor's degree or higher). Yet, 60% of that same group has lower, very low, or extremely low income.

#### **Artists and cultural workers have multiple forms of employment**

Only 32% of all respondents reported that they are employed full time. Others indicated that they cobble together different types of part-time and short-term contract work, as well as self-employment, in order to make ends meet.

#### **Artists are rent burdened**

Artists and artists/cultural workers disproportionately rent their living space (71%). Of those who rent, 77% are rent burdened or severely rent burdened, based on the California's Department of Housing and Community Development definitions.

#### **Artists have a unique need for flexible live/work spaces**

Responding artists and artists/cultural workers indicated, at a rate of 82%, that they do their creative work in their living space. Of those respondents, over half (56%) practice artistic disciplines that require extra ventilation.

### *recommendations*

- **create policies that prioritize artists for new affordable housing**
- **designate some of Berkeley's upcoming affordable housing funding from measure O for units specific to artists**
- **consult artists when designing new policies for live/work spaces**
- **develop artist-specific resources and technical assistance to bring artists into the existing affordable housing pipeline**
- **pilot a guaranteed basic income program for qualifying artists**

## introduction

### *why this project?*

This project was initially conceptualized in 2019 in response to concerns around housing and art space affordability among artists and arts organizations in Berkeley. It was motivated by two events.

First, the [2018 Arts and Culture Plan Update for the City of Berkeley](#) identified -- as a primary goal -- the need to increase access to affordable housing and spaces for artists, cultural workers, and arts organizations. The cultural plan specified a number of action steps towards this goal, including undertaking a data-informed assessment of current art space affordability challenges and displacement risks in Berkeley, as well as the development of strategies to protect and create affordable spaces for Berkeley artists, cultural workers, and arts organizations based on the assessment's findings.

Second, in November 2018, the voters of Berkeley approved two bond measures totaling \$135 million to fund affordable housing in Berkeley. Berkeley City Council subsequently began the development of an affordable housing framework ([Housing for a Diverse, Equitable and Creative Berkeley](#)) to guide Berkeley's affordable housing policies, programs, and projects through 2030. This framework explored wide array of affordable housing for artists and other creative workers. In July 2019, the Council referred this policy document to various Commissions for further development. However, the pandemic caused this work to be temporarily put on hold.

As elsewhere in the Bay Area, concerns around the arts ecosystem's affordability over the past decade are mostly anecdotal, arising when a major artist or arts organization imminently faces the loss of their living and work space. These stories, while important, inadequately inform systems change solutions aimed at addressing structural concerns.

To that end, this project's goal is to develop an assessment that provides systematic data around the unique housing and space needs of artists and cultural workers. This will better position the arts community to participate in Berkeley's ongoing affordable housing efforts and help improve art space safety in Berkeley without causing further displacement of artists. Two key questions guided this project from the beginning:

- 1) What are the trends around local affordability issues that can be addressed through targeted resources and policy solutions?**
- 2) What pre-existing disparities could impact possible affordable housing solutions for artists?**

This second question is key to ensure the solutions we suggest do not unintentionally impact some groups more than others.

In April 2020, the COVID-19 pandemic brought a pause to the assessment project and

raised new affordability questions, as the arts community dealt with the consequences of regular lockdowns. While some local, state, and federal measures -- such as the eviction moratorium and extension of unemployment benefits to independent contractors -- helped prevent widespread displacement during the pandemic's height, the new normal brought new concerns as artists and cultural organizations continue to struggle with canceled events, lower venue capacity, and overall uncertainty.

These questions brought new urgency to the project, as well as the need to methodologically pivot and narrow the project's focus. Instead of focusing on both housing needs of artists and space needs of arts organizations as originally envisioned, this project focused on understanding the affordable housing and workspace needs of individual artists and cultural workers to ensure timely recommendations that would allow for participation in ongoing affordable housing efforts. This shift also allowed for the inclusion of additional questions that sought to understand both the short-term impact of the pandemic and the ongoing challenges that would inform long-term strategies to address affordability issues in Berkeley.

### *methodology and data limitations*

In order to collect data directly from artists and cultural workers during the ongoing pandemic, an online survey was issued in September 2021 through the Berkeley Civic Arts Program. The survey was open for four weeks and was accompanied by a robust outreach strategy, including outreach and reminder emails through the Civic Arts Program's and City of Berkeley's mailing lists and social media channels, the direct networks of a number of arts organizations represented by members of an ad-hoc advisory group, and posting on other community-serving digital platforms like Nextdoor. A list of all survey questions is found in Appendix B.

In addition to quantitative data, this project relies on the insights of artists, cultural leaders, and the City's affordable housing experts to provide context to the affordability crisis and housing needs. Research staff conducted three focus group meetings with 21 community stakeholders, who formed an ad-hoc community advisory group.

Members of the advisory group were selected to provide different perspectives on the historic and current landscape of arts and culture in Berkeley with a specific focus on housing needs for artists and cultural workers. With research staff, the advisory group helped design survey questions, reviewed preliminary findings, and brainstormed potential solutions. A list of the advisory group participants is provided in Appendix A.

Any survey of artists must contend with the fact that there is no baseline dataset regarding the number of artists in a given community, due to the various ways artists can be defined. The most common way to define a professional group is to use IRS data that classifies someone's profession based on the income they earn from their main profession. Artists' main sources of income, however, often do not come from artwork; income sources are diverse and cross-sectoral. The same can be said for cultural workers. Plus, an artist's level of engagement with an art practice is not limited to paid opportunities. Income is thus an inadequate defining criterion. Through this survey's

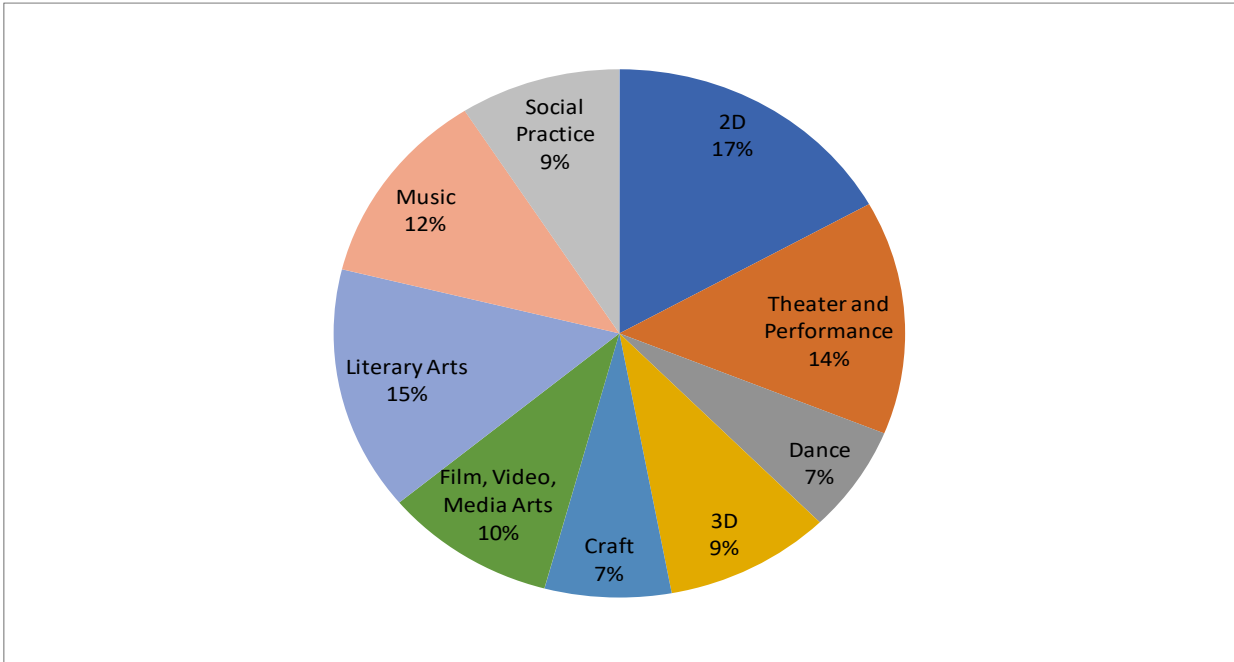
*introduction*

grassroots and community-centered approach, this project provides a snapshot of the needs of the arts and culture sector and should be understood as baseline data that should be supplemented with ongoing and long-term data collection and analysis.

# survey results

## who responded?

A total of 163 artists and cultural workers responded to the survey. This constitutes 0.14% of Berkeley’s population, based on data from the 2020 census. For comparison, in a similar study in 2015 in San Francisco, which involved a six-week survey and multiple in-person outreach events, 560 artists and cultural workers responded to the survey. That constituted 0.07% of San Francisco’s population, based on 2010 census data. In other words, the Berkeley survey had double the response rate.



Of the Berkeley survey respondents, **48% identified as artists, 15% identified as cultural workers, and 37% identified as both artists and cultural workers.** In total, 32% of respondents do not currently reside in Berkeley, while 39% have lived in Berkeley for more than 10 years.

**31%**of respondents identified as LGBTQIA+  
**62%**of respondents identified as female

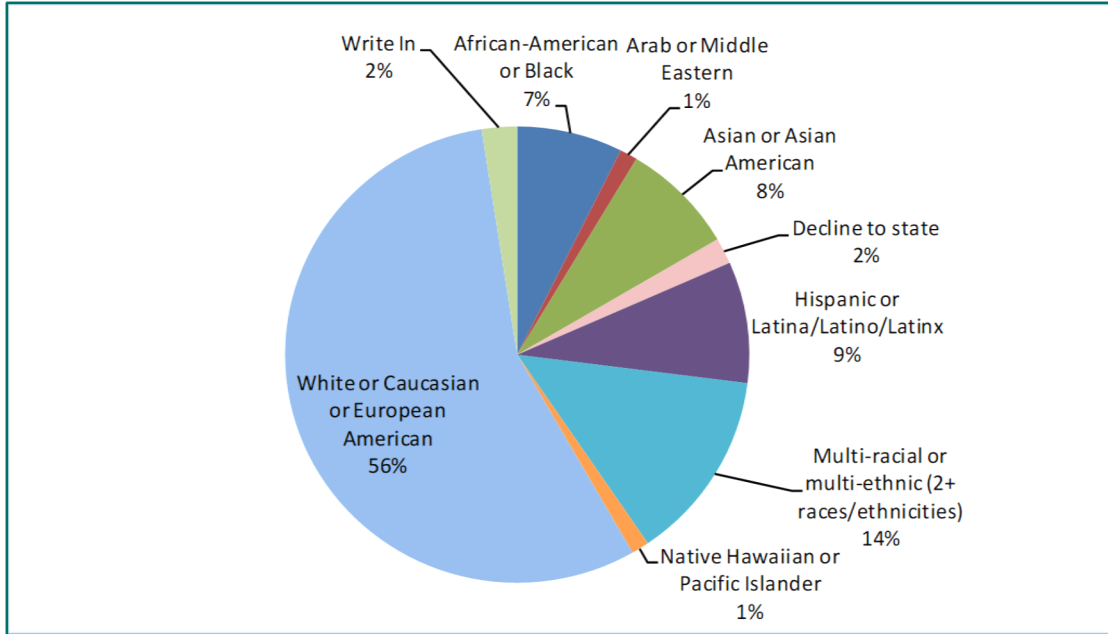


Figure 2: Race and ethnicity of survey respondents

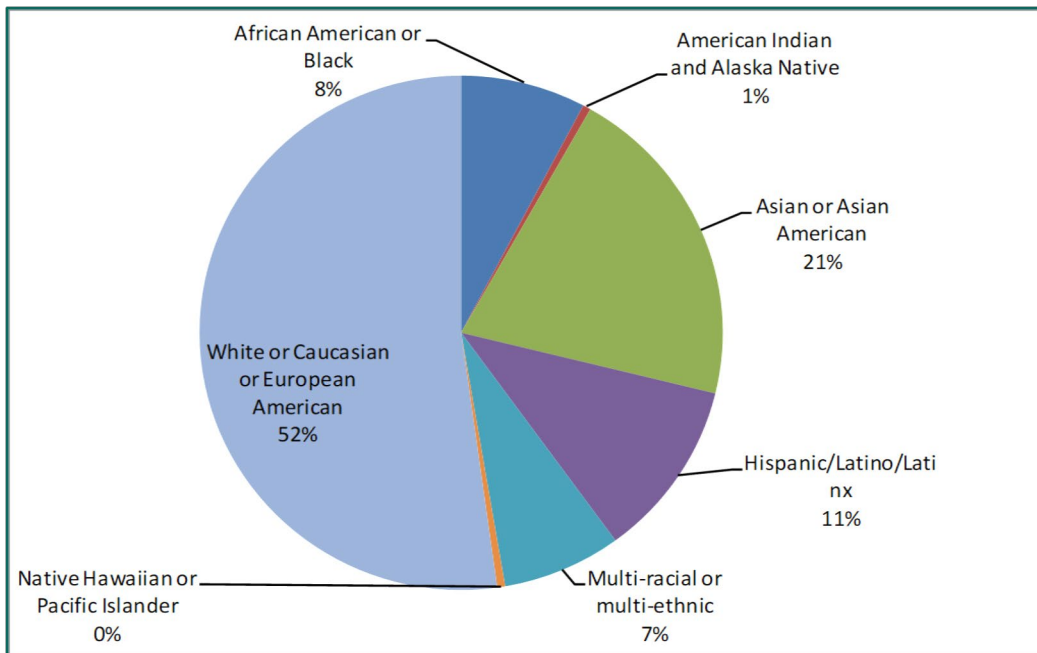


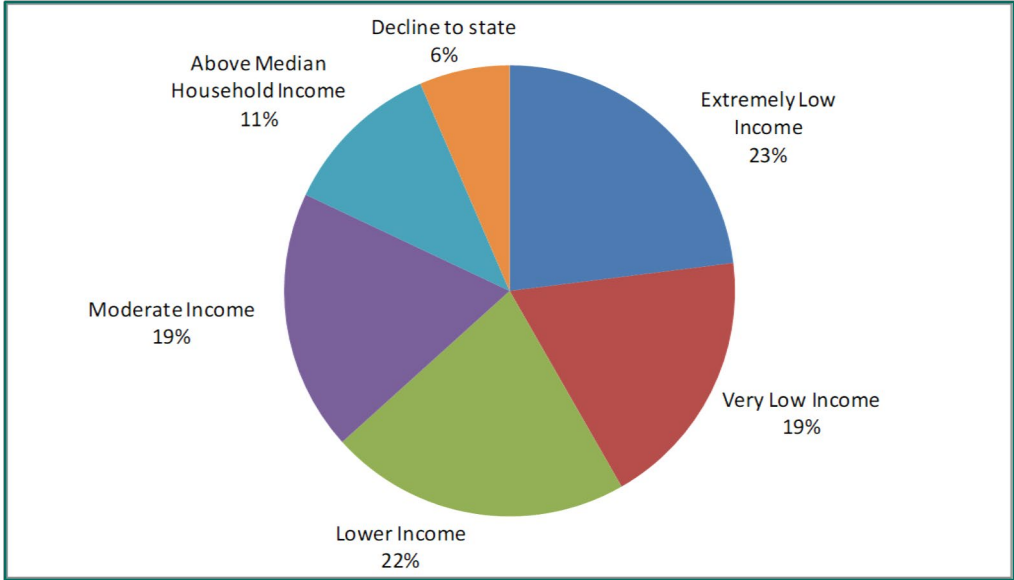
Figure 3: Race and ethnicity of City of Berkeley residents

# key findings

## *Artist respondents are highly educated, yet have low income*

Of those respondents who identified as artists or as both artists and cultural workers, 88% reported having a Bachelor’s degree or higher. Of that same group, 60% reported an annual household income of \$69,000 or less. According to the [California Department of Housing and Community Development, in Alameda County for a single individual in 2019](#) (when this project and survey were first developed), annual household income of \$26,050 or below constitutes extremely low income, between \$26,051-\$43,400 is defined as very low income, and between \$43,401-\$69,000 is defined as lower income. Per these categories, 60% of those who identified as artists or both artists and cultural workers have lower, very low, or extremely low income. [In 2021, the upper threshold for the lower income category has risen to \\$76,750](#), meaning that artists are now even further behind financially than they were two years ago.

While low income is prevalent across the group, this rate is significantly higher among BIPOC respondents. Of respondents who identified as non-White, 72%, reported having lower, very low, or extremely low income, compared to 55% among those who identified as White or Caucasian. Due to the small number of participants, we are unable to make comparison between different groups who identify as non-White.



**Figure 4a: Income categories for all artist respondents**

<i>Income Category</i>	<i>Income Range</i>	<i>Percentage of Artist Respondents</i>
Extremely Low	≤ \$26,050	21%
Very Low	\$26,051-\$43,400	16%
Low	\$43,401-\$69,000	23%



Median	\$69,001-\$78,200	17%
Moderate	\$78,201-\$93,850	18%
Decline to State	n/a	5%

Figure 4b: Income ranges for artist respondents

**Artists and cultural workers have multiple forms of employment**

Only 32% of all respondents reported that they are employed full-time. Others indicate that they engage in a patchwork of different types of part-time and short-term contract work, as well as self-employment, in order to make ends meet. Examples of employment that respondents are undertaking include: being a self-employed artist for one’s own or another’s art practice, being employed part time/doing regular work for pay as either a cultural worker or otherwise, doing contract work as a cultural worker or something other than a cultural worker, and undertaking unreported work for cash.

**Artist respondents report being rent burdened, but are not immediately concerned with losing their housing**

Among respondents who identify as artists and as both artists and cultural workers, 71% of respondents rent. Of those who rent, 77% are rent burdened or severely rent burdened. According to the [US Department of Housing and Urban Development](#), a household or individual that spends more than 30% of their monthly household income on rent is rent burdened. Severely rent burdened households or individuals spend more than 50% of their monthly household income on rent.

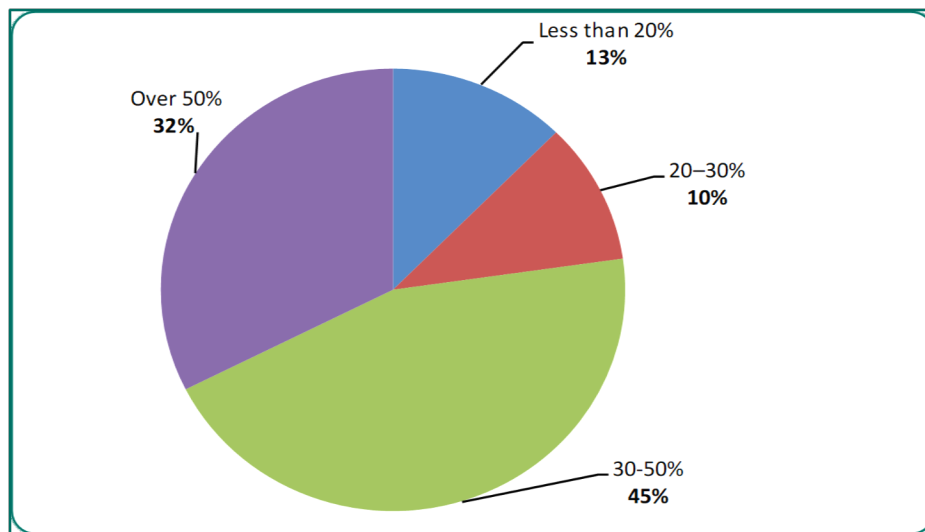


Figure 5: Respondents’ percentage of monthly household income spent on rent

While studies have shown that rent burden and extremely low income decrease the health and overall wellbeing of all those impacted, for artists this burden can

fundamentally change the way they engage with their artistic practice. Qualitative comments provided by the respondents highlighted having to scale back on their practice in order to earn the income they need to pay rent. This means they are unable to focus on developing their creative practice. As one respondent, a musician, explained:

The cost of living in the Bay Area fundamentally changes how I am able to grow in my craft. Since we are all hustling to pay rent at this level, rehearsals must be paid, limited and without a "post gig hang" - something I find central to collaborating with others. This limits how much performing I can do with others, which limits how much I can grow, experiment and contribute in my craft.

Over the long term, the lack of opportunities for artists to devote time and energy to their practice can lead to the abandonment of artistic practice altogether.

Despite respondents' high rent burden and low income, those identifying as artists and as artists/cultural workers do not indicate concerns around losing their housing in the near future.

Only 9% of respondents reported that they were evicted due to no-fault causes in the last 2 years. No-fault eviction is defined as evictions that take place when leases are not renewed without the tenant having violated any regulations as long as a notice to move out is sent to the tenant within the required time period. Landlords might choose to evict tenants who are paying rent on time and complying with regulations due to owner move in or the need to retrofit a building. In the last decade, as the affordability crisis has intensified throughout the Bay Area, no-fault eviction has often been used to let go of long-term tenants who are protected from rent increases to bring in new tenants who are charged at market rate. In the survey issued to San Francisco artists, about 30% of respondents reported that their leases were not going to be renewed due to no fault of their own.

Only 6% of respondents had to rely on the eviction moratorium during the pandemic. In total, only 9% of respondents are uncertain or very uncertain that they will be able to retain housing after the moratorium ends (20% were neither certain nor uncertain). Though seemingly at odds with other findings, this sentiment could be attributed to three factors.

First, Berkeley has strong renter protection policies. Qualitative survey responses show that many respondents who rent are aware of and rely on rent control, which helps keep their rent affordable. This is especially true with respondents who have resided in Berkeley for more than five years. Not concerned with immediate loss of housing does not mean that existing housing needs are met, however. As one respondent explained:

The only reason I am able to remain in the Bay Area is because I have been in the same unit for a decade and we have rent control - the other apartments in my building go for over twice what we're paying. [...] If I ever wanted to leave this apartment (and I do), I would have to leave the area entirely, because I can't afford anything else.

The gap between existing housing and respondents’ needs is especially acute for those working in artistic disciplines that have specific space requirements like extra ventilation.

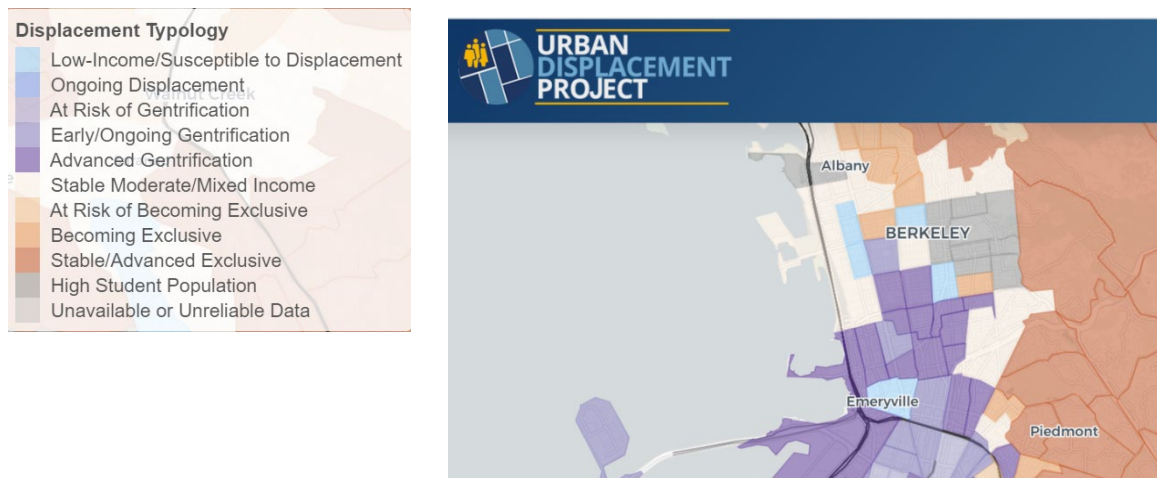
Second, the fact that the majority of respondents engage in multiple forms of employment means that they have multiple sources of income beyond their artistic practices to rely on for rental needs. However, as discussed above, in the long-term, the high burden of rent and reliance on other means of employment to make ends meet will impact artists’ abilities to sustain their art. As one artist wrote:

*My housing is over 2/3 of my income, leaving little to nothing for anything over basic living expenses.*

Lastly, the timing of the survey suggests that those who are currently still residing in Berkeley are the ones who managed to weather the wave of displacement that took place in the last decade through the two factors described above and we have not captured the concerns of those who already had to leave as displacement was taking place. According to the [Urban Displacement Project](#), by 2018, almost all of Berkeley, except the immediate area surrounding University of California, Berkeley was experiencing ongoing and advanced gentrification, with a few areas already becoming exclusive and three areas in North Berkeley marked as low income and susceptible to displacement. South Berkeley area between Ashby Avenue and Emeryville border was in an advance gentrification stage with displacement having taken place between 2000 and 2018.

For comparison, the study in San Francisco took place in 2015, in the middle of the biggest wave of gentrification in the broader Bay Area. In that study, more than 1/3 of respondents expressed immediate concerns about loss of housing due to rent increase, end of lease term or fear of no-fault eviction.

Notably, South Berkeley also had high percentage of BIPOC population (between 50% and 70%). This data confirms that, like in the rest of the Bay Area, BIPOC communities are more susceptible to early displacement and the survey respondents’ demographic reflects these changes in the population.



## *Artists have a unique need for flexible, live/work space*

Of responding artists and artists/cultural workers, 82% reported that they make their art where they live, with 56% of this group requiring extra ventilation for their art.

This finding reflects the way that affordability challenges can fundamentally change an artist's practice. For artists needing extra ventilation, this could mean a choice between maintaining their own health and practicing their art, particularly if there is no adequate separation between where artists sleep, cook, and eat and where artworks are being stored, produced, or left to dry. The need for flexible and affordable live/work space has pushed artists to make choices to live in dangerous conditions that can have fatal consequences. As one artist respondent explained:

It's really hard to find space to train that is affordable. I need at least 20' ceilings, ideally 30'. There were many affordable live/work warehouse conversions with this kind of ceiling height pre-Ghostship but many of these affordable spaces were affordable due to slumlord and very DIY situations, which often meant common housing needs like sealed roofs, consistent mail/package delivery, heating, bedroom windows/egress, were not guaranteed. The tragedy at Ghostship has led cities around the Bay Area to tighten up their policies around DIY spaces to prevent similar situations. However, without intentional creation of spaces that meet the needs of practicing artists, such policies do not solve the root cause problem that have caused artists to seek out those spaces in the first place.

## recommendations

### *Create policies that prioritize artists for new affordable housing*

Artists are an important part of the fabric of Berkeley as a city. As such, they should be part of ongoing conversations about Berkeley's housing plan. The survey results demonstrate that artists -- as a group -- have low income, a high rent burden, and have traditionally been left out of ongoing affordable housing. In order to mitigate further displacement and allow artists to continue to work and thrive in Berkeley, the City could consider creating a priority category for artists who meet income qualification to access affordable housing. Such a priority category would require working with the arts community to create an inclusive definition of what it means to be an artist. It should also take into consideration and center artists from Black, Indigenous, and People of Color (BIPOC) communities, as well as LGBTQ+ communities who have already been displaced. In doing so, artists will have an opportunity to return to Berkeley and enrich the city's social and artistic fabric.

### *Designate some of Berkeley's upcoming affordable housing funding from measure o for units specific to artists*

On July 24, 2019, Berkeley's Civic Arts Commission approved an amendment recommendation for Measure O that called for "significantly increas[ing] the supply of affordable housing and live/work housing for artists, artisans, and cultural workers" through adding to the zoning ordinance, incentivizing developers to build market-rate housing that includes affordable live/work units for creative workers, and incorporate live/work spaces for artists and cultural workers into large-scale affordable housing projects. Other proposals included the development of a community land trust and transforming underused retail spaces and City-owned buildings into artist live/work spaces. These recommendations should be revisited and implemented, as they align with the range of qualitative responses that came through the survey. Respondents also suggesting the development of: 1) co-ops; 2) a separate affordable housing lottery specifically for those artists and cultural workers from BIPOC and other underserved communities; and 3) relationships between the City and land trusts to purchase buildings that serve as artist housing. These suggestions point to the importance of re-evaluating how zoning and other policies further disenfranchise artists and cultural workers.

### *Consult artists when designing new policies for live/work spaces*

Across the Bay Area, responses to the Ghostship fire emphasized increased attention to artist DIY live/work spaces. These spaces were often the only options for artists to access live/work spaces that met their needs. Yet, artists have always worked to transform neighborhoods through their work and creative use of space. As Berkeley works to address affordability issues for all of its residents, consulting and involving

artists in the planning process can help bring about a much-needed, new, and fresh perspective on issues such as rezoning, repurposing ground floor spaces, and requiring community benefit proposals for new development.

### ***Develop artist-specific resources and technical assistance to bring artists into the existing affordable housing pipeline***

Due to the nature of their work, artists often have a unique income structure that makes applying for affordable housing more difficult. In addition, the survey shows that artists have needs for certain types of spaces that might be difficult to identify. Funding technical assistance to support artists to translate their needs and apply for the existing affordable housing pipeline could be an important step in helping artists leave inadequate living situations. The advisory group also recommended creating a one-stop shop that features affordable housing for artists (perhaps akin to a specialized version of [San Francisco's DAHLIA housing portal](#)), which would create a platform where artists could share information about available housing and get connected to resources like financial technical assistance. A space geared towards artists' housing needs might be especially beneficial for artists who are looking for affinity housing along the lines of race and sexual identity, which allows them to stay more connected with their own communities.

### ***Pilot a guaranteed basic income program for qualifying artists***

Acknowledging the disproportionate impact of the pandemic on a community that was already struggling due to ongoing affordability challenges, multiple cities such as [San Francisco](#) and [Minneapolis](#) have launched pilot programs providing artists from marginalized communities who meet income requirements with a monthly stipend that would help cover their basic needs. Stipends are unrestricted, so they can be spent on rent and food while artists continue their artistic practice. Due to the existing racial wealth gap, which was reflected in the survey results, such a pilot should prioritize BIPOC artists. These types of programs are gaining national attention because the arts and culture are often cited as key strategies for economic recovery. Practicing artists are essential for such recovery. The advisory group agreed that a basic income program would address two key findings in this report -- respondents' extremely low income and high rent burden -- both of which have already forced artists to significantly modify or abandon their art practices.



## **further research**

While the survey and focus groups discussed in this report have provided a much-needed snapshot into the space needs of artists in Berkeley, limited data does not allow us to paint a comprehensive picture. The following research and data collection is recommended, in order to complement this report.

### ***Work with arts organizations to understand the income levels and housing needs of cultural workers***

Only 15% of the respondents to the survey identified exclusively as cultural workers, meaning that there was not a statistically significant sample from which to draw conclusions about the needs of cultural workers. Further research, specifically on the housing needs and income levels of cultural workers, is needed.

### ***Conduct a disparity study***

Currently, Berkeley does not have comprehensive race and ethnicity data for seekers of affordable housing. Therefore, it is impossible to determine whether or not the artists who responded to this survey are demographically representative of the population that qualifies for affordable housing. A disparity study will ensure that changes in policy will not disproportionately impact certain groups.

### ***Continue to collect data on artists***

The lack of baseline data on artists -- even as simple as the total number of artists and disciplines practiced in a given community -- prevents us from understanding the extent of the issues that artists face. More long-term data collection and analysis of artists in Berkeley will allow the city to identify trends, as well as possible challenges that can be mitigated by timely policy changes.



Department of Health, Housing  
& Community Services  
Housing & Community Services

## MEMORANDUM

**To:** Housing Advisory Commission

**From:** Mariela Herrick, Community Development Project Coordinator

**Date:** July 17, 2023

**Subject:** **Disaster and Fire Safety Commission Work Plan**

Staff is including the Disaster and Fire Safety Commission Work Plan to explore collaboration opportunities.

Please contact staff at [HAC@cityofberkeley.info](mailto:HAC@cityofberkeley.info) if you have questions.

*A Vibrant and Healthy Berkeley for All*



## Berkeley Disaster and Fire Safety Commission WORK PLAN – FY 2023-2024

### Mission Statement

The Disaster and Fire Safety Commission serves as the public oversight body for Berkeley’s Measure GG and Measure FF funds, charged with reviewing the budget on a regular basis to ensure that the funds are spent in accordance with the intent of the voter approved measures, recommending the appropriate annual increase to the tax rate, and recommending new programs and policy positions requiring Measure GG and Measure FF funding. The ultimate goal of the Commission is to increase community safety, resilience, and education for community disaster preparedness. The Commission also reviews and makes recommendations on items referred by the City Council or other Commissions.

### Summary of FY 2023-2024 Work Plan Activities

<b>GOAL</b>	<b>Activities</b>	<b>Expected Outcomes</b>	<b>Commissioners</b>
<b>1. Plan &amp; Budget Oversight</b>	a) Review BFD materials on a quarterly basis b) Meet monthly as Finance ad hoc working group with FD to review monthly materials c) Track financial issues related to FF & GG with the City Council	a) Budget development plan b) Provide input of quarterly budget c) Provide annual budget recommendation City Council on FF & GG d) Provide recommendation to City Council on annual GG increases e) Provide City Council recommendation for midyear program corrections (ad hoc)	Rotating group of commissioners (based on availability) on a quarterly basis hosted by Chair / Chief
<b>2. Home hardening</b>	a) Lead review of monthly inspection report b) Review sessions with Fire Marshal c) Listening sessions with Building Department	a) Provide recommendation to City Council on annual inspection program targets b) Provide recommendation to City Council on building code modifications for Fire Safety (ad hoc)	<ul style="list-style-type: none"> <li>• <u>G. Murphy</u></li> <li>• W. Bradstreet</li> <li>• S. Dean</li> </ul>
<b>3. Wildland-urban interface (WUI)</b>	a) Participate in and promote CWPP process b) Provide input to CWPP consultant c) Review vegetation management program	a) Provide monthly report and input to CWPP working group team & report to commission b) Provide recommendation to City Council on CWPP report or additions/edits to report c) Provide recommendation to City Council on vegetation management program	<ul style="list-style-type: none"> <li>• <u>S. Dean</u></li> <li>• JL. Bedolla</li> <li>• H. Raine</li> </ul>

Berkeley Disaster and Fire Safety Commission  
Draft WORK PLAN – (FY 2023-2024)

<b><u>GOAL</u></b>	<b><u>Activities</u></b>	<b><u>Expected Outcomes</u></b>	<b><u>Commissioners</u></b>
<b>4. Safe passages</b>	a) Review previous safe passages program and its component parts (parking restrictions, red curb, notification alerts, evacuation planning) b) Meet with community members for intake c) Absorb CWPP report	a) Restart of Safe Passages Program b) Formation of team/committee to develop plan c) Provide recommendation to City Council on draft revised Safe Passages program	<ul style="list-style-type: none"> <li>• <u>JL. Bedolla</u></li> <li>• T. Gordon</li> <li>• Stein</li> </ul>
<b>5. Community Outreach</b>	a) Work with FD on educating the public on disaster and fire safety programs b) Coordinate / alert commission of potential outlets for information c) Follow / facilitate / support meetings with community groups d) Follow to conclusion external emergency speaker system e) Track Commission recommendations / status	a) Provide recommendation to City Council on mid-program changes to current communications plan b) Provide City Council recommendation into annual communications plan	<ul style="list-style-type: none"> <li>• <u>A. Stein</u></li> <li>• G. Murphy</li> </ul>



Health Housing and  
Community Services Department  
**Housing & Community Services Division**

## MEMORANDUM

**To:** Housing Advisory Commission

**From:** Mike Uberti, Senior Community Development Project Coordinator

**Date:** July 17, 2023

**Subject:** **Affordable Housing Requirements Economic Feasibility Analysis**

### *Background*

The City of Berkeley adopted revised Affordable Housing Requirements (AHR) (Berkeley Municipal Code Chapter 23.328) for new housing development projects on February 28, 2023. The ordinance went into effect on April 1, 2023. The revisions transition the City's affordable housing requirements from an affordable housing mitigation fee to an inclusionary housing requirement with an option to pay a fee in-lieu of the onsite provision of affordable housing.

All in-lieu fees are deposited into the City's Housing Trust Fund program. Since 2015, the AHR has generated approximately \$38 million for the Housing Trust Fund Program to support the new construction and rehabilitation of affordable housing.

State law requires the City to offer alternative options for AHR compliance. The in-lieu fee fulfills one of these obligations and is the most common practice. City Council directed staff to conduct an economic feasibility analysis of the new AHR.

HHCS is also seeking an analysis of the condominium conversion regulations (Berkeley Municipal Code Chapter 21.28) to supplement the City's updated AHR analysis. The City is seeking an updated analysis to consider changes to the program's affordable housing requirements. This analysis will ensure the City's fees are defensible and reflect the current market.

Staff issued Request for Proposals (RFP) Specification No. 23-11571-C on March 21, 2023. The RFP closed on April 18, 2023. The City received two responses. The selection committee included staff from HHCS' Housing and Community Services

Division (HHCS/HCS) and the Department of Planning and Development. The Strategic Economics/Street Level Advisors application successfully met the bid requirements and ranked highest among all bidders. Council authorized a contract with Strategic Economics/Street Level Advisors on July 11, 2023.

### *Scope of Work*

The detailed Scope of Work identified in the RFP is attached to this memo.

The economic feasibility analysis will quantify how the revised AHR will impact the feasibility of new residential development. The analysis will also consider the financial impacts of the new health care and apprenticeship requirements, known as “Hard Hats” (Berkeley Municipal Chapter Code 13.07), on the feasibility of residential development.

Strategic Economics and Street Level Advisors will develop recommendations through research and testing, including:

- **Development Prototypes:** Create development prototypes (ownership and rental) reflective of Berkeley’s unique housing market. The prototypes will include larger podium projects and smaller, “missing middle” product types—of two to 20 units—that are often challenging to “pencil” but serve an important role in providing additional density compatible with the form of existing neighborhoods.
- **Pro Forma Analysis:** Complete a pro forma analysis for each development prototype and applicable tenure.
- **Fee Calculations:** Conduct analysis that considers factors including project feasibility and contributions to affordable housing.

The feasibility analysis will verify the feasibility of the current in-lieu fee and/or determine new fee amounts for the AHR, including fees for smaller projects, and condominium conversion projects. Staff and the consultant will use the feasibility analysis to develop policy option recommendations for Council’s consideration.

The HAC will receive a presentation and draft report from Strategic Economics and Street Level Advisors. This will allow time to review the methods and inputs and provide direction on policy recommendations for Council.

### *Estimated Timeline*

Strategic Economics estimated six to nine months to complete their Scope of Work. Staff created the following timeline for HAC’s review. Please note this is an estimate.

Affordable Housing Requirements Economic Feasibility  
Page 3 of 3

- August-January: Research, analysis, and draft recommendations
- February-March: HAC and Planning Commission review
- March-April: Deliver final report and recommendations to Council

Please contact Mike Uberti with any questions at [muberti@berkeleyca.gov](mailto:muberti@berkeleyca.gov).

Attachments:

1. Affordable Housing Requirements Economic Feasibility Analysis RFP



Finance Department  
General Services Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 23-11571-C**  
**FOR**  
**AFFORDABLE HOUSING REQUIREMENTS ECONOMIC FEASIBILITY ANALYSIS**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

Dear Proposer:

The City of Berkeley is soliciting written proposals from qualified firms or individuals to conduct an updated economic feasibility analysis for the City of Berkeley's inclusionary housing requirements including the provision of deed-restricted affordable housing units and in-lieu fee, pursuant to [AB1505](#) (2017). As a Request for Proposal (RFP) this is not an invitation to bid and although price is important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached).

**Proposals must be received no later than 2:00 pm, on Tuesday, April 18, 2023.** Proposals are to be sent via email with the "Specification No. 23-11571-C" and "Affordable Housing Requirements Economic Feasibility Analysis" clearly indicated in the subject line of the email. Please submit one (1) PDF of the Proposal with the filename saved as, "*Vendor Name - Affordable Housing Requirements Economic Feasibility Analysis*".

**Email Proposals to:**

City of Berkeley  
Finance Department/General Services Division  
[purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info)

Proposals will not be accepted after the date and time stated above. Incomplete proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The City retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

**For questions** concerning the anticipated work, or scope of the project, please **contact Mike Uberti, Senior Community Development Project Coordinator**, via email at [muberti@cityofberkeley.info](mailto:muberti@cityofberkeley.info) no later than **April 3, 2023**. Answers to questions will **not** be provided by telephone or email. Answers to all questions or any addenda will be **posted** on the City of Berkeley's site at [Bid & Proposal Opportunities | City of Berkeley \(berkeleyca.gov\)](#) by **April 4, 2023**. It is the vendor's responsibility to check this site. For general questions concerning the submittal process, contact purchasing at 510-981-7320.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet  
General Services Manager

2180 Milvia Street, Berkeley, CA 94704 Tel: 510.981.7320 TDD: 510.981.6903  
E-mail: [purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info) Website: [cityofberkeley.info/finance/](http://cityofberkeley.info/finance/)

## **I. SUMMARY**

The Berkeley City Council recognizes the Berkeley community, along with many cities in the Bay Area, is facing an unprecedented housing crisis, and new and improved strategies and tools are needed to address market pressures, prevent displacement of the City’s residents, and welcome future residents. The City of Berkeley (“City”) is seeking to improve local housing opportunities through its affordable housing requirements. These requirements are executed via two (2) programs: inclusionary housing requirements for new development and affordable housing requirements for condominium conversions.

The City of Berkeley adopted revised inclusionary housing regulations (Berkeley Municipal Code Chapter 23.328) for new residential housing construction on February 28, 2023. The revised ordinance will become effective on April 1, 2023. The revisions to the City’s affordable housing regulations were supported by an economic feasibility study. The revisions include transitioning the City’s affordable housing requirements from an affordable housing mitigation fee to an inclusionary housing requirement with an option to pay a fee in-lieu of the onsite provision of affordable housing. All in-lieu fees are deposited into the City’s Housing Trust Fund. The staff report, analysis, ordinance, and resolution are included in Attachment J.

**Note: The current Berkeley Municipal Code (BMC) Chapter 23.328 listed on the City’s website reflects the previous iteration of the ordinance.** Reference Attachment J for the revised ordinance and other information relevant to this Request for Proposals.

The City of Berkeley’s condominium conversion regulations ([BMC Chapter 21.28](#)) require an affordable housing mitigation fee to mitigate the impact of removing rental housing from the local market. The City is seeking updated analysis to consider changes to the program’s affordable housing requirements.

The City is seeking a qualified firm or individual (“Consultant”) to conduct an updated economic feasibility analysis for the inclusionary requirements for new residential construction, including analysis of impacts to projects of various sizes and types, and equity considerations for owner-occupied properties. This feasibility analysis should be framed within the context of the Berkeley housing market’s variety of project types and sizes. Separate analysis needs to be conducted to examine affordable housing requirements for the City’s condominium conversion ordinance.

As the City begins the implementation of new inclusionary requirements, it is seeking additional analysis to better understand how the inclusionary housing requirements will impact the feasibility of new residential development. This will be concurrently considered with how the requirements can maximize the affordable housing outcomes for the Berkeley community. The intention is to obtain balanced analysis that can inform policy makers in light of evolving market conditions. The study must meet the specified criteria in the State’s guidance on [AB1505](#) and other best practices.

## **II. SCOPE OF SERVICES**

The Scope of Work shall include, but is not limited to, the tasks and activities outlined below. Applicants are encouraged to demonstrate how they will meet these requirements in addition to providing supplemental analysis that enhances project outcomes.

### Task 1. Project Management

Project Management shall include:

- a) Managing and supervising the Consultant team, including monitoring the project budget.
- b) Developing a detailed schedule with interim milestones leading up to formal adoption.
- c) Coordinating, contacting and consulting with City staff. Periodic meetings with City staff should be scheduled in order to discuss tasks, issues, concerns, and progress updates about the completion of the work program with City staff. Meetings will be held to review and prepare work products for City Council and public review.

### Task 2. Project Initiation

The Consultant team will attend a meeting with City staff to further define roles, responsibilities, and paths of communication; to review and receive available project information; and refine the work program.

### Task 3. Economic Feasibility Analysis for Inclusionary Housing

The selected applicant will be expected to review and apply the City's recently adopted inclusionary housing regulations to a comprehensive analysis of development and financing scenarios. The analysis should include but is not limited to subsections a, b, and c identified below. Attachment J contains the applicable requirements adopted by the Berkeley City Council.

#### a) *Development Prototypes*

The Consultant will review the types of residential and mixed-use projects that would be subject to the inclusionary housing ordinance. The Consultant will analyze a minimum of six (6) development prototypes. The prototypes should:

- a. Reflect a variety of densities, including "missing middle" housing;
- b. Vary based on assumptions regarding building type, density, unit size, etc.;
- c. Consider the use of a Density Bonus; and
- d. Differentiate between rental and ownership financial models.

Applicants are expected to identify prototype categories and provide accompanying analysis to make informed decisions for Berkeley's variety of residential development. The prototypes will be shared and discussed with City staff to arrive at a final set of assumptions for the pro forma analyses in Task 3.b. City staff will coordinate with the Consultant to ensure the prototypes represent the ownership and rental residential development types likely to occur.

#### b) *Pro Forma Analysis*

The Consultant will develop a pro forma model to test the financial feasibility of each prototype in Task 3.a. The analysis will examine the feasibility of the inclusionary requirement with units built on-site and with the payment of in-lieu fees, account for differences in ownership and rental models, and demonstrate how feasibility fluctuates with the varied in-lieu fee options.

The financial feasibility analysis of projects will be measured using a static pro forma model that will solve for the project's rate of return (yield on cost) or the residual land value as they relate to rental and ownership housing. Key inputs into the pro forma model are the revenues (rents/sales prices), development costs, and land costs. These values can vary substantially by prototype. To reflect these variations, the Consultant will collect and summarize data on land prices, residential market values, and construction costs in the City of Berkeley and Alameda County, using a combination of real estate industry publications and interviews with local developers and brokers. The Consultant will rely on City staff's assistance to collect up-to-date information on total impact fees, permit fees, and other City requirements applicable to each prototype.

#### c) *Fee Calculations*

The Consultant shall perform research and analysis and provide a written report detailing the recommended in-lieu fees for residential and mixed-use development (residential and commercial) in the City of Berkeley. Analysis shall include a study of the Berkeley housing market. The report will provide per square foot in-lieu fee options for consideration as detailed below. The analysis shall include a maximum fee level for project feasibility and two additional fee options that demonstrate variations between:

- a. project feasibility;
- b. the provision of on-site affordable units; and
- c. the cost of constructing and subsidizing an affordable unit in Berkeley (i.e., does the value of the in-lieu fee reflect the City's typical contribution to the cost to construct an affordable unit via the City's Housing Trust Fund program).



The report shall also include recommendations for periodically adjusting fees to account for changes in construction cost and typical returns on investment as project values and rents change.

Fee calculations should be evaluated against the identified prototypes and pro forma analyses.

#### Task 4. Economic Feasibility Analysis for Condominium Conversions

The current mitigation fee is based on the relative cost of the ownership and rental for the proposed conversion of each unit. The Consultant should examine the current structure and conduct a feasibility analysis to demonstrate appropriate affordable housing requirements to compensate for the loss of rental opportunities.

#### Task 5. Draft Report

The research/analysis, assumptions, and results of Task 3 and Task 4 shall be written up in a draft report to be reviewed by City staff. The draft report should explore the advantages and disadvantages for each of the proposed in-lieu fees. To complete this portion of the study, the Consultant will compile information from research, policy analysis, and other sources to identify potential opportunities or benefits, and potential risks or costs to the City.

The report will estimate the number of on-site affordable units at different income levels that could be expected to be produced under the inclusionary program compared to the payment of in-lieu fees. The report will also identify any considerations related to owner-occupied properties. The draft report will incorporate staff comments and be presented to Council.

#### Task 6. Public Meetings

The Consultant will prepare presentations and attend up to four (4) public meetings with the City Council, Housing Advisory Commission, and Planning Commission to discuss the economic feasibility analysis.

#### Task 7. Final Report

The Consultant will submit a final report that incorporates Council and commission feedback for final adoption. The Consultant will incorporate comments from the California Department of Housing and Community Development, as applicable.

### **III. SUBMISSION REQUIREMENTS**

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

#### 1. Contractor Identification

Provide the name of the firm, the firm's principal place of business (see section VII, F. – Local Vendor Preference), the name and telephone number of the contact person and company tax identification number.

#### 2. Client References

Provide a minimum of three (3) client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.

#### 3. Executive Summary

Provide an executive summary that includes the Consultant's qualifications related to the preparation of the Scope of Work in Section II of this RFP. In addition, include information on the key personnel to be assigned to the project, their experience, and roles as it relates to this project. Similar information on any sub-consultants shall be provided. There can be no change of key personnel once the proposal is submitted, without prior approval of the City. Include examples of similar projects completed for comparable jurisdictions.

#### 4. Scope of Work and Work Plan

Detail your understanding of the project and provide a description of how the Consultant will approach the scope of work described herein. For example, a preliminary description of the development prototypes the City of Berkeley should consider analyzing; the process for developing and iterating the inputs for the proforma analyses; a description of the proposed work products and how they will inform future policy-making efforts; and/or other aspects of your anticipated approach including uncertainties and possible additional scope items.

#### 5. Schedule/Timeline

Prepare a time schedule detailing the Consultant's proposed time frame for completing the scope of work including key milestones (e.g., anticipated community workshop dates and potential public hearing dates as well as other milestones regarding document preparation), and all City review and submittal requirements and deliverables. The City Council identified this project as a top priority. Special consideration will be given to Applicants that can demonstrate the ability to deliver the work product in an expedited manner.

#### 6. Price Proposal/Fee Schedule

The proposal shall include pricing for all services. The Proposal shall itemize all services (including the Tasks and Activities identified in the Scope of Work), including an hourly rate structure for each member of the Consultant team, and rate structure for additional meetings that require Consultant's facilitation and/or attendance, and all other charges related to completion of the work. Evaluation of price proposals are subject to the local vendor business preference (see section VII.F.).

#### 7. Contract Terminations

**If your organization has had a contract terminated in the last five (5) years, describe such incident.** Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

**IV. SELECTION CRITERIA**

The following criteria will be considered, although not exclusively, in determining which firm is hired.

<b>Criteria</b>	<b>Points</b>
Scope of Work/Project Approach – quality, strength, and thoughtfulness of Applicant’s proposal for timely execution of requested work. Strong demonstrated understanding of the project’s goals. Specific consideration will be given to reasonableness of proposed schedule.	<b>30</b>
Experience – demonstrated housing market and economic feasibility analysis expertise. Strong demonstrated understanding of affordable housing policy and regulations.	<b>30</b>
Price Proposal – the proposal includes a competitive budget that will be delivered on time.	<b>30</b>
References – proven track record of delivering relevant, timely and professional quality services. Strong project management and administrative capacity.	<b>10</b>

*\* Effective 1/1/2022. Local Vendor Preference. For the purposes of comparing pricing as part of this competitive RFP for goods up to \$100,000 or non-professional services up to \$250,000, 5% shall be deducted from the bid price proposal from any local Berkeley vendor.*

A selection panel will be convened of staff to evaluate and score submittals.

**V. PAYMENT**

**Invoices:** Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed. **Email invoices to [muberti@cityofberkeley.info](mailto:muberti@cityofberkeley.info)**; (List on invoice, Attn: Mike Uberti/Department of Health, Housing and Community Services) and reference the contract number.

City of Berkeley  
Department of Health, Housing, and Community Services  
2180 Milvia Street  
Berkeley, CA 94710-700  
Email: **[muberti@cityofberkeley.info](mailto:muberti@cityofberkeley.info)**

**Payments:** The City will make payment to the vendor within 30 days of receipt of a correct, approved and complete invoice.



Department of Health, Housing  
& Community Services  
Housing & Community Services

## MEMORANDUM

**To:** Housing Advisory Commission

**From:** Mariela Herrick, Community Development Project Coordinator

**Date:** July 17, 2023

**Subject:** **Income Qualifying Stipends for Commissioner Participation**

In order to remove economic hardship barriers from public participation, the City Council authorizes payment in lieu of certain expenses to commissioners of all Council-appointed commissions who meet certain household income criteria. Subcommittees of commissions designated by the advisory body and not by Council appointment are not eligible for reimbursement expenses.

Commissioners must file with the secretary an Annual Declaration form (Appendix G in the Commissioner's Manual) annually prior to May 31 in order to establish or maintain eligibility. The form is attached for your reference.

### **Eligibility criteria for stipend and reimbursement:**

- Persons eligible to receive reimbursement in lieu of expenses are those commission members whose annual family income, reported individually or as filed jointly for federal income tax purposes, is set at 50% AMI for a family of four (\$73,950).
- File the Annual Declaration form with the secretary prior to May 31 of each year.

### **An eligible commissioner is authorized to receive the following:**

- \$107 for each official meeting attended, not exceeding four monthly meetings.
- Reimbursement for actual childcare expenses incurred while he or she attends meetings.
- Reimbursement for actual expenses paid to an attendant to provide care for a dependent elderly person while the commissioner attends meetings.
- Reimbursement for actual expenses incurred for disabled support services necessary to participate fully in commission meetings.

*A Vibrant and Healthy Berkeley for All*

*HAC Stipends Memo*  
*July 17, 2023*  
Page 2 of 2

More information on stipends can be found in the Commissioner's Manual. Please contact staff at [HAC@cityofberkeley.info](mailto:HAC@cityofberkeley.info) if you have questions or would like to apply for a stipend.

August 10, 2022

To: Commission Secretaries  
From: Mark Numainville, City Clerk  
Subject: Commission Low-Income Stipend Update

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On March 9, 2021, the City Council adopted Resolution No. 69,739-N.S., stating that eligible members are authorized to receive \$100 for each official meeting attended, not to exceed four meetings each month, and reimbursement of actual eligible expenses incurred. The new stipend rate went into effect on July 1, 2021.

Resolution No. 69,739-N.S also stated that the Bay Area Consumer Price Index should adjust the \$100 stipend amount annually. According to the 2022 Bay Area Consumer Price Index (CPI) chart, the 2022 stipend will increase from \$100 to \$107.

Please share this memo with the person in your department/division responsible for submitting the stipend payments in ERMA.

If you have any questions, please e-mail the Commission Inbox, [commission@cityofberkeley.info](mailto:commission@cityofberkeley.info).

Attachments:

1. A.R. 3.20

<b>A.R. NUMBER:</b>	<b>3.2</b>
<b>ORIGINAL DATE:</b>	7/01/94
<b>POSTING DATE:</b>	7/1/2021
<b>PAGE 1 OF 6 PAGES</b>	

# CITY OF BERKELEY

## ADMINISTRATIVE REGULATIONS

**SUBJECT: Stipend and Reimbursement in Lieu of Expenses for Members of Certain Boards, Commissions, Committees, Task Forces, and Joint Subcommittees**

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### PURPOSE

The purpose of this Administrative Regulation is to establish procedures for reimbursing expenses to certain board, commission, committee, task force, and joint subcommittee members (including temporary appointees) who might otherwise incur an economic hardship.

### POLICY

The City Council, by Resolution No. 69,739-N.S. (known as the Stipend Resolution March 9, 2021), authorizes payment in lieu of expenses to members of all Council-appointed boards, commissions, committees, task forces and joint subcommittees who meet certain household income criteria in order to remove economic hardship barriers from citizen participation. Subcommittees of commissions, which are designated by the advisory body and not by Council appointment, are not eligible for reimbursement.

An eligible member is authorized to receive:

- a) \$100 for each official meeting attended, not to exceed four (4) meetings each month;
- b) reimbursement for actual child care expenses incurred while he/she attends meetings;
- c) reimbursement for actual expenses paid to an attendant to provide care for a dependent elderly person while he/she attends meetings; and
- d) reimbursement for actual expenses incurred for disabled support services in order to participate fully in board, commission, or committee meetings.

The \$100 stipend amount shall be annually adjusted by the Bay Area Consumer Price Index.

### DEFINITIONS AND REGULATIONS

An "official meeting" is defined as a duly noticed, properly agenzized, regular meeting or special meeting of the full board or commission at which a quorum of the full membership must be present in order for the meeting to be held.

For a meeting that is cancelled, claims may only be submitted if it is for an official meeting where the attendees and staff Secretary believed that the meeting would proceed as scheduled, and for which Commissioners and the Secretary actually showed up and waited a reasonable period beyond the meeting start time for the quorum to be met before canceling.

A receipt or invoice signed by the person providing such child care, elderly dependent care or disabled support services must accompany a request for reimbursement. Invoices must include date, services provided, vendor contact information, and dollar amount.

The Human Welfare and Community Action Commission provides for alternate representatives of the poor to be elected or to be appointed when a vacancy occurs. Alternate representatives of the poor shall be eligible for stipend payments when serving in place of the principal member.

The City Clerk Department is responsible for keeping this Administrative Regulation up-to-date and shall include notification of this policy with each appointment letter mailed.

### **COMMISSIONER'S CRITERIA AND RESPONSIBILITIES**

#### 1. Eligibility criteria for stipend and reimbursement:

- a) Persons eligible to receive reimbursement in lieu of expenses are those board, commission, committee, task force or joint subcommittee members whose household gross income as filed jointly for federal income tax purposes is below the Alameda County 50% AMI 3-person household (\$58,750 as of July 2021) per year.
  - b) Commissioners who are minors (under 18 years old) must have eligibility declaration forms co-signed by a parent or legal guardian attesting that the combined 3-person household income is under the Alameda County 50% AMI (\$58,750 as of July 2021) per year.
  - c) If a commissioner is paid \$600 or more in stipend payments in one calendar year, an IRS Form 1099 will be generated by the Finance Department for the commissioner's tax filing purposes.
2. To establish eligibility, Commissioners must file the Annual Declaration Form (attached) with the secretary of their board, commission, committee, task force or joint subcommittee. Commissioners must file a new declaration form annually prior to May 31st in order to maintain eligibility.
  3. In order to pay a Commissioner's attendant directly, a completed IRS Form W-9 must be on file in the Finance Department's Accounts Payable Division. If an attendant, support service, or child care provider is paid \$600 or more in one calendar year, a Form 1099 will be generated by Finance. In order to be reimbursed for payments made to an attendant, support service, or child care provider, a Commissioner must be set up as a vendor by Finance - General Services.
  4. Eligible members who are disabled and are seeking reimbursement for support services must also complete the support services statement portion on the Annual Declaration Form. If the member's needs change, he/she must immediately notify the secretary. Otherwise, the statement certifying the need for support services will continue to be in effect for the duration of the member's term of appointment.
  5. Pursuant to Berkeley Municipal Code Section 3.66.040, low-income status for members of the Commission on Disability is not a prerequisite for reimbursement of attendant care expenses.



6. Additionally, eligible recipients requesting reimbursement for child care expenses, paid attendant services for elderly care, and support services as a disabled member for meeting participation are subject to AB 1234. State law AB 1234 requires completion of an online ethics training course within one year of the first day of service, and every two years thereafter. The ethics course is available online at no cost. Upon completion of the course, a printed and signed certificate of participation must be on file with the secretary in order to be eligible for reimbursement.

**RESPONSIBILITIES OF SECRETARY**

1. It is the responsibility of the secretary of each board, commission, committee, task force or joint subcommittee to submit quarterly payment forms to the Finance Department, by the 10th of each month (January, April, July, and October). Payment forms for stipends paid for attendance at meetings held pursuant to the Mental Health Services Act are filed monthly. Every submission must include the following:
  - a) A.R. 3.2 Payment Form
  - b) Invoices for support services, dependent care, and/or child care, if applicable.
  - c) Verification that each meeting for which reimbursement or stipend is claimed actually occurred.
  - d) A copy of the Annual Declaration Form
  - e) A spreadsheet showing the year-to-date payments for each commissioner.
2. The completed forms must be attached to the request for check entry in ERMA and released for review to the Finance Department by the 10th of each specific month so payment can be made. A separate request for check and supporting documentation must be submitted individually for each member.
3. The secretary shall keep copies of all Annual Declaration Forms on file and attach a copy each time a request for check is submitted to the Finance Department, and when submitting quarterly statements.
4. Each secretary will advise the board, commission, committee, task force and joint subcommittee members of this policy and respond promptly to commissioner inquiries regarding payment status. Commissioners should not contact the Finance Department or City Clerk Department for payment status.

<p><b>RESPONSIBLE DEPARTMENT:</b> City Clerk</p> <p><b>TO BE REVISED:</b> Every 1 year</p>	<p>Approved by:</p> <p><i>Monte Ammirabile</i> _____ Department Director</p> <p><i>D. Williams Bell</i> _____ City Manager</p>
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**ANNUAL DECLARATION FORM RESPECTING ELIGIBILITY FOR  
REIMBURSEMENT OF EXPENSES AS A MEMBER OF THE**

\_\_\_\_\_  
(Board/Commission/Committee/Task Force/Joint Subcommittee)

Inasmuch as it is in the public interest to remove barriers, particularly those creating economic hardships for citizens participating on boards, commissions, committees, task forces, and joint subcommittees the City Council has determined that it is in the public interest to alleviate this hardship by authorizing payments in lieu of expenses for certain meetings and under certain conditions as indicated in Stipend Resolution No. 69,739-N.S.

I, \_\_\_\_\_ certify to the following:

- 1) That my adjusted gross income reported individually, or as part of a household joint Federal Income Tax Return, was less than the Alameda County 50% AMI 3-person household (\$58,750 as of July 2021) per year.
- 2) I will file this declaration form every year no later than May 31st with the Secretary who will forward copies to the Finance Department; and
- 3) I will notify the Secretary as soon as I am aware that my household current year income exceeds the Alameda County 50% AMI 3-person household (\$58,750 as of July 2021) per year and request that my eligibility be canceled:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian if Member is a Minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

\* \* \*

**SUPPORT SERVICES STATEMENT**

I, \_\_\_\_\_, certify I am disabled and require the following support services in order to participate fully in commission meetings:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**A.R. 3.2 PAYMENT FORM**

Name of Commission: \_\_\_\_\_

Name of Commissioner: \_\_\_\_\_

Address of Commissioner: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_ Phone: \_\_\_\_\_

Quarter Covered: Year \_\_\_\_  Jan - Mar  April - June  July - Sept  Oct - Dec

Date of Meeting	Payment Type*	Amount Due
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total (this qtr.)**</b>	\$

\* Stipend, Support Services, Dependent Care, or Child Care

\*\* Attach Year-to-Date Spreadsheet to this Form

Please hold check for pick up: \_\_\_\_\_  
(Commissioner's Signature)

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Preparer's Signature)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Commission Secretary Signature)

**CERTIFICATION AND AUTHORIZATION FOR PAYMENT:** I hereby certify that the payments for all persons whose names appear herein have been properly authorized; and that the amounts indicated as due said persons are actually due and payable. Payment is approved against the appropriation indicated under delegated authority of the City Manager.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Department Signature (must be on file with AP)

### COMMISSIONER STIPEND CHECKLIST

This checklist is provided to expedite the processing of commissioner stipends. The Finance Department requires that all forms are completed and information is accurately prepared and submitted before stipends can be paid. Review the checklist prior to submitting stipend requests.

For Initial Payment to a Commissioner or Service Provider:

- Set up the Commissioner as a vendor with Finance - General Services
  - \* Use a W-9 form to set up the Commissioner as a vendor (available on Groupware)
- Set up the Vendor (support services, dependent care, or child care) as a vendor with Finance - General Services
  - \* Use a W-9 form to set up the service provider as a vendor

Required Documentation for Every Payment Submission (compile submission in this order):

- Request for Check
  - \* In both description areas of the Request for Check screen, list the type of stipend being paid and the period covered (quarterly or monthly)
  - \* Provide the full account code and/or project string (consult your department budget analyst)
  - \* Verify in ERMA that adequate funds are available in the account to pay the voucher
  - \* Clearly document the payment amount
  - \* Obtain all required signatures
- A.R. 3.2 Payment Form
  - \* Complete all fields
  - \* Obtain all required signatures
- Invoices for Support Service, Dependent Care, and/or Child Care Providers
  - \* Must include date, services provided, vendor contact information, and dollar amount
- Attendance Verification
  - \* A copy of the meeting minutes
  - \* Requests for reimbursement for cancelled meetings require written representation from the Commission Secretary
- Annual Declaration Form
  - \* The form is completed and signed and dated yearly by the commissioner and the Commission Secretary
  - \* A copy of the form is submitted with each reimbursement voucher
- Year-to-Date Summary Spreadsheet
  - \* Documents the fiscal year (year to date) expenditures of the individual commissioner
  - \* Remember that payments of \$600 or more result in the issuance of a Form 1099 from the Finance Department and may have tax implications



Office of the City Manager

ACTION CALENDAR

October 11, 2022

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Lisa Warhuus, Director, Health, Housing and Community Services

Subject: Measure O Bond Impacts on Affordable Housing Development in Berkeley

RECOMMENDATION

Review and discuss the presentation on Measure O Bond impacts on affordable housing development in Berkeley.

SUMMARY

In 2018 Berkeley voters approved Measure O, a general obligation bond that will generate up to \$135 million for affordable housing developments. As this report demonstrates, the funds have had a significant impact on the production of new affordable housing units; expanding the City's Housing Trust Fund portfolio and creating a robust pipeline of new housing developments.

CURRENT SITUATION AND ITS EFFECTS

As of September 30, 2022, \$111,379,307 in Measure O funds have either been committed (via an executed loan agreement) or awarded (by Council action) for specific affordable housing development projects. The projects with either committed or awarded Measure O funds are listed below:

Project Name	Address	Units	Measure O	Status
Jordan Court	1601 Oxford	35	\$3,501,884	Occupied
Berkeley Way – BRIDGE Affordable	2020 Berkeley Way	89	\$179,494	Lease-up
Berkeley Way Hope Center - PSH	2012 Berkeley Way	53	\$6,731,092	Lease-up
Berkeley Way Hope Center Shelter		44*	\$6,909,837	Lease-up
Maudelle Miller Shirek Community	2001 Ashby	87	\$12,932,000	Under construction
Blake Apartments	2527 San Pablo	63	\$9,125,000	Under construction
1740 San Pablo	1740 San Pablo	54	\$7,500,000	Predevelopment

Measure O Bond Impacts on Affordable Housing Development in Berkeley

ACTION CALENDAR  
October 11, 2022

BUSD Workforce Housing	1701 San Pablo	110	\$24,500,000	Predevelopment
BART sites	North Berkeley & Ashby BART	TBD	\$40,000,000	Planning
<b>Measure O impact:</b>		<b>&gt;535 units</b>	<b>\$111,379,307</b>	

\* Shelter beds

Council also reserved \$17 million from the third issuance of Measure O (anticipated in 2025) to support the following pipeline projects:

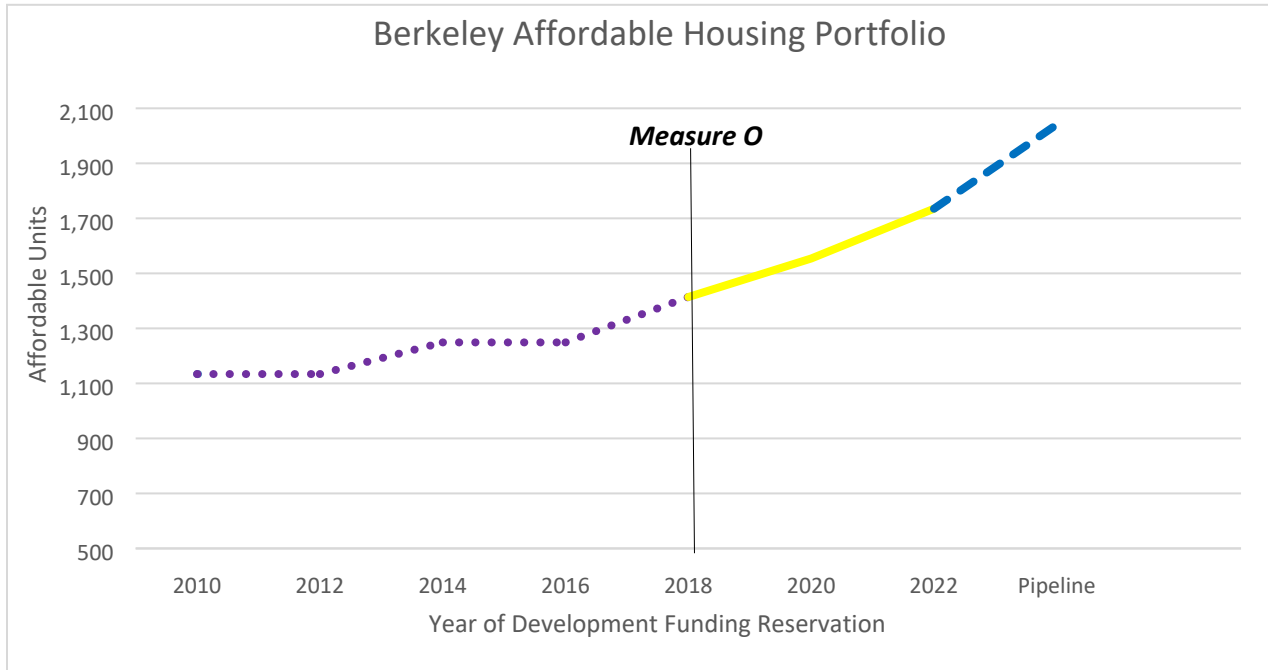
Project Name	Address	Units	City Funding	Status
Supportive Housing in People's Park	2566 Haste	119	\$14,359,593	Predevelopment
St. Paul Terrace	2024 Ashby	50	\$12,250,000	Predevelopment

Together, the awarded, committed, and reserved funds account for \$128,379,307 in Measure O funds. More details about these projects can be found in the attached Measure O Projects spreadsheet.

#### *Measure O's Impact on the City's Affordable Housing Portfolio*

Measure O supplements the City's Housing Trust Fund, which pools Affordable Housing Mitigation Fees, Inclusionary Fees, Commercial Linkage Fees, Condo Conversion Fees, and entitlement funds from the federal HOME program. Prior to Measure O, the City was able to fund no more than one new construction project every few years. The 15-unit Harmon Gardens was completed in 2011, and the next affordable new construction project was the 42-unit Harper Crossing, which was completed in 2018. The City issued a Request for Proposals in 2019 through which Council approved funding reservations for five new construction projects, all supported with Measure O, including two that were completed earlier this year. In 2010, the City had approximately 1,134 apartments in its portfolio of restricted affordable housing units. With completed projects, active projects, and pipeline projects, the City is on track to nearly double its portfolio in the coming years to over 2,000 apartments.

The following table shows the growth in the City's affordable housing portfolio since 2010, and the impact Measure O has had on increasing the City's inventory of apartments affordable to extremely low-, very low-, and low-income households.



*Leveraging of City Funds*

The City’s affordable housing development funds are most often reserved early in the predevelopment process. This allows project sponsors to compete for state and federal funds. Typically, the City executes a loan agreement once all permits are ready to issue and full financing has been secured, a process which usually takes years. At times City funds are loaned at site acquisition. As a result, funds may be reserved or committed for years before they are expended.

Most affordable housing developments leverage the City’s investment with at least 5-7 other funding sources. Measure O-funded projects that are completed or under construction have secured an average of \$4.40 of other funding for every \$1.00 of City funds. Leveraging data for funded developments can be found in the attachment to this report.

*Measure O Disbursements*

Once Measure O funds are committed to a project, they are typically disbursed on a monthly (or less frequent) schedule when the project sponsor has incurred eligible project expenses as well as satisfied various conditions of the loan agreement. The project sponsor submits an invoice along with documentation of each expense, which is reviewed and approved by multiple City staff before funds are released.

As of 9/30/2022 the City had disbursed \$28,871,911 in Measure O funds through seven development loans. Four housing developments are complete or substantially complete

(Berkeley Hope Center, Berkeley Hope Center Permanent Supportive Housing, BRIDGE Berkeley Way, and Jordan Court), two are in construction (Maudelle Miller Shirek Community and Blake Apartments), and site acquisition has been completed for 1740 San Pablo Ave. These represent a total of 221 units (including 44 shelter beds) completed with Measure O support to date, and another 150 currently in construction.

Developing affordable housing with Measure O funds is a Strategic Plan Priority Project, advancing our goal to create affordable housing and housing support service for our most vulnerable community members.

### BACKGROUND

In November 2018 Berkeley voters adopted Measure O which allowed the City to issue up to \$135 million in bonds to fund housing for "low-, very low-, low-, median-, and middle-income individuals and working families, including teachers, seniors, veterans, the homeless, students, people with disabilities, and other vulnerable populations."

As a bond measure dedicated to a specific purpose, Measure O required a two-thirds supermajority vote to pass. The measure passed with 77% of Berkeley voters voting in favor.

The City has issued Measure O bonds twice so far:

- In FY2020 the City issued \$38,000,000 in Measure O bonds. The cost of issuing these bonds, including bond counsel, was \$785,000. Net funds received were \$37,215,000.
- In May 2022 the City issued \$40,000,000 in Measure O bonds. The cost of issuing these bonds, including bond counsel, was \$432,800. Net funds received were \$39,567,200.

Measure O included provisions to establish an oversight committee as well as to conduct annual audits. The Measure O Bond Oversight Commission was first convened in April 2019. The Commission met seven times in 2019, one in 2020 prior to the pandemic, and again in February and March of 2021.

Subsequently, Council approved the assignment of Measure O oversight to the Housing Advisory Commission and dissolved the Measure O Bond Oversight Commission. The Commissions have reviewed requests for funding, made funding recommendations to Council and received information about the status of funding reservations and commitments. Neither commission produced its own report assessing the status of Measure O. Full commission packets are not available on the City's new website.

Staff are in the process of contracting with an outside auditor to audit Measure O expenditures as required by the ballot measure. The first fiscal year including Measure O expenditures ended on June 30, 2021 and will be the first year to be audited.



Members of the public who are interested in learning more about Measure O funds as they are allocated and expended can consult the Housing Advisory Commission meeting agendas and materials online, and/or attend the Commission meetings.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The City's Housing Trust Fund Guidelines identify sustainable development as a City priority, and encourage developers to incorporate as many green building strategies and materials as is feasible. New construction affordable housing developments are typically built to third-party, green building standards such as LEED or GreenPoint Rated.

#### POSSIBLE FUTURE ACTION

Council will review and take action on funding reservations related to the development of affordable housing at the BART sites, which will be partially funded with Measure O funds.

#### FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

Council's funding reservations for pipeline or new affordable housing developments would allocate the remaining Measure O funds, and other available Housing Trust Funds.

#### CONTACT PERSON

Jenny Wyant, Senior Community Development Project Coordinator, HHCS, 510-981-5228

Attachment:

1: Measure O-Funded Developments

City of Berkeley <b>Affordable Housing Projects Supported by Measure O</b> Total Authorized Bonds = \$135M										
Project Name	Project Address	Development Partner	Description	Units <sup>1</sup>	Affordability	Total Measure O Funds Committed or Reserved <sup>2</sup>	Measure O Disbursements Through September 2022	Total City Funds Reserved	Projected Sources of Funds <sup>3</sup>	Project Status
<b>Projects with Measure O Commitments and Reservations</b>										
<a href="#">BRIDGE Berkeley Way</a>	2012 Berkeley Way	BRIDGE Housing	89 affordable homes and services for low- and very low- income families.	89	50-60% AMI	\$179,494	\$161,544	\$2,774,925	Measure O, HTF	Under Construction
<a href="#">BFHP Hope Center</a>	2012 Berkeley Way	Berkeley Food & Housing Project (BFHP)/BRIDGE Housing	32-bed homeless shelter, 12 transitional beds for homeless veterans, a community kitchen and wrap-around services for mental health, substance abuse, job training and social activities.	44	0-30% AMI	\$6,909,837	\$5,354,255	\$16,964,507	Berkeley's Housing Trust Fund (HTF), Measure U1 <sup>4</sup> (U1), Measure O	Under Construction
<a href="#">BFHP Hope Center Permanent Supportive Housing</a>	2012 Berkeley Way	BFHP/ BRIDGE Housing	53 permanent supportive housing apartments.	53	0-30% AMI	\$6,731,092	\$6,250,345	\$7,727,630	Measure O, HTF	Under Construction
<a href="#">Jordan Court</a>	1601 Oxford Street	Satellite Affordable Housing Associates (SAHA)	34 affordable studio units for seniors. 12 units will also be set aside for formerly homeless households.	35	20-60% AMI	\$3,501,884	\$2,906,118	\$6,026,927	HTF, Measure O	Completed
<a href="#">Maudelle Miller Shirek Community</a>	2001 Ashby Avenue	Resources for Community Development (RCD)	86 apartments for families and individuals. 12 units will also be set aside for formerly homeless households.	87	20-80% AMI	\$12,932,000	\$2,336,537	\$17,000,000	Measure O, U1, LHTF	Under Construction
<a href="#">Blake Apartments</a>	2527 San Pablo Avenue	SAHA	21 studio units, eight one-bedroom units, 33 two-bedroom units and one three-bedroom manager's unit. 12 units are prioritized for people with an intellectual or developmental disability.	63	30-60% AMI	\$9,125,000	\$6,992,872	\$12,000,000	Measure O, U1, State Local Housing Trust Fund (LHTF)	Under Construction
<a href="#">1740 San Pablo Avenue</a>	1740 San Pablo Avenue	BRIDGE Housing	53 new affordable homes for families	54	30-60% AMI	\$7,500,000	\$4,870,239	\$7,500,000	Measure O	Acquisition / Predevelopment
<a href="#">Berkeley Unified School District (BUSD) Workforce Housing Development</a>	1701 San Pablo Avenue	BUSD/SAHA/Abode	Approximately 109 homes in a five to six story building. Employees of BUSD and their households will have a leasing preference.	110	30-120% AMI	\$24,500,000	-	\$24,500,000	Measure O	Acquisition / Predevelopment
<a href="#">BART Sites</a>	Ashby and North Berkeley	TBD	TBD	TBD	TBD	\$40,000,000	-	\$53,000,000	TBD	Planning
<b>Measure O Impact</b>				<b>&gt;535</b>	<b>New Units</b>	<b>\$111,379,307</b>	<b>\$28,871,911</b>	<b>\$147,493,989</b>		
<b>Projects with City Funding Reservations</b>										
<a href="#">Supportive Housing at People's Park</a>	2556 Haste Street	RCD	118 affordable units with 62 units set aside for formerly homeless households.	119	10-50% AMI	FR <sup>5</sup>	-	\$14,359,593	TBD	Acquisition / Predevelopment
<a href="#">St. Paul Terrace</a>	2024 Ashby Avenue	Community Housing Development Corporation (CHDC)	49 affordable units, including 11 studios, 6 one-bedrooms and 17 two-bedrooms, and 15 three-bedrooms.	50	30-60% AMI	FR	-	\$12,250,000	TBD	Predevelopment
<a href="#">Ephesians Legacy Court</a>	1708 Harmon Avenue	CHDC	79 one-bedroom units.	80	30-60% AMI	FP <sup>6</sup>	-	\$3,556,400	TBD	Predevelopment
				<b>249</b>				<b>\$30,165,993</b>		

<sup>1</sup> total units, including managers' units

<sup>2</sup> committed = in contract, and reserved = set aside for a particular project

<sup>3</sup> the final mix of funds is determined at loan closing

<sup>4</sup> General Funds generated pursuant to Measure U1

<sup>5</sup> Funding Reservation that the City Council has approved from currently available affordable housing funds and from forward reservations of up to \$17 million from the third issuance of Measure O bonds and \$2.5 million in FY2023 general funds generated pursuant to Measure U1

<sup>6</sup> Funding Prioritization by City Council prioritizing future housing funds (including but not limited to HTF and Measure O funds)

Leveraging of Measure O/City Subsidy						
Project Name	Project Budget	City Funds (including Measure O)	Non-City Funds	Leveraging Ratio	Non-City Sources	Notes
<a href="#">BRIDGE Berkeley Way</a>	\$ 62,563,741	\$ 2,774,925	\$ 59,788,816	22.5	A1, AHP, AHSC, Tax Credits, TE Bond	average leveraging ratio for Berkeley Way as a whole = 4.4  BRIDGE and BFHP spread the City subsidy amongst the three projects, but prioritized the shelter portion for City funding due to limited sources for that type of housing.
<a href="#">BFHP Hope Center</a>	\$ 19,917,041	\$ 16,964,507	\$ 2,952,534	1.2	A1, BFHP	
<a href="#">BFHP Hope Center Permanent Supportive Housing</a>	\$ 39,589,497	\$ 7,727,630	\$ 31,861,867	5.1	A1, Boomerang, AHSC, NPLH, SHMHP, Tax Credits, TE Bond	
<a href="#">Jordan Court</a>	\$ 24,961,105	\$ 6,026,927	\$ 18,934,178	4.1	A1, AHP, NPLH, Tax Credits, TE Bond	
<a href="#">Maudelle Miller Shirek Community</a>	\$ 86,930,256	\$ 17,000,000	\$ 69,930,256	5.1	AHSC, IIG, NPLH, Tax Credits, TE Bond	
<a href="#">Blake Apartments</a>	\$ 52,284,217	\$ 12,000,000	\$ 40,284,217	4.4	AHSC, DDS, HCD Accelerator, IIG	

**Non-City Funding Sources:**

- A1 Alameda County A1 Bond funds
- BFHP Berkeley Food and Housing Project Capital Campaign
- Boomerang Alameda County funds
- AHP Federal Home Loan Bank - Affordable Housing Program
- AHSC CA HCD - Affordable Housing and Sustainable Communities Program
- DDS Department of Developmental Services
- HCD Accelerator CA HCD - Housing Accelerator Fund
- IIG CA HCD - Infill Infrastructure Grant Program
- NPLH CA HCD - No Place Like Home Program
- SHMHP CA HCD - Supportive Housing Multifamily Housing Program
- Tax Credits California Tax Credit Allocation Committee
- TE Bonds California Debt Limit Allocation Committee - Tax Exempt Bonds are paired with 4% tax credits



Health Housing and  
Community Services Department  
**Housing & Community Services Division**

## MEMORANDUM

**To:** Housing Advisory Commission

**From:** Mariela Herrick, Community Development Project Coordinator

**Date:** July 17, 2023

**Subject:** **Annual Commission Work Plan**

In July 2016, the City Council directed all commissions (with certain exceptions) to submit a work plan detailing its goals and objectives for the year. Plans will be submitted annually at the start of the fiscal year. As a best practice, commissions are encouraged to establish a process for creating a work plan before discussing the plan itself. The Council report attached to this memo provides additional context on this process. The components outlined in the report are recommended but not required.

Adopting items in a work plan does not preclude commissioners from bringing items for the Commission's consideration at a later time. It is intended to assist the commission with organizing and scheduling projects.

The HAC has pursued the following projects in 2023 that may be considered for inclusion:

- Fair Housing and Transparency for Rental Housing Applications Ordinance
- Housing Trust Fund Oversight
- Public Facilities Improvements Oversight
- Discussion and Possible Action to Collaborate with the Disaster and Fire Safety Commission on Housing and Wildfire Risk

Work Plans are typically set at the Fiscal Year (June/July). The practice was suspended during the pandemic. The City Clerk notified secretaries that commissions should resume adopting annual work plans. Commissioners should bring items for adoption for the September 7, 2023, meeting.

### Attachments

1. Commission Work Plans



Lori Droste, District 8  
Susan Wengraf, District 6

CONSENT CALENDAR  
July 19, 2016

TO: Honorable Mayor and City Council

FROM: Councilmembers Lori Droste, Susan Wengraf,  
Linda Maio, and Kriss Worthington

SUBJECT: Commission Work Plans

RECOMMENDATION

Commissions—with the exception of the Board of Library Trustees, Design Review Committee, and the Zoning Adjustments Board—will submit a work plan detailing its goals and objectives for the year. Plans will be submitted at the start of the fiscal year, annually.

FINANCIAL IMPLICATIONS

Although additional staff time will be needed to assist commissions in drafting work plans, staff time will be reduced overall if misaligned commission referrals are reduced. In addition, if boards and commissions do not direct city staff to perform research, gather information, or otherwise engage in activities involving projects or matters that are not aligned with the City's Strategic Plan, staff will be able to make more efficient use of their time.

BACKGROUND

The City of Berkeley is in the process of introducing its first strategic plan. To ensure that Berkeley's commissions are in alignment with the overall mission of the City, commissions should submit annual work plans. Each work plan should contain the following information:

1. Commission mission statement
2. What are the commission's goals? In order to achieve these objectives, please specify:
  - a. Resources
    - i. What specific resources are needed and available to achieve desired change? (i.e. staff time, \$, time, materials, equipment)
  - b. Program activities
    - i. What will the commission do with its resources?
    - ii. Processes, tools, events, technology, actions that are employed to bring about the intended objectives.

- c. Output(s)
  - i. What will be the direct results of commission activities?
  - ii. How much will be done? (i.e. Number of forums/meetings held, # of participants reached, etc.)
- d. Outcomes
  - i. The specific changes desired/achieved in the short-term (1-3 years) and long-term (4-6 years)

Outcomes should be measurable, action-oriented, and realistic (W. K Kellogg Foundation, 2004).

ENVIRONMENTAL SUSTAINABILITY

Not applicable

CONTACT PERSON

Lori Droste, City Councilmember District 8, 510-981-7180  
Susan Wengraf, City Councilmember District 6, 510-981-7160

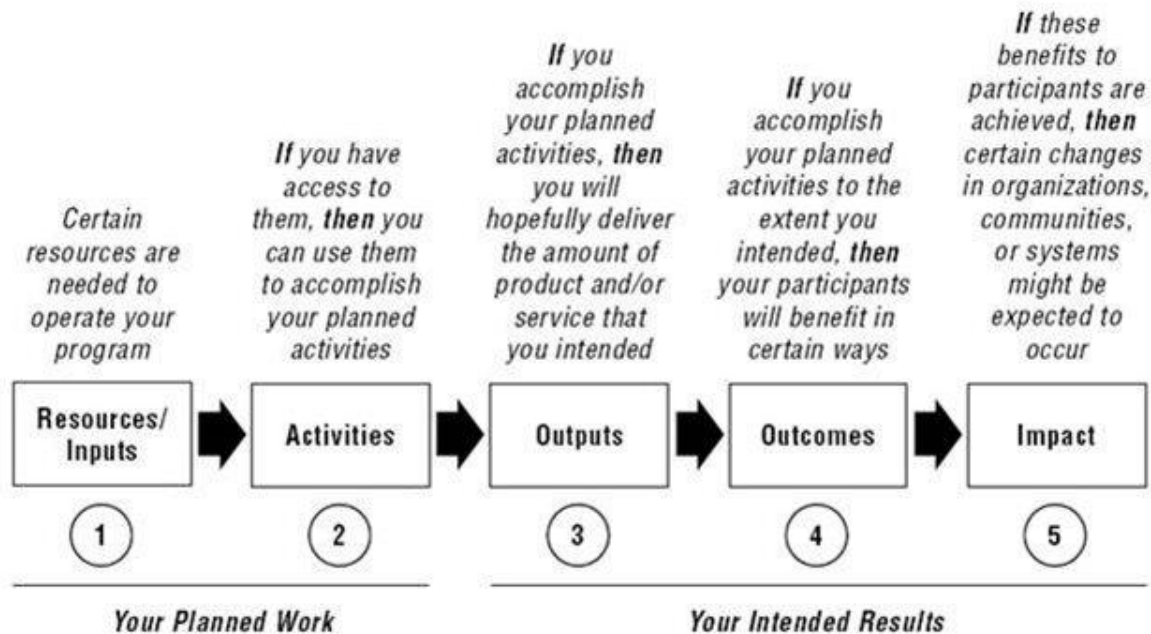
Attachments:

1: Logic Model Summary (W.K. Kellogg Foundation)

# Logic Model Summary

A logic model brings program concepts and dreams to life. It lets stakeholders try an idea on for size and apply theories to a model or picture of how the program would function.

The program logic model is defined as a picture of how your organization does its work – the theory and assumptions underlying the program. A program logic model links outcomes (both short- and long-term) with program activities/processes and the theoretical assumptions/principles of the program.



The Basic Logic Model components shown above are defined below. These components illustrate the connection between your planned work and your intended results.

They are depicted numerically by steps 1 through 5.

YOUR PLANNED WORK describes what resources you think you need to implement your program and what you intend to do.

**1. Resources** include the human, financial, organizational, and community resources a program has available to direct toward doing the work. Sometimes this component is referred to as Inputs.

**2. Program Activities** are what the program does with the resources. Activities are the processes, tools, events, technology, and actions that are an intentional part of the program implementation. These interventions are used to bring about the intended program changes or results.

YOUR INTENDED RESULTS include all of the program's desired results (outputs, outcomes, and impact).

**3. Outputs** are the direct products of program activities and may include types, levels and targets of services to be delivered by the program.

**4. Outcomes** are the specific changes in program participants' behavior, knowledge, skills, status and level of functioning. Short-term outcomes should be attainable within 1 to 3 years, while longer-term outcomes should be achievable within a 4 to 6 year timeframe. The logical progression from short-term to long-term outcomes should be reflected in impact occurring within about 7 to 10 years.

**5. Impact** is the fundamental intended or unintended change occurring in organizations, communities or systems as a result of program activities within 7 to 10 years. In the current model of WKKF (W.K. Kellogg Foundation) grantmaking and evaluation, impact often occurs after the conclusion of project funding.

Compiled from:  
W.K. Kellogg Foundation. "Logic Model Development Guide." (2004)