

AGENDA



BERKELEY CITY COUNCIL MEETING

Tuesday, June 25, 2019

6:00 PM

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

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI
DISTRICT 2 – CHERYL DAVILA
DISTRICT 3 – BEN BARTLETT
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN
DISTRICT 6 – SUSAN WENGRAF
DISTRICT 7 – RIGEL ROBINSON
DISTRICT 8 – LORI DROSTE

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, 981-6900.

The City Council may take action related to any subject listed on the Agenda. The Mayor may exercise a two minute speaking limitation to comments from Councilmembers. Meetings will adjourn at 11:00 p.m. - any items outstanding at that time will be carried over to a date/time to be specified.

Preliminary Matters

Roll Call:

Ceremonial Matters: *In addition to those items listed on the agenda, the Mayor may add additional ceremonial matters.*

1. Recognition of Elder Abuse Awareness Month
2. Recognition of Alpha Kappa Alpha 90th Anniversary

City Manager Comments: *The City Manager may make announcements or provide information to the City Council in the form of an oral report. The Council will not take action on such items but may request the City Manager place a report on a future agenda for discussion.*

Public Comment on Non-Agenda Matters: *Persons will be selected by lottery to address matters not on the Council agenda. If five or fewer persons submit speaker cards for the lottery, each person selected will be allotted two minutes each. If more than five persons submit speaker cards for the lottery, up to ten persons will be selected to address matters not on the Council agenda and each person selected will be allotted one minute each. Persons wishing to address the Council on matters not on the Council agenda during the initial ten-minute period for such comment, must submit a speaker card to the City Clerk in person at the meeting location and prior to commencement of that meeting. The remainder*

of the speakers wishing to address the Council on non-agenda items will be heard at the end of the agenda. Speaker cards are not required for this second round of public comment on non-agenda matters.

Consent Calendar

The Council will first determine whether to move items on the agenda for “Action” or “Information” to the “Consent Calendar”, or move “Consent Calendar” items to “Action.” Items that remain on the “Consent Calendar” are voted on in one motion as a group. “Information” items are not discussed or acted upon at the Council meeting unless they are moved to “Action” or “Consent”.

No additional items can be moved onto the Consent Calendar once public comment has commenced. At any time during, or immediately after, public comment on Information and Consent items, any Councilmember may move any Information or Consent item to “Action.” Following this, the Council will vote on the items remaining on the Consent Calendar in one motion.

For items moved to the Action Calendar from the Consent Calendar or Information Calendar, persons who spoke on the item during the Consent Calendar public comment period may speak again at the time the matter is taken up during the Action Calendar.

Public Comment on Consent Calendar and Information Items Only: The Council will take public comment on any items that are either on the amended Consent Calendar or the Information Calendar. Speakers will be entitled to two minutes each to speak in opposition to or support of Consent Calendar and Information Items. A speaker may only speak once during the period for public comment on Consent Calendar and Information items.

Additional information regarding public comment by City of Berkeley employees and interns: Employees and interns of the City of Berkeley, although not required, are encouraged to identify themselves as such, the department in which they work and state whether they are speaking as an individual or in their official capacity when addressing the Council in open session or workshops.

Consent Calendar

- 1. FY 2020 Tax Rate: Fund the Maintenance of Parks, City Trees and Landscaping
From: City Manager**
Recommendation: Adopt second reading of Ordinance No. 7,656-N.S. setting the FY 2020 tax rate for funding all improvements for the maintenance of parks, City trees, and landscaping in the City of Berkeley at \$0.1729 (17.29 cents) per square foot of improvements.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 2. FY 2020 Tax Rate: Fund the Provision of Emergency Medical Services
(Paramedic Tax)
From: City Manager**
Recommendation: Adopt second reading of Ordinance No. 7,657-N.S. setting the FY 2020 tax rate for funding the provision of emergency medical services to Berkeley residents at \$0.0393 (3.93 cents) per square foot of improvements.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300

Consent Calendar

- 3. FY 2020 Tax Rate: Fund Emergency Services for the Severely Disabled (Measure E)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,658-N.S. setting the FY 2020 tax rate for funding the provision of emergency services for the disabled at \$0.01638 (1.638 cents) per square foot of improvements.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 4. FY 2020 Tax Rate: Business License Tax on Large Non-Profits**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,659-N.S. setting the FY 2020 tax rate for Business License Tax on large non-profits at \$0.6420 (64.20 cents) per square foot of improvements.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 5. FY 2020 Tax Rate: Fund Disaster Fire Protection (Measure Q)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,660-N.S. setting the FY 2020 tax rate for funding the procurement of disaster fire equipment at \$0.0125 (1.25 cents) per square foot of improvements.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 6. FY 2020 Tax Rate: Fund the Debt Service on the Street and Watershed Improvements General Obligation Bonds (Measure M, November 2012 Election)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,661-N.S. setting the FY 2020 tax rate funding the debt service on the Street and Integrated Watershed Improvements General Obligation Bonds (Measure M, November 2012) at 0.0065%.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300

Consent Calendar

- 7. FY 2020 Tax Rate: Fund Fire Protection and Emergency Response and Preparedness (Measure GG)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,662-N.S. setting the FY 2020 tax rate for funding Fire Protection and Emergency Response and Preparedness in the City of Berkeley at the rate of \$0.05818 (5.818 cents) per square foot of improvements for dwelling units and setting the rate for all other property at \$0.08804 (8.804 cents) per square foot of improvements.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300; David Brannigan, Fire, 981-3473
- 8. FY 2020 Tax Rate: Fund Debt Service on 2015 Refunding General Obligation Bonds (Measures G, S & I)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,663-N.S. setting the FY 2020 tax rate funding the debt service on the 2015 consolidation of Measures G, S and I (General Obligation Bonds - Elections of 1992, 1996 and 2002) at 0.0150%.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 9. FY 2020 Tax Rate: Fund the Debt Service on the Infrastructure and Facilities General Obligation Bonds (Measure T1, November 2016 Election)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,664-N.S. setting the FY 2020 tax rate funding the debt service on the Infrastructure and Facilities Improvements General Obligation Bonds (Measure T1, November 2016) at 0.0092%.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 10. FY 2020 Tax Rate: Fund Debt Service on Neighborhood Branch Library Improvements Project General Obligation Bonds (Measure FF, November 2008 Election)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,665-N.S. setting the FY 2020 tax rate for funding the debt service on the Neighborhood Branch Library Improvements Project General Obligation Bonds (Measure FF, November 2008 Election) at 0.0075%.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300

Consent Calendar

- 11. FY 2020 Tax Rate: Fund the Debt Service on the Affordable Housing General Obligation Bonds (Measure O, November 2018 Election)**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,666-N.S. setting the FY 2020 tax rate funding the debt service on the Affordable Housing General Obligation Bonds (Measure O, November 2018) at 0.0062%.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300
- 12. FY 2020 Special Tax Rate: Fund the Provision of Library Services**
From: City Manager
Recommendation: Adopt second reading of Ordinance No. 7,667-N.S. setting the FY 2020 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings.
First Reading Vote: All Ayes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300; Elliot Warren, Library, 981-6100
- 13. Repealing and Reenacting BMC Chapter 13.104, Wage Theft Prevention**
From: Mayor Arreguin and Councilmember Harrison
Recommendation: Adopt second reading of Ordinance No. 7,668-N.S. repealing and reenacting BMC Chapter 13.104, Wage Theft Prevention to improve enforcement of the ordinance by requiring a signed acknowledgement of ordinance requirements and signed attestation at completion of the project.
First Reading Vote: All Ayes.
Financial Implications: Staff time
Contact: Jesse Arreguin, Mayor, 981-7100
- 14. Contract: Downtown Berkeley YMCA for Fitness Center Memberships for City Employees**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with the Downtown Berkeley YMCA in the amount of \$224,064 for fitness center memberships for City employees and Legislative Assistants for the period of July 1, 2019 through June 30, 2020.
Financial Implications: Various Funds - \$224,064
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

Consent Calendar

15. Minutes for Approval

From: City Manager

Recommendation: Approve the minutes for the Council meetings of May 7, 2019 (two special closed and special), May 9, 2019 (special), May 11, 2019 (special), May 14, 2019 (special closed and regular), May 17, 2019 (special closed), and May 28, 2019 (special closed and regular).

Financial Implications: None

Contact: Mark Numainville, City Clerk, 981-6900

16. Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on June 25, 2019

From: City Manager

Recommendation: Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

Financial Implications: Various Funds - \$1,601,761

Contact: Henry Oyekanmi, Finance, 981-7300

17. Appropriations Limit for FY 2020

From: City Manager

Recommendation: Adopt a Resolution establishing the appropriations limit at \$275,031,790 for FY 2020 pursuant to Article XIIB of the Constitution of the State of California based on the calculations for the appropriations limit.

Financial Implications: See report

Contact: Henry Oyekanmi, Finance, 981-7300

18. Franchise Tax Board / City Business Tax Reciprocal Agreement

From: City Manager

Recommendation: Adopt a Resolution approving the Franchise Tax Board / City Business Tax Reciprocal Agreement for the City's participation in the local government business license information sharing program and authorizing the City Manager to sign the agreement.

Financial Implications: Staff time

Contact: Henry Oyekanmi, Finance, 981-7300

19. Revision to the Investment Policy and Designation of Investment Authority FY 2020

From: City Manager

Recommendation: Adopt a Resolution accepting the changes to the Investment Policy and to confirm the delegation of investment authority to make investments to the Director of Finance for FY 2020.

Financial Implications: None

Contact: Henry Oyekanmi, Finance, 981-7300

Consent Calendar

- 20. Contract No. 10904 Amendment: Bay Area Community Services (BACS) for Pathways STAIR Center Year Two Operations**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager or her designee to execute an amendment to Contract No. 10904 with Bay Area Community Services (BACS) for Pathways STAIR Center operations, extending the program through June 30, 2020 and adding \$2,091,305 for Year Two (FY 2020).
Financial Implications: Various Funds - \$2,091,305
Contact: Kelly Wallace, Housing and Community Services, 981-5400
- 21. Revenue Contract: Community Services Block Grant Discretionary Funding for June 1, 2019 – May 31, 2020**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager or her designee to accept the Community Services Block Grant (CSBG) Contract Number 19F-4404 for the amount of \$30,000 to provide services for low-income people for the period June 1, 2019 – May 31, 2020.
Financial Implications: Community Action Program Fund - \$30,000 (grant)
Contact: Kelly Wallace, Housing and Community Services, 981-5400
- 22. Contract: Dorothy Day House to Operate Shelter at Veteran’s Building**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract with Dorothy Day House in an amount not to exceed \$832,000 to operate the year-round shelter at the Veteran’s Building in FY20 and FY21.
Financial Implications: Homeless Emergency Aid Program Fund - \$832,000
Contact: Kelly Wallace, Housing and Community Services, 981-5400
- 23. Revenue Contracts: FY 2020 Aging Services Programs**
From: City Manager
Recommendation: Adopt five Resolutions authorizing the City Manager or her designee to execute any resultant revenue agreements and amendments with Alameda County to provide congregate and home-delivered meals, family caregiver support, senior center activities and information and assistance services to seniors for the following programs for Fiscal Year 2020:
1. Congregate Meals in the amount of \$46,380;
2. Home Delivered Meals in the amount of \$47,525;
3. Family Caregiver Support Program in the amount of \$47,157;
4. Senior Center Activities in the amount of \$29,272; and
5. Information and Assistance Services in the amount of \$63,501.
Financial Implications: See report
Contact: Kelly Wallace, Housing and Community Services, 981-5400

Consent Calendar

- 24. Contract No. 31900042 Amendment: CivicPlus, Inc. for Training and Integration Services**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract amendment to contract No. 31900042 with CivicPlus, Inc. for an additional amount of \$15,000 for professional services, and a total not-to-exceed contract value of \$58,000 for the term of November 30, 2018 through June 30, 2021.
Financial Implications: General Fund - \$15,000
Contact: Savita Chaudhary, Information Technology, 981-6500
- 25. Contract No. 10036C Amendment: TruePoint Solutions, LLC for Accela Professional Services**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to amend Contract No. 10036C with TruePoint Solutions, LLC for professional services, increasing the amount by \$276,000, for a total not-to-exceed amount of \$617,200, and extending the current term by 2 years for the term beginning June 1, 2015 to June 30, 2021.
Financial Implications: Permit Service Center Fund - \$276,000
Contact: Savita Chaudhary, Information Technology, 981-6500
- 26. Contract: NextRequest for Public Records Act Response Software System**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract with NextRequest for software hosting, implementation, maintenance and related services for a Public Records Act Response Software System, for an amount not to exceed \$65,000 for the period commencing on July 1, 2019 through June 30, 2021.
Financial Implications: IT Cost Allocation Fund - \$65,000
Contact: Savita Chaudhary, Information Technology, 981-6500
- 27. Contract: Governmentjobs.com, Inc. DBA NEOGOV for Performance and Learning Management System (P/LMS)**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract with GovernmentJobs.com dba NEOGOV for software hosting, licenses, implementation, maintenance and related services for a Performance Management, and Learning Management System (P/LMS) for an amount not to exceed \$225,000 for the period commencing on July 8, 2019 through June 30, 2024.
Financial Implications: FUND\$ Replacement Fund - \$225,000
Contact: Savita Chaudhary, Information Technology, 981-6500

Consent Calendar

- 28. Contract No. 8865J Amendment: Accela, Inc. for Software Maintenance and Professional Services**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to amend Contract No. 8865J with Accela, Inc., for software maintenance and professional services, increasing the amount by \$418,359 for a total not to exceed \$2,059,191 from December 12, 2011 to June 30, 2021.
Financial Implications: Various Funds - \$418,359
Contact: Savita Chaudhary, Information Technology, 981-6500
- 29. Contract No. 9536 Amendment: Royston, Hanamoto, Alley & Abey (RHAA) for On-Call Landscape Architecture**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 9536 with Royston, Hanamoto, Alley & Abey (RHAA) for additional on-call landscape architecture by increasing the contract amount by \$35,000 for a total not-to-exceed amount of \$210,000, and extending the term through June 30, 2021.
Financial Implications: Various Funds - \$35,000
Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700
- 30. Contract No. 10632 Amendment: GHD, Inc. for the WETA MOU Planning Phase for potential ferry service and public recreation pier at the Berkeley Marina**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 10632 with GHD, Inc. by increasing the amount by \$360,000 for a new contract amount not to exceed \$690,744 for the Planning Phase (technical feasibility study and public engagement process) for the viability of a potential WETA ferry service and public recreation pier at the Berkeley Marina.
Financial Implications: See report
Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700
- 31. 2019 Bay Area SunShares Residential Solar and Zero-Emission Vehicle Program**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a letter of commitment with the Business Council on Climate Change (BC3) to affirm the City of Berkeley's participation in the 2019 Bay Area SunShares residential solar and zero-emission vehicle program.
Financial Implications: See report
Contact: Timothy Burroughs, Planning and Development, 981-7400

Consent Calendar

32. Contract: Rincon Consultants, Inc. for Development of a Berkeley Pathway to Clean Energy Buildings Report

From: City Manager

Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract and any amendments, extensions, or change orders with Rincon Consultants, Inc. (Rincon) to develop a Berkeley Pathway to Clean Energy Buildings Report for an amount not to exceed \$80,000 for the period July 1, 2019 through June 30, 2020.

Financial Implications: See report

Contact: Timothy Burroughs, Planning and Development, 981-7400

33. On-Call Planning Services Contracts

From: City Manager

Recommendation: Adopt 23 Resolutions authorizing the City Manager to approve contracts and any amendments with the following firms for planning and environmental review services for a total contract period of three years:

1. Architecture + History, LLC in an amount not to exceed \$1,000,000; and
2. Baseline Environmental Consulting in an amount not to exceed \$1,000,000; and
3. Cotton, Shires and Associates, Inc. in an amount not to exceed \$1,000,000; and
4. Firstcarbon Solutions in an amount not to exceed \$1,000,000; and
5. Garcia and Associates in an amount not to exceed \$500,000; and
6. Ground Development Consulting, LLC in an amount not to exceed \$500,000; and
7. Hatch Associates Consultants, Inc. in an amount not to exceed \$1,000,000; and
8. HortScience | Bartlett Consulting in an amount not to exceed \$500,000; and
9. ICF Jones & Stokes, Inc. in an amount not to exceed \$1,000,000; and
10. Kimley-Horn and Associates, Inc. in an amount not to exceed \$500,000; and
11. Kittelson & Associates in an amount not to exceed \$500,000; and
12. LSA Associates, Inc. in an amount not to exceed \$1,000,000; and
13. Metropolitan Planning Group in an amount not to exceed \$1,000,000; and
14. Michael Baker International in an amount not to exceed \$1,000,000; and
15. Nichols Consulting Engineers, Chtd. in an amount not to exceed \$1,000,000; and
16. Pacific Legacy Inc. in an amount not to exceed \$500,000; and
17. Paleo West Archaeology in an amount not to exceed \$500,000; and
18. Placeworks in an amount not to exceed \$1,000,000; and
19. Raimi + Associates in an amount not to exceed \$1,000,000; and
20. Rincon Consultants, Inc. in an amount not to exceed \$1,000,000; and
21. Stacy Farr - Historic Resource Consulting in an amount not to exceed \$500,000; and
22. Stantec Consulting Services, Inc. in an amount not to exceed \$1,000,000; and
23. Urban Planning Partners Inc. in an amount not to exceed \$1,000,000

Financial Implications: See report

Contact: Timothy Burroughs, Planning and Development, 981-7400

Consent Calendar

- 34. Contract: Tanko Lighting for Street Light Luminaire Retrofit Project**
From: City Manager
Recommendation: Adopt a Resolution authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project with Tanko Lighting, Inc. for the City Street Light Luminaire Retrofit Project in an amount not to exceed \$140,875 for the period from July 1, 2019 through December 31, 2020.
Financial Implications: Street Light Assessment District Fund - \$140,875
Contact: Phillip Harrington, Public Works, 981-6300
- 35. Educator and Educational Staff Housing**
From: Housing Advisory Commission
Recommendation: Amend the Housing Trust Fund Guidelines and other relevant City of Berkeley housing policies to foster workforce housing for educators and educational staff by expanding income eligibility to include up to 120% AMI; and Provide \$150,000 to the Berkeley Unified School District to undertake predevelopment planning for housing to be built in Berkeley that will be available to educators and educational staff working for BUSD; and Work with the District to identify possible financing opportunities for capital development; and Recommend the Berkeley Unified School District balances building as many units as possible with being as family-friendly as possible.
Financial Implications: See report
Contact: Mike Uberti, Commission Secretary, 981-7400

Council Consent Items

- 36. An Action Plan for Greening the City of Berkeley Fleet of Vehicles**
From: Councilmembers Wengraf, Harrison, Robinson and Mayor Arreguin
Recommendation: Request the City Manager and Department of Public Works collaborate to create an Action Plan ("plan"), by June 2020, to aggressively accelerate the implementation of the electrification of the City's municipal fleet and phase out fossil fuel use in municipal vehicles by 2030 with consideration of an earlier transition for light-duty passenger vehicles. The Plan should include an evaluation of the City's current fleet and an analysis of opportunities for transitioning to a fleet of fossil fuel free vehicles, as soon as the technology can safely meet operational needs. An update on our progress should be reported to City Council as an information item every six months.
In the interim, the City Manager is asked to explain criteria used to purchase fossil fuel vehicles in all future staff items related to vehicle purchases with Council.
Financial Implications: See report
Contact: Susan Wengraf, Councilmember, District 6, 981-7160

Council Consent Items

- 37. Zoning Ordinance Modification for Elmwood Commercial District**
From: Councilmember Droste, Mayor Arreguin, and Councilmembers Harrison, and Wengraf
Recommendation: Refer to the Planning Commission to amend Chapter 23E.44, C-E Elmwood Commercial District Provisions to allow for amusement device arcades with a Tier 2 Administrative Use Permit (for spaces >3,000 Sq. Ft.) and a Zoning Certificate (for spaces < 3,000 Sq. Ft.). Proposed ordinance language for changes to Table 23E.44.030 are attached to the report.
Financial Implications: See report
Contact: Lori Droste, Councilmember, District 8, 981-7180

Action Calendar

The public may comment on each item listed on the agenda for action as the item is taken up. For items moved to the Action Calendar from the Consent Calendar or Information Calendar, persons who spoke on the item during the Consent Calendar public comment period may speak again at the time the matter is taken up during the Action Calendar.

The Presiding Officer will request that persons wishing to speak line up at the podium to determine the number of persons interested in speaking at that time. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Presiding Officer may limit the public comment for all speakers to one minute per speaker. Speakers are permitted to yield their time to one other speaker, however no one speaker shall have more than four minutes. The Presiding Officer may, with the consent of persons representing both sides of an issue, allocate a block of time to each side to present their issue.

Action items may be reordered at the discretion of the Chair with the consent of Council.

Action Calendar – Old Business

- 38. Budget Referral: Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way, FY2020-2021 (Continued from June 11, 2019)**
From: Councilmember Davila
Recommendation: Refer to the FY20 (2020/2021) RRV Budget Process for consideration of at least \$150,000 and up to remediate the Lawn Bowlers, North Green and Santa Fe Right-of-Way in advance of Request for Proposal (RFP) for these areas that potentially could provide much needed affordable alternative housing.
Refer to the Homeless Services Panel of Experts to consider Measure P funds for remediation purposes for these properties.
Financial Implications: See report
Contact: Cheryl Davila, Councilmember, District 2, 981-7120

Action Calendar – New Business

- 39. FY 2020 and FY 2021 Biennial Budget Adoption**
From: City Manager
Recommendation: Adopt a Resolution: a) Adopting the FY 2020 & FY 2021 Biennial Budget as contained in the City Manager's FY 2020 & FY 2021 Proposed Biennial Budget that includes the Proposed Capital Budget, presented to Council on May 7, 2019, and as amended by subsequent Council action. b) Authorizing the City Manager to provide applicable advances to selected community agencies receiving City funds in FY 2020, as reflected in Attachment 2 to the report, and as amended by subsequent Council action.
Financial Implications: See report
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000
- 40. FY 2020 Annual Appropriations Ordinance**
From: City Manager
Recommendation: Adopt first reading of an Ordinance adopting the FY 2020 Annual Appropriations Ordinance (AAO) in the amount of \$520,227,935 (gross appropriations) and \$454,517,219 (net appropriations).
Financial Implications: See Report
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000
- 41. Borrowing of Funds and the Sale and Issuance of FY 2019-20 Tax and Revenue Anticipation Notes**
From: City Manager
Recommendation: Adopt a Resolution approving the borrowing of \$35,000,000 and the sale and issuance of Fiscal Year 2019-20 Tax and Revenue Anticipation Notes.
Financial Implications: See report
Contact: Henry Oyekanmi, Finance, 981-7300

Council Action Items

- 42. Waiver of Fees for Trash Corral Pilot Program**
From: Councilmembers Robinson and Harrison
Recommendation: Adopt a resolution waiving the Minor Encroachment Permit application and permit fees and the Miscellaneous Permit to Construct fees required by both the Telegraph Business Improvement District and the Downtown Berkeley Association for the installation of their pilot trash corrals.
Financial Implications: See report
Contact: Rigel Robinson, Councilmember, District 7, 981-7170

Information Reports

- 43. Voluntary Time Off Program for FY 2020**
From: City Manager
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

Information Reports

- 44. Audit Status Report Response: Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight from January 1, 2019 – April 16, 2019**
From: City Manager
Contact: Paul Buddenhagen, City Manager's Office, 981-7000
- 45. FY 2020 Civic Arts Grant Awards**
From: City Manager
Contact: Jordan Klein, Economic Development, 981-7530
- 46. FY 2019 Second Quarter Investment Report: Ended December 31, 2018**
From: City Manager
Contact: Henry Oyekanmi, Finance, 981-7300
- 47. Referral Response: Community Microbond Initiative**
From: City Manager
Contact: Henry Oyekanmi, Finance, 981-7300
- 48. LPO NOD: 2140 Shattuck Avenue, #LMSAP2018-0004**
From: City Manager
Contact: Timothy Burroughs, Planning and Development, 981-7400
- 49. goBerkeley Parking Management Program: Parking Rate and Time Limit Adjustments for Northside Area for August 1, 2019**
From: City Manager
Contact: Phillip Harrington, Public Works, 981-6300
- 50. 2019 Commission on Disability Work Plan**
From: Commission on Disability
Contact: Dominika Bednarska, Commission Secretary, 981-6300
- 51. 2019 Public Outreach Efforts of Commission on Disability**
From: Commission on Disability
Contact: Dominika Bednarska, Commission Secretary, 981-6300
- 52. Mental Health Commission 2018 Annual Report**
From: Mental Health Commission
Contact: Karen Klatt, Commission Secretary, 981-5400

Public Comment – Items Not Listed on the Agenda

Adjournment

NOTICE CONCERNING YOUR LEGAL RIGHTS: *If you object to a decision by the City Council to approve or deny a use permit or variance for a project the following requirements and restrictions apply:*
1) *No lawsuit challenging a City decision to deny (Code Civ. Proc. §1094.6(b)) or approve (Gov. Code*

65009(c)(5)) a use permit or variance may be filed more than 90 days after the date the Notice of Decision of the action of the City Council is mailed. Any lawsuit not filed within that 90-day period will be barred. 2) In any lawsuit that may be filed against a City Council decision to approve or deny a use permit or variance, the issues and evidence will be limited to those raised by you or someone else, orally or in writing, at a public hearing or prior to the close of the last public hearing on the project.

Live captioned broadcasts of Council Meetings are available on Cable B-TV (Channel 33), via internet accessible video stream at <http://www.cityofberkeley.info/CalendarEventWebcastMain.aspx> and KPFB Radio 89.3.

Archived indexed video streams are available at <http://www.cityofberkeley.info/citycouncil>. Channel 33 rebroadcasts the following Wednesday at 9:00 a.m. and Sunday at 9:00 a.m.

Communications to the City Council are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the City Clerk Department at 2180 Milvia Street. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the City Clerk Department for further information.

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

Agendas and agenda reports may be accessed via the Internet at <http://www.cityofberkeley.info/citycouncil> and may be read at reference desks at the following locations:

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

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

COMMUNICATION ACCESS INFORMATION:

This meeting is being held in a wheelchair accessible location.

To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date.

Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.



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

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*I hereby certify that the agenda for this meeting of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on June 13, 2019.*



Mark Numainville, City Clerk

## **Communications**

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

### **Berkeley Marina Docks**

1. Erwan Illian

### **5G**

2. Annamarta Dostourian
3. Kate Bernier (3)
4. Meaveen O'Connor
5. Ryan Van Valer
6. Phoebe Sorgen (2)
7. Vivian Warkentin
8. Alan Kiviat
9. Elisabeth Jewel

### **North Berkeley BART**

10. Ariane Michas
11. Priscilla Villanueva
12. Yvonne Nyborg
13. Mia Bruch
14. Sue von Baeyer
15. Lothar
16. Maura Ghizzoni
17. John and Susan Prausnitz
18. Alison Ascher Webber
19. David Johnson
20. Linda Friedman
21. Margot Murtaugh
22. Dana Gildemeister
23. Belle Adler
24. Walter Wood

### **Electric Vehicles**

25. Betsy Thagard
26. Vanessa Warheit (2)



**RV**

- 27. Felice Botts
- 28. Nigel Guest

**Homelessness and Encampments**

- 29. Steven Donaldson
- 30. russbumper
- 31. Mike Lee

**Recycle**

- 32. Harvey Sherback (4)

**Street Intersections**

- 33. Brian Witt
- 34. Amanda Rebel
- 35. Ben Gerhardstein
- 36. Amy Eisenberg
- 37. Janice Greenberg

**Vets**

- 38. russbumper (3)

**Police**

- 39. Fred Dodsworth
- 40. Tammmy Rieser
- 41. russbumper

**Cannabis**

- 42. Elizabeth Greene, Cannabis Commission Secretary (2)

**East Bay Rental Housing Association**

- 43. Shani Brown

**Transfer Station Rate**

- 44. David Lerman

**7<sup>th</sup> Annual Rosa Parks Fifth Grade Mock Trial**

- 45. Ty Alper

**Performance for Mama Washington**

- 46. Adriana Betti

**2701 Shattuck – ZAB**

- 47. Lee Ling

## **Committee Meetings Transparency**

48. Pam Speich

## **Missing Middle**

49. Lee Bishop

## **Orbiting Weapon**

50. Jesse Hampton

## **Proposed Senior Facility**

51. Fran Haselsteiner

## **Virginia Beach Incident**

52. Steven Schuyler

## **William Barclay Caldeira**

53. russbumper

## **Tenant's Access to Apartment Blocked**

54. Curtis Bray (2)

## **Decriminalize Nature**

55. Jessica Behrman

## **Street Lights**

56. Eric Friedman

## **Supplemental Communications and Reports**

*Items received by the deadlines for submission will be compiled and distributed as follows. If no items are received by the deadline, no supplemental packet will be compiled for said deadline.*

- **Supplemental Communications and Reports 1**  
Available by 5:00 p.m. five days prior to the meeting.
- **Supplemental Communications and Reports 2**  
Available by 5:00 p.m. the day before the meeting.
- **Supplemental Communications and Reports 3**  
Available by 5:00 p.m. two days following the meeting.

ORDINANCE NO. 7,656-N.S.

SETTING THE FISCAL YEAR 2020 SPECIAL TAX RATE TO FUND MAINTENANCE OF PARKS, CITY TREES AND LANDSCAPING IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 Tax Rate for the maintenance of parks, City trees and landscaping is set at \$0.1729 per square foot of taxable improvements.

Section 2. The cost to the taxpayer during FY 2020 will be \$207.48 for a 1,200 square foot home and \$518.70 for a 3,000 square foot home.

Section 3. This Tax Rate will result in estimated total collections of \$14,143,821.

Section 4. The tax imposed by this ordinance does not apply to any property owner whose total personal income, from all sources for the previous calendar year, does not exceed that level which shall constitute a very low income, as established by resolution of City Council.

Section 5. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,657-N.S.

SETTING THE FISCAL YEAR 2020 SPECIAL TAX RATE TO FUND THE PROVISION OF EMERGENCY MEDICAL SERVICES FOR THE CITY OF BERKELEY

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

Section 1. The FY 2020 Tax Rate for Emergency Medical Services is set at \$0.0393 per square foot of taxable improvements.

Section 2. The cost to taxpayers during FY 2020 will be \$47.16 for a 1,200 square foot home and \$117.90 for a 3,000 square foot home.

Section 3. This tax rate will result in estimated total collections of \$3,215,011.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,658-N.S.

SETTING THE FISCAL YEAR 2020 SPECIAL TAX RATE TO FUND EMERGENCY SERVICES FOR THE SEVERELY DISABLED IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 Tax Rate to fund emergency services for severely disabled persons is set at \$0.01638 per square feet of improvements.

Section 2. The cost to taxpayers during FY 2020 will be \$19.66 for a 1,200 square foot home and \$49.14 for a 3,000 square foot home.

Section 3. This tax rate will result in estimated total collections of \$1,339,668.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.





ORDINANCE NO. 7,659-N.S.

SETTING THE FY 2020 MUNICIPAL TAX RATE FOR THE CITY OF BERKELEY FOR BUSINESS LICENSE TAX ON LARGE NON-PROFITS

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

Section 1. The rate of tax for the FY 2020 business license tax on large non-profits is as follows:

\$0.6420 per square foot of improvements over 120,000 square feet

Section 2. This Ordinance shall take effect and be in full force from and after its final passage.

Section 3. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,660-N.S.

SETTING THE FISCAL YEAR 2020 SPECIAL TAX RATE TO FUND THE  
PROCUREMENT OF DISASTER FIRE EQUIPMENT FOR THE CITY OF BERKELEY

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

Section 1. The FY 2020 Tax Rate for the procurement of disaster fire equipment is set at \$0.0125 per square foot of taxable improvements.

Section 2. The cost to taxpayers during FY 2020 will be \$15.00 for a 1,200 square foot home and \$37.50 for a 3,000 square foot home.

Section 3. This tax rate will result in estimated total collections of \$985,734.

Section 4. The tax imposed by this ordinance does not apply to any property owner whose total personal income, from all sources for the previous calendar year, does not exceed that level which shall constitute a very low income, as established by resolution of City Council.

Section 5. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within fifteen days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Pubic Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,661-N.S.

SETTING THE FISCAL YEAR 2020 TAX RATE FOR FUNDING THE DEBT SERVICE ON THE STREET AND WATERSHED IMPROVEMENTS GENERAL OBLIGATION BONDS (MEASURE M, NOVEMBER 2012 ELECTION) IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 tax rate for debt service on the General Obligation Bonds is set at 0.0065%.

Section 2. The Tax Rate will be based on the estimated assessed values for all rolls (secured, unsecured, and utility) and will become a part of the FY 2020 property tax bill.

Section 3. This Tax Rate will result in estimated total collections of \$1,400,000 needed to make the March 1, 2020 and September 1, 2020 debt service payments on the outstanding General Obligation Bonds.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,662-N.S.

SETTING THE FISCAL YEAR 2020 SPECIAL TAX RATE TO FUND FIRE PROTECTION AND EMERGENCY RESPONSE AND PREPAREDNESS (MEASURE GG) IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 Tax Rate for the Fire Protection and Emergency Response and Preparedness (Measure GG) is set at:

- \$0.05818 per square foot of improvements for dwellings
- \$0.08804 per square foot of improvements for all other properties

Section 2. The cost to taxpayers during FY 2020 will be \$69.81 for a 1,200 square foot dwelling and \$174.54 for a 3,000 square foot dwelling.

Section 3. This tax rate will result in estimated total collections of \$5,328,686.

Section 4. The tax imposed by this ordinance does not apply to any property owner whose total personal income, from all sources for the previous calendar year, does not exceed that level which shall constitute a very low income, as established by resolution of City Council.

Section 5. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.





ORDINANCE NO. 7,663-N.S.

SETTING THE FY 2020 TAX RATE FOR FUNDING THE DEBT SERVICE ON THE 2015 REFUNDING GENERAL OBLIGATION BONDS

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

Section 1. The FY 2020 Tax Rate for the debt service on the 2015 Refunding General Obligation Bonds - Measures G, S and I (General Obligation Bonds - Elections of 1992, 1996 and 2002) at 0.0150%.

Section 2. The Tax Rate will be based on estimated assessed values for all rolls (secured, unsecured, and utility) and will become a part of the FY 2020 property tax bill.

Section 3. This Tax Rate will result in estimated total collections of \$3,200,000 needed to make the March 1, 2020 and September 1, 2020 debt service payments on Refunding General Obligation Bonds.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,664-N.S.

SETTING THE FISCAL YEAR 2020 TAX RATE FOR FUNDING THE DEBT SERVICE ON THE INFRASTRUCTURE AND FACILITIES IMPROVEMENTS GENERAL OBLIGATION BONDS (MEASURE T1, NOVEMBER 2016 ELECTION) IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 tax rate for debt service on the General Obligation Bonds is set at 0.0092%.

Section 2. The Tax Rate will be based on the estimated assessed values for all rolls (secured, unsecured, and utility) and will become a part of the FY 2020 property tax bill.

Section 3. This Tax Rate will result in estimated total collections of \$2,000,000 needed to make the March 1, 2020 and September 1, 2020 debt service payments on the proposed General Obligation Bonds.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,665-N.S.

SETTING THE FY 2020 TAX RATE FOR FUNDING THE DEBT SERVICE ON THE NEIGHBORHOOD BRANCH LIBRARY IMPROVEMENTS PROJECT GENERAL OBLIGATION BONDS (MEASURE FF, NOVEMBER 2008 ELECTION) IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 tax rate for the debt service on the General Obligation Bonds is set at 0.0075%.

Section 2. The Tax Rate will be based on the estimated assessed values for all rolls (secured, unsecured, and utility) and will become a part of the FY 2020 property tax bill.

Section 3. This Tax Rate will result in estimated total collections of \$1,600,000 needed to make the March 1, 2020 and September 1, 2020 debt service payments on the outstanding General Obligation Bonds.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



ORDINANCE NO. 7,666-N.S.

SETTING THE FISCAL YEAR 2020 TAX RATE FOR FUNDING THE DEBT SERVICE ON THE AFFORDABLE HOUSING GENERAL OBLIGATION BONDS (MEASURE O, NOVEMBER 2018 ELECTION) IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 tax rate for debt service on the General Obligation Bonds is set at 0.0062%.

Section 2. The Tax Rate will be based on the estimated assessed values for all rolls (secured, unsecured, and utility) and will become a part of the FY 2020 property tax bill.

Section 3. This Tax Rate will result in estimated total collections of \$1,250,000 needed to make the September 1, 2020 debt service payments on the proposed General Obligation Bonds.

Section 4. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.





ORDINANCE NO. 7,667-N.S.

SETTING THE FISCAL YEAR 2020 SPECIAL TAX RATE TO FUND LIBRARY SERVICES TAX IN THE CITY OF BERKELEY

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

Section 1. The FY 2020 Tax Rate to support usual and current expenses of operating library services is set at \$0.2272 per square foot for dwelling units and \$0.3435 per square foot for industrial, commercial and institutional buildings.

Section 2. The cost to taxpayers during FY 2020 will be \$340.85 for a 1,500 square foot dwelling and \$515.32 for all other property of similar size.

Section 3. This tax rate will result in estimated total collections of \$20,452,814.

Section 4. The tax imposed by this ordinance does not apply to any property owner whose total personal income, from all sources for the previous calendar year, does not exceed that level which shall constitute a very low income, as established by resolution of City Council.

Section 5. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



## ORDINANCE NO. 7,668-N.S.

REPEALING AND REENACTING BERKELEY MUNICIPAL CODE CHAPTER 13.104,  
WAGE THEFT PREVENTION

Section 1. That Berkeley Municipal Code Chapter 13.104 is hereby repealed and reenacted as follows:

**Chapter 13.104**  
**WAGE THEFT PREVENTION**

Sections:

- 13.104.010 Findings.
- 13.104.020 Definitions.
- 13.104.030 Pay Transparency Acknowledgments from Permit Applicant, Contractor, and Qualifying Subcontractor.
- 13.104.040 Pay Transparency Attestations Following Project Completion.
- 13.104.050 Posting of Ordinance.
- 13.104.060 Determination of Construction Pay Transparency Compliance.
- 13.104.070 Issuance of a Certificate of Occupancy.
- 13.104.080 Private Right of Action.
- 13.104.090 City Manager Regulations.
- 13.104.100 Severability.

**13.104.010 Findings.**

A. The City of Berkeley is committed to protecting the public health, safety and welfare. The construction industry involves unique labor standards compliance challenges. Construction workers who do not receive all of their wages and mandatory benefits are likely to discover that despite the best efforts of State enforcement officials, many employees continue to be victims of wage theft because they are unaware of their rights or the State lacks adequate resources to advocate on their behalf. General contractors and Developer/Owners who receive City-issued permits and licenses and who benefit from the construction workers' labor may disclaim responsibility for making underpaid workers whole.

B. Testimony presented to the State of California's "Little Hoover" Commission stated that existing studies suggest that "the underground economy" is at least a \$10 billion problem in California. Statewide, the construction industry is the industry with the second highest level of labor standards violations (as measured by State Labor Commissioner penalty assessments), surpassed only by the restaurant industry. Deputy Labor Commissioners conducted 985 inspections in the private construction industry in 2012-13, yielding 595 citations that assessed \$5.3 million in penalties. Enforcement actions, however, are dwarfed by the number of contractors and projects in California, including projects in Berkeley. Over 300,000 state-licensed contractors performed about \$48 billion worth of private construction work in the State in 2014. The mismatch between the resources of the State and the scope of the issue of fundamental wage projections through disclosure and transparency requires the involvement of local

government police powers.

C. Assembly Bill 469, also known as the Wage Theft Protection Act of 2011, went into effect on January 1, 2012, adding section 2810.5 to the Labor Code. The act requires that all employers provide each employee with a written notice containing specified information at the time of hire.

D. This Chapter will ensure compliance with the Wage Theft Protection Act of 2011 by requiring confirmation by owners, contractors and subcontractors of the rate of pay and other legally required information regarding mandatory and voluntary fringe benefits pursuant to Labor Code section 2810.5.

**13.104.020 Definitions.**

Whenever used in this chapter, the following terms shall have the meanings set forth below.

A. "City" shall mean the City of Berkeley.

B. "Completion of the project" means that construction is complete and the project is eligible for a Certificate of Occupancy or Temporary Certificate of Occupancy.

C. "Contractor" shall mean the prime contractor for the Project.

D. "Labor Commissioner" shall mean the Office of the Labor Commissioner within the State of California's Department of Industrial Regulations.

E. "Owner" shall mean the person or persons, firm, corporation or partnership exercising ownership of the Project.

F. "Permit Applicant" shall mean Owner, developer, or Contractor who applied for the building permit for the Project.

G. "Project" shall mean a new construction project of greater than 30,000 square feet that is not subject to local, state or federal prevailing wage requirements or does not have a valid Project Labor or Community Workforce Agreement.

H. "Project construction employees" shall mean employees of the Contractor or Subcontractor.

I. "Qualifying Subcontractor" shall mean a subcontractor of any tier whose portion of the work exceeds \$100,000 or one percent (1%) of the value of the construction cost of the Project.

J. "Responsible Representative" shall mean an officer (if a corporation), general partner (if a partnership or a limited partnership), managing member (if a limited liability company) or qualifying person associated with the Owner, contractor and/or subcontractor. A qualifying person is defined in Section 7068 of the California Business and Professions Code.

**13.104.030 Pay Transparency Acknowledgments from Permit Applicant, Contractor, and Qualifying Subcontractor.**

A. Within 30 days of issuance of a building permit, the Permit Applicant shall provide to the City a Permit Applicant Pay Transparency Acknowledgment on a form approved by the City for this purpose. The form shall include an attestation under penalty of perjury under the laws of the State of California by a Responsible Representative of the Permit Applicant that: (i) the Permit Applicant has reviewed Chapter 13.104 of the Berkeley

Municipal Code; and (ii) following Project completion, if the City cannot make a finding of compliance with the provisions of this Chapter pursuant to section 13.104.060, the Permit Applicant will be responsible for demonstrating either (a) compliance with Labor Code sections 226 and 2810.5 or (b) the existence of a Labor Payment or a Lien Release Bond(s) pursuant to 13.104.070(B).

B. Within 30 days of the issuance of a building permit if the Contractor(s) and Qualifying Subcontractors have been selected by that date, but in any event no later than the Contractor or Qualifying Subcontractor's first day of work on the Project, for each Contractor and Qualifying Subcontractor, the Permit Applicant shall provide to the City a Contractor Pay Transparency Acknowledgment on a form approved by the City for this purpose. On each Contractor Pay Transparency Acknowledgment, a Responsible Representative of the Contractor or Qualifying Subcontractor must attest under penalty of perjury under the laws of the State of California, that: (i) the Contractor or Qualifying Subcontractor has reviewed Chapter 13.104 of the Berkeley Municipal Code; and (ii) either (a) Project construction employees will receive Labor Code Section 2810.5 compliant notices and Labor Code Section 226(a) compliant itemized wage statements, or (b) Project construction employees meet one or more of the criteria of Labor Code section 2810.5(c).

**13.104.040 Pay Transparency Attestations Following Project Completion.**

Within 10 days of the completion of the Project, for each Contractor and Qualifying Subcontractor, Permit Applicant shall provide to the City a Pay Transparency Attestation on a form approved by the City for this purpose. On each Pay Transparency Attestation, a Responsible Representative of the Contractor or Qualifying Subcontractor must attest under penalty of perjury under the laws of the State of California that: (i) the Contractor or Qualifying Subcontractor complied with Chapter 13.104 of the Berkeley Municipal Code; and (ii) either (a) Project construction employees received complete and accurate information pursuant to Labor Code Sections 226 and 2810.5, or (b) Project construction employees met one or more of the criteria of Labor Code section 2810.5(c).

**13.104.050 Posting of Ordinance.**

Each day work is performed on the Project, the Permit Applicant shall post and keep posted in a conspicuous location frequented by Project construction employees, and where the notice may be easily read by Project construction employees during the hours of the workday, a notice that: (i) contains the text of Chapter 13.104 of the Berkeley Municipal Code; (ii) explains that workers can report violations of Labor Code sections 226 and 2810.5 to the Labor Commissioner of the State of California; and (iii) provides current contact information, including office address, telephone number, and email address of the Labor Commissioner of the State of California.

**13.1040.060 Determination of Construction Pay Transparency Compliance.**

Prior to approval of a Certificate of Occupancy for the Project, the City shall make a finding of compliance with the provisions of this Chapter. Such finding shall be issued if: (i) the City determines after review of the information provided pursuant to

sections 13.104.030 and 13.104.040 that the Permit Applicant, Contractor and all Qualifying Subcontractor(s) have complied with the provisions of this Chapter; and (ii) the City has not received any information that a complaint is pending before the Labor Commissioner, or that the Labor Commissioner has issued a final order of enforcement, regarding violations of Labor Code Sections 226 or 2810.5 by any Contractor or Qualifying Subcontractor at the Project.

**13.104.070 Issuance of a Certificate of Occupancy.**

A. The City shall issue a Certificate of Occupancy to the Permit Applicant if it makes a finding of Construction Pay Transparency Compliance pursuant to 13.104.060 and all requirements of the building code are met.

B. If the City cannot make a finding of compliance with the provisions of this Chapter pursuant to section 13.104.060 , the City will approve a Certificate of Occupancy only if:

- (i) the Permit Applicant demonstrates that the Permit Applicant, Contractor, and all Qualifying Subcontractors have complied with Labor Code sections 226 and 2810.5; or
- (ii) the Permit Applicant demonstrates the existence of a Labor Payment or a Lien Release Bond(s) for the Project. The bond shall be in an amount equal to 20 percent of the combined value of the contract(s) of all Contractor(s) and/or Qualifying Subcontractor(s) for which the City lacks Pay Transparency Acknowledgment or Attestations, or 125 percent of the amount of any Project-related, Labor Commissioner issued Civil Wage and Penalty Assessment(s) or mechanics lien(s), whichever is greater.

**13.104.080 Private Right of Action.**

Nothing in this chapter shall be interpreted to authorize a right of action against the City.

**13.104.090 City Manager Regulations.**

The City Manager may promulgate regulations for the administration and enforcement of this Chapter.

**13.104.100 Severability.**

If any word, phrase, sentence, part, section, subsection, or other portion of this chapter, or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this chapter, and all applications thereof, not having been declared void, unconstitutional or invalid, shall remain in full force and effect. The City Council hereby declares that it would have passed this title, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional.

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

At a regular meeting of the Council of the City of Berkeley held on June 11, 2019, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.







Office of the City Manager

CONSENT CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Teresa Berkeley-Simmons, Budget Manager

Subject: Contract: Downtown Berkeley YMCA for Fitness Center Memberships for City Employees

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with the Downtown Berkeley YMCA in the amount of \$224,064 for fitness center memberships for City employees and Legislative Assistants for the period July 1, 2019 through June 30, 2020.

FISCAL IMPACTS OF RECOMMENDATION

FY 2020 Contract Cost: \$224,064 (389 members @ \$48 per month \* 12 months)

FY 2019 Contract Cost: \$221,184 (384 members @ \$48 per month \* 12 months)

The FY 2020 contract represents an increase of \$2,880 from the FY 2019 contract. The increase is due to the number of memberships increasing from 384 members to 389 members. Although the contract cost of \$224,064 for FY 2020 is based on 389 memberships, this amount is a flat fee for the duration of the fiscal year regardless of whether memberships increase or decrease during the fiscal year. The FY 2020 Budget includes funding for this contract in fringe benefit accounts in department budgets that is collected and paid out from the Payroll Deduction Trust Fund. The General Fund will cover approximately \$108,374 of the contract cost and the remaining \$115,690 will be covered by other funds.

CURRENT SITUATION AND ITS EFFECTS

The current agreement began on July 1, 2018 and ends on June 30, 2019. A new contract is needed for FY 2020, which will continue the memberships for City employees and Legislative Assistants at a low cost.

BACKGROUND

Since 1989, the City has had an agreement with the YMCA to provide low cost fitness memberships for City employees and officials.

The City's labor contracts require the City to pay 75% of the total membership cost and employees pay the remaining 25%. Beginning on July 1, 2018, the full membership

cost was \$64 per month, which meant the City's share was \$48 per month and the employee's share was \$16 per month. For FY 2020, the membership cost will remain at \$64 per month.

This benefit is included in all of the collective bargaining agreements and would terminate at the same time as the longest union contract containing the benefit. The City would need to hold meet and confer sessions with the unions if it wishes to eliminate this benefit.

The Downtown Berkeley YMCA contract is a Strategic Plan Priority, advancing our goal to attract and retain a talented and diverse City government workforce.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONALE FOR RECOMMENDATION

City contracts for personal services over \$50,000 require authorization from the City Council before the City Manager can execute the contract.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Rama Murty, Senior Management Analyst, City Manager's Office, 981-7044

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: DOWNTOWN BERKELEY YMCA FOR LOW COST FITNESS CENTER  
MEMBERSHIPS FOR CITY EMPLOYEES

WHEREAS, the City has had an agreement with the Downtown Berkeley YMCA to provide low cost fitness memberships for City employees and legislative assistants; and

WHEREAS, the City's labor contracts require the City to pay 75 percent of the total membership cost; and

WHEREAS, the current agreement began on July 1, 2018 and ends on June 30, 2019 and a new contract is proposed for FY 2020; and

WHEREAS, the FY 2020 Budget includes funding for this contract in fringe benefit accounts in department budgets that is collected and paid out from the Payroll Deduction Trust Fund.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with the Downtown Berkeley YMCA for low cost fitness center memberships for City of Berkeley employees and legislative assistants for the period July 1, 2019 to June 30, 2020 in the amount not to exceed \$224,064. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Mark Numainville, City Clerk  
 Subject: Minutes for Approval

RECOMMENDATION

Approve the minutes for the Council meetings of May 7, 2019 (two special closed and special), May 9, 2019 (special), May 11, 2019 (special), May 14, 2019 (special closed and regular), May 17, 2019 (special closed), and May 28, 2019 (special closed and regular).

CONTACT PERSON

Mark Numainville, City Clerk, 981-6900

Attachments:

1. May 7, 2019—Special Closed City Council Meeting (4:30 p.m.)
2. May 7, 2019—Special Closed City Council Meeting (5:00 p.m.)
3. May 7, 2019—Special City Council Meeting
4. May 9, 2019—Special City Council Meeting
5. May 11, 2019—Special City Council Meeting
6. May 14, 2019—Special Closed City Council Meeting
7. May 14, 2019—Regular City Council Meeting
8. May 17, 2019—Special Closed City Council Meeting
9. May 28, 2019—Special Closed City Council Meeting
10. May 28, 2019—Regular City Council Meeting

**MINUTES  
BERKELEY CITY COUNCIL SPECIAL MEETING  
TUESDAY, MAY 7, 2019  
4:30 P.M.**

**School District Board Room – 1231 Addison Street, Berkeley, CA**

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 4:31 p.m.

**Present:** Bartlett, Droste, Hahn, Harrison, Robinson, Wengraf, Arreguin

**Absent:** Davila, Kesarwani

Councilmember Kesarwani present at 4:41 p.m.

Councilmember Davila present at 4:47 p.m.

**Public Comment - Limited to items on this agenda only – 0 speakers**

**CLOSED SESSION:**

The City Council will convene in closed session to meet concerning the following:

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1):**

- a. Pending litigation – one case: People v. Leonard Felton Powell, Alameda County Superior Court Case No. RG15762567

**Action:** No reportable action taken.

**OPEN SESSION:**

No reportable action taken.

**Adjournment**

**Action:** M/S/C (Droste/Wengraf) to adjourn the meeting.

**Vote:** All Ayes.

Adjourned at 5:46 p.m.

I hereby certify that the forgoing is a true and correct record of the special closed meeting of May 7, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

**MINUTES  
BERKELEY CITY COUNCIL SPECIAL MEETING  
TUESDAY, MAY 7, 2019  
5:00 P.M.**

**School District Board Room – 1231 Addison Street, Berkeley, CA**

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 5:47 p.m.

**Present:** Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, Arreguin

**Absent:** None

**Public Comment - Limited to items on this agenda only – 0 speakers**

**CLOSED SESSION:**

The City Council will convene in closed session to meet concerning the following:

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1):**

a. Rideout matter -- Claim No.: 0360BC2018

**Action:** M/S/C (Droste/Wengraf) to approve the settlement in the Rideout matter: Claim No.: 0360BC2018 for \$237,000.

**Vote:** Ayes – Kesarwani, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain - Davila.

**OPEN SESSION:**

The City Council met in closed session and approved the settlement in the Rideout matter: Claim No.: 0360BC2018 for \$237,000.00.

**Adjournment**

**Action:** M/S/C (Bartlett/Harrison) to adjourn the meeting.

**Vote:** All Ayes.

Adjourned at 6:02 p.m.



I hereby certify that the forgoing is a true and correct record of the special closed meeting of May 7, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

**MINUTES  
SPECIAL MEETING OF THE  
BERKELEY CITY COUNCIL**

**Tuesday, May 7, 2019**

**6:00 P.M.**

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

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 6:18 p.m.

**Present:** Davila, Droste, Hahn, Harrison, Robinson, Wengraf, Arreguin

**Absent:** Bartlett, Kesarwani

Councilmember Bartlett present at 6:20 p.m.

Councilmember Kesarwani present at 6:21 p.m.

**Report from Closed Session**

On May 7, 2019, the City Council met in closed session and approved the settlement in the Rideout matter: Claim No.: 0360BC2018 for \$237,000.00.

**Worksession**

**1. FY 2020 and FY 2021 Proposed Budget**

**From: City Manager**

Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

**Action:** 7 speakers. Presentation made and discussion held including supplemental material from the City Manager in Supplemental Communications Packet #2 and distributed at the meeting.

**Action:** M/S/C (Arreguin/Wengraf) to accept revised material from the City Manager on Item 1.

**Vote:** Ayes – Bartlett, Davila, Droste, Hahn, Harrison, Robinson, Wengraf, Arreguin; Noes – None; Abstain – None; Absent – Kesarwani.

Councilmember Kesarwani absent 6:59 p.m. – 7:03 p.m.

**2. Presentation: Bond Disclosure Training**

**From: City Manager**

Contact: Henry Oyekanmi, Finance, 981-7300

**Action:** 0 speakers. Presentation made and discussion held.

**Adjournment**

**Action:** M/S/C (Davila/Wengraf) to adjourn the meeting.

**Vote:** Ayes – Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, Arreguin;  
Noes – None; Abstain – None; Absent – Bartlett.

Councilmember Bartlett absent 8:37 p.m. – 8:53 p.m.

Adjourned at 8:53 p.m.

This is to certify that the foregoing is a true and correct record of the special meeting of May 7, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

**Communications**

- None

**Supplemental Communications and Reports 1**

- None

**Supplemental Communications and Reports 2**

**Item #1: FY 2020 and FY 2021 Proposed Budget**

1. Supplemental material, submitted by the City Manager's Office

**Supplemental Communications and Reports 3**

**Item #1: FY 2020 and FY 2021 Proposed Budget**

2. Revised material, submitted by the Budget/CMO
3. Presentation, submitted by Budget/CMO
4. Ben Gerhardstein, on behalf of Walk Bike Berkeley

**Item #2: Presentation: Bond Disclosure Training**

5. Presentation, submitted by Jones Hall

**MINUTES  
SPECIAL MEETING OF THE  
BERKELEY CITY COUNCIL**

**Thursday, May 9, 2019**

**6:00 P.M.**

LONGFELLOW SCHOOL AUDITORIUM – 1500 DERBY STREET, BERKELEY, CA

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

### **Preliminary Matters**

**Roll Call:** 6:07 p.m.

**Present:** Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, Arreguin

**Absent:** Bartlett

### **Action Calendar**

1. **Adopting North Berkeley BART Development Goals and Objectives; Directing the City Manager to Engage with BART to Develop a Memorandum of Understanding (MOU) to Guide the Planning Process Moving Forward; Referring to Planning Commission to Develop Implementing Zoning for the North Berkeley BART site**

**From:** Mayor Arreguin and Councilmember Kesarwani

**Recommendation:**

1. Adopt the proposed North Berkeley BART Goals and Objectives to inform the development of a Memorandum of Understanding with BART and future project planning;
2. Direct the City Manager to engage with BART to develop an MOU that outlines the project planning process including feasibility analysis, project goals, and roles and responsibilities;
3. Refer to the Planning Commission to study development of zoning for the site, including feedback on the conceptual land use scenarios developed by City staff (as per direction of the January 15 Worksession).

**Financial Implications:** See report

Contact: Jesse Arreguin, Mayor, 981-7100

**Action:** M/S/C (Arreguin/Hahn) to accept supplemental and revised materials from Mayor Arreguin and materials from Councilmember Hahn on Item 1

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Arreguin;

Noes – None; Abstain – Droste; Absent – Bartlett.

## Action Calendar

Recess 8:16 p.m. – 8:38 p.m.

**Action:** 94 speakers. M/S/C (Arreguin/Kesarwani) to:

1. Adopt the proposed North Berkeley BART Goals and Objectives, as submitted by Mayor Arreguin and Councilmember Kesarwani at the May 9, 2019 meeting, and further revised as noted below, to inform the development of a Memorandum of Understanding with BART and future project planning;
2. Direct the City Manager to engage with BART to develop an MOU that outlines the project planning process including feasibility analysis, project goals, and roles and responsibilities; and direct that the MOU return to Council for adoption;
3. Refer to the Planning Commission to study development of zoning for the site, including feedback on the conceptual land use scenarios developed by City staff (as per direction of the January 15 Worksession).

Amendments to the Goals and Objectives:

### North Berkeley BART Development Goals and Objectives

State law (AB 2923, Chiu) passed in 2018 requires the San Francisco Bay Area Rapid Transit District (BART) to develop transit-oriented development (TOD) zoning standards for each BART station, establishing minimum local zoning requirements for height, density, parking, and floor area ratio by July 1, 2020.

Prior to the enactment of AB 2923, the Berkeley City Council initiated a community process to explore the potential for transit-oriented development at the North Berkeley BART station. Creating homes at the North Berkeley BART parking lots will help the City of Berkeley address the shortage of affordable homes; reduce vehicle miles traveled and meet our climate change goals; and improve the livability of the surrounding neighborhood through the creation of green open space, pedestrian and bicycle infrastructure improvements; and possible small-scale community, non-profit, and/or retail uses.

AB 2923 requires local jurisdictions like Berkeley to adopt a local zoning ordinance that conforms to BART TOD zoning standards.

While the Berkeley City Council voted at its May 29, 2018 meeting to oppose AB 2923, the City Council recognizes that we now have an obligation to comply with the law. The Council is seeking to comply as soon as possible with AB 2923 for the purposes of developing the North Berkeley BART station in order to ensure that the community has a meaningful opportunity to engage with BART on how the site is developed.

~~The Berkeley City Council expresses its intent to zone the North Berkeley BART parking lot in accordance with AB 2923.~~

At the same time, the Berkeley City Council acknowledges the unique neighborhood characteristics of each BART station and expresses its intent to incorporate a station-specific design that is sensitive to the existing single-family (R-1) and two-family (R-2) residential zoning directly adjacent to the North Berkeley BART station.

The City of Berkeley seeks to enter into a Memorandum of Understanding with BART that enumerates, among other terms, the following goals and objectives for development:

## Action Calendar

### Community Input

**A Community Advisory Committee shall be created for the purposes of providing input to the City's Planning Commission as it considers City and BART TOD zoning standards.**

**The planning process will engage the community in order to ensure that the site reflects the community's values for equity, sustainability, and sense of place.** In particular, community input should be considered for: ~~the number of affordable below-market-rate units and populations to be served; the size, height, scale, spacing, and setbacks of buildings; the design of green open space; exploration of whether it's appropriate to include small-scale community, non-profit, and/or retail space to serve the immediate neighborhood, whether any parking should be provided for such uses, and consideration of the tradeoff of foregone housing units; parking needs; as well as design to promote bicycle and pedestrian safety.~~

- The number/percentage of affordable housing units and populations to be served, including the possibility of a 100% affordable project
- The size, height, scale, spacing, and setbacks of buildings, and their responsiveness to the neighborhood
- The inclusion of green and open spaces
- The possibility of limited, small-scale community, non-profit, and retail space to serve the immediate neighborhood
- ~~exploration of whether it's appropriate to include small-scale community, non-profit, and/or retail space to serve the immediate neighborhood, whether any parking should be provided for such uses, and consideration of the tradeoff of foregone housing units~~
- Access options, including traditional modes such as public transit, taxis and private vehicles, active modes such as biking, walking and scooters, emerging modes such as car share, ride share, driverless cars, etc., and access for the disabled and mobility impaired.
- Green and sustainable features

### Station Access

**BART, the City of Berkeley, and a future developer(s) will address station access.**

Specifically, Section 29010.6(h) of AB 2923 requires BART—in cases in which commuter parking is reduced as a result of a TOD project—to develop and fund an access plan that maintains station access for at least the number of customers affected by the reduced number of commuter parking spaces, with specific consideration for customers who live further than one-half mile from the station. A station access plan for implementation will seek to explore feasible and effective alternatives to individuals driving to and parking at the station, such as reserved parking spaces for carpools and car-share vehicles, ride-share, enhanced bus/shuttle service, additional electric-assist bikes and scooters, among other alternatives. We will also consider limiting or eliminating parking for residential and/or potential community, non-profit, or retail uses in order to maximize parking availability for commuters. We note that the station access plan should take into account the rapid evolution of mobility trends and technologies and consider the adaptability of the plan to future mobility patterns. Further, we intend to conduct a traffic study to help determine the number of parking spaces that are needed at the site, including reserved spaces for people with disabilities.

## Action Calendar

In light of Berkeley's long tradition of leadership on issues related to the disabled and mobility impaired, access at the North Berkeley BART station should be first in its class, including consideration for access to and from the station itself, within the station, and to and from the BART platform.

All traditional modes should be considered: public transit, taxis, carpools and cars; all active modes including walking, biking and scooters; all emerging modes including car share, ride share, van pools and driverless vehicles; and all modes of accessibility for the disabled.

### **Affordability**

**Maximize the number of affordable below-market-rate units that are available to low-income households of diverse types and sizes, including affordable live/work units for artists.** We seek to exceed BART's 35% system-wide affordability goal by aiming for a high number of affordable units—to potentially be funded by local, state, and regional funding sources. In order to ensure housing for a range of income levels, we will consider inclusionary below-market-rate units and engagement of an affordable housing developer to develop a fully affordable building.

We will seek to support the creation of local jobs through a project labor agreement for construction of the development.

We will engage in a community dialogue that is positive, productive, and thoughtful in regards to community benefits and financial feasibility.

### **Livability**

**Enhance the livability of the neighborhood surrounding the North Berkeley BART station.** The site should create a visual and physical connection with the neighborhood through its architectural design, height, and scale. In particular, we seek a development that considers the character and context of the neighborhood and steps down in height around the perimeter of the station (with consideration for the varying width of streets around the station) in order to blend in visually and physically with the residential neighborhood. Such a design honors a common theme of many of the designs submitted as part of the October 2018 visioning event. We also seek reasonable spacing between buildings, setbacks, and plantings at the perimeter of the station.

The inclusion of green open space should serve as an amenity that enhances the neighborhood's sense of place.

The streetscape design should strive to minimize neighborhood traffic and congestion impacts and support safe access to the station for bicyclists and pedestrians. Transportation demand management and other best practices should be used to reduce traffic and parking impacts in the surrounding neighborhood.

### **Environmental Sustainability**

**Reflect the City's commitment to reducing our carbon footprint in every possible way.** All buildings should strive to: incorporate all-electric designs, achieve Zero Net Energy, and reduce parking for residents and retail to the maximum extent possible.

To ensure universal access, regardless of age or ability, Universal Design should be considered for all elements of housing and of all other private and public spaces.

## Action Calendar

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett.

### 2. North Berkeley BART Guiding Design Principles and Conceptual Massing Scenarios

**From:** City Manager

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Action:** Presentation made. See action in Item 1.

## Adjournment

**Action:** M/S/C (Wengraf/Hahn) to adjourn the meeting.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett.

Adjourned at 10:50 p.m.

This is to certify that the foregoing is a true and correct record of the special meeting of May 9, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

## Communications

**Item #1: Adopting North Berkeley BART Development Goals and Objectives; Directing the City Manager to Engage with BART to Develop a Memorandum of Understanding (MOU) to Guide the Planning Process Moving Forward; Referring to Planning Commission to Develop Implementing Zoning for the North Berkeley BART site**

1. Michael Stevens
2. David Lerman
3. Nicole Chabot
4. Oliver Fross
5. Wendy Niles
6. Jerry Skrainar
7. Krista Denton
8. Laurie Stevens
9. Chris Gallo
10. Laura Flores
11. Diana Damonte
12. Jacqueliine Wilson

## Supplemental Communications and Reports 1



- None

## Supplemental Communications and Reports 2

### **Item #1: Adopting North Berkeley BART Development Goals and Objectives; Directing the City Manager to Engage with BART to Develop a Memorandum of Understanding (MOU) to Guide the Planning Process Moving Forward; Referring to Planning Commission to Develop Implementing Zoning for the North Berkeley BART site**

13. Andrew Doran
14. Rick Storrs
15. Justin Randall
16. Carole Bennett-Simmons
17. John Smith
18. Ellen Goldblatt
19. Theo Posselt
20. Bill Woodcock (2)
21. Helen Vilett
22. Felicia Fields
23. William Goldsmith
24. Louise Goldberg-Friend
25. Melissa Weaver
26. Diane Tokugawa
27. Tamara Gurin
28. Anthony Somkin
29. Joy Carlin
30. Carole Rochlin
31. Stefano DeliaVigna
32. Robert Geldman
33. Claire Sherman
34. Pia Larrabee
35. Rob Wrenn
36. James Nelson
37. Rhoda Alvarez
38. Louise Brown
39. Francine Ostrem
40. Charlotte von der Hude
41. Kathy Skrainar
42. Carla and Dolph Rempp
43. Naomi Pearce
44. D. Resek
45. Patricia and Martin St. John
46. Sandra Kavanau
47. Ann Reidy
48. Ednah Beth Friedman
49. Lisa Fruchtman
50. Claire Broome
51. Julianne Pelaez
52. Tony and Judy Lepire
53. Sue von Baeyer
54. Meryl Siegal

55. Libby Lee-Egan
56. Elizabeth Strode
57. Carla Shapreau
58. Pamela Drake
59. Joan Garvin
60. Phyllis Olin
61. Karen
62. Bob Flasher
63. Wendy Ruebman
64. Fran Segal
65. Katharine Young
66. Josephine Maxon
67. Chris McKee
68. Margot Smith
69. Kamala Parks
70. Julia Zuckerman
71. Sara Rahimian
72. Diana Peinado
73. Kevin Powell
74. Joy Fletcher
75. John Blaustein
76. Judith Baker
77. Barbara Anscher
78. Devon Lake
79. Art Goldberg
80. Bohun Kinloch
81. Lynda Hurley
82. Nancy Rader
83. Alexander Brennen
84. Marsha Weintraub and Stuart Hellman
85. Charlene Woodcock
86. Kevin Dawson
87. Dorothy Walker

### **Supplemental Communications and Reports 3**

#### **Item #1: Adopting North Berkeley BART Development Goals and Objectives; Directing the City Manager to Engage with BART to Develop a Memorandum of Understanding (MOU) to Guide the Planning Process Moving Forward; Referring to Planning Commission to Develop Implementing Zoning for the North Berkeley BART site**

88. Supplemental material, submitted by Mayor Arreguin
89. Supplemental material, submitted by Councilmember Hahn
90. Presentation (N. Berkeley BART Study), submitted by Opticos
91. Blaine Merker
92. Thomas Lord
93. Christopher Sensening
94. Kelly Hammargren
95. Thomas Cline
96. Martin Dodd
97. Carolyn McMillan

- 98. Robert Leland Spragg
- 99. Jennie Nguyen
- 100. Diana Keena
- 101. Sara Dwight
- 102. Nathanael Johnson
- 103. Davide and Lauren Moore
- 104. Aaron Stein-Chester
- 105. Carol Lashof
- 106. Jeannette MacMillan
- 107. Barbara Gilbert
- 108. Sandra Liu
- 109. Eve Sweetser and Alex Madonik
- 110. Joan Grant
- 111. North Berkeley Neighborhood Association

**MINUTES  
SPECIAL MEETING OF THE  
BERKELEY CITY COUNCIL**

**SATURDAY, MAY 11, 2019**

**9:00 A.M.**

David Brower Center – Tamalpais Room, 2150 Allston Way, Berkeley, CA 94704

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 9:22 a.m.

**Present:** Kesarwani, Davila, Hahn, Wengraf, Robinson, Droste, Arreguin

**Absent:** Bartlett, Harrison

Councilmember Harrison present at 11:26 a.m.

**Public Comment** – 1 speaker

**Worksession:**

**1. City Council Development and Planning**

- A. Welcome – Call Meeting to Order - Remarks by Mayor Arreguin
- B. Public Comment
- C. City Manager Comments and Introductions
- D. Review of Agenda & Meeting Objectives
- E. Learning About Council Member’s Service to Berkeley
- F. High-Performance Governance & Council Norms
- G. Presentation: Berkeley Charter, Roles & Responsibilities
- H. Council Relations as a Body/With Staff/With Community
- I. Break for Lunch

## Worksession (continued)

- J. Presentation: View From the Bridge
- K. 5 Year Vision & Critical Initiatives
- L. Brainstorm - Systems Realignment
- M. Wrap Up, Evaluations, and Closing Remarks – Council

## Adjournment

**Action:** M/S/C (Wengraf/Hahn) to adjourn the meeting.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin;  
Noes – None; Abstain – None; Absent – Bartlett.

Adjourned at 3:52 p.m.

This is to certify that the foregoing is a true and correct record of the special meeting of May 11, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

## Communications

- None

## Supplemental Communications and Reports 1

- None

## Supplemental Communications and Reports 2

- None

## Supplemental Communications and Reports 3

### Item #1: City Council Development and Planning

1. Supplemental material, submitted by the City Manager's Office
2. Presentation (Goals), submitted by the City Manager's Office
3. Presentation (Spreadsheet), submitted by the City Manager's Office

**MINUTES  
BERKELEY CITY COUNCIL SPECIAL MEETING  
TUESDAY MAY 14, 2019  
4:30 P.M.**

**BUSD Board Room – 1231 Addison Street, Berkeley, CA**

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 4:34 p.m.

**Present:** Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin

**Absent:** Bartlett

Councilmember Bartlett present at 4:44 p.m.

**Public Comment - Limited to items on this agenda only – 0 speakers**

**CLOSED SESSION:**

The City Council will convene in closed session to meet concerning the following:

**1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(4):**

Initiation of litigation – one case

The City Council will consider whether to initiate a lawsuit against the Regents of the University of California.

**Action:** No action taken.

**OPEN SESSION:**

No reportable action taken.

**Adjournment**

**Action:** M/S/C (Davila/Hahn) to adjourn the meeting.

**Vote:** All Ayes.

Adjourned at 5:39 p.m.

I hereby certify that the forgoing is a true and correct record of the special closed meeting of May 14, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

**MINUTES  
BERKELEY CITY COUNCIL MEETING  
Tuesday, May 14, 2019  
6:00 PM**

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

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 6:08 p.m.

**Present:** Davila, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin

**Absent:** Kesarwani

Councilmember Kesarwani present at 6:10 p.m.

**Ceremonial Matters:**

- 1. Recognition of Affordable Housing Week
- 2. Recognition of the Celebration of Juneteenth

**City Manager Comments:**

- 1. Workshop on the new transfer station – West Branch Library, May 22, 5pm – 7pm
- 2. Luau at the Skate Park, May 18, 3pm – 7pm
- 3. Jazz at the Rose Garden, May 26, 3pm – 5pm

**City Auditor Comments:**

The City Auditor gave a presentation on the 911 Dispatch Audit findings in Item 28; Noted the creation of the pension trust in Item 5 and the added costs of the mental health transports in Item 6.

**Public Comment on Non-Agenda Matters:** 10 speakers.

**Consent Calendar**

**Public Comment on Consent Calendar and Information Items Only:** 28 speakers.



## Consent Calendar

**Action:** M/S/C (Arreguin/Bartlett) to accept revised material from Councilmember Harrison on Item 57.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Arreguin; Noes – None; Abstain – Wengraf, Droste.

**Action:** M/S/C (Wengraf/Hahn) to adopt the Consent Calendar in one motion except as indicated.

**Vote:** All Ayes.

### 1. Cannabis Ordinance Revisions; Amending the Berkeley Municipal Code

**From:** City Manager

**Recommendation:** Adopt second reading of Ordinance Nos. 7,645-N.S. and 7,647-N.S. amending the Berkeley Municipal Code (BMC) which would:

1. Clarify cannabis business operational standards and development standards, such as quotas and buffers, for all cannabis business types;
2. Revise ordinance language to reflect State regulations;
3. Create a path to allow a new business type (Retail Nursery Microbusinesses); and
4. Protect youth by restricting cannabis advertising within the city.

The ordinances would adopt BMC Chapter 12.21, amend Chapters 12.22 and 23C.25, and repeal Chapters 12.23, 12.25 and 12.27.

**First Reading Vote:** All Ayes.

**Financial Implications:** See report

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Action:** Adopted second reading of Ordinance Nos. 7,645-N.S. and 7,647-N.S.

### 2. Adopt an Ordinance Adding Chapter 13.104 to the Berkeley Municipal Code Establishing a Prohibition on Contracting with Vendors Acting as U.S. Immigration and Customs Enforcement (ICE) Data Brokers, or Those Providing Extreme Vetting Services to ICE *(Reviewed by the Agenda and Rules Committee)*

**From:** Councilmembers Harrison, Davila, and Bartlett

**Recommendation:** Adopt second reading of Ordinance No. 7,650-N.S., the Sanctuary Contracting Ordinance, adding Chapter 13.104 to the Berkeley Municipal Code. This ordinance prohibits the award of city contracts to vendors acting as U.S. Immigration and Customs Enforcement data brokers, or those providing extreme vetting services.

**First Reading Vote:** All Ayes.

**Financial Implications:** See report

Contact: Kate Harrison, Councilmember, District 4, 981-7140

**Action:** Adopted second reading of Ordinance No. 7,650-N.S.

## Consent Calendar

- 3. FlixBus Franchise Agreement for Long-Distance Bus Service**  
**From: City Manager**  
**Recommendation:** Adopt second reading of Ordinance 7,651-N.S. granting a franchise agreement between FlixBus, Inc. and the City of Berkeley to provide long distance bus service to the public.  
**First Reading Vote:** All Ayes.  
**Financial Implications:** See report  
Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Adopted second reading of Ordinance No. 7,651-N.S.
- 4. Amendment: FY 2019 Annual Appropriations Ordinance**  
**From: City Manager**  
**Recommendation:** Adopt first reading of an Ordinance amending the FY 2019 Annual Appropriations Ordinance No. 7,634–N.S. for fiscal year 2019 based upon other adjustments in the amount of \$22,245,702 (gross) and \$19,746,430 (net).  
**Financial Implications:** See report  
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000  
**Action:** Adopted first reading of Ordinance No. 7,652–N.S. Second reading scheduled for May 28, 2019.
- 5. Contract: Keenan Financial Services to Establish, Maintain and Invest for an IRS Section 115 Trust Fund**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to execute a contract with Keenan Financial Services to establish a pension Section 115 trust that includes Keenan Financial Services providing trust administration, trustee/custodian, and investment advisory services for the Trust; and authorizing the City’s Plan Administrator to execute the legal and administrative documents on behalf of the City and to take whatever additional actions are necessary to establish a Section 115 trust fund, establish the authority for the management of the Section 115 investments, develop investment policies for the Section 115 trust fund, and Select an initial model investment portfolio, from the choices provided.  
**Financial Implications:** See report  
Contact: Henry Oyekanmi, Finance, 981-7300  
**Action:** Adopted Resolution No. 68,853–N.S.

## Consent Calendar

### 6. **Contract: Falck for Mental Health Ambulance Transport Services**

#### **From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Falck Northern California Corp (Contractor) to provide mental health related ambulance transportation (from July 1, 2019 to June 30, 2021, in an amount up to \$5,670,000, with an option to extend for two additional years, for a total contract amount not to exceed \$11,340,000.

**Financial Implications:** See report

Contact: David Brannigan, Fire, 981-3473

**Action:** Adopted Resolution No. 68,854–N.S.

**Vote:** Ayes – Kesarwani, Bartlett, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – Davila, Harrison.

### 7. **Revenue Grant Agreements: Funding Support from Alameda County to Conduct Public Health Services**

#### **From: City Manager**

**Recommendation:** Adopt five Resolutions authorizing the City Manager or her designee to submit grant agreements to Alameda County, to accept the grants, and execute any resultant revenue agreements and amendments to conduct public health promotion, protection, and prevention services for the following five revenue agreements:

1. Public Health Infrastructure Program in the projected amount of \$32,080 for FY 2020.

2. Foster Care Program in the projected amount of \$93,187 for FY 2020.

3. Berkeley High School and Berkeley Technology Academy Health Center Programs in the projected amount of \$178,778 for FY 2020.

4. School Linked Health Services Program (Measure A Funding) in the projected amount of \$193,175 for FY 2020.

5. Tobacco Prevention Program in the projected amount of \$76,290 for FY 2020.

**Financial Implications:** See report

Contact: Kelly Wallace, Housing and Community Services, 981-5400

**Action:** Adopted Resolution No. 68,855–N.S. (Public Health), Resolution No. 68,856–N.S. (Foster Care), Resolution No. 68,857–N.S. (BHS & BTA), Resolution No. 68,858–N.S. (School Linked), and Resolution No. 68,859–N.S. (Tobacco Prevention).

## Consent Calendar

### 8. Revenue Grant Agreements: Funding Support from the State of California to Conduct Public Health Services

**From: City Manager**

**Recommendation:** Adopt seven Resolutions authorizing the City Manager or her designee to submit grant agreements to the State of California, to accept the grants, and execute any resultant revenue agreements and amendments to conduct public health promotion, protection, and prevention services for the following eleven revenue agreements:

1. Child Health and Disability Prevention (CHDP) Program, which includes Early Periodic Screening, Diagnosis and Treatment (EPSDT) and Health Care Program for Children in Foster Care (HCPCFC), in the projected amount of \$442,073 for FY 2020.
2. Maternal, Child and Adolescent Health (MCAH) Program, in the projected amount of \$336,000 for FY 2020.
3. Tuberculosis Control Program in the projected amount of \$14,000 for FY 2020.
4. Women, Infants and Children (WIC) in the projected amount of \$525,547 each year for Federal Fiscal Years 2020 through 2022 for a total of \$1,576,641.
5. Nutrition Education & Obesity Prevention (NEOP) Program, in the projected amount of \$161,207 for Federal Fiscal Years 2020 through 2022 for a total amount of \$483,621.
6. HIV/AIDS Surveillance in the projected amount of \$29,088 for Fiscal Years 2020 through 2022 for a total of \$87,264.
7. Sexually Transmitted Diseases (STD) Prevention and Control in the projected amount of \$6,230 each year for FY 2020 through 2022 for a total of \$18,692.

**Financial Implications:** See report

Contact: Kelly Wallace, Housing and Community Services, 981-5400

**Action:** Adopted Resolution No. 68,860–N.S. (CHDP), Resolution No. 68,861–N.S. (Tuberculosis Control), Resolution No. 68,862–N.S. (WIC), Resolution No. 68,863–N.S. (MCAH), Resolution No. 68,864–N.S. (NEOP), Resolution No. 68,865–N.S. (HIV/AIDS Surveillance), and Resolution No. 68,866–N.S. (STD Prevention).

### 9. Revenue Grant Agreements: Funding Support from Essential Access Health to Conduct Public Health Services

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager or her designee to submit a grant application to Essential Access Health, to accept the grant, execute any resultant revenue agreement and amendment, and implement the projects and appropriation of funding for related expenses to conduct public health promotion, protection, and prevention services for the Essential Access Health revenue agreement in the projected amount of \$139,260 for April 1, 2019 to March 30, 2020.

**Financial Implications:** See report

Contact: Kelly Wallace, Housing and Community Services, 981-5400

**Action:** Adopted Resolution No. 68,867–N.S.

## Consent Calendar

- 10. Purchase Order with Carahsoft Technology Corporation: Using General Services Administration (GSA) Schedule for hardware, software, and services related to the Data Center Infrastructure Upgrade and Disaster Recovery Implementation** *(Reviewed by Budget and Finance Committee)*  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to increase spending authority with Carahsoft Technology Corporation for the purchase of server hardware, software, and related services for a data center upgrade and disaster recovery implementation, utilizing pricing established by the General Services Administration (GSA), for a total amount not to exceed \$1,678,953 for the period May 15, 2019 to June 1, 2024.  
**Financial Implications:** Various Funds - \$1,678,953  
Contact: Savita Chaudhary, Information Technology, 981-6500  
**Action:** Adopted Resolution No. 68,868–N.S.
- 11. Contract No. 10934 Amendment: CBF Electric & Data for Wi-Fi Installation in City Facilities**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to amend Contract No. 10934 with CBF Electric & Data (CBF) for Wi-Fi installation in City facilities, increasing the contract amount by \$50,015 for a total not-to-exceed amount of \$75,014 from July 2, 2018 to June 30, 2021.  
**Financial Implications:** IT Cost Allocation Fund - \$50,015  
Contact: Savita Chaudhary, Information Technology, 981-6500  
**Action:** Adopted Resolution No. 68,869–N.S.
- 12. Contract No. 9263B Amendment: SSP Data Products Inc. for Barracuda Backup Solution with Hosted Cloud Storage**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to amend Contract No. 9263B with SSP Data Products Inc. for the City's Barracuda Backup Solution with hosted cloud storage, increasing the amount by \$54,520, for a total contract amount not to exceed \$300,692 for the term May 15, 2013 through June 30, 2020.  
**Financial Implications:** Cost Allocation Fund - \$54,520  
Contact: Savita Chaudhary, Information Technology, 981-6500  
**Action:** Adopted Resolution No. 68,870–N.S.

## Consent Calendar

- 13. Contract No. 11012 Amendment: Granicus, Inc. for Video Streaming Services**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to amend Contract No. 11012 with Granicus, Inc., to continue providing live video streaming, on-demand archival video, podcasting, and web page subscription services, increasing the contract amount by \$156,966 for a total not-to-exceed amount of \$207,646 from July 1, 2017 to June 30, 2022.  
**Financial Implications:** Various Funds - \$156,966  
Contact: Savita Chaudhary, Information Technology, 981-6500  
**Action:** Adopted Resolution No. 68,871–N.S.
- 14. Contract No. 10734 Amendment: Towerstream, Inc. for Secondary Internet for Redundancy and Load Balancing**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to amend the contract with Towerstream, Inc. for redundant secondary internet services, increasing the contract amount by \$133,128 for a total not-to-exceed amount of \$172,000 from October 3, 2017 to June 30, 2022.  
**Financial Implications:** Cost Allocation Fund - \$133,128  
Contact: Savita Chaudhary, Information Technology, 981-6500  
**Action:** Adopted Resolution No. 68,872–N.S.
- 15. Contract: Revolution Foods for Summer Food Service Program**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to execute a one (1) year contract and any amendments with Revolution Foods to provide lunches and afternoon snacks to Berkeley youth for the City’s Summer Food Service Program for a total amount not to exceed \$90,000, for the period of June 1, 2019 through May 31, 2020, with options to execute up to four (4) additional one-year extensions not to exceed \$90,000 each year, contingent upon the availability of State funding, for a total contract amount not to exceed \$450,000.  
**Financial Implications:** See report  
Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700  
**Action:** Adopted Resolution No. 68,873–N.S.

## Consent Calendar

- 16. Contract: Suarez & Munoz Construction, Inc. for Harrison Park – Gabe Catalfo Fields Renovation**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution: 1. Approving the plans and specifications for the Harrison Park – Gabe Catalfo Fields Renovation Project, Specification No. 19-11285-C; and 2. Accepting the bid of the lowest responsive and responsible bidder, Suarez & Munoz Construction, Inc.; and 3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, with Suarez & Munoz Construction, Inc., for the Harrison Park – Gabe Catalfo Fields Renovation project at 1100 Fourth Street, Berkeley, CA 94710, in an amount not to exceed \$531,300, which includes a contract amount of \$483,000 and a 10% contingency in the amount of \$48,300.  
**Financial Implications:** Various Funds - \$531,300  
 Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700  
**Action:** Adopted Resolution No. 68,874–N.S.
- 17. Waiver of Annual Marina Berth Fees for Non-Profits**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution: 1. Affirming the determination by City staff and the Parks and Waterfront Commission that three non-profit organizations at the Berkeley Marina (Berkeley Racing Canoe Club, Cal Sailing Club, and The Pegasus Project) are in full compliance with all aspects of Resolution No. 66,544-N.S.; and 2. Approving the annual waiver of berth fees for the three groups for 2019.  
**Financial Implications:** See report  
 Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700  
**Action:** Adopted Resolution No. 68,875–N.S.
- 18. Contract: Cratus, Inc. for FY2018 Measure M Low Impact Development (LID) Woolsey Street Project**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution approving plans and specifications for FY2018 Measure M Low Impact Development (LID) Woolsey Street Project, Specification No. 18-11183-C (Re-Issued); accepting the bid of Cratus, Inc. as the lowest responsive and responsible bidder; and authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications in an amount not to exceed \$2,908,377.  
**Financial Implications:** Measure M Streets & Watershed GO Bond Fund - \$2,908,377  
 Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Adopted Resolution No. 68,876–N.S.

## Consent Calendar

**19. Purchase Order: Municipal Maintenance Equipment, Inc. for Fifteen GO-4 Parking Enforcement Vehicles**

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager to execute a purchase order with Municipal Maintenance Equipment, Inc. in an amount not to exceed \$715,000 for fifteen GO-4 parking enforcement vehicles.

**Financial Implications:** Equipment Replacement Fund - \$715,000

Contact: Phillip Harrington, Public Works, 981-6300

**Action:** Moved to Action Calendar. 6 speakers. M/S/C (Wengraf/Arreguin) to adopt Resolution No. 68,877–N.S. authorizing the City Manager to execute a purchase order with Municipal Maintenance Equipment, Inc. in an amount not to exceed \$715,000 for fifteen GO-4 parking enforcement vehicles.

**Vote:** Ayes – Kesarwani, Hahn, Wengraf, Droste, Arreguin; Noes – Davila, Bartlett, Harrison, Robinson.

Recess 8:41 p.m. – 8:54 p.m.

**20. Declaration of Intent - FY 2020 Street Lighting Assessments**

**From: City Manager**

**Recommendation:** Adopt two Resolutions granting the City Manager the authority to approve the Engineer’s Reports; set a public hearing to be held before the Council of the City of Berkeley at its June 11, 2019 meeting; and authorize the City Clerk to publish Notice of the Public Hearing for FY 2020 Levy of Assessments for Berkeley Street Lighting Assessment District No. 1982-1 and Street Lighting Assessment District 2018.

**Financial Implications:** See report

Contact: Phillip Harrington, Public Works, 981-6300

**Action:** Adopted Resolution No. 68,878–N.S. (District No. 1982-1) and Resolution No. 68,879–N.S. (District No. 2018).

**21. Contracts: On-Call Construction and Project Management Services: Ghirardelli Associates, Inc., Park Engineering, Inc., and Quincy Engineering, Inc.**

**From: City Manager**

**Recommendation:** Adopt three Resolutions authorizing the City Manager to execute contracts and any amendments with the following firms for on-call construction and project management services for capital improvement projects, each for a period of July 1, 2019 through June 30, 2022:

1. Ghirardelli Associates, Inc. for an amount not to exceed \$1,000,000.

2. Park Engineering, Inc. for an amount not to exceed \$1,000,000.

3. Quincy Engineering, Inc. for an amount not to exceed \$1,000,000.

**Financial Implications:** See report

Contact: Phillip Harrington, Public Works, 981-6300

**Action:** Adopted Resolution No. 68,880–N.S. (Ghirardelli), Resolution No. 68,881–N.S. (Park), and Resolution No. 68,882–N.S. (Quincy).



## Consent Calendar

**22. Amendment to Grant Funding Agreement for Gilman Railroad Pedestrian Crossing Safety Project, Specification No. 18-11244-C**

**From: City Manager**

**Recommendation:** Adopt a Resolution accepting an amendment to the grant funding agreement between the City and the California Department of Transportation, Service Contract No. 75LX291, for the Gilman Railroad Pedestrian Crossing Safety Project to increase the amount from \$310,500 to \$473,000 and revise the expiration date from December 19, 2019 to December 31, 2020 and authorizing the City Manager to execute said amendment and any other associated necessary agreement.

**Financial Implications:** See report

Contact: Phillip Harrington, Public Works, 981-6300

**Action:** Adopted Resolution No. 68,883–N.S.

**23. Contract: Gilman Railroad Pedestrian Crossing Safety Project, Specification No. 18-11244-C**

**From: City Manager**

**Recommendation:** Adopt a Resolution: 1. Approving the plans and specifications for the Gilman Railroad Pedestrian Crossing Safety Project (“Project”), Specification No. 18-11244-C; 2. Accepting the bid of the lowest responsible bidder, ERA Construction Inc.; and 3. Authorizing the City Manager to execute a contract and any amendments, extensions, or change orders with ERA Construction Inc. until completion of the Project in accordance with the approved plans and specifications, in an amount not to exceed \$377,764.

**Financial Implications:** Various Funds - \$377,764

Contact: Phillip Harrington, Public Works, 981-6300

**Action:** Adopted Resolution No. 68,884–N.S.

**24. Purchase Order: National Auto Fleet Group for Eleven Ford Police Interceptor Utility**

**From: City Manager**

**Recommendation:** Adopt a Resolution satisfying requirements of City Charter Article XI Section 67.2 allowing the City to participate in Sourcwell contract bid procedures, and authorizing the City Manager to execute a purchase order for eleven model year 2020 Ford Police Interceptor Utility with National Auto Fleet Group in an amount not to exceed \$770,000.

**Financial Implications:** Equipment Replacement Fund - \$770,000

Contact: Phillip Harrington, Public Works, 981-6300

**Action:** Adopted Resolution No. 68,885–N.S.

## Consent Calendar

- 25. Board of Library Trustees Reappointment: Diane Davenport**  
**From: Board of Library Trustees**  
**Recommendation:** Adopt a Resolution Approving the Reappointment of Diane Davenport to the Board of Library Trustees (“BOLT”) for a second term of four years commencing May 16, 2019.  
**Financial Implications:** None  
Contact: Elliot Warren, Commission Secretary, 981-6100  
**Action:** Adopted Resolution No. 68,886–N.S.
- 26. Declaring every 3rd Sunday in May to be Postpartum Justice Day in the City of Berkeley**  
**From: Community Health Commission**  
**Recommendation:** Adopt a resolution declaring every third Sunday in May to be Postpartum Justice Day in the City of Berkeley to support and encourage the needed work to achieve equity and justice in maternal health.  
**Financial Implications:** None  
Contact: Roberto Terrones, Commission Secretary, 981-5400  
**Action:** Adopted Resolution No. 68,887–N.S.
- 27. Recommendation to Install an Outdoor Public Warning System (Sirens) and Incorporate It Into a Holistic Emergency Alerting Plan**  
**From: Disaster and Fire Safety Commission**  
**Recommendation:** We recommend that City of Berkeley immediately begin the process to purchase, install, and maintain an outdoor public warning system (sirens) as a supplement to other alert and warning technologies within our boundaries and coordinated with abutting jurisdictions and Alameda County.  
This installation should be accompanied by the following: - ongoing outreach and education so that the public will understand the meaning of the sirens and what to do when they hear a siren; - development of a holistic alert protocol, incorporating sirens as an additional option among the available suite of alerting methods; - staff training and drills on alerting procedures; - development of a testing and maintenance plan that will ensure the system is fully operational while avoiding unnecessary or excessive noise pollution in the City; - outreach to deaf and hard of hearing residents to encourage them to opt-in for alerting that meets their communication needs. This may include distributing weather radios or other in-home devices with accessibility options for people with disabilities.  
This recommendation does not specify the number, type, or location of sirens; City staff should determine the most cost-effective system that achieves the goals described in this recommendation. This may include either mobile or fixed-location sirens.  
**Financial Implications:** See report  
Contact: Keith May, Commission Secretary, 981-3473  
**Action:** Referred to the Public Safety Committee.  
**Vote:** Ayes – Kesarwani, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – Davila.

## Consent Calendar

**28. 911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale From: Auditor**

**Recommendation:** We recommend City Council request that the City Manager report back by November 19, 2019, and every six months thereafter, regarding the status of our audit recommendations until reported fully implemented by the Police Department.

**Financial Implications:** See report

Contact: Jenny Wong, Auditor, 981-6750

**Action:** Approved recommendation.

## Council Consent Items

**29. Support AB 539 – the Fair Access to Credit Act**

**From: Mayor Arreguin, and Councilmembers Hahn and Bartlett**

**Recommendation:** Adopt a Resolution in support of AB 539, the Fair Access to Credit Act, authored by Monique Limón. Send a copy of the Resolution to Governor Gavin Newsom, State Senator Nancy Skinner, and Assemblymembers Buffy Wicks and Monique Limón.

**Financial Implications:** None

Contact: Jesse Arreguin, Mayor, 981-7100

**Action:** Councilmember Davila added as a co-sponsor. Adopted Resolution No. 68,888–N.S.

**30. Engage Professional Support to Assist City Council in Establishing a Process and Performing an Evaluation of the City Manager’s Performance**

**From: Mayor Arreguin and Councilmember Harrison**

**Recommendation:** Direct the City Manager to issue a Request for Proposal to contract with an experienced firm that will engage the City Manager and City Council in a performance evaluation of the City Manager’s performance. The process should begin in July 2019 following the scheduled approval of the Biennial Budget, and result in a process for ongoing updates and establish an annual evaluation schedule.

**Financial Implications:** See report

Contact: Jesse Arreguin, Mayor, 981-7100

**Action:** Approved recommendation as revised in Supplemental Communications Packet #2 to clarify the RFP process.

## Council Consent Items

- 31. BOSS Rising Stars Gala Event: Relinquishment of Council Office Budget Funds to General Fund and Grant of Such Funds**  
**From: Councilmembers Davila and Bartlett**  
**Recommendation:** Adopt a Resolution approving the expenditure of an amount not to exceed \$250 per Councilmember including \$100 from Councilmember Cheryl Davila, to support the Rising Stars Youth Leadership Gala Event (BOSS) May 31, 2019, 6-8PM, with funds relinquished to the City's general fund for this purpose from the discretionary Council Office Budgets of Councilmember Davila, the Mayor and any other Councilmembers who would like to contribute.  
**Financial Implications:** Councilmember's Discretionary Funds - \$100  
 Contact: Cheryl Davila, Councilmember, District 2, 981-7120  
**Action:** Adopted Resolution No. 68,889–N.S. revised to include contributions from the following Councilmembers up to the amounts listed: Councilmember Hahn - \$100; Councilmember Robinson - \$100.
- 32. Opposition to Revision of Title IX Sexual Harassment and Assault Regulations Proposed by U.S. Department of Education, Secretary Betsy DeVos**  
**From: Councilmembers Davila, Harrison, Hahn, and Wengraf**  
**Recommendation:** Adopt a resolution opposing the proposed revisions of Title IX regulations on gender and sex-based discrimination as proposed by Secretary DeVos of the United States Department of Education.  
**Financial Implications:** None  
 Contact: Cheryl Davila, Councilmember, District 2, 981-7120  
**Action:** Adopted Resolution No. 68,890–N.S.
- 33. Resolution in Support of Charter Reform Assembly Bills**  
**From: Councilmembers Harrison and Bartlett**  
**Recommendation:** Adopt a resolution in support of Assembly Bills 1505, 1506, and 1507, which regulate charter schools and give public school boards more authority to resist privatization of schools. Send letters of support to Assemblymember Wicks, Senator Skinner, and Governor Newsom.  
**Financial Implications:** None  
 Contact: Kate Harrison, Councilmember, District 4, 981-7140  
**Action:** Councilmember Hahn added as a co-sponsor. Adopted Resolution No. 68,891–N.S.
- 34. Rebuilding Together Budget Referral**  
**From: Councilmembers Harrison and Wengraf, and Mayor Arreguin**  
**Recommendation:** Refer to the budget process a two-year allocation to fund Rebuilding Together East Bay-North from the General Fund according to the Housing Advisory Commission recommendations, with an evaluation after the first 18 months to determine whether the organization's fiscal reporting would be in compliance with CDBG reporting requirements were the organization to apply again.  
**Financial Implications:** See report  
 Contact: Kate Harrison, Councilmember, District 4, 981-7140  
**Action:** Councilmember Bartlett added as a co-sponsor. Approved recommendation.

## Council Consent Items

**35. Acton and University Traffic Light Budget Referral**

**From: Councilmember Harrison**

**Recommendation:** Refer to the budget process a one-time allocation for an overhanging street light at Acton and University

**Financial Implications:** See report

Contact: Kate Harrison, Councilmember, District 4, 981-7140

**Action:** Approved recommendation.

**36. Sponsoring the 2019 Himalayan Fair**

**From: Councilmembers Hahn, Harrison, and Davila**

**Recommendation:** Adopt a resolution approving the co-sponsorship by the City of Berkeley of the 2019 Himalayan Fair to be held at Live Oak Park on Saturday, May 18th and Sunday, May 19th, and approving the expenditure of an amount not to exceed \$300 per councilmember, including \$300 from Councilmember Hahn, to The Himalayan Fair for administrative fees, event production and advertising, with funds relinquished to the City's general fund for this purpose from the discretionary Council office budget of Councilmember Hahn, and any other Councilmembers who would like to contribute.

**Financial Implications:** See report

Contact: Sophie Hahn, Councilmember, District 5, 981-7150

**Action:** Adopted Resolution No. 68,892–N.S. revised to include contributions from the following Councilmembers up to the amounts listed: Councilmember Davila - \$150; Councilmember Harrison - \$100; Councilmember Robinson - \$100; Councilmember Wengraf - \$100; Councilmember Bartlett - \$100.

**37. Supporting the Timely Implementation of the Buy Clean California Act and Reaffirming the City of Berkeley's Commitment to Reducing Embodied Energy in Building Materials**

**From: Councilmembers Hahn, Harrison, and Davila**

**Recommendation:** Adopt a resolution supporting the timely implementation of the Buy Clean California Act (AB 262), and reaffirming the City of Berkeley's commitment to reducing embodied energy in building materials. Send copies of the resolution to Assemblymember Buffy Wicks, State Senator Nancy Skinner, Governor Gavin Newsom, and senior leadership at the California Department of General Services.

**Financial Implications:** See report

Contact: Sophie Hahn, Councilmember, District 5, 981-7150

**Action:** Mayor Arreguin added as a co-sponsor. Adopted Resolution No. 68,893–N.S.

## Council Consent Items

- 38. Letter in Support of AB 38**  
**From: Councilmember Wengraf**  
**Recommendation:** Send a letter of support for AB 38 Fire Safety: State Wildfire Preparedness Board: Fire Hardened Homes Revolving Loan Fund (Wood) to Assemblymember Wood, with copies to Senator Skinner, Assemblywoman Wicks and Governor Newsom.  
**Financial Implications:** None  
Contact: Susan Wengraf, Councilmember, District 6, 981-7160  
**Action:** Mayor Arreguin and Councilmembers Droste and Hahn added as co-sponsors. Approved recommendation as revised in Supplemental Communications Packet #1.
- 39. Referral to the Budget Process: Increased Funding for Neighborhood Traffic Calming**  
**From: Councilmembers Wengraf, Harrison, and Droste**  
**Recommendation:** Refer to the Fiscal Year 2020/2021 Budget Process an increase in allocation for neighborhood traffic calming from the current 50 thousand dollars to 150 thousand dollars.  
**Financial Implications:** \$100,000  
Contact: Susan Wengraf, Councilmember, District 6, 981-7160  
**Action:** Councilmember Kesarwani added as a co-sponsor. Approved recommendation.
- 40. Pronouncement of May 15th, 2019 as a Day of Bloody Thursday Remembrance and Commemoration of People's Park**  
**From: Councilmembers Robinson, Harrison, and Davila**  
**Recommendation:** Adopt a Resolution pronouncing May 15th, 2019, as a Day of Bloody Thursday Remembrance, on which the People of Berkeley and the world may reflect upon the continuing history of the People's Park and its significance for our present society.  
**Financial Implications:** None  
Contact: Rigel Robinson, Councilmember, District 6, 981-7170  
**Action:** Councilmember Bartlett added as a co-sponsor. Adopted Resolution No. 68,894–N.S.
- 41. Budget Referral: Missing Middle Housing Report**  
**From: Councilmembers Droste, Bartlett, Kesarwani, and Robinson**  
**Recommendation:** Refer to the budget process \$125,000 for consultant costs to complete the Missing Middle Housing Report, which was passed by City Council on April 23, 2019.  
**Financial Implications:** \$125,000  
Contact: Lori Droste, Councilmember, District 6, 981-7180  
**Action:** Approved recommendation.  
**Vote:** Ayes – Kesarwani, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – Davila.

## Action Calendar – Public Hearings

### 42. **Published Charges: Mental Health Clinical Services**

**From: City Manager**

**Recommendation:** Conduct a public hearing and, upon conclusion, adopt a Resolution establishing Published Charges for Mental Health Clinical Services for FY 2019. Published Charges are effective July 1, 2018.

**Financial Implications:** See report

Contact: Kelly Wallace, Housing and Community Services, 981-5400

**Public Testimony:** The Mayor opened the public hearing. 0 speakers.

M/S/C (Droste/Wengraf) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Harrison.

Councilmember Harrison absent 8:54 p.m. – 8:56 p.m.

**Action:** M/S/C (Robinson/Droste) to adopt Resolution No. 68,895–N.S.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Harrison.

### 43. **Fees: Public Health Clinic Services**

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution establishing a new fee schedule for Public Health Clinic services effective, July 1, 2019, and rescinding Resolution No. 68,449-N.S.

**Financial Implications:** See report

Contact: Kelly Wallace, Housing and Community Services, 981-5400

**Public Testimony:** The Mayor opened the public hearing. 0 speakers.

M/S/C (Droste/Wengraf) to close the public hearing.

**Vote:** All Ayes.

**Action:** M/S/C (Wengraf/Droste) to adopt Resolution No. 68,896–N.S.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett.

Councilmember Bartlett absent 8:56 p.m. – 9:05 p.m.

## Action Calendar – Public Hearings

### 44. Ambulance User Fee Adjustment

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution adjusting the Ambulance User Fee to match Alameda County's approved ambulance user fee schedule made effective September 1, 2018, for the Cities of Alameda, Albany, Berkeley, and Piedmont. The increase would be included as an updated addendum to the Ambulance Provider Agreement, rescinding Resolution 67,979–N.S.

**Financial Implications:** See report

Contact: David Brannigan, Fire, 981-3473

**Public Testimony:** The Mayor opened the public hearing. 0 speakers.

M/S/C (Droste/Harrison) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett.

**Action:** M/S/C (Droste/Wengraf) to adopt Resolution No. 68,897–N.S.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett.

### 45. Selected Camp Program Fee Increases

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution approving new fees and increasing current fees for select camp programs and rescinding Resolution No. 68,450-N.S. and all amendatory resolutions.

**Financial Implications:** See report

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Public Testimony:** The Mayor opened the public hearing. 0 speakers.

M/S/C (Droste/Wengraf) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett, Harrison.

Councilmember Harrison absent 8:58 p.m. – 9:01 p.m.

**Action:** M/S/C (Wengraf/Droste) to adopt Resolution No. 68,898–N.S.

**Vote:** Ayes – Kesarwani, Davila, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett, Harrison.



## Action Calendar – Public Hearings

### 46. Selected Marina Fee Increases

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution approving new fees and increasing current fees for select Marina fees; and rescinding Resolution No. 68,451-N.S. and all amendatory resolutions.

**Financial Implications:** See report

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Public Testimony:** The Mayor opened the public hearing. 2 speakers.

M/S/C (Wengraf/Droste) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett.

**Action:** M/S/C (Arreguin/Droste) to adopt Resolution No. 68,899–N.S.

**Vote:** All Ayes.

### 47. Land Use Planning Permit Fee Amendments

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution amending Resolution No. 67,985-N.S. to amend the fee schedule for Land Use Planning Fees to establish a new fee for land use applications that request streamlined approval, pursuant to Senate Bill 35 (approved by Governor in 2017).

**Financial Implications:** See report

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Action:** Referred to the Agenda and Rules Committee for future scheduling.

### 48. Fiscal Year 2020 and Fiscal Year 2021 Proposed Budget Public Hearing #1

**From: City Manager**

**Recommendation:** Conduct a public hearing on the FY 2020 and FY 2021 Proposed Biennial Budget.

**Financial Implications:** See FY 2020 and FY 2021 Proposed Biennial Budget

Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

**Action:** M/S/C (Arreguin/Wengraf) to accept supplemental and revised materials from the City Manager on Item 48.

**Vote:** All Ayes.

**Public Testimony:** The Mayor opened the public hearing. 9 speakers.

M/S/C (Arreguin/Harrison) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf.

Councilmember Wengraf absent 9:59 p.m. – 10:02 p.m.

## Action Calendar – Public Hearings

### 49. One-Way Car Share – Transition from Pilot to Baseline Program

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion:

1. Adopt a Resolution approving an ongoing One-Way Car Share program for the City of Berkeley, with an increase to administration fees that are commensurate with City administrative cost increases, and
2. Adopt the first reading of an Ordinance pursuant to Berkeley Municipal Code Chapter 14.62, deleting language that refers to the program as a limited-term “pilot” and amending language on the number of vehicle parking permits for which a one-way car share organization may apply.

**Financial Implications:** The program pricing structure results in cost-neutrality.

Contact: Phillip Harrington, Public Works, 981-6300

**Public Testimony:** The Mayor opened the public hearing. 0 speakers.

M/S/C (Robinson/Harrison) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf.

**Action:** M/S/C (Harrison/Hahn) to:

1. Adopt Resolution No. 68,900–N.S.
2. Adopt first reading of Ordinance No. 7,653–N.S. Second reading scheduled for May 28, 2019.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf.

## Action Calendar – Public Hearings

### 50. Residential Preferential Parking (RPP) Program Reform & Expansion Phase II: Recommendations for Increased Staffing, Enhanced Football Game Day Enforcement, and Expansion

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion:

1. Adopt first reading of an Ordinance amending Berkeley Municipal Code Chapter 14.72 to allow Residential Preferential Parking (RPP) in areas zoned Mixed Use-Light Industrial;
2. Adopt a Resolution to expand and enhance the RPP Program, raising permit fees for cost neutrality while increasing parking enforcement staff and equipment to augment RPP enforcement, improving UC Berkeley home football game parking enforcement, allowing more residents to opt-in, and rescinding Resolution 68,344-N.S.;
3. Adopt a Resolution modifying parking restrictions in specified RPP Zones on UC Berkeley home football game days as follows: establish “Enhanced Fine Areas” to prohibit parking without a valid RPP permit in portions of RPP Zones B, D, F, G, and I; and install new RPP signs in zones B, D, F, G, and I to clearly indicate UC Berkeley home football game day parking prohibitions; and
4. Adopt a Resolution establishing a new Parking Fine Schedule, including parking fines of \$225 per violation of BMC 14.40.090 in new Enhanced Fine Areas on posted UC football game days, and rescinding Resolution No. 68,466-N.S.

**Financial Implications:** See report

Contact: Phillip Harrington, Public Works, 981-6300

**Public Testimony:** The Mayor opened the public hearing. 1 speaker.

M/S/C (Arreguin/Droste) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf.

Councilmember Wengraf absent 10:13 p.m. – 11:25 p.m.

**Action:** M/S/C (Arreguin/Harrison) to:

1. Adopt first reading of Ordinance No. 7,654–N.S. Second reading scheduled for May 28, 2019.
2. Recommendation #2 referred to the Agenda and Rules Committee for future scheduling
3. Adopt Resolution No. 68,901–N.S. (Modifying Parking Restrictions)
4. Adopt Resolution No. 68,902–N.S. (Parking Fine Schedule)

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf.

## Action Calendar – Public Hearings

**51. ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172**

**From: City Manager**

**Recommendation:** Conduct a public hearing, and, upon conclusion, adopt a Resolution affirming the Zoning Adjustments Board (ZAB) decision to approve Administrative Use Permit #ZP2018-0172 to construct four detached, three-story, approximately 1,900 square-foot, single-family dwellings, each with an average height of 33 feet, on a 5,744 square-foot vacant lot in the MU-R District, and dismiss the appeal.

**Financial Implications:** None

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Action:** Item continued to May 28, 2019.

## Action Calendar – New Business

**52a. Recommendations for a Fossil Fuel Free Berkeley**

**From: Energy Commission**

**Recommendation:** The Berkeley Energy Commission recommends the City Council refer to the City Manager to implement the recommendations listed below as well as additional measures outlined in the attached report to aggressively reduce greenhouse gas (GHG) emissions in the city and the region.

**Financial Implications:** Unknown

Contact: Billi Romain, Commission Secretary, 981-7400

**52b. Companion Report: Recommendations for a Fossil Fuel Free Berkeley**

**From: City Manager**

**Recommendation:** Refer to the City Manager to continue to implement existing policies and programs that are consistent with the recommendations in the Berkeley Energy Commission's Fossil Fuel Free Berkeley Report, such as the Building Energy Saving Ordinance and development of new building codes that promote building electrification, and also to complete new evaluations and analyses of current and potential future greenhouse gas reduction programs and policies in order to inform next steps for accelerating progress to a Fossil Fuel Free Berkeley.

**Financial Implications:** See report

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Action:** Moved to Consent Calendar. Items 52a and 52b referred to the Facilities, Infrastructure, Transportation, Environment and Sustainability Committee.

**Vote:** Ayes – Kesarwani, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Davila.

**53a. Grant Allocation: Approve Funding Recommendation for Programs to Reduce Consumption of Sugar-Sweetened Beverages (SSBs)**

**From: Sugar Sweetened Beverage Product Panel of Experts**

**Recommendation:** Approve the SSBPPE Commission's recommendations and adopt thirteen (13) Resolutions authorizing the City Manager or her designee to enter

## Action Calendar – New Business

into contracts with the Berkeley Unified School District and the Community Based Organizations (CBOs) listed below to distribute a total of \$3,800,000 for FY 2020 and FY 2021 according to the schedule below and to also provide \$950,000 to the City of Berkeley Public Health Division (BPHD) during the same period to support administering and enhancing this program as approved by the Berkeley City Council as follows:

1. \$1,900,000 total grant to Berkeley Unified School District to implement the Gardening and Cooking Program for FY 2020 and FY 2021 to be disbursed as follows--\$950,000 for FY 2020 and \$950,000 for FY 2021.
2. \$285,000 total grant to the Ecology Center to implement For Thirst, Water First! program for FY 2020 and FY 2021 to be disbursed as follows--\$142,500 in FY 2020 and \$142,500 in FY 2021.
3. \$590,000 grant to Healthy Black Families to implement Thirsty for Change! (T4C) program for FY 2020 and FY 2021 to be disbursed as follows--\$295,000 in FY 2020 and \$295,000 in FY 2021.
4. \$30,000 grant to the Multicultural Institute to implement the Life Skills/Day Laborer Program: Health Activity program for FY 2020 and FY 2021 to be disbursed as follows: \$15,000 in FY 2020 and \$15,000 in FY 2021.
5. \$140,000 grant to the YMCA of the East Bay to implement the YMCA Diabetes Prevention (YDPP) program for FY 2020 and FY 2021 to be disbursed as follows: \$70,000 in FY 2020 and \$70,000 in FY 2021.
6. \$170,000 grant to the YMCA of the East Bay to implement the YMCA Healthy Me! program for FY 2020 and FY 2021 to be disbursed as follows: \$85,000 in FY 2020 and \$85,000 in FY 2021.
7. \$270,000 grant to Lifelong Medical Care to implement the Chronic Disease and Oral Health Prevention Project for FY 2020 and FY 2021 to be disbursed as follows: \$135,000 in FY 2020, and \$135,000 in FY 2021.
8. \$80,000 grant to Spiral Garden to implement the Spiral Gardens Community Food Security Project for FY 2020 and FY 2021 to be disbursed as follows: \$40,000 in FY 2020, and \$40,000 in FY 2021.
9. \$32,792 grant to Fresh Approach to implement the Veggie Rx Program for Healthy Foods and Beverages program for FY 2020 and FY 2021 to be disbursed as follows: \$16,396 in FY 2020, and \$16,396 in FY 2021.
10. \$135,880 grant to Bay Area Community Resources to implement the Healthy Options at Point of Sale program for FY 2020 and FY 2021 to be disbursed as follows: \$67,940 in FY 2020, and \$67,940 in FY 2021.
11. \$69,328 grant to Community Health Education Institute to implement the Artists Against Soda program for FY 2020 and FY 2021 to be disbursed as follows: \$34,664 in FY 2020, and \$34,664 in FY 2021.
12. \$97,000 grant to Berkeley Youth Alternatives to implement the Urban Agriculture and Team Nutrition Program for FY 2020 and FY 2021 to be disbursed as follows: \$48,500 in FY 2020 and \$48,500 in FY2021.
13. \$950,000 to the City of Berkeley Public Health Division (BPHD) to support the SSBPPE Commission and assist with outside evaluations to be disbursed as follows: \$475,000 in FY 2020 and \$475,000 in FY 2021 with 10% of those funds in both years designated for a media campaign.

## Action Calendar – New Business

14. The Commission recommends that indirect or administrative expenses not exceed 15% of the program budget and that these funds not be used to supplant any other source of funding.

15. The Commission recommends that City Council authorize the City Manager to authorize advances for BUSD and the selected community agencies receiving funds in FY 2020 and FY2021. The advances are to be equivalent to 25% of the agency's allocation.

**Financial Implications:** See report

Contact: Dechen Tsering, Commission Secretary, 981-5300

**53b. Companion Report: Grant Allocation: Approve Funding Recommendation for Programs to Reduce Consumption of Sugar-Sweetened Beverages (SSBs)**

**From: City Manager**

**Recommendation:** Adopt the Sugar Sweetened Beverage Product Panel of Experts' (SSBPPE) funding recommendations and twelve (12) resolutions authorizing the City Manager to enter in contracts with the Berkeley Unified School District and the Community Based Organizations for FY2020 and FY2021 with the following caveats: 1) remove the City of Berkeley as a grantee and remove the resolution that is included as Resolution #12 in the SSBPPE Commission's Council report relating to the Public Health division, 2) adopt Resolution #13 in the SSBPPE Commission's Council report and amend the amount to be distributed as \$4.474 million, as was passed by Council on January 22, 2019, and 3) reduce all grantees' and the Public Health division allocations equally to reach the adopted figure (about 5%).

**Financial Implications:** See report

Contact: Kelly Wallace, Housing and Community Services, 981-5400

**Action:** Item 53a moved to the Consent Calendar to:

1. Adopt Resolution No. 68,903–N.S. (BUSD)
2. Adopt Resolution No. 68,904–N.S. (Ecology Center)
3. Adopt Resolution No. 68,905–N.S. (Healthy Black Families)
4. Adopt Resolution No. 68,906–N.S. (Multicultural Institute)
5. Adopt Resolution No. 68,907–N.S. (YMCA)
6. Adopt Resolution No. 68,908–N.S. (Lifelong)
7. Adopt Resolution No. 68,909–N.S. (Spiral Gardens)
8. Adopt Resolution No. 68,910–N.S. (Bay Area Community Resources)
9. Adopt Resolution No. 68,911–N.S. (Fresh Approach)
10. Adopt Resolution No. 68,912–N.S. (Berkeley Youth Alternatives)
11. Adopt Resolution No. 68,913–N.S. (Community Health Education Institute)
12. Adopt Resolution No. 68,914–N.S. (City of Berkeley Public Health)
13. Adopt Resolution No. 68,915–N.S. (Allocation for Grant Program)
14. Approved recommendation.
15. Approved recommendation.

## Council Action Items

## Council Action Items

**54. Authorizing Additional Inclement Weather Shelter at Old City Hall from April 15, 2019-June 30, 2019**

**From: Councilmembers Davila, Harrison, and Hahn**

**Recommendation:**

1. Authorize the City Manager to maintain open an as-needed inclement weather shelter from April 15, 2019 - June 30, 2019, to provide safe, indoor locations for our unhoused community during inclement weather, including changing the cold temperature to below 45 degrees, rain, and add extreme heat and atmospheric pollution such as smoke.
2. Approving the allocation of \$60,000 in funding for this inclement weather shelter with funds from the budget appropriations for an expanded Emergency Shelter program or by State Homeless Emergency Aid Program (HEAP) funding.
3. Authorizing the City Manager to amend Contract No. 10577B with Dorothy Day House for the current operation of the as-needed inclement weather shelter, that will include this extension through June 30, 2019, and possible program expansion in order to increase number of unhoused people served.

**Financial Implications:** See report

Contact: Cheryl Davila, Councilmember, District 2, 981-7120

**Action:** Councilmember Bartlett added as a co-sponsor. Moved to Consent Calendar to approve the recommendation and adopt Resolution No. 68,917–N.S. to authorize the City Manager to amend Contract No. 10577B with Dorothy Day House for the current operation of the as-needed inclement weather shelter, that will include this extension through June 30, 2019 and approving the allocation of \$60,000 in funding for this inclement weather shelter with funds from the budget appropriations for an expanded Emergency Shelter program or by State Homeless Emergency Aid Program (HEAP) funding.

**55. Budget Referral: Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way, FY2020-2021**

**From: Councilmember Davila**

**Recommendation:** Refer to the FY20 (2020/2021) RRV Budget Process for consideration of at least \$150,000 and up to remediate the Lawn Bowlers, North Green and Santa Fe Right-of-Way in advance of Request for Proposal (RFP) for these areas that potentially could provide much needed affordable alternative housing.

Refer to the Homeless Services Panel of Experts to consider Measure P funds for remediation purposes for these properties.

**Financial Implications:** See report

Contact: Cheryl Davila, Councilmember, District 2, 981-7120

**Action:** Item 55 held over to June 11, 2019.

## Council Action Items

**56. Contract: Berkeley Marina Area Specific Plan (BMASP) – Hargreaves Associates** *(Continued from April 30, 2019)*

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager or her designee to execute a contract and any amendments with Hargreaves Associates to produce the Berkeley Marina Area Specific Plan (BMASP) in an amount not to exceed \$1,101,000.

**Financial Implications:** Marina Fund - \$1,101,000

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Action:** M/S/Failed (Arreguin/Hahn) to suspend the rules and extend the meeting to 11:15 p.m. and hold over Items 55 and 57 to June 11, 2019.

**Vote:** Ayes – Kesarwani, Hahn, Robinson, Droste, Arreguin; Noes – Davila, Harrison; None; Abstain – None; Absent – Bartlett, Wengraf.

Councilmember Bartlett absent 10:50 p.m. – 10:52 p.m.

**Action:** M/S/Carried (Arreguin/Hahn) to suspend the rules and extend the meeting to 11:15 p.m. and hold over Items 55 and 57 to June 11, 2019.

**Vote:** Ayes – Kesarwani, Bartlett, Hahn, Robinson, Droste, Arreguin; Noes – Davila, Harrison; None; Abstain – None; Absent – Wengraf.

**Action:** M/S/Carried (Arreguin/Hahn) to suspend the rules and extend the meeting to 11:25 p.m.

**Vote:** Ayes – Kesarwani, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – Davila; None; Abstain – None; Absent – Wengraf.

**Action:** 8 speakers. M/S/C (Arreguin/Hahn) to adopt Resolution No. 68,918–N.S. authorizing the City Manager or her designee to execute a contract and any amendments with Hargreaves Associates to produce the Berkeley Marina Area Specific Plan (BMASP) in an amount not to exceed \$1,101,000.

**Vote:** Ayes – Kesarwani, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Davila, Wengraf.

Councilmember Davila absent 11:13 p.m. – 11:25 p.m.

**57. Resolution: No U.S. intervention in Venezuela** *(Continued from April 30, 2019)*

**From: Peace and Justice Commission**

**Recommendation:** Adopt a resolution that affirms the sovereign right of the Venezuelan people to negotiate their political differences free from foreign intervention, and urges that the U.S. government withdraw its illegal, unilateral financial sanctions and refrain from military, economic, or diplomatic intervention in the internal affairs of the sovereign state of Venezuela.

**Financial Implications:** None

Contact: Bre Slimick, Commission Secretary, 981-7000

**Action:** Item 57 held over to June 11, 2019.



## Council Action Items

### Information Reports

58. **Referral Response: Issue a Request for Information to Explore Grant Writing Services from Specialized Municipal Grant-Writing Firms, and Report Back to Council**  
**From: City Manager**  
Contact: Henry Oyekanmi, Finance, 981-7300  
**Action:** Referred to the Agenda and Rules Committee for scheduling as presentation before Council.
59. **Results of RFP for Availability Study for Affirmative Action in City Contracting (Berkeley Inclusion in Opportunity Index)**  
**From: City Manager**  
Contact: Henry Oyekanmi, Finance, 981-7300  
**Action:** Received and filed.
60. **Public Works Department Reaccreditation by the American Public Works Association**  
**From: City Manager**  
Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Received and filed.
61. **Residential Preferential Parking (RPP) Program: Spring 2019 Update**  
**From: City Manager**  
Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Received and filed.

**Public Comment – Items Not Listed on the Agenda** - 6 speakers.

### Adjournment

Adjourned at 11:25 p.m.

This is to certify that the foregoing is a true and correct record of the regular meeting of May 14, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

### Communications

**Item #1: Cannabis Ordinance Revisions; Amending the Berkeley Municipal Code**

1. Debby Goldsberry
2. Julia Varshavsky

**Item #34: Rebuilding Together Budget Referral**

3. Janice Greenberg
4. Nick
5. Susan Payne
6. Linda Novick
7. Ann Moghaddas

**Item #51: ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172**

8. Jennifer Hernandez & Genna Yarkin, Holland & Knight Attorneys
9. Greenfire Law, on behalf of the Oceanview Neighborhood Council's Appeal

**Encampments**

10. Parisa Jorjani
11. Richard at Coastodian.org (4)
12. Diana Bohn (2)
13. Marcia Poole
14. Margy Wilkinson

**2245 Fifth Street & 2231 Fourth Street**

15. Matt Taecker, Taecker Planning & Design

**Small Businesses in West Berkeley**

16. Matt Taecker, Taecker Planning & Design

**Public Employees Union, Local One**

17. Nicole Marti, on behalf of Local One

**Dirty Needles at Point Reyes National Seashore**

18. Richard at Coastodian.org

**SB 50**

19. Avram Gur Arye

**Climate Change**

20. Jane Kelly

**Disruptive Council Meetings**

21. Margy Wilkinson

**Potholes**

22. Dan

**Bay Area Police Oversight Forum**

23. Katherine Lee, Police Review Commission Officer

**RV Dwellers**

- 24. Richard Hartnell
- 25. Eric Friedman

**Auto/Pedestrian Safety**

- 26. David Lerman

**LED Ceramic Street Lights**

- 27. Sansi Tech

**First Responders Training**

- 28. Bob Flasher

**People's Park Poem**

- 29. Hali Hammer

**West Campus Pool**

- 30. Linda Worthman
- 31. Donna Mickleson

**East Bay Community Energy Innovation Grant**

- 32. East Bay Community Energy

**Rent Board Commissioners**

- 33. Jack Kurzweil

**Bus Line Failure**

- 34. Avram Gury Arye

**Age-Friendly Action Plan**

- 35. Linda Kincaid
- 36. Mary Behm-Steinberg

**Measure O**

- 37. Pam Speich
- 38. Geoffrey Lomax
- 39. Nick

**1155-1173 Hearst Avenue**

- 40. Wayne Cory
- 41. Yashu Jiang

**Codornices Creek – Fire Foam**

- 42. Susan Schwartz, on behalf of Friends of Five Creeks

**Fire Safe Fiscal Sponsor**

43. Bob Flasher

**PY2019 Annual Action Plan Allocation of Federal Funds**

44. Kaameelah Wesley

**Sanctuary Contracting Ordinance**

45. Eli Conley

**Shortage of Affordable Quality Office Space**

46. David Lerman

**Evicting Undocumented Immigrants from Subsidized Housing**

47. Gary Hicks

**Dangerous Crosswalk at Camilia and 6<sup>th</sup> Street**

48. Cecelia Mautner

**Crime, Real Estate, Politics and Media**

49. Terry Akins

**Upcoming Meeting with HTT Steering Committee**

50. Darinxoso Oyamasela

**Berkeley Way Project Concerns**

51. Parisa Jorjani

**Bayside Unit 535-301**

52. Pil Orbison

**Supplemental Communications and Reports 1**

**Item #37: Supporting the Timely Implementation of the Buy Clean California Act and Reaffirming the City of Berkeley's Commitment to Reducing Embodied Energy in Building Materials**

53. Igor Tregub

**Item #38: Letter in Support of AB 38**

54. Revised material, submitted by Councilmembers Wengraf and Hahn

**Supplemental Communications and Reports 2**

**Item #1: Cannabis Ordinance Revisions; Amending the Berkeley Municipal Code**

55. Fried Wittman

**Item #19: Purchase Order: Municipal Maintenance Equipment, Inc. for Fifteen GO-4 Parking Enforcement Vehicles**

56. Rob Wrenn

**Item #30: Engage Professional Support to Assist City Council in Establishing a Process and Performing an Evaluation of the City Manager's Performance**

57. Revised material, submitted by Mayor Arreguin and Councilmember Harrison

**Item #34: Rebuilding Together Budget Referral**

58. Margy Wilkinson, on behalf of Friends of Adeline

**Item #40: Pronouncement of May 15th, 2019 as a Day of Bloody Thursday Remembrance and Commemoration of People's Park**

59. Avram Gur Arye

60. Carol Denney

**Item #47: Land Use Planning Permit Fee Amendments**

61. Hadley Dynak

**Item #49: One-Way Car Share – Transition from Pilot to Baseline Program**

62. David Eiseman

63. Brian Tremblay

64. Nancy Juette

65. Joel Tranter

**Item #51: ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172**

66. Jessica Blome, on behalf of Greenfire Law (2)

**Item #27: Recommendation to Install an Outdoor Public Warning System (Sirens) and Incorporate It Into a Holistic Emergency Alerting Plan**

67. 65 Communications Submitted via Berkeley Considers, includes summary information.

**Supplemental Communications and Reports 3**

**Item #27: Recommendation to Install an Outdoor Public Warning System (Sirens) and Incorporate It Into a Holistic Emergency Alerting Plan**

68. Shirley Dean

**Item #34: Rebuilding Together Budget Referral**

69. Suzanna Yeh

**Item #47: Land Use Planning Permit Fee Amendments**

70. Scott Freedman

**Item #48: Fiscal Year 2020 and Fiscal Year 2021 Proposed Budget Public Hearing #1**

71. Supplemental material, submitted by Budget/City Manager's Office

72. Presentation, submitted by Budget/City Manager's Office

**Item #49: One-Way Car Share – Transition from Pilot to Baseline Program**

73. Presentation, submitted by the Transportation Division

74. Jason Haight, President of GIG Car Share

**Item #50: Residential Preferential Parking (RPP) Program Reform & Expansion Phase II: Recommendations for Increased Staffing, Enhanced Football Game Day Enforcement, and Expansion**

75. Presentation, submitted by the Public Works Department

76. Lucy Clarke

77. Ed Herzog

78. Chris Stehlik

79. Lisa Bullwinkel

80. Sally Nelson

81. Irene Rosenthal

82. Lisa Cain

83. J.J. Noire

84. Linda Calvin

85. Giancarlo Tucc-Berube

86. Sage Linda Spatz

87. Alfred Twu

88. Alex Oligny

89. Matthew Novak

90. Glomax

91. Pam Speich

92. Hawley Holmes

93. Jessica Behrman

94. Barbara Gilbert

95. Toni Casal

96. Dana Price

97. Mary Lee Noonan

98. Ellen Rodin

99. Cymbre Potter

**Item #51: ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172**

100. Sonja Trauss, on behalf of California Renters Legal Advocacy and Educational Fund

**Item 53a: Grant Allocation: Approve Funding Recommendation for Programs to Reduce Consumption of Sugar-Sweetened Beverages (SSBs)**

101. Angela McKee-Brown, on behalf for The Edible Schoolyard Project

102. Bonnie Christensen, Director of Nutrition Services

103. Jezra Thompson, Cooking & Gardening Program (Art Work)

**Item #56: Contract: Berkeley Marina Area Specific Plan (BMASP) 0 Hargreaves Associates**

104. Presentation, submitted by the Parks, Recreation & Waterfront Department

**Item #57: Resolution: No U.S. Intervention in Venezuela**

105. Revised material, submitted by Councilmember Harrison

**Rebuilding Together – East Bay North**

106. Rebuilding Together

**Contract Number 9893B**

107. Kelly Hammargren

**Consider the Homeless**

108. Consider the Homeless.org

**MINUTES  
BERKELEY CITY COUNCIL SPECIAL MEETING  
FRIDAY, MAY 17, 2019  
1:00 P.M.**

**Cypress Room – 2180 Milvia Street, 1<sup>st</sup> Floor, Berkeley, CA**

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 1:07 p.m.

**Present:** Davila, Bartlett, Wengraf, Robinson, Droste, Arreguin

**Absent:** Kesarwani, Harrison, Hahn

**Public Comment - Limited to items on this agenda only – 0 speakers**

**CLOSED SESSION:**

The City Council will convene in closed session to meet concerning the following:

- 1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1):**

**Pending litigation – one case**

Case Name: Sullivan et al v. Bay Area Rapid Transit  
Case Number: 3:17-cv-06051-WHA

**Action:** No reportable action.

**OPEN SESSION:**

No reportable action.

**Adjournment**

**Action:** M/S/C (Droste/Wengraf) to adjourn the meeting.

**Vote:** Ayes – Davila, Bartlett, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Kesarwani, Harrison, Hahn.

Adjourned at 1:47 p.m.



I hereby certify that the forgoing is a true and correct record of the special closed meeting of May 17, 2019 as approved by the Berkeley City Council.

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Mark Numainville, City Clerk

**MINUTES  
BERKELEY CITY COUNCIL SPECIAL MEETING  
TUESDAY, MAY 28, 2019  
5:00 P.M.**

**School District Board Room – 1231 Addison Street, Berkeley, CA  
Teleconference Location: 712 Moreno Avenue, Los Angeles, CA 90049**

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
DISTRICT 2 – CHERYL DAVILA  
DISTRICT 3 – BEN BARTLETT  
DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
DISTRICT 6 – SUSAN WENGRAF  
DISTRICT 7 – RIGEL ROBINSON  
DISTRICT 8 – LORI DROSTE

**Preliminary Matters**

**Roll Call:** 5:06 p.m.

**Present:** Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Arreguin

**Absent:** Wengraf

Councilmember Wengraf present at 5:15 p.m.

**Public Comment - Limited to items on this agenda only – 0 speakers**

**CLOSED SESSION:**

The City Council will convene in closed session to meet concerning the following:

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1):**

a. Robertson v. City of Berkeley, Alameda County Superior Court Case No. RG 17851346

**Action:** M/S/C (Wengraf/Hahn) to approve the settlement of Robertson v. City of Berkeley, Alameda County Superior Court Case No. RG 17851346 for \$150,000.

**Vote:** All Ayes.

b. Jonathan and Sally Francis v. City of Berkeley, Alameda County Superior Court Case No. RG 17880940

**Action:** M/S/C (Wengraf/Harrison) to approve the settlement of Jonathan and Sally Francis v. City of Berkeley, Alameda County Superior Court Case No. RG 17880940. The City Council approved the settlement of \$350,000 contingent on the City Manager and the plaintiffs reaching an agreement on the final language in the document to be recorded with the County Recorder regarding the 2018 landslide repairs.

**Vote:** All Ayes.

## OPEN SESSION:

The City Council met in closed session and approved the following settlements:

1. Robertson v. City of Berkeley, Alameda County Superior Court Case No. RG 17851346 in the amount of \$150,000.
2. Jonathan and Sally Francis v. City of Berkeley, Alameda County Superior Court Case No. RG 17880940. The City Council approved the settlement of \$350,000 contingent on the City Manager and the plaintiffs reaching an agreement on the final language in the document to be recorded with the County Recorder regarding the 2018 landslide repairs.

## Adjournment

**Action:** M/S/C (Robinson/Droste) to adjourn the meeting.

**Vote:** All Ayes.

Adjourned at 6:01 p.m.

I hereby certify that the forgoing is a true and correct record of the special closed meeting of May 28, 2019 as approved by the Berkeley City Council.

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Rose Thomsen, Deputy City Clerk

**MINUTES**  
**BERKELEY CITY COUNCIL MEETING**  
**Tuesday, May 28, 2019**  
**6:00 PM**

SCHOOL DISTRICT BOARD ROOM - 1231 ADDISON STREET, BERKELEY, CA 94702  
 TELECONFERENCE LOCATION: 712 MORENO AVENUE, LOS ANGELES, CA 90049

JESSE ARREGUIN, MAYOR

Councilmembers:

DISTRICT 1 – RASHI KESARWANI  
 DISTRICT 2 – CHERYL DAVILA  
 DISTRICT 3 – BEN BARTLETT  
 DISTRICT 4 – KATE HARRISON

DISTRICT 5 – SOPHIE HAHN  
 DISTRICT 6 – SUSAN WENGRAF  
 DISTRICT 7 – RIGEL ROBINSON  
 DISTRICT 8 – LORI DROSTE

### **Preliminary Matters**

**Roll Call:** 6:14 p.m.

**Present:** Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin

**Absent:** Wengraf

Councilmember Wengraf present at 6:27 p.m.

### **Report from Closed Session:**

At the closed session meeting on May 28, 2019 the City Council voted to approve the following settlements:

1. Robertson v. City of Berkeley, Alameda County Superior Court Case No. RG 17851346 in the amount of \$150,000.
2. Jonathan and Sally Francis v. City of Berkeley, Alameda County Superior Court Case No. RG 17880940. The City Council approved the settlement of \$350,000 contingent on the City Manager and the plaintiffs reaching an agreement on the final language in the document to be recorded with the County Recorder regarding the 2018 landslide repairs.

### **Ceremonial Matters:**

1. Recognition of Affordable Housing Week
2. Recognition of Berkeley Green Certified Businesses
3. Recognition of Berkeley World Music Festival Weekend, June 1-2, 2019
4. Adjourned in Memory of Susan Hone, former Berkeley Vice-Mayor
5. Adjourned in Memory of William "Three Hundred" Barclay Caldeira, Berkeley Resident and Homeless Commissioner

**City Manager Comments:**

1. Announced the availability of the Strategic Plan Quarterly Report and Update on Strategic Plan Priorities for FY18-19.
2. Bill and Celina Rose Youth 3 on 3 Basketball Event at San Pablo Park on Saturday, June 1, 2019 from 9:00 a.m. - 5:00 p.m.
3. Ohlone Park 50th Anniversary Celebration on Saturday, June 1, 2019 from 11:00 a.m. -4:00 p.m.
4. Roses in Bloom concert Series at the Rose Garden on Sunday, June 2, 2019 from 3:00 - 5:00 p.m.
5. Kidchella Concert Series begins Saturday June 8, 2019 at Willard Park at 3:00 p.m.

**City Auditor Comments:** None

**Public Comment on Non-Agenda Matters:** 9 speakers.

**Consent Calendar**

**Action:** M/S/C (Harrison/Davila) to adopt the Consent Calendar in one motion except as indicated.

**Vote:** All Ayes.

**Public Comment on Consent Calendar and Information Items Only:** 16 speakers.

Recess: 8:00 p.m. – 8:10 p.m.

**Consent Calendar**

1. **Amendment: FY 2019 Annual Appropriations Ordinance**  
**From: City Manager**  
**Recommendation:** Adopt second reading of Ordinance No. 7,652-N.S. amending the FY 2019 Annual Appropriations Ordinance No. 7,634–N.S. for fiscal year 2019 based upon other adjustments in the amount of \$22,245,802 (gross) and \$19,746,430 (net).  
**First Reading Vote:** All Ayes.  
**Financial Implications:** See report  
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000  
**Action:** Adopted second reading of Ordinance No. 7,652-N.S.

## Consent Calendar

- 2. One-Way Car Share – Transition from Pilot to Baseline Program**  
**From: City Manager**  
**Recommendation:** Adopt second reading of Ordinance No. 7,653-N.S. pursuant to Berkeley Municipal Code Chapter 14.62, deleting language that refers to the program as a limited-term “pilot” and amending language on the number of vehicle parking permits for which a one-way car share organization may apply.  
**First Reading Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain - None; Absent - Wengraf.  
**Financial Implications:** See report  
Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Adopted second reading of Ordinance No. 7,653-N.S.
- 3. Residential Preferential Parking (RPP) Program Reform & Expansion Phase II: Recommendations for Increased Staffing, Enhanced Football Game Day Enforcement, and Expansion**  
**From: City Manager**  
**Recommendation:** Adopt second reading of Ordinance No. 7,654-N.S. amending Berkeley Municipal Code Chapter 14.72 to allow Residential Preferential Parking (RPP) in areas zoned Mixed Use-Light Industrial.  
**First Reading Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain - None; Absent - Wengraf.  
**Financial Implications:** See report  
Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Adopted second reading of Ordinance No. 7,654-N.S.
- 4. Minutes for Approval**  
**From: City Manager**  
**Recommendation:** Approve the minutes for the Council meetings of April 2, 2019 (regular), April 23, 2019 (special and regular), April 29, 2019 (special closed), and April 30, 2019 (special and regular).  
**Financial Implications:** None  
Contact: Mark Numainville, City Clerk, 981-6900  
**Action:** Approved minutes as submitted.
- 5. Contract No. 10854 Amendment: Townsend Public Affairs, Inc. for Legislative and Funding Advocacy Strategy**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 10854 with Townsend Public Affairs, Inc., contract No. 10854, for an ongoing tailored legislative and funding advocacy strategy, increasing the contract amount by \$45,000, for an amount not-to-exceed \$90,000, and extending the contract from December 31, 2018 to June 30, 2020.  
**Financial Implications:** See report  
Contact: Paul Buddenhagen, City Manager's Office, 981-7000  
**Action:** Adopted Resolution No. 68,918–N.S.

## Consent Calendar

- 6. Assessments: Berkeley Tourism Business Improvement District**  
**From: City Manager**  
**Recommendation:** Adopt two Resolutions:  
1. Approving the Annual Report of FY19 and preliminary budget for FY20 for the Berkeley Tourism Business Improvement District (BTBID) as recommended by the BTBID Owners' Association; and  
2. Authorizing the City Manager to execute a sole source contract and any amendments with the Berkeley Convention and Visitors' Bureau, d.b.a. Visit Berkeley, for \$650,000 of BTBID funds to support tourism marketing and promotion for the period of July 1, 2019 to June 30, 2020.  
**Financial Implications:** See report  
Contact: Jordan Klein, Economic Development, 981-7530  
**Action:** Adopted Resolution No. 68,919–N.S. (Annual Report); and Resolution No. 68,920–N.S. (Contract).
- 7. Assessments: Downtown Berkeley Property Based Business Improvement District**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution approving the Downtown Berkeley Property Based Business Improvement District (DPBID) Annual Report of FY 2019 and proposed budget for FY 2020, and declaring Council's intention to levy an annual assessment for the DPBID for FY 2020  
**Financial Implications:** See report  
Contact: Jordan Klein, Economic Development, 981-7530  
**Action:** Adopted Resolution No. 68,921–N.S.
- 8. Assessments: North Shattuck Property Based Business Improvement District**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution approving the North Shattuck Property Based Business Improvement District (NSBID) Annual Report of FY 2019 and proposed budget for FY 2020, and declaring Council's intention to levy an annual assessment for the NSBID for FY 2020  
**Financial Implications:** See report  
Contact: Jordan Klein, Economic Development, 981-7530  
**Action:** Adopted Resolution No. 68,922–N.S.
- 9. Assessments: Telegraph Property Based Business Improvement District**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution approving the Telegraph Property Based Business Improvement District (TBID) Annual Report of FY 2019 and proposed budget for FY 2020, and declaring Council's intention to levy an annual assessment for the TBID for FY 2020.  
**Financial Implications:** See report  
Contact: Jordan Klein, Economic Development, 981-7530  
**Action:** Adopted Resolution No. 68,923–N.S.

## Consent Calendar

**10. Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on May 28, 2019**

**From: City Manager**

**Recommendation:** Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

**Financial Implications:** See report

Contact: Henry Oyekanmi, Finance, 981-7300

**Action:** Approved recommendation.

**11. Notice of Appropriations Limit for Fiscal Year 2020**

**From: City Manager**

**Recommendation:** Adopt a Resolution providing notice that: 1) Council will adopt an appropriations limit for Fiscal Year 2020 at its meeting of June 25, 2019; and 2) the amount of the limit and the background material used in its calculation will be available for public review in the City Clerk's Office on or before June 10, 2019.

**Financial Implications:** See report

Contact: Henry Oyekanmi, Finance, 981-7300

**Action:** Adopted Resolution No. 68,924–N.S.

**12. Contract No. 9821 Amendment: First Alarm & Security Patrol, Inc., dba First Security Services for Citywide Unarmed Security Services**

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager to increase the not-to-exceed value of Contract No. 9821 by \$365,792 from \$2,784,798 to \$3,150,590. The additional amount is required to fund continued services until October 31, 2019, which corresponds with the projected commencement date of a new contract for Citywide Unarmed Security Services, resulting from Request for Proposal (RFP) #19-11316-C scheduled to close May 30, 2019.

**Financial Implications:** See report

Contact: Henry Oyekanmi, Finance, 981-7300

**Action:** Adopted Resolution No. 68,925–N.S.

**13. Contract: Pyro Spectaculars North, Inc. for fireworks for the Fourth of July and Winter on the Waterfront Special Events**

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager or her designee to execute a contract with Pyro Spectaculars North, Inc. in the amount of \$82,500 for fireworks for the Fourth of July and Winter on the Waterfront special events in 2019, with an option for events in 2020 depending on the availability of funds.

**Financial Implications:** \$82,500

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Action:** Adopted Resolution No. 68,926–N.S.



## Consent Calendar

### 14. **Contracts: As-needed Tree Services**

**From: City Manager**

**Recommendation:** Adopt four (4) Resolutions authorizing the City Manager to execute the following contracts, and any amendments, extensions, or other change orders for tree services as-needed, each for a period of May 29, 2019 to May 28, 2022:

1. Bay Area Tree Specialists, for an amount not to exceed \$200,000.
2. Hamilton Tree Service, Inc., for an amount not to exceed \$200,000.
3. The Professional Tree Care Company, for an amount not to exceed \$200,000.
4. West Coast Arborists, Inc., for an amount not to exceed \$200,000.

**Financial Implications:** See report

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Action:** Adopted Resolution No. 68,927–N.S. (Bay Area); Resolution No. 68,928–N.S. (Hamilton); Resolution No. 68,929–N.S. (Professional); and Resolution No. 68,930–N.S. (West Coast).

### 15. **Contract No. 10786 (117934-1) Amendment: Redwood Engineering for Parks Playground Surfacing and Pathway Repairs**

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager to amend Contract No. 10786 (117934-1) with Redwood Engineering Construction for parks playground surfacing and pathway repairs, increasing the amount by \$75,000 for an amended total amount not to exceed \$274,000.

**Financial Implications:** Parks Tax Fund - \$75,000

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Action:** Adopted Resolution No. 68,931–N.S.

### 16. **Contract: School Bus Transportation from First Student, Inc. for Berkeley Day Camp and Recreation Programs**

**From: City Manager**

**Recommendation:** Adopt a Resolution authorizing the City Manager to execute a contract with First Student, Inc. to provide school bus transportation services for Berkeley Day Camp and other summer Recreation Division programs for a not-to-exceed total amount of \$423,000 for three years, including a one (1) year period, beginning June 10, 2019 and ending June 30, 2020, with the option to extend for up to two (2) additional years with City Manager approval, contingent upon annual budget appropriations.

**Financial Implications:** Various Funds - \$423,000

Contact: Scott Ferris, Parks, Recreation and Waterfront, 981-6700

**Action:** Adopted Resolution No. 68,932–N.S.

## Consent Calendar

- 17. Reject Bids and Negotiate in the Open Market for the Public Safety Building Envelope Repair Project, Specification No. 18-11263-C**  
**From: City Manager**  
**Recommendation:** Adopt a Resolution authorizing the City Manager to reject bids and direct staff to negotiate in the open market for construction work associated with the Public Safety Building Envelope Repair Project, Specification No. 18-11263-C in accordance with Article XI, Public Works and Supplies, Section 67 (a.) of the City Charter.  
**Financial Implications:** See report  
 Contact: Phillip Harrington, Public Works, 981-6300  
**Action:** Adopted Resolution No. 68,933–N.S.

## Council Consent Items

- 18. Support of SB 48 – Right to Shelter**  
**From: Mayor Arreguin and Councilmembers Hahn and Bartlett**  
**Recommendation:** Adopt a Resolution supporting SB 48 – Right to Shelter, introduced by State Senator Scott Wiener. Send a copy of the Resolution to Governor Gavin Newsom, State Senators Nancy Skinner and Scott Wiener, and Assemblymember Buffy Wicks.  
**Financial Implications:** None  
 Contact: Jesse Arreguin, Mayor, 981-7100  
**Action:** Item removed from the agenda by Mayor Arreguin.
- 19. Support H.R. 40 – the Commission to Study and Develop Reparation Proposals for African-Americans Act**  
**From: Mayor Arreguin and Councilmembers Bartlett, Davila, and Harrison**  
**Recommendation:** Adopt a Resolution in support of H.R. 40 – the Commission to Study and Develop Reparation Proposals for African-Americans Act, introduced by Congressperson Sheila Jackson Lee. Send a copy of the Resolution to Senators Dianne Feinstein and Kamala Harris, Congresspersons Barbara Lee and Sheila Jackson Lee, and President Donald Trump.  
**Financial Implications:** None  
 Contact: Jesse Arreguin, Mayor, 981-7100  
**Action:** Adopted Resolution No. 68,934–N.S.
- 20. Budget Referral: \$25,000 to the FY 2020-21 Budget Process for SupplyBank.Org to Expand School Supply Distribution**  
**From: Mayor Arreguin and Councilmember Davila**  
**Recommendation:** Refer the following to the budget process: A request for \$25,000 to expand Berkeley school supply distribution and ensure every low-income Berkeley student has the appropriate school and dental supplies they need to be successful.  
**Financial Implications:** General Fund - \$25,000  
 Contact: Jesse Arreguin, Mayor, 981-7100  
**Action:** Councilmember Bartlett added as a co-sponsor. Approved recommendation.

## Council Consent Items

**21. Budget Referral: \$5,000 for the César Chávez Solar Calendar**

**From: Mayor Arreguin**

**Recommendation:** Refer to the FY2020-2021 budget process the allocation of \$5,000 to the Kala Art Institute for the purpose of maintaining the Solar Calendar/César Chávez Memorial.

**Financial Implications:** General Fund - \$5,000

Contact: Jesse Arreguin, Mayor, 981-7100

**Action:** Councilmembers Harrison, Robinson, and Bartlett added as co-sponsors. Approved recommendation.

**22. Budget Referral: \$80,000 to Support Technical Assistance for Succession Planning, Worker Cooperative Conversion and Development**

**From: Mayor Arreguin**

**Recommendation:** Refer to the budget process to extend the \$30,000 contract to Project Equity for two years and increase the amount to \$80,000 to support and build on the important work done to-date and expand the technical assistance beyond succession planning to include supporting new worker cooperative development.

**Financial Implications:** See report

Contact: Jesse Arreguin, Mayor, 981-7100

**Action:** Councilmembers Davila, Harrison, and Bartlett added as co-sponsors. Approved recommendation.

## Council Consent Items

- 23. Development of the West Berkeley Service Center, 1900 6th Street, for Senior Housing with Supportive Services** *(Reviewed by the Land Use, Housing & Economic Development Committee)*
- From: Mayor Arreguin and Councilmembers Kesarwani, Wengraf, and Bartlett**
- Recommendation:** State the intent of the City Council that the West Berkeley Service Center property, 1900 6th Street, will be used for senior housing with on-site services consistent with Age Friendly Berkeley Plan recommendations, maximizing the number of affordable units.
- The Berkeley Way Project, 2012 Berkeley Way, is the City's top affordable housing priority. The West Berkeley Service Center, as a City-owned property, to be developed for affordable housing falls under the "High Priority" on the list of housing initiatives passed by Council on November 28, 2017. In light of the above, refer to the City Manager to take the following actions to initiate the process of developing senior housing at the West Berkeley Service Center:
- a. Refer to the City Manager to conduct a basic analysis of the development potential for the West Berkeley Service Center site including build-out scenarios for a three-, four-, five-, six- and seven-story building at the site, using Mixed-Use Residential (MUR), West Berkeley Commercial (C-W), and Multiple-Family Residential (R-3) Development Standards. Each buildout scenario should reflect base project conditions, and conditions if a Density Bonus is granted including waivers and concessions, or if Use Permits are used to modify standards. The scenarios should also incorporate space on the ground floor for resident amenities, supportive social services, and community space. The results of the development scenarios will be presented to the City Council and Planning Commission.
  - b. Refer to the Planning Commission to consider any modifications to the underlying zoning at the West Berkeley Service Center site to maximize the production of senior housing, including consideration of an overlay zone.
  - c. Based on recommendations from the Health, Housing and Community Services Department, the Housing Advisory Commission, Measure O Bond Oversight Committee, Commission on Aging, and taking into consideration requirements and restrictions associated with potential funding sources, create recommendations to Council regarding levels of affordability, unit sizes, on-site services and other features to be included in a senior housing and social services development, including senior living housing types. These recommendations will be presented to the City Council to inform the issuance of an RFP.
- Financial Implications:** See report  
 Contact: Jesse Arreguin, Mayor, 981-7100  
**Action:** Approved recommendation.

## Council Consent Items

**24. Berkeley Juneteenth Festival: Relinquishment of Council Office Budget Funds to General Fund and Grant of Such Funds**

**From: Councilmembers Davila and Bartlett**

**Recommendation:** Adopt a Resolution approving the expenditure of an amount not to exceed \$500 per Councilmember including \$500 from Councilmember Cheryl Davila, to support purchase of street-pole banners announcing the Berkeley Juneteenth Festival June 16, 2019, 11AM-7PM, with funds relinquished to the City's general fund for this purpose from the discretionary Council Office Budgets of Councilmember Davila, the Mayor and any other Councilmembers who would like to contribute.

**Financial Implications:** See report

Contact: Cheryl Davila, Councilmember, District 2, 981-7120

**Action:** Mayor Arreguin added as a co-sponsor. Adopted Resolution No. 68,935–N.S. revised to include contributions from the following Councilmembers up to the amounts listed: Mayor Arreguin - \$250; Councilmember Wengraf - \$100; Councilmember Harrison - \$100, Councilmember Robinson - \$100; Councilmember Hahn - \$100.

**25. Budget Referral: Funding Stop Signs on Carleton Street and Fulton Street**

**From: Councilmember Bartlett**

**Recommendation:** That the Council refers to the budget process of funding a 4-way stop at the intersection of Carleton and Fulton Street in order to address inadequate traffic control and stopping, and reduce traffic accidents.

**Financial Implications:** See report

Contact: Ben Bartlett, Councilmember, District 3, 981-7130

**Action:** Councilmember Davila added as a co-sponsor. Approved recommendation revised to include that the process will be conducted in coordination with the City's Traffic Engineer.

**26. Budget Referral: Funding for a Traffic Safety and Mitigation Study and Investments on Alcatraz Avenue**

**From: Councilmember Bartlett**

**Recommendation:** That the City Council refer to the budget process funding of a traffic safety and mitigation study for Alcatraz Avenue to address the high volume of traffic accidents along this roadway due to inadequate street lighting and traffic controls. This study will determine the best methods of controlling all forms of traffic to maximize the safety of motorists, pedestrians, and bicyclists.

**Financial Implications:** See report

Contact: Ben Bartlett, Councilmember, District 3, 981-7130

**Action:** Councilmembers Davila and Harrison added as co-sponsors. Approved recommendation.

## Council Consent Items

27. **Budget Referral: Funding for Street Lights Development at Martin Luther King Jr. Way and Stuart Street**  
**From: Councilmember Bartlett, Mayor Arreguin, and Councilmembers Harrison and Wengraf**  
**Recommendation:** That the Council refers to the budget process to fund traffic lights on Martin Luther King Jr. Way and Stuart Street in order to prevent auto-related accidents and traffic deaths and injuries.  
**Financial Implications:** See report  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130  
**Action:** Approved recommendation revised to read as follows: "That the Council refers to the FY 2020-2021 budget process to assess and fund traffic safety improvements at the Martin Luther King Jr. Way and Stuart Street intersection. Short-term improvements should include improving street lighting conditions at the crosswalk."
28. **Budget Referral: "Berkeley Inclusion in Opportunity Index" - Funding Firm to Perform Availability Study to Achieve Equity in City Contracting**  
**From: Councilmembers Bartlett and Davila**  
**Recommendation:** That the Council refer to the 2019-2020 budget and allocate \$200,000 to fund Mason Tillman Associates Ltd (MTA) to perform an Availability Study to analyze the City's use of local, small, emerging enterprises and other enterprises with barriers to access in City construction, architecture, engineering, professional services, goods, and other services contracts.  
**Financial Implications:** See report  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130  
**Action:** Councilmember Harrison added as a co-sponsor. Approved recommendation.
29. **Referral to the Public Works Department and the City Manager: Finishing the installation of Sculpture Lighting into Adjacent Street Lights for the William Byron Rumford Statue on Sacramento and Julia St.**  
**From: Councilmembers Bartlett, Harrison, Davila, and Mayor Arreguin**  
**Recommendation:** Refer to the City Manager a request to finish the installation of sculpture lighting into adjacent street lights for the William Byron Rumford statue on Sacramento and Julia Street. Refer to the Public Works Department for its installation.  
**Financial Implications:** See report  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130  
**Action:** Approved recommendation.

## Council Consent Items

- 30. Budget Referral: Increase Staffing Level of Transportation Division to Expedite City's Vision Zero Goal**  
**From: Councilmembers Bartlett, Droste, and Robinson**  
**Recommendation:** That the Council adds six permanent positions to the Transportation Division as part of the city's fiscal year 2020-2021 biennial budget by referring \$1,433,310.40 to the budget process to fund these positions; the total cost of salaries without benefits is 863,440; the total cost of benefits alone is 569,870.40. These positions should include 4 Engineers, a permanent Senior Planner (to coordinate Vision Zero), and an Administrative Professional. The Transportation Division needs increased staff capacity to deliver funded capital projects and work towards the City's Vision Zero goal of eliminating fatal and severe injury collisions.  
**Financial Implications:** See report  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130  
**Action:** Approved recommendation.
- 31. Budget Referral: Funding for Development of a Traffic Circle at the intersection of 62nd Street and King Street**  
**From: Councilmember Bartlett and Mayor Arreguin**  
**Recommendation:** Refer to the City Manager to conduct an analysis of the intersection of 62nd and King Streets to recommend a traffic circle or other traffic calming and public safety measures. Allocate \$50,000 to conduct this analysis. Refer to the budget process to allocate funds to implement the City Manager's recommendations.  
**Financial Implications:** See report  
Contact: Ben Bartlett, Councilmember, District 3, 981-7130  
**Action:** Councilmember Davila added as a co-sponsor. Approved recommendation.
- 32. Resolution in Support of Full Parity for Mental Health Patients and Clinicians at Kaiser Permanente**  
**From: Councilmembers Harrison, Davila, Mayor Arreguin, and Councilmember Robinson**  
**Recommendation:** Adopt a resolution calling for full parity for mental health patients and clinicians at Kaiser Permanente and supporting the mental health clinicians in their contract negotiations.  
**Financial Implications:** None  
Contact: Kate Harrison, Councilmember, District 4, 981-7140  
**Action:** Adopted Resolution No. 68,936–N.S.

## Council Consent Items

**33. Budget Referral: Solano Avenue Revitalization Plan**

**From: Councilmembers Hahn, Wengraf, Harrison, and Mayor Arreguin**

**Recommendation:**

1. Refer \$300,000 to the FY2020 - FY2021 Budget Process for the development of a two-part Solano Avenue "Master" Revitalization Plan; Part A for the Upper/Eastern end of Solano Avenue and Part B for mid-corridor blocks within the City of Berkeley, to coordinate with the City of Albany's mid-corridor Solano Avenue Reconfiguration Plan.

2. Direct the City Manager to send a letter to the City of Albany expressing Berkeley's desire to collaborate on reconfiguration and revitalization plans for the mid-corridor portion of Solano Avenue, and to initiate plans for coordination.

**Financial Implications:** See report

Contact: Sophie Hahn, Councilmember, District 5, 981-7150

**Action:** Approved recommendation.

**34. Oppose AB-1356 Cannabis: local jurisdictions: retail commercial cannabis activity (Ting)**

**From: Councilmembers Wengraf, Hahn, Robinson, and Mayor Arreguin**

**Recommendation:** Adopt a resolution in opposition to AB 1356 to Assemblymember Philip Ting with copies to the Chair of the Assembly Appropriations Committee Assemblymember Lorena Gonzalez, Assemblymember Buffy Wicks, Senator Nancy Skinner and Governor Gavin Newsom.

**Financial Implications:** None

Contact: Susan Wengraf, Councilmember, District 6, 981-7160

**Action:** Adopted Resolution No. 68,937–N.S.

**Vote:** Ayes – Davila, Bartlett, Harrison, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – None; Abstain – Kesarwani.

**35. Budget Referral: Paid Internship Program for Interns of City of Berkeley Councilmembers**

**From: Councilmembers Robinson and Bartlett**

**Recommendation:** Refer to the budget process to consider an office allowance which would provide stipends to City of Berkeley interns.

**Financial Implications:** \$15,000

Contact: Rigel Robinson, Councilmember, District 7, 981-7170

**Action:** Approved recommendation revised to allocate \$1,500 per year to the offices of each Councilmember and the Mayor for a total financial implication of \$13,500, and further revised to recommend that the item also be referred to the City Manager to provide guidance on feasibility and policy changes that may be needed in order to enable Council offices to provide stipends to interns.



## Council Consent Items

- 36. Support for Renters Rights Bills: SB 529, and AB 36, 724, 1481, and 1482**  
**From: Councilmember Robinson**  
**Recommendation:** Send a letter supporting SB 529, and AB 36, 724, 1481, and 1482 to their respective authors, which would strengthen tenant organizing rights, allow rent control on certain units, provide caps for annual rent increases, protect against wrongful evictions, and create a registry of all California rental units.  
**Financial Implications:** None  
Contact: Rigel Robinson, Councilmember, District 7, 981-7170  
**Action:** Councilmembers Hahn and Davila added as co-sponsors. Approved recommendation to send a letter supporting SB 529, and AB 36, 724, and 1481 to their respective authors.  
**Vote:** All Ayes.  
**Action:** Approved recommendation to send a letter supporting AB 1482 to the respective author.  
**Vote:** Ayes – Kesarwani, Davila, Bartlett, Hahn, Wengraf, Robinson, Droste, Arreguin; Noes – Harrison.
- 37. Support for SB 212 (Ranked Choice Voting) and SB 641 (Special Elections: Rank Choice Voting)**  
**From: Councilmember Robinson**  
**Recommendation:** Send a letter to Assemblymember Allen supporting SB 212, which would authorize a city, county, or local educational agency to conduct an election using ranked choice voting, and SB 641, which would authorize the Governor to require a special election to fill a vacancy in a congressional or legislative office using rank choice voting, if the jurisdiction is capable of using this voting method.  
**Financial Implications:** None  
Contact: Rigel Robinson, Councilmember, District 7, 981-7170  
**Action:** Councilmember Davila added as a co-sponsor. Approved recommendation as revised in Supplemental Communications Packet #2 to remove endorsement of SB 641.
- 38. Support for ACA-6: Voting Rights for Parolees**  
**From: Councilmembers Robinson, Harrison, Bartlett, and Davila**  
**Recommendation:** Adopt a resolution supporting ACA-6, which restores the right to vote to citizens on parole for the conviction of a felony.  
**Financial Implications:** None  
Contact: Rigel Robinson, Councilmember, District 7, 981-7170  
**Action:** Adopted Resolution No. 68,938–N.S.

## Action Calendar – Public Hearings

**39. Fiscal Year 2020 and Fiscal Year 2021 Proposed Budget Public Hearing #2**  
**From: City Manager**

**Recommendation:** Conduct a public hearing on the FY 2020 and FY 2021 Proposed Biennial Budget.

**Financial Implications:** See FY 2020 and FY 2021 Proposed Biennial Budget  
Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

**Public Testimony:** The Mayor opened the public hearing. 20 speakers.  
M/S/C (Droste/Bartlett) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf.

Councilmember Wengraf absent 9:39 p.m. – 11:10 p.m.

**Action:** The City Council took testimony on the FY 2020 and FY 2021 Proposed Biennial Budget including the supplemental material included in the Supplemental Communications Packet #2.

## Action Calendar – New Business

**40. City Council Recommendations on the FY 2020 and FY 2021 Proposed Biennial Budget**

**From: City Manager**

**Recommendation:** Provide recommendations on the FY 2020 and FY 2021 Proposed Biennial Budget.

**Financial Implications:** See report

Contact: Teresa Berkeley-Simmons, Budget Manager, 981-7000

**Action:** Item 40 held over to June 11, 2019.

## Action Calendar – Public Hearings

**41. Proposed Fee Increases for Engineering and Traffic Engineering Hourly Rates  
From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution amending Resolution No. 67,985-N.S. to amend the master fee schedule for the Planning and Development Department to increase the hourly rate for staff time not otherwise specified from \$153/hour to \$190/hour for the Engineering Division and from \$160/hour to \$200/hour for the Transportation Division for FY 2020.

**Financial Implications:** See report

Contact: Phillip Harrington, Public Works, 981-6300

**Public Testimony:** The Mayor opened the public hearing. 0 speakers.  
M/S/C (Harrison/Bartlett) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf, Robinson.

**Action:** M/S/C (Arreguin/Droste) to adopt Resolution No. 68,939–N.S.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf, Robinson.

Councilmember Robinson absent 10:06 p.m. – 10:10 p.m.

## Action Calendar – Old Business

**42. Berkeley Economic Dashboards (Continued from March 26, 2019.)  
From: City Manager**

Contact: Jordan Klein, Economic Development, 981-7530

**Action:** Moved to the Consent Calendar.

## Action Calendar – Public Hearings

### 43. Rental Housing Safety Program Proposed Fee Increases

**From: City Manager**

**Recommendation:** Conduct a public hearing and upon conclusion, adopt a Resolution amending Resolution No. 67,985-N.S. to amend the master fee schedule for the Planning and Development Department to increase the Rental Housing Safety Program (RHSP) annual, reinspection and penalty fees in FY 2020 and Fiscal Year 2021.

**Financial Implications:** See report

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Public Testimony:** The Mayor opened the public hearing. 1 speaker.

M/S/C (Bartlett/Davila) to close the public hearing.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf, Robinson.

**Action:** M/S/C (Arreguin/Harrison) to adopt Resolution No. 68,940–N.S.

**Vote:** Ayes – Kesarwani, Davila, Bartlett, Harrison, Hahn, Droste, Arreguin; Noes – None; Abstain – None; Absent – Wengraf, Robinson.

## Council Action Items

### 44. Tax Exemption on Federal Research Grants

**From: Mayor Arreguin**

**Recommendation:** Adopt a first reading of an Ordinance to add a subsection to Berkeley Municipal Code Section 9.04.165 to create an exemption on the taxing of business gross receipts relating to federal research grants.

**Financial Implications:** See report

Contact: Jesse Arreguin, Mayor, 981-7100

**Action:** 1 speaker. M/S/C (Arreguin/Harrison) to adopt first reading of Ordinance No. 7,655–N.S. Second reading scheduled for June 11, 2019.

**Vote:** Ayes – Kesarwani, Davila, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – None; Abstain – None; Absent – Bartlett, Wengraf.

Councilmember Bartlett absent 10:13 p.m. – 11:10 p.m.

## Council Action Items

45. **Direct City Manager to place a moratorium on enforcement of Ordinance No. 7632-N.S. (BMC Sections 14.48.160 and 14.48.170), “Miscellaneous Use of Streets and Sidewalks” / “Shared Sidewalk Policy” until a homeless response system is designed, created and implemented as stated in the “1000 Person Plan.”**

**From: Councilmember Davila**

**Recommendation:** Direct City Manager to place a moratorium on enforcement of Ordinance No. 7,632-N.S. (BMC Section 14.48.160 and 14.48.170) Miscellaneous Use of Streets and Sidewalks” / “Shared Sidewalk Policy” at homeless encampments until a homelessness response system is planned, created and implemented pursuant to research, findings, reports, and goals resulting from the “1000 Person Plan” report received by Council. This action is in fidelity to elements of the 2018 EveryOne Home Plan to End Homelessness adopted by Council on March 12, 2019, that clearly states at pg. 13, “Proposed Actions,” that protection of the dignity of people experiencing homelessness requires municipalities to repeal or stop enforcing policies that criminalize homelessness, and instead develop a humane and consistent response to the needs of unsheltered people.

**Financial Implications:** None

Contact: Cheryl Davila, Councilmember, District 2, 981-7120

**Action:** M/S/C (Arreguin/Harrison) to accept supplemental material from Mayor Arreguin on Item 45.

**Vote:** Ayes – Kesarwani, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – Davila; Abstain – None; Absent – Bartlett, Wengraf.

**Action:** M/S/C (Arreguin/Harrison) to suspend the rules and extend the meeting to 11:10 p.m.

**Vote:** Ayes – Kesarwani, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – Davila; Abstain – None; Absent – Bartlett, Wengraf.

**Action:** 7 speakers. M/S/C (Arreguin/Hahn) to take no action on Item 45.

**Vote:** Ayes – Kesarwani, Harrison, Hahn, Robinson, Droste, Arreguin; Noes – Davila; Abstain – None; Absent – Bartlett, Wengraf.

Councilmember Davila absent 11:07 p.m. – 11:10 p.m.

Councilmember Droste absent 11:07 p.m. – 11:10 p.m.

## Council Action Items

**46. Referral to Public Works Commission to Rename Harold Way to “Dalai Lama Way”**

**From: Councilmembers Harrison and Davila**

**Recommendation:** Referral to the Public Works Commission requesting changing the name of Harold Way to “Dalai Lama Way” in recognition of the Dalai Lama’s contributions to world peace and in recognition of the Buddhist community center at Harold Way.

**Financial Implications:** See report

Contact: Kate Harrison, Councilmember, District 4, 981-7140

**Action:** Item removed from the agenda by Councilmember Harrison.

## Council Action Items

### 47. ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172

*(Continued from May 14, 2019)*

**From: City Manager**

**Recommendation:** Conduct a public hearing, and, upon conclusion, adopt a Resolution affirming the Zoning Adjustments Board (ZAB) decision to approve Administrative Use Permit #ZP2018-0172 to construct four detached, three-story, approximately 1,900 square-foot, single-family dwellings, each with an average height of 33 feet, on a 5,744 square-foot vacant lot in the MU-R District, and dismiss the appeal.

**Financial Implications:** None

Contact: Timothy Burroughs, Planning and Development, 981-7400

**Public Testimony:** The Mayor opened the public hearing. 6 speakers. M/S/C (Hahn/Harrison) to close the public hearing.

**Vote:** All Ayes.

**Action:** M/S/C (Hahn/Harrison) to adopt Resolution No. 68,941–N.S. affirming the Zoning Adjustments Board (ZAB) decision to approve Administrative Use Permit #ZP2018-0172 to construct four detached, three-story, approximately 1,900 square-foot, single-family dwellings, each with an average height of 33 feet, on a 5,744 square-foot vacant lot in the MU-R District, and dismiss the appeal with the following findings and conditions:

- The Council finds that the four proposed additional units are part of a residential housing project that results in five or more dwelling units, and all eight units are therefore subject to the Inclusionary Housing Requirements for ownership units.
- A Condition of Approval will be added ensuring compliance with the Inclusionary Housing Requirements in BMC Chapter 23C.12. Specifically, that the applicant provide an inclusionary unit or pay the in-lieu fee in force at the time the fifth unit is sold, or alternatively, the fee in place at the time of Council approval, whichever is lower, for a total of 1.6 units. The condition of approval language, as provided by staff, will be added to the conditions of approval for the project.
- At the time of the sale of the fifth unit, the fee of units one through five will be calculated and assessed. The incremental fees on the sixth, seventh, and eighth units will be assessed pursuant to the City of Berkeley's practice.

**Vote:** Ayes – Bartlett, Harrison, Hahn, Robinson, Arreguin; Noes – Kesarwani, Wengraf, Droste; Abstain – Davila.

## Information Reports

### 48. City Council Short Term Referral Process – Monthly Update

**From: City Manager**

Contact: Mark Numainville, City Clerk, 981-6900

**Action:** Received and filed.

## Information Reports

- 49. Information Technology: Digital Strategic Plan (DSP), FUND\$ Replacement, and Website Update**  
**From: City Manager**  
Contact: Savita Chaudhary, Information Technology, 981-6500  
**Action:** Received and filed as revised in the Supplemental Communications Packet #1 to correct the dates on page 42 of the report to reflect “February 2019 through April 2019.”
- 50. Update on Concerns about Informational Kiosks and Accessibility, Obstacles**  
**From: Commission on Disability**  
Contact: Dominika Bednarska, Commission Secretary, 981-6300  
**Action:** Received and filed.

**Public Comment – Items Not Listed on the Agenda** - 2 speakers.

## Adjournment

Adjourned at 11:10 p.m.

This is to certify that the foregoing is a true and correct record of the regular meeting of May 28, 2019 as approved by the Berkeley City Council.

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Rose Thomsen, Deputy City Clerk

## Communications

### Encampments

1. Richard James
2. Beth Gerstein
3. Steven Donaldson
4. Matthew Williams
5. Camerson Woo

### 1155-1173 Hearst Avenue

6. Vijay Venugopal
7. Teal Major
8. Yashu Jiang (2)
9. Tracey Emerson
10. Mary Jo Thoresen
11. Mark Rhoades
12. Rain Sussman (3)



**North Berkeley BART**

- 13. Harvey Smith
- 14. John Rice
- 15. Tiger Girl
- 16. Linda Schmidt
- 17. Carlo Sequin

**Disaster Training Funds**

- 18. Bob Flasher

**Traffic Circle**

- 19. John Steere, on behalf of Berkeley Partners for Parks
- 20. Charlene Woodcock
- 21. Steve Finacom

**West Campus Pool**

- 22. Linda Worthman
- 23. Diane Tomkins
- 24. Tobie Lurie
- 25. Karen Teitel

**1911 Harmon Street**

- 26. Leonard Powell
- 27. Margy Wilkinson
- 28. Samuel Kohn, Chair of the Human Welfare and Community Action Commission
- 29. Igor Tregub, Chair of the Peace and Justice Commission

**311 Customer Service**

- 30. Matthew Williams
- 31. Kathy Cassidy (2)
- 32. Beth Gerstein

**Fireworks**

- 33. Richard Howard

**Short Term Rentals**

- 34. Margy Wilkinson (2)
- 35. Bill Burke

**Panoramic Hill Construction**

- 36. Ryan O'Kane
- 37. Heather Rudkin

**Safe Car Park Program**

- 38. Kelly Hammargren

**Rent Stabilization Board**

39. Evan Meyer

**62<sup>nd</sup> and King**

40. Adam Wilks

**Rail Safety**

41. Beth Gerstein

**Climate Crisis**

42. Walter Wood

**Measure U1**

43. Thomas Lord

**Marina Parking Changes**

44. Barbara Baccei

**Mobility Systems**

45. Kathi Pugh and Josh Maddox

**Pedestrian and Bike Safety**

46. Robin Kibby

47. Charlene Woodcock

**Affordable Housing**

48. Sophia DeWitt

**Charter Schools**

49. Zipporah Collins

**Chemical Sensitivities Month**

50. Juty Blue

**Cashless Businesses**

51. Cassia

52. Bob Stern

**SB 50**

53. Hannah Norman

**GigCar Rideshare**

54. Cynthia Brannvall

**Decriminalize Nature**

55. Jessica Behrman

## Supplemental Communications and Reports 1

### **Item 30: Budget Referral: Increase Staffing Level of Transportation Division to Expedite City's Vision Zero Goal**

56. Kathi Pugh and Josh Maddox

### **Item 40: City Council Recommendations on the FY 2020 and FY 2021 Proposed Biennial Budget**

57. Suzanna Yeh, Rebuilding Together East Bay North (2)

58. Commission on the Status of Women

59. Pablo Diaz

60. Patrick Kennedy

61. Mary White

62. Carolyn Edwards

63. Liz Wiener

### **Item 47: ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172**

64. Matthew Novak

### **Item 49: Information Technology: Digital Strategic Plan (DSP), FUNDS Replacement, and Website Update**

65. Supplemental materials, submitted by Information Technology Department

## Supplemental Communications and Reports 2

### **Item 23: Development of the West Berkeley Service Center, 1900 6th Street, for Senior Housing with Supportive Services**

66. Steve Lustig on behalf of Berkeley Age-Friendly Continuum

67. Sasha Gayle-Schneider and Marty Lynch, on behalf of LifeLong Medical Care

### **Item 30: Budget Referral: Increase Staffing Level of Transportation Division to Expedite City's Vision Zero Goal**

68. Ben Gerhardstein, on behalf of Walk Bike Berkeley

69. Kathi Pugh and Josh Maddox

### **Item 37: Support for SB 212 (Ranked Choice Voting) and SB 641 (Special Elections: Rank Choice Voting)**

70. Revised material, submitted by Councilmember Robinson

### **Item 39: Fiscal Year 2020 and Fiscal Year 2021 Proposed Budget Public Hearing #2**

71. Supplemental material, submitted by Councilmember Droste

72. Rick Herbert (2)

73. Jonathan Love

74. Phyllis Horneman

75. Dean Metzger, on behalf of Claremont Elmwood Neighborhood Association (CENA)

76. Shirley Dean

### **Item 44: Tax Exemption on Federal Research Grants**

77. Jill Fuss, on behalf of CinderBio and Wesley M. Jackson, on behalf of Valitor

### **Item 45: Direct City Manager to place a moratorium on enforcement of Ordinance No. 7632-N.S. (BMC Sections 14.48.160 and 14.48.170), "Miscellaneous Use of Streets**

**and Sidewalks” / “Shared Sidewalk Policy” until a homeless response system is designed, created and implemented as stated in the “1000 Person Plan.”**

78. Berkeley Citizens Action Steering Committee

### **Supplemental Communications and Reports 3**

**Item 32: Resolution in Support of Full Parity for Mental Health Patients and Clinicians at Kaiser Permanente**

79. Jeffrey A. Collins, on behalf of Kaiser Permanente

80. Rebecca Rozen, on behalf of Hospital Council

**Item 39: Fiscal Year 2020 and Fiscal Year 2021 Proposed Budget Public Hearing #2**

81. Ray Yep

82. Kathy Labriola

83. Jon Love

84. Unknown

**Item 44: Tax Exemption on Federal Research Grants**

85. Gino Segre

**Item 45: Direct City Manager to place a moratorium on enforcement of Ordinance No. 7632-N.S. (BMC Sections 14.48.160 and 14.48.170), “Miscellaneous Use of Streets and Sidewalks” / “Shared Sidewalk Policy” until a homeless response system is designed, created and implemented as stated in the “1000 Person Plan.”**

86. Supplemental material, submitted by Mayor Arreguin

87. Moni Law

**Item 47: ZAB Appeal: 1444 Fifth Street, Administrative Use Permit #ZP2018-0172**

88. Presentation, submitted by Planning and Development Department

89. Genna Yarkin, on behalf of 1444 Fifth Street LLC

90. Rachel Doughty

**Strategic Plan**

91. Dee Williams-Ridley, City Manager



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance  
 Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on June 25, 2019

RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is \$1,601,761.

| <u>PROJECT</u>                                                  | <u>Fund</u> | <u>Source</u>                     | <u>Amount</u>      |
|-----------------------------------------------------------------|-------------|-----------------------------------|--------------------|
| Consultants for on-call graphic design services                 | Various     | Various                           | \$500,000          |
| On-Call Electronic Traffic Calming Devices Maintenance Contract | 127         | State Transportation Tax          | \$250,000          |
| Evacuation Planning                                             | 140         | Measure GG – Fire Preparation Tax | \$200,000          |
| Citywide Print, Copy and Promotional Products                   | Various     | Various                           | \$651,761          |
| <b>Total:</b>                                                   |             |                                   | <b>\$1,601,761</b> |

Formal Bid Solicitations and Request for Proposals  
Scheduled for Possible Issuance After Council  
Approval on June 25, 2019

CONSENT CALENDAR  
June 25, 2019

CURRENT SITUATION AND ITS EFFECTS

On May, 6, 2008, Council adopted Ordinance No. 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of \$100,000 for goods; and \$200,000 for playgrounds and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent to the potential bidder/respondent list.

BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

ENVIRONMENTAL SUSTAINABILITY

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

RATIONALE FOR RECOMMENDATION

Need for the services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Shari Hamilton, General Services Manager, Finance, 510-981-7329

Attachments:

1: Formal Bid Solicitations and Request for Proposals Scheduled For Possible Issuance After Council Approval on June 25, 2019

- a) Consultants for On-call Graphic Design Services
- b) On-Call Electronic Traffic Calming Devices Maintenance Contract
- c) Evacuation Planning
- d) Citywide Print, Copy and Promotional Products

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

DATE SUBMITTED: June 25, 2019

| SPECIFICATION NO. | DESCRIPTION OF GOODS / SERVICES BEING PURCHASED                 | APPROX. RELEASE DATE | APPROX. BID OPENING DATE | INTENDED USE                                                                                                                                         | ESTIMATED COST | BUDGET CODE TO BE CHARGED                                                                                                                                                              | DEPT. / DIVISION              | CONTACT NAME & PHONE          |
|-------------------|-----------------------------------------------------------------|----------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| 19-11319-C        | Consultants for On-Call Graphic Design Services                 | 6/26/2019            | 7/30/2019                | 3-years (FY 2020, 2021 and 2022)<br>Graphic design and illustration services (developing an on-call bench, open to all City departments)             | \$500,000      | Various                                                                                                                                                                                | Various                       | Melissa McDonough<br>981-7402 |
| 19-11337-C        | On-Call Electronic Traffic Calming Devices Maintenance Contract | 6/26/2019            | 7/30/2019                | Contractor to provide general on-call maintenance services to keep electronic traffic calming devices operational for locations throughout the City. | \$250,000      | 127-54-622-668-0000-000-431-612990-<br><br>For reference: FUND\$ budget code:<br>369-4950-431-3038<br>FUND\$ project code:<br>14TP05                                                   | Public Works / Transportation | Jesse Peoples<br>981-6416     |
| 19-11338-C        | Evacuation Planning                                             | 7/1/2019             | 7/30/2019                | Outside company to evaluate COB Wildfire Evacuation Plan/Create ESF #16                                                                              | \$200,000      | Measure GG<br>(FY 2020 budget)<br>140-72-744-000-0000-000-427-612990-<br><br>Funds will be appropriated as part of the First Amendment to the FY 2020 Annual Appropriations Ordinance. | Fire/EOC                      | Keith May<br>981-5508         |

DATE SUBMITTED: June 25, 2019

| SPECIFICATION NO.  | DESCRIPTION OF GOODS / SERVICES BEING PURCHASED | APPROX. RELEASE DATE | APPROX. BID OPENING DATE | INTENDED USE                                                                                                                                                                                                                                                                                                        | ESTIMATED COST     | BUDGET CODE TO BE CHARGED                                                              | DEPT. / DIVISION         | CONTACT NAME & PHONE        |
|--------------------|-------------------------------------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------|--------------------------|-----------------------------|
| 19-11339-C         | Citywide Print, Copy and Promotional Products   | 6/27/2019            | 1/10/2020                | 3 years (FY 2020, 2021 and 2022)<br>Citywide Print, Copy and Promotional Products:<br>\$ 651,761 for 3 years/<br>\$217,253 yearly<br><br>Projection based on analysis of historic spend in this commodity area, along with projections for future use, inflation and increases to the City of Berkeley Living Wage. | \$651,761          | Various budgets as determined by departments for use of as-needed service contract(s). | Finance/General Services | Filippo de Luca<br>981-7234 |
| <b>DEPT. TOTAL</b> |                                                 |                      |                          |                                                                                                                                                                                                                                                                                                                     | <b>\$1,601,761</b> |                                                                                        |                          |                             |
| <b>GRAND TOTAL</b> |                                                 |                      |                          |                                                                                                                                                                                                                                                                                                                     | <b>\$1,601,761</b> |                                                                                        |                          |                             |





Office of the City Manager

CONSENT CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance Department  
 Subject: Appropriations Limit for FY 2020

RECOMMENDATION

Adopt a Resolution establishing the appropriations limit at \$275,031,790 for FY 2020 pursuant to Article XIII B of the Constitution of the State of California based on the calculations for the appropriations limit.

FISCAL IMPACTS OF RECOMMENDATION

The amount of appropriations subject to the limit are budgeted proceeds of taxes (e.g., all taxes levied; transfers from an enterprise fund to the extent those transfers exceed the cost of providing the services; discretionary state subventions; interest earned from the investment of proceeds of taxes, etc.), and the total of these budgeted revenues cannot exceed the total appropriations limit. The City's actual appropriations in each fiscal year have been significantly below the limit, as they will be for FY 2020. Thus, there are no present financial implications of establishing the limit.

CURRENT SITUATION AND ITS EFFECTS

Each year in June, concurrent with the adoption of the budget, Council must approve an appropriations limit for the following fiscal year pursuant to the State constitution. This resolution adopts the appropriations limit for FY 2020 at \$275,031,790. The excess of the appropriations limit over appropriations is \$68,387,429 for FY 2020 based on the proposed budget appropriations for FY 2020.

The Finance Department has compiled the data and made calculations to determine the FY 2020 appropriations limit. The documentation of determination, upon adoption and promulgation of the attached draft resolution, has been available for review by the public in the Office of the City Clerk. Exhibits A and B attached hereto, provide the required documentation. Exhibit A is a summary of the appropriations limit determination, the amount of appropriations subject to the limit, and the excess of the appropriations limit over appropriations. Exhibit B provides details of the appropriations limit calculations.

The Council action will set the FY 2020 appropriations subject to the limitations of Article XIII B of the Constitution of the State of California, which may not exceed the

amounts calculated by the City's Finance Department. These calculations were filed with the City Clerk at least 15 days prior to June 25, 2019.

BACKGROUND

In November 1989, the voters of the State of California approved Proposition 4, commonly known as the (Paul) Gann Initiative, and added Article XIII B of the State's Constitution. In June 1990, this Article was modified by the passing of Proposition 111. These propositions placed various limitations on the fiscal powers of state and local government.

Senate Bill 1352 requires that: 1) the governing body of each local jurisdiction shall establish by a legislative action its appropriations limit at a regularly scheduled meeting or noticed special meeting; and 2) 15 days prior to such meeting, give notice that documentation used to determine the appropriations limit shall be made available to the public.

The Council action will set the FY 2020 appropriations subject to the limitations of Article XIII B of the Constitution of the State of California, which may not exceed the amounts calculated by the City's Finance Department. These calculations were filed with the City Clerk 15 days prior to June 25, 2019.

RATIONALE FOR RECOMMENDATION

This is a state law.

ALTERNATIVE ACTIONS CONSIDERED

None

ENVIRONMENTAL SUSTAINABILITY

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

CONTACT PERSON

Henry Oyekanmi, Director, Finance Department, 981-7301

Attachments:

1: Resolution

Exhibit A: GANN Appropriation Limit FY 2020

Exhibit B: Schedule to Calculate Appropriation Limitation FY 2020

RESOLUTION NO. ##,###-N.S.

ESTABLISHING AN APPROPRIATIONS LIMIT FOR FY 2020

WHEREAS, on November 6, 1979, the citizens of the State of California approved Proposition 4, which added Article XIII B to the Constitution of the State of California to place various limitations on the fiscal powers of State and local government; and

WHEREAS, on June 5, 1990, the citizens of the State of California approved Proposition 111 which provided new Proposition 111 adjustment formulas; and

WHEREAS, Senate Bill 1352, enacted by the Legislature of the State of California, provides for the implementation of Article XIII by defining various terms in this article; and

WHEREAS, pursuant to the requirements of Senate Bill 1352, the City Council, on May 31, 2016 adopted a Resolution which gave notice, as required by law, that the City Council would establish the City of Berkeley appropriations limit for FY 2020 by a Resolution of the City Council on June 25, 2019.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley, that the Council, pursuant to the requirements and criteria set forth in Senate Bill 1352, does hereby establish the appropriations limit at \$275,031,790 for FY 2020 for the City of Berkeley as documented in Exhibits A and B attached hereto and incorporated herein by reference as though fully set forth.

Exhibits:

A: GANN Appropriation Limit FY 2020

B: Schedule to Calculate Appropriation Limitation FY 2020

**EXHIBIT A**

**CITY OF BERKELEY  
GANN APPROPRIATION LIMITATION FOR FY 2020  
(Based on the FY 2020 Proposed Budget)**

|                                                                                                                                      |           |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|
| FY 2019 Gann Appropriation Limit of \$219,090,370 (before Special Taxes Added), Adjusted for Growth Factor of 1.0462 (See Exhibit B) | \$        | <b>229,212,345</b>                       |
| <b>ADD BACK:</b>                                                                                                                     |           |                                          |
| Library Relief Tax                                                                                                                   |           | 20,806,525                               |
| Emergency Medical Services Special Tax                                                                                               |           | 3,215,011                                |
| Park Maintenance, City Trees and Landscaping Special Tax                                                                             |           | 14,143,821                               |
| Emergency Services for Severely Disabled Tax                                                                                         |           | 1,339,668                                |
| Disaster Fire Protection Tax                                                                                                         |           | 985,734                                  |
| Fire Protection and Emergency Response and Preparedness                                                                              |           | 5,328,686                                |
| <b>TOTAL Gann Appropriation Limitation</b>                                                                                           | <b>\$</b> | <b>275,031,790</b> <sup>(1)</sup>        |
| Appropriations Subject to Gann Limitation                                                                                            | <b>\$</b> | <b><u>206,644,361</u></b> <sup>(2)</sup> |
| <b>EXCESS of Limitation Over Appropriation</b>                                                                                       | <b>\$</b> | <b><u><u>68,387,429</u></u></b>          |

*Notes:*

*(1) The appropriation limit is the calculated dollar amount, which restricts the ability to receive and appropriate proceeds of taxes.*

*(2) The amounts of appropriations subject to the limitation are budgeted proceeds of taxes (e.g., all taxes levied; transfers from an enterprise fund to the extent those funds exceed the cost of providing the services; discretionary state subventions; interest earned from the investment of proceeds of taxes, etc.) and the total of these budgeted revenue cannot exceed the total appropriation limitations.*

The GANN Limit override to raise the spending limit for the special taxes are required to be renewed by voters every four years. The date the next GANN Limit override is to be submitted to voters is November, 2020

CITY OF BERKELEY  
 SCHEDULE TO CALCULATE APPROPRIATION LIMITATION FOR FY 2020  
 (Based on the FY 2020 Proposed Budget)

|                                                                            |                      |
|----------------------------------------------------------------------------|----------------------|
| <b>Total City Appropriations</b> (Per Final Amended Budget for FY 1978/79) | <b>\$ 72,457,778</b> |
| <b>Less:</b> 1. Debt Service Appropriation                                 | \$ 457,186           |
| 2. Inter-service Funds:                                                    |                      |
| Equipment Maintenance                                                      | 1,436,890            |
| Warehouse                                                                  | 554,883              |
| 3. Enterprise Funds:                                                       |                      |
| Off-Street Parking                                                         | 414,609              |
| Marina Operations & Maintenance                                            | 1,623,144            |
| Sanitary Sewer Maintenance & Construction                                  | 1,260,012            |
| Refuse Collection                                                          | 3,635,197            |
| 4. Non-Proceeds of Taxes                                                   | 33,147,004           |
| <b>Appropriation Subject to Limitation</b>                                 | <b>42,528,925</b>    |
| <b>Base Year 1978/79</b>                                                   | <b>\$ 29,928,853</b> |

| Fiscal Year | Beginning Balances |                                                                           | Less: Transferred Cost |                 | Add Back: Special Taxes |                                        |                                                         |                           |                              |                                                     | Subtotal Transferred Cost and Special Taxes | Appropriation Limit After Transferred Cost and Add Back of Special Taxes |
|-------------|--------------------|---------------------------------------------------------------------------|------------------------|-----------------|-------------------------|----------------------------------------|---------------------------------------------------------|---------------------------|------------------------------|-----------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------|
|             | Growth Factor      | Appropriation Limit Before Transferred Cost and Add Back of Special Taxes | Landscaping            | Street Lighting | Library Relief Tax      | Emergency Medical Services Special Tax | Park Maintenance City Trees and Landscaping Special Tax | Emergency Paratransit Tax | Disaster Fire Protection Tax | Fire Protection & Emergency Response & Preparedness |                                             |                                                                          |
| Base Year   |                    | \$ 29,928,853                                                             |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | \$ 29,928,853                                                            |
| 1980        | 1.097700           | 32,852,902                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 32,852,902                                                               |
| 1981        | 1.121400           | 36,841,244                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 36,841,244                                                               |
| 1982        | 1.083100           | 39,902,752                                                                | \$ (949,298)           | \$ (522,600)    |                         |                                        |                                                         |                           |                              |                                                     | \$ (1,471,898)                              | 38,430,854                                                               |
| 1983        | 1.070200           | 41,128,700                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 41,128,700                                                               |
| 1984        | 1.029600           | 42,346,109                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 42,346,109                                                               |
| 1985        | 1.047000           | 44,336,377                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 44,336,377                                                               |
| 1986        | 1.045400           | 46,349,249                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 46,349,249                                                               |
| 1987        | 1.025800           | 47,545,060                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 47,545,060                                                               |
| 1988        | 1.047500           | 49,803,451                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 49,803,451                                                               |
| 1989        | 1.054700           | 52,527,700                                                                |                        |                 |                         |                                        |                                                         |                           |                              |                                                     | -                                           | 52,527,700                                                               |
| 1990        | 1.050200           | 55,164,591                                                                |                        |                 | \$ 6,010,000            |                                        |                                                         |                           |                              |                                                     | 6,010,000                                   | 61,174,591                                                               |
| 1991        | 1.056300           | 58,270,356                                                                |                        |                 | 6,600,000               |                                        |                                                         |                           |                              |                                                     | 6,600,000                                   | 64,870,356                                                               |
| 1992        | 1.056800           | 61,580,113                                                                |                        |                 | 6,752,000               |                                        |                                                         |                           |                              |                                                     | 6,752,000                                   | 68,332,113                                                               |
| 1993        | 1.057900           | 65,145,601                                                                |                        |                 | 6,850,000               |                                        |                                                         |                           |                              |                                                     | 6,850,000                                   | 71,995,601                                                               |
| 1994        | 1.043100           | 67,953,377                                                                |                        |                 | 7,202,000               |                                        |                                                         |                           |                              |                                                     | 7,202,000                                   | 75,155,377                                                               |
| 1995        | 1.016900           | 69,101,789                                                                |                        |                 | 7,202,000               |                                        |                                                         |                           |                              |                                                     | 7,202,000                                   | 76,303,789                                                               |
| 1996        | 1.030200           | 71,188,663                                                                |                        |                 | 7,570,000               |                                        |                                                         |                           |                              |                                                     | 7,570,000                                   | 78,758,663                                                               |
| 1997        | 1.063200           | 75,687,786                                                                |                        |                 | 7,570,000               |                                        |                                                         |                           |                              |                                                     | 7,570,000                                   | 83,257,786                                                               |
| 1998        | 1.060800           | 80,289,604                                                                |                        |                 | 7,570,000               | \$ 1,639,599                           | \$ 5,500,000                                            |                           |                              |                                                     | 14,709,599                                  | 94,999,203                                                               |
| 1999        | 1.060400           | 85,139,096                                                                |                        |                 | 7,927,500               | 1,651,547                              | 5,790,163                                               |                           |                              |                                                     | 15,369,210                                  | 100,508,306                                                              |
| 2000        | 1.059900           | 90,238,928                                                                |                        |                 | 8,373,875               | 1,701,093                              | 5,850,400                                               |                           |                              |                                                     | 15,925,368                                  | 106,164,296                                                              |
| 2001        | 1.057500           | 95,427,666                                                                |                        |                 | 8,936,938               | 1,812,014                              | 6,025,912                                               |                           |                              |                                                     | 16,774,864                                  | 112,202,530                                                              |
| 2002        | 1.097300           | 104,712,778                                                               |                        |                 | 9,478,469               | 1,927,257                              | 7,211,984                                               | \$ 661,000                |                              |                                                     | 19,278,710                                  | 123,991,488                                                              |
| 2003        | 0.999740           | 104,685,553                                                               |                        |                 | 9,997,653               | 1,974,876                              | 7,435,281                                               | 689,369                   | \$ 1,000,000                 |                                                     | 21,097,179                                  | 125,782,732                                                              |
| 2004        | 1.031489           | 107,981,996                                                               |                        |                 | 11,654,000              | 2,034,352                              | 7,609,028                                               | 690,475                   | 970,000                      |                                                     | 22,957,855                                  | 130,939,851                                                              |
| 2005        | 1.040236           | 112,326,760                                                               |                        |                 | 11,603,755              | 2,000,000                              | 7,594,920                                               | 702,727                   | 950,639                      |                                                     | 22,852,041                                  | 135,178,801                                                              |
| 2006        | 1.060000           | 119,066,366                                                               |                        |                 | 12,214,113              | 2,040,000                              | 7,755,780                                               | 754,105                   | 969,652                      |                                                     | 23,733,650                                  | 142,800,016                                                              |
| 2007        | 1.052907           | 125,365,810                                                               |                        |                 | 12,580,535              | 2,120,827                              | 7,975,189                                               | 771,244                   | 969,652                      |                                                     | 24,417,447                                  | 149,783,257                                                              |
| 2008        | 1.055370           | 132,307,315                                                               |                        |                 | 13,209,469              | 2,184,452                              | 8,214,445                                               | 805,333                   | 998,742                      |                                                     | 25,412,441                                  | 157,719,756                                                              |
| 2009        | 1.056666           | 139,804,642                                                               |                        |                 | 13,520,414              | 2,274,380                              | 8,502,545                                               | 839,882                   | 969,652                      |                                                     | 26,106,873                                  | 165,911,515                                                              |
| 2010        | 1.018780           | 142,430,173                                                               |                        |                 | 13,655,619              | 2,297,124                              | 8,587,570                                               | 889,152                   | 969,652                      | 5,400,000                                           | 31,799,117                                  | 174,229,290                                                              |
| 2011        | 1.072060           | 152,693,690                                                               |                        |                 | 13,904,789              | 2,332,903                              | 8,754,869                                               | 894,401                   | 969,652                      | 3,600,000                                           | 30,456,614                                  | 183,150,304                                                              |
| 2012        | 1.0381             | 158,511,319                                                               |                        |                 | 14,425,555              | 2,461,803                              | 9,237,474                                               | 944,155                   | 969,652                      | 3,788,761                                           | 31,827,400                                  | 190,338,719                                                              |
| 2013        | 1.04787            | 166,099,254                                                               |                        |                 | 15,028,438              | 2,484,633                              | 9,309,080                                               | 967,511                   | 985,734                      | 3,879,323                                           | 32,654,719                                  | 198,753,973                                                              |
| 2014        | 1.063912           | 176,714,993                                                               |                        |                 | 15,870,770              | 2,561,235                              | 9,586,190                                               | 1,022,302                 | 985,734                      | 4,095,987                                           | 34,122,218                                  | 210,837,211                                                              |
| 2015        | 1.011200           | 178,694,201                                                               |                        |                 | 16,345,912              | 2,640,032                              | 9,865,971                                               | 1,052,122                 | 985,734                      | 4,186,198                                           | 35,075,969                                  | 213,770,170                                                              |
| 2016        | 1.051700           | 187,932,691                                                               |                        |                 | 16,617,288              | 2,687,121                              | 10,043,981                                              | 1,070,929                 | 985,734                      | 4,256,304                                           | 35,661,357                                  | 223,594,048                                                              |
| 2017        | 1.064900           | 200,129,523                                                               |                        |                 | 17,893,335              | 2,778,750                              | 12,150,387                                              | 1,152,175                 | 985,734                      | 4,583,053                                           | 39,543,434                                  | 239,672,957                                                              |
| 2018        | 1.047200           | 209,575,636                                                               |                        |                 | 18,786,687              | 2,916,558                              | 12,763,390                                              | 1,209,625                 | 985,734                      | 4,812,892                                           | 41,474,886                                  | 251,050,522                                                              |
| 2019        | 1.045400           | 219,090,370                                                               |                        |                 | 19,746,463              | 3,047,265                              | 13,411,968                                              | 1,270,257                 | 985,734                      | 5,058,273                                           | 43,519,960                                  | 262,610,330                                                              |
| 2020        | 1.046200           | 229,212,345                                                               |                        |                 | 20,806,525              | 3,215,011                              | 14,143,821                                              | 1,339,668                 | 985,734                      | 5,328,686                                           | 45,819,445                                  | 275,031,790                                                              |





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance Department  
 Subject: Franchise Tax Board / City Business Tax Reciprocal Agreement

RECOMMENDATION

Adopt a Resolution approving the Franchise Tax Board / City Business Tax Reciprocal Agreement for the City's participation in the local government business license information sharing program and authorizing the City Manager to sign the agreement.

FISCAL IMPACTS OF RECOMMENDATION

There are no additional costs anticipated in addition to the staff time required to access the database and extract the required data. The agreement with the Franchise Tax Board (FTB) is considered a "non-financial" agreement with each party bearing any additional costs associated with the data exchange.

CURRENT SITUATION AND ITS EFFECTS

The FTB is a state agency that collects income tax revenue from businesses and individuals for the State of California. The Franchise Tax Board / City Business Tax Reciprocal Agreement, allows the exchange of business data between the FTB and the City thereby benefitting both agencies. It is also a strategic plan priority, in advancing our goal to provide an efficient and financially-healthy City government. In order to participate the City must have a resolution allowing participation and for the execution of the agreement by the City Manager.

The City provides the FTB a listing of licensed businesses and the FTB provides information on businesses operating within the City. These listings enable a cross referencing of both databases to ensure payment of sales tax as well as business license tax.

BACKGROUND

The purpose of the Agreement is to provide the City with data records obtained from the FTB Tax Information System and Business Entity Tax System. These reports are crucial in monitoring sales tax receipts and maintaining the City's business license tax program. This will enable the City to increase sales tax and business license tax revenue by discovering unlicensed and underreporting businesses. There are strict confidentiality controls over the data transfer as well as the accessibility by unauthorized persons.

All data is transferred, stored and monitored under a secure network to prevent any breach of confidentiality.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONALE FOR RECOMMENDATION

California Revenue and Taxation Code (R&T) Section 19551.1 authorizes a reciprocal agreement for the exchange of City business tax and income tax information between the City and the FTB. R&T Section 19551.5 mandates the City to provide City Business License Tax data to the FTB upon request.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Henry Oyekanmi, Director of Finance, Finance Department, (510) 981-7326

Attachments:

1: Resolution



RESOLUTION NO. ##,###-N.S.

AUTHORIZING PARTICIPATION IN THE FRANCHISE TAX BOARD'S CITY  
BUSINESS TAX PROGRAM

WHEREAS, the City Council of the City of Berkeley deems it desirable to utilize the Franchise Tax Board's (FTB) City Business Tax Program; and

WHEREAS, Section 19551.1 of the California Revenue & Taxation Code authorizes a reciprocal agreement for the exchange of City business license tax and income tax information between the City and the FTB; and

WHEREAS, this data enables a cross referencing of both databases to ensure payment of sales tax as well as business license tax for businesses operating within city limits; and

WHEREAS, this agreement is intended to be a non-financial agreement with each party bearing their own costs for the exchange of data; and

WHEREAS, such agreement can be renewed thereafter expiration, and can be terminated at any time with 30 days advanced notice.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it approves participation in the Franchise Tax Board's City Business Tax Program for the term of the agreement.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the contract required for participation in the program. The City Clerk shall certify to the passage and adoption of this resolution, and it shall there upon be in full force and effect.





Office of the City Manager

CONSENT CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance  
 Subject: Revision to the Investment Policy and Designation of Investment Authority  
 FY 2020

RECOMMENDATION

Adopt a Resolution accepting the changes to the Investment Policy and to confirm the delegation of investment authority to make investments to the Director of Finance for FY 2020.

FISCAL IMPACTS OF RECOMMENDATION

There are no fiscal impacts from accepting the revisions to the Investment Policy and renewing the delegation of authority to the Director of Finance to make investments.

CURRENT SITUATION AND ITS EFFECTS

**A. FY 2020 Revisions to the Investment Policy as follows:**

**Recommendation 1:**

Add under responsible investing section on page 6 paragraph 1, the compliance to Resolution number 68,766 regarding the divestment in entities involved in production and upgrading of weapons. It should read as follows:

***f. No Investment in Any Entity Involved in the Production and Manufacturing of Weapons-Resolution No. 68,766-N.S***

*The City of Berkeley joins the cities nationwide that oppose militarism and violence, and encourages other cities to follow Berkeley's lead. U.S. weapons manufacturers continue to supply repressive regimes around the world and U.S. produced weapons are being used in attacks that the international community deems unlawful for their disproportionate and excessive harm to civilians.*

*Staff responsible for managing the City's investment portfolio are directed to divest all City funds from companies that are involved in the production or manufacturing of weapons and weapons system, whether conventional or nuclear and including the manufacture of civilian arms.*

**Current Situation:**

The divestment from companies involved in production or upgrading of weapons aligns with the current ban on investment in guns.

**Authority:**

Resolution number 68,766-N.S. declares the City of Berkeley will not invest City funds in any entity involved in the productions and upgrading of weapons. City Council directs any and all persons acting on behalf of the City investment activity to enforce the provisions of this resolution.

**Rationale:**

City staff is updating the City's investment policy to reflect the provisions set forth on Resolution no. 68,766.

**Recommendation 2:**

Add under responsible investing section on page 6 paragraph 4, the compliance to council directives to incorporate the Environmental, Social, and Governance principles (ESG). It should read as follows:

***g. Integrate Environmental, Social, and Governance Principles (ESG) for All Investment Decision Making Process (See Attachment A for details.)***

*This combines environmental, social, and governance issues with traditional financial factors in the investment decision-making process. ESG investing helps cities like Berkeley to benefit from both impact driven and financially prudent investments. ESG principles would put Berkeley's values into our investment dollars.*

**Current Situation:**

The City's investment policy complies with several resolutions, ordinances, and directives to address the City's need to ensure prudent and responsible investing.

**Authority:**

N/A

**Rationale:**

This action would enable the City to incorporate ESG principles in the investment decision-making process for responsible investment in the United States and the globe.

**Recommendation 3:**

When the investment policies of the trust funds were separated from the investment policies for the City's idle pooled cash, some policies for idle pooled cash were erroneously included with the trust fund policies. This recommendation is to remove them from the trust fund investment policies.

**Authority:**

The governing body of a local agency may invest funds designated for the payment of

employee retiree health benefits in any form or type of investment deemed prudent by the governing pursuant to Section 53622.

**Rationale:**

- Fiduciary responsibilities: These trust assets are not City assets; they belong to the participants in the trust. When a party knowingly accepts a fiduciary duty on behalf of another party, he or she is required to act in the best interests of the principal, the party whose assets they are managing. The trustee is to act in accordance with the *prudent person standard of care*, which requires the person acting as fiduciary to act first and foremost with the needs of the beneficiaries in mind.

**Recommendation 4:**

Add bond funds to the list of investments authorized for the trust funds.

**Authority:**

The governing body of a local agency may invest funds designated for the payment of employee retiree health benefits in any form or type of investment deemed prudent by the governing pursuant to Section 53622.

**Rationale:**

- Typically, the longer the funds are invested, the higher the rate of return generated on those investments. Also, the longer the funds are invested, the longer the call protection, if callable securities are purchased.
- The obligations of some funds are long-term in nature. Therefore, assets used to pay those future obligations should be invested in long-term, not short-term securities.
- Bond funds will provide the trust funds with diversification and professional investment management.

**B. Delegating Authority to Make Investments**

The Investment Policy requires the City Council to annually confirm the delegation of investment authority to the Director of Finance.

**BACKGROUND**

The State statutes that govern investment activity requires the City Council to annually affirm the Investment Policy and to annually confirm the delegation of investment authority.

**INVESTMENT OVERSIGHT**

All investments included in the portfolio comply with the City's adopted investment policies and State law.

**ENVIRONMENTAL SUSTAINABILITY**

The Investment Policy provides opportunities to make environmentally responsible investments that support the City's environmental sustainability goals.

**RATIONALE FOR RECOMMENDATION**

The State requires City Council to annually affirm the Investment Policy, and to annually confirm the delegation of investment authority to the Director of Finance.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Henry Oyekanmi, Director, Finance, 981-7301

Attachments:

- 1: Resolution
2. Investment Policies for Idle Pooled Cash (Effective July 1, 2019)
3. Investment Policies for Retiree Medical Plan Trust Funds (Effective July 1, 2019)

RESOLUTION NO. ##,###-N.S.

ACCEPTING THE INVESTMENT POLICY AND RENEWING THE DELEGATION OF  
AUTHORITY TO MAKE INVESTMENTS TO THE DIRECTOR OF FINANCE

WHEREAS, by Resolution No. 68,490-N.S. dated June 26, 2018, the City Council adopted the Investment Policy for the City of Berkeley; and

WHEREAS, the Investment Policy requires the Director of Finance to submit and make recommendations for amendments to the investment policy; and

WHEREAS, the Director of Finance has recommended amendments to the investment policy to the City Council.

NOW THEREFORE, BE IT RESOLVED that the Council authorizes to adopt a resolution to affirm the amended Investment Policy, and to confirm the delegation of investment authority to make investments to the Director of Finance for FY 2020.

# City of Berkeley Investment Policy



*Effective July 1, 2019*



City of Berkeley  
**Investment Policy**  
July 1, 2019

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## I. Introduction

Pursuant to Sections 2.44.040 and 2.44.060 of the Berkeley Municipal Code, Resolution No. 45,087-N.S., and Sections 53601, 53607, 53636 and 53648 of the State Government Code, the Director of Finance, the Treasurer of the City, is authorized to make investments of the City’s idle funds. The Code also directs the City to present an annual investment policy to the City Council for approval. This Investment Policy, after approval of the amendments by the City Council, will serve as the Investment Policy for the City of Berkeley for fiscal year 2019.

### A. Scope of Policies

These investment policies apply to the investments of the City of Berkeley and the Rent Stabilization Board. All financial assets of any non-trust funds, including the general fund and other funds that may be created from time to time, shall be administered in accordance with the provisions of these policies.

### B. Investment Objectives

The City’s primary investment objective is to achieve a reasonable rate of return on public funds while minimizing the potential for capital losses arising from market changes or issuer default. Although the generation of revenues through interest earnings on investments is an appropriate City goal, the primary consideration in the investment of City funds is capital preservation in the overall portfolio. As such, the City’s yield objective is to achieve a reasonable rate of return on City investments rather than the maximum generation of income, which could expose the City to unacceptable levels of risk.

The following investment objectives, in order of priority, shall be applied in the management of City funds: safety, liquidity and yield.

#### 1. Safety of principal is the foremost objective of the investment program

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk, summarized as follows:

- a. Credit risk. This is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:
  - Limiting investments to the safest types of securities.
  - Determining the credit worthiness of the financial institutions, broker/dealers, and intermediaries with which the City does business.
  - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest rate risk. This is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities prior to maturity; and
- Investing operating funds primarily in shorter-term securities.

## 2. **Liquidity**

No investment shall be made that could not appropriately be held to maturity without compromising liquidity requirements. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary markets (dynamic liquidity).

## 3. **Yield**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a reasonable return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- i. Liquidity needs of the portfolio require that the security be sold.
- ii. A security swap would improve the quality, yield, or target duration in the portfolio.

## 4. **Responsible Investing**

Investment policies of the City of Berkeley shall comply with the letter of the following ordinances, resolutions and directives:

- Nuclear-Free Berkeley Act
- Resolution No. 59,853-N.S.-Oppressive States Contract prohibition
- Divestment from Gun Manufacturers and Tobacco Companies
- Divestment from Publicly Traded Fossil Fuel Companies and Banks that Finance Pipelines and Fossil Fuel Infrastructure
- Divestment from Prisons Resolution No. 67,640-N.S. and Immigration Detention Companies
- Divest from Any Companies Designing, Building or Financing the U.S. – Mexico Border Wall Resolution No. 67,865-N.S.
- No Investment in Any Entity Involve in the Production and Manufacturing of Weapons-Resolution No. 68,766-N.S

- Integrate Environmental, Social, and Governance Principles (ESG) for All Investment Decision Making Process (See Appendix B for details.)

a. **Nuclear-Free Berkeley Act**

To the extent possible, without compromising the City's safety, liquidity and yield objectives, it is the City's policy to prefer investments in U.S. Agency securities. They are preferred because of their generally higher yields and generally socially preferable uses, such as housing loans or student loans, versus investments in Treasury securities with their association with nuclear weapons.

All financial institutions, which hold deposits or investments of the City, shall file a statement with the Director of Finance indicating the percentage of the bank's assets which are loaned to or invested in nuclear weapons agents as defined in Section 12.90 of the Nuclear-Free Berkeley Act. The Director of Finance shall use this information as a factor in selecting banks which have minimum involvement in the nuclear weapons industry. A summary of these reports shall be attached to the annual Statement of Investment Policies.

- Investments in United States Treasury securities may be made by the City of Berkeley.
- The City of Berkeley shall ensure that any City funds, or any funds controlled by the City, invested or other third parties, are invested according to the provisions of this section and, to this end, shall obtain written assurances to this effect from any such trustees or third parties.

b. **Divestment From Publicly-Traded Fossil Fuel Companies and Companies that Provide Direct Financing or On-going Lines of Credit for the Funding of Fossil Fuel Infrastructure**

The City of Berkeley has a responsibility to protect the lives and livelihoods of its inhabitants from the threat of climate change. While fossil fuel companies provide an attractive return on investment, the City of Berkeley will suffer greater economic and financial losses from the impact of unchecked climate change. The City's infrastructure, businesses and communities would face greater risk of damages and losses due to that climate change. The City believes that its investments should support a future where all citizens can live healthy lives without the negative impacts of a warming environment. For the purposes of the Investment Policy, a "fossil fuel company" shall be defined as any of the two hundred publicly-traded companies with the largest coal, oil and gas reserves as measured by the gigatons of carbon dioxide that would be emitted if those reserves were extracted and burned, as listed in the Carbon Tracker Initiative's "Unburnable Carbon" report.

Staff responsible for managing the City's investment portfolio are directed to divest all City funds held in fossil fuel companies or companies that provide direct financing or on-going lines of credit for the funding of fossil fuel infrastructure

such as the Dakota Access Pipeline and are prohibited from making any new investments in such companies.

**c. Divestment from Gun Manufacturers and Tobacco Companies**

The City of Berkeley has a responsibility to protect the lives and livelihoods of its inhabitants from the threat of dangerous weapons and products. There is no better role for city government than to protect people. If the City invests in companies that are putting dangerous weapons and dangerous products on our streets, then the City is part of the problem.

Staff responsible for managing the City's investment portfolio are directed to divest all City funds held in gun manufacturers and tobacco companies and are prohibited from making any new investments in such companies.

**d. Divestment from Prisons and Immigration Detention Companies**

The prison and immigration detention industry reaps large monetary benefits from the imprisonment of these communities. Prison companies admit that their companies benefit from high incarceration rates. With the increasing economic benefits that come with commodifying human lives, the City of Berkeley should divest from prison and immigration detention companies to make a statement that the industry harms human lives and degrades them as monetary investment.

Staff responsible for managing the City's investment portfolio are directed to divest all City funds held in Prisons and Immigration Detention Companies and are prohibited from making any new investments in such companies.

**e. Divestment from any Companies Designing, Building or Financing the U.S.-Mexico Border Wall - Resolution No. 67,865-N.S.**

The City of Berkeley is strongly opposed to the construction of a border wall between the United States and Mexico as called for in Presidential Executive Order 13767. Immigration has been part of this country's history since its inception. Construction of a border wall with tightened security will harm refugees who are feeling violence and conflict in Central American countries including Honduras and El Salvador. A border wall would increase international tensions and cause environmental damage by increasing emissions, cutting off natural water flows, and disturbing wildlife migration routes. The wall would cut through ancestral native lands and would significantly disrupt tribal communities. In addition, construction of a wall would be huge financial burden to taxpayers. Therefore, to ensure that local tax dollars in no way support the construction of the proposed border wall, the City of Berkeley will divest from all companies involved with designing, building, and financing the border wall.

Staff responsible for managing the City's investment portfolio are directed to divest all city funds from companies that design, build or finance the U.S.-Mexico

border wall as called for in Presidential Executive Order 13767, and are prohibited from making any new investments in such companies.

**f. No Investment in Any Entity Involve in the Production and Manufacturing of Weapons-Resolution No. 68,766-N.S**

The City of Berkeley joins the cities nationwide that oppose militarism and violence, and encourages other cities to follow Berkeley's lead. U.S. weapons manufacturers continue to supply repressive regimes around the world and U.S. produced weapons are being used in attacks that the international community deems unlawful for their disproportionate and excessive harm to civilians.

Staff responsible for managing the City's investment portfolio are directed to divest all City funds from companies that are involved in the production or manufacturing of weapons and weapons system, whether conventional or nuclear and including the manufacture of civilian arms.

These guidelines apply to all cash-equivalent assets included within the scope of the City's audited financial statements and held either directly by the City or held and invested by fiscal agents.

**g. Integrate Environmental, Social, and Governance Principles (ESG) for All Investment Decision Making Process (See Appendix B for details.)**

This combines environmental, social, and governance issues with traditional financial factors in the investment decision-making process. ESG investing helps cities like Berkeley to benefit from both impact driven and financially prudent investments. ESG principles would put Berkeley's values into our investment dollars.

## **C. Use of State Investment Guidelines**

Government Code Sections 16481.2, 53601, 53607, 53635, and 53646 of the State of California regulate the investment practices. It is the policy of the City of Berkeley to use the State's provisions for local government investments as the base for developing and implementing the City's investment policies and practices.

As required under Government Code Sections 16481.2 and 53646, the Statement of Investment Policies will be reviewed by the Council annually.

## **II. Investment Authority and Responsibilities**

### **A. Authorized Investment Officers**

#### **1. Idle Funds**

Pursuant to Sections 2.44.040, 2.44.060 of the Berkeley Municipal Code, Resolution No. 45,087-N.S., and Sections 53601, 53636 and 53648 of the State Government Code, the Director of Finance, the Treasurer of the City, is authorized to make investments of the City's idle funds. Responsibility for the operation of the investment program is hereby delegated to the Director of Finance, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this plan. Procedures should include references to: safekeeping, delivery versus payment basis of settling transactions, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts. In the exercise of this responsibility, the authority to perform specific investment tasks and duties is delegated as follows:

- Treasury Manager/Revenue Collection Manager. In the absence, and under the direction, of the Finance Director, to invest idle funds on a daily basis as required for cash flow purposes pursuant to the requirements of the Statement of Investment Policies.
- Senior Accountant or Accounting Manager. To execute necessary investment documents, and obtain the approval of the Director of Finance to authorize wire transfers and execute bank authorizations.
- Deputy City Manager. To execute necessary investment documents, authorize wire transfers; execute bank authorization in absence of the Director of Finance, Treasury Manager/ Revenue Collection Manager, Senior Accountant, and the Accounting Manager.

## **B. Internal Controls**

The Director of Finance shall establish a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of Berkeley. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. These controls shall include:

- Separation of transaction authority from accounting and physical custody.
- By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- Also, securities purchased from any bank or dealer including appropriate collateral (as defined by State Law), shall be placed with an independent third party for custodial

safekeeping.

- Avoidance of physical delivery of securities by using a delivery versus payment “Basis of Settlement Only.”
- All trades will be executed on a delivery versus payment (DVP) basis. This ensures that securities are delivered to the City’s safekeeping bank at the same time the funds are released by the City’s safekeeping bank.
- Third-Party custodial safekeeping of securities held in the name of the City. Delivered securities must be properly safeguarded against loss or destruction. Book entry securities are recorded in electronic records and the potential for fraud and loss increases with physically delivered securities. All investment securities, except collateralized certificates of deposit and money market funds, purchased by the City will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by a City-approved custodian bank, its correspondent New York Bank or the Depository Trust Corporation (DTC). Whenever possible, securities purchased are to be recorded in “book entry” form.
- All securities and applicable collateral will be held by the City’s third party custodian and evidenced by safekeeping receipts. All book entry securities owned by the City shall be evidenced by a safekeeping receipt issued to the City by the custodian bank to acknowledge that the securities are held in the Federal Reserve system in a “customer account” for the custodian bank which names the City as “customer”;

The Director of Finance will require each approved safekeeping financial institution to submit a copy of its Consolidated Report of Condition and Income (Call Report) to the City within 60 days after the end of each calendar quarter.

- Competitive bidding on investment transactions. Before the City invests in any secondary market funds, competitive bids shall be requested. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested from at least three financial institutions for instruments which meet the maturity requirement. If no specific maturity is required, a yield curve analysis will be conducted to determine which maturities would be most advantageous.
- Written confirmation and documentation of all financial transactions.
- Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.



- Rapid deposit of funds received by the City (i.e., large checks.)
- Bonding of all investments officials.

### **C. Evaluation of Investment Officer Actions**

Section 53600.3 of the Government Code identifies trustees as those persons authorized to make investment decisions on behalf of a local agency. As a trustee, the standard of prudence to be used by investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this plan.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

## **III. Capital Preservation and Risk**

### **A. Overview**

Some level of risk is inherent in any investment transaction. Losses may be incurred due to issuer default, market price changes, or technical cash flow complications such as investments in non-marketable certificates of deposit. Diversification of the City's portfolio by institution, investment vehicle, and maturity term is the primary tool available to the City in minimizing investment risk and capital losses by safeguarding the overall portfolio from any individual loss.

### **B. Portfolio Diversification Practices**

The following sections summarize the City's major portfolio diversification practices and guidelines in determining:

- Authorized Dealers

- Investment Vehicles
- Investment Maturity

Portfolio limitations included in these guidelines are to be based on the portfolio composition and investment management plan policies in effect at the time of placement; the actual composition of the City's investments may vary over time from plan limitations due to overall portfolio changes from when the individual placement was made as well as changes in the City's investment management plan

## **IV. Eligible Financial Institutions**

### **A. Authorized Dealers**

- Investments shall be purchased only through well-established, financially sound institutions. The Finance Director shall maintain a list of financial institutions and broker/dealers approved for investment. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions will be given a copy of the City's Statement of Investment Policies, and a return cover letter which must be signed indicating that the Statement of Investment Policies has been read and understood.

Qualified financial institutions and broker/dealers must supply the Director of Finance with the following:

- Financial Institutions
  - Current audited financial statements
  - Depository contracts, as appropriate
  - A copy of the latest FDIC call report or the latest FHLBB report, as appropriate.
- Broker/Dealers
  - Current audited financial statements
  - Proof that brokerage firm is a member in good standing with a national securities exchange.
- Except for repurchase agreements, investments shall be awarded based on competitive bids. Documentation relating to investment quotes shall be maintained by the Finance Department for a period of one year.

### **B. Individual Placement of Deposits**

Individual placement of negotiable, collateralized, and other time certificates of deposit with eligible financial institutions shall be based on the following practices and procedures:

- Deposits shall only be placed with financial institutions maintaining offices within the City of Berkeley.
- Unless collateralized by eligible securities as provided in Sections 53651 and 53652 of the Government Code, the maximum amount of Certificates of Deposit to be placed with any single institution is \$250,000.

## **V. Investment Vehicles**

### **A. State of California Limitations**

As provided in Sections 53601, 53635, and 16429.1 of the Government Code, the State of California limits the investment vehicles available to local agencies to the following:

#### **1. U.S. Treasury Instruments**

As authorized in Government Code Section 53601(b), this category includes bills, notes, bonds or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There are no portfolio limitations on the amount.

#### **2. Government Sponsored Enterprises**

As authorized in Government Code Section 53601(f), this category includes a wide variety of government securities. These securities include U. S. government-sponsored enterprise obligations, such as issues by the Federal National Mortgage Association (FNMA's), Federal Home Loan Bank (FHLB), Federal Farm Credit (FFCB), Student Loan Marketing Association (SLMA), etc. There are no portfolio limitations on the amount.

#### **3. Municipal Securities**

As authorized in Government Code Section 53601(a)(c)(d)(e), this category includes obligations of the City, the State of California, any of the other 49 states, and any local agency within the State of California, provided that:

- The securities are rated "A" or higher by at least one nationally recognized statistical rating organization.
- No more than 5% of the portfolio may be invested in any issuer.
- The maximum maturity does not exceed five years.

#### **4. Banker's Acceptances**

As provided in Government Code Section 53601(f)g, 40% of the City's portfolio may be invested in Banker's Acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank, although no more than 30% of the portfolio may be invested in Bankers' Acceptances with any one

commercial bank. Additionally, the maturity period cannot exceed 180 days.

**5. Commercial Paper**

Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short-term cash. As provided in Government Code Section 53601(h) up to 25% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical-rating organization (i.e., Moody's or Standard and Poor's or Fitch), with maturities not to exceed 270 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial Paper rated "A" or higher by a nationally recognized statistical-rating organization.

**6. Negotiable Certificates of Deposit**

Negotiable certificates of deposit are a fixed deposit certificate that may be negotiated (traded) to a third party. The institution issuing the certificate promises to pay the holder the initial investment plus the interest rate stated on the certificate at maturity. As authorized in Government Code Section 53601(i), the City may invest 30% of its portfolio in negotiable certificates of deposit issued by commercial banks, thrifts and foreign banks.

**7. Repurchase Agreements**

Repurchase agreements are agreements between the local agency and seller for the local agency to purchase government securities to be resold back to the seller at a specific date and for a specific amount and are authorized by Government Code Section 53601(j). Although the legal maximum maturity on these investments is 360 days, repurchase agreements are generally short-term investments varying from one day to two weeks. Investments in repurchase agreements must be collateralized, and collateral required for repurchase agreements is limited to Treasury and Agency securities. In order to anticipate market changes and provide a level of security for all funds, the required collateralization level is 102% of market value of principal and accrued interest.

**8. Reverse Repurchase Agreements**

Reverse repurchase agreements are a sale of securities by the local agency with a simultaneous agreement for the local agency to repurchase the securities on or before a specified date. As provided in Government Code section 53635(j), reverse repurchase agreements require the prior approval of the City Council. Reverse repurchase agreements can only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with the local agency. There are no portfolio limitations on the amount for these investments.

**9. Medium-Term Corporate Notes**

As authorized in Government Code Section 53601(k), local agencies may invest in corporate bonds and notes of industrial companies, banks, bank holding companies, insurance companies, thrifts and finance companies that are rated "A" or better by a nationally recognized rating service; and issued by corporations organized and operating in the United States. The maximum remaining maturity is limited to five years, and the amount invested must not exceed 30% of the agency's portfolio.

**10. Shares of Beneficial Interest Issued By Diversified Management Companies**

As authorized in Government Code Section 53601(l), local agencies are also authorized to invest in shares of beneficial interest issued by diversified management companies (i.e., mutual funds) as defined in Section 23701(m) of the Revenue and Taxation Code in an amount not to exceed 20% of the agency's portfolio.

**11. Financial Futures and Financial Option Contracts**

As authorized in Government Code Section 53601.1, local agencies may invest in financial futures or option contracts in any of the above investment categories subject to the same overall portfolio limitations.

**12. Time Certificates of Deposit**

As authorized in Government Code Section 53635, time certificates of deposit are fixed term, non-negotiable investments which are required to be collateralized 110% by eligible pooled securities. The pool is administered by the State, and is composed of a wide variety of government securities, secured by first mortgages on improved residential property located in the State. There are no portfolio limits on the amount; however the maturity period for this investment vehicle may not exceed five years unless approved by the Council.

**13. Local Agency Investment Fund**

As authorized in Government Code Section 16429.1, local agencies may invest in the Local Agency Investment Fund (LAIF), a pooled investment fund managed by the State Treasurer's Office. It operates like a money market fund, but is for the exclusive benefit of governmental entities within the State. The current maximum amount of money that may be invested is \$40 million.

**14. Moneys Held By A Trustee Or Fiscal Agent**

As authorized in Government Code Section 53601(m), debt proceeds held by a trustee or fiscal agent, which are pledged to the payment or security of bonds or other indebtedness may be invested in accordance with the statutory provisions governing the issuance of those bonds or other agreement; or to the extent not inconsistent with statutory provisions, or if there are no specific statutory provisions, investments may be made in accordance with the ordinance, resolution, indenture, or agreement of the local agency for the issuance.

This category includes investment agreements approved in writing by insurance companies, supported by appropriate opinions of counsel with notice to Standard and Poor's.

**15. Other Secured Notes, Bonds Or Other Obligations**

As authorized in Government Code Section 53601(n), notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities.

**16. Mortgage Pass Through, Collateralized Mortgage Obligation, Mortgage-backed Bond, Equipment Lease-backed Certificate, Consumer Receivable Pass through Certificate, and Consumer Receivable-backed Bond**

As authorized in Government Code Section 53601(o), securities in this category must be rated "AA" or its equivalent or better by a nationally recognized rating service. Purchases may not exceed 20% of the agency's portfolio.

**B. City Policies**

**1. Allowable Investment Vehicles and Restrictions**

The Director of Finance/City Treasurer is authorized to invest in any of the investment vehicles allowed by Sections 53601, 53635 and 16429.1 of the Government Code above, with the following limitations:

Financial futures; option contracts, floaters, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, or any security that could result in zero interest income if held to maturity may not be purchased. Exclusion of these vehicles is consistent with the City's overall objective of achieving reasonable yields on public funds while minimizing risk and capital losses. Although the potential exists for greater interest yields with these vehicles, it is believed that the potential level of risk exceeds their benefits except in very limited circumstances.

- Reverse repurchase agreements shall be entered into only to effect a "matched" transaction whereby the proceeds of the reverse are reinvested for the same period as the term of the reverse repurchase agreement.
- Funds will only be invested in negotiable Certificates of Deposit that are fully insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) in amounts up to \$250,000 (including interest).
- The authority to invest in certain securities is restricted by the provisions of the section entitled "Responsible Investing".

- No more than 35% of the portfolio may be invested in callable agency or government- sponsored enterprise securities.
- Commercial paper is limited to a maturity of 180 days, and the issuer must have the highest rating from two nationally recognized rating agencies, not one (as required by the State).
- The greater of \$5 million or 2% of the short-term portfolio can be in the commercial paper of any single corporation or group under essentially common ownership or control.
- Purchases of such corporate notes as mortgage pass through, collateralized mortgage obligation, mortgage-backed bond, equipment lease-backed certificate, consumer receivable pass through certificate and consumer receivable-backed bond must be rated “Aa” or AA or its equivalent or better by a nationally recognized rating service. As authorized in Government Code Section 53601(j), staff may invest in corporate bonds and notes of industrial companies, banks, bank holding companies, insurance companies, thrifts and finance companies that are rated “A” or better by a nationally recognized rating service; and issued by corporations organized and operating in the United States. The amount invested must not exceed 30% of the agency's portfolio.
- No investment shall be made which involve a “hidden” reduction in the investment rate or yield in order to subsidize other investment programs. For example, the City invests \$10,000,000 for a year at a rate of 1% less than “market” rates.
- Up to 100% of the portfolio may be placed in money market accounts.

See Appendix A for the Investment Portfolio/Diversification Requirements, which lists the maximum amounts that may be invested in the various investment types and the maximum authorized maturities.

## **2. Term**

Reserve funds from the proceeds of debt issues may be invested by the Director of Finance/City Treasurer in government agency securities with terms exceeding five (5) years, if the maturity of such investments are made to coincide as nearly as practicable with the life of the debt issue. A maximum of 30 percent of the par value of the portfolio may be invested in a stated maturity of up to 10 years.

## **3. New Investments**

No new types of investments will be purchased for the first time without at least two weeks notification to the City Council. For example, although Mortgage Pass through securities

are authorized investments, none will be purchased for the first time without such prior City Council notification.

## **VI. Investment Maturity**

In addition to the risks associated with the credit-worthiness of the financial institution and the security of the investment vehicle, the maturity period of investments is also a significant consideration in the management of the City's portfolio. In order to minimize the impact of market risk, it is intended that all investments will be held until maturity. Investments may be sold prior to maturity for cash flow or appreciation purposes; however, no investment shall be made based solely on yields resulting from anticipated capital gains.

Also, except for debt proceeds, a maximum of 30 percent of the par value of the portfolio may exceed five years.

## **VII. Cash Management**

To achieve a reasonable return on public funds, the following cash management practices will be followed:

- Maintain maximum investment of all City funds not required to meet immediate cash flow needs while maintaining adequate compensating balances as required under the City's banking services agreement.
- Pool resources available for investment from all City-administered funds, with interest earnings allocated to each of the funds in accordance with generally accepted accounting principles.
- Maximize the City's cash flow through the immediate deposit of all cash receipts, use of direct deposits and wire transfers when available, and appropriate timing of payments to vendors.
- Maximize the cash flow information available through the use of only one operating bank account.

## **VIII. Evaluation of Investment Performance**

As indicated in the Introduction section of this document, it is the City's primary investment objective to achieve a reasonable rate of return on public funds while minimizing risks and preserving capital. In evaluating the performance of the City's portfolio in achieving this objective, it is expected that yields on City investments will regularly meet or exceed the average return on the State Local Agency Investment Fund (LAIF).



## IX. Investment Reporting

Consistent with Sections 16481.2 and 53646 of the Government Code, the Department of Finance shall submit an annual Statement of Investment Policies to the Council for consideration at a public meeting.

In addition to the submittal of an annual Statement of Investment Policies, the Department of Finance shall provide the Council with a quarterly and annual investment report providing the following information for each investment or security:

- Issuer or broker/dealer (financial institution)
- Type of investment
- Certificate or other reference number if applicable
- Percentage yield on an annualized basis
- Purchase date
- Maturity date for each investment and the weighted average maturity of all the investments within the portfolio
- Current book value
- Current market value
- Total cost and market value, including source of this valuation, of the City's portfolio
- A description of the compliance with the Statement of Investment Policies
- An evaluation of investment operations for the preceding year. This shall include an evaluation of how well the objectives have been achieved: the accuracy of forecasting expenditures and revenues, as well as a comparison of the average returns on the investment portfolio with that of the Local Agency Investment Fund (LAIF).
- Report of investments. The Director of Finance shall prepare a report that provides a clear status of the current investment portfolio and transactions. The report will be prepared in a manner which allows the City Manager and Council to ascertain whether investment activities during the reporting period have conformed to the investment policies.
- Summary of key or unusual events, including but not limited to:
  - Any exceptions to policies;
  - Adherence to or deviations from social investment goals;
  - Purchases of Treasury securities, other than in repurchase agreements with maturities of seven days or less;
  - Purchases of securities that exceed maturity limits;
  - Sales of securities more than three months before maturity;
  - Changes in investment procedures, dealers, staff, etc.
- Investment performance:
  - A glossary, defining all funds or accounts referred to elsewhere in the report; and a listing of banks, securities dealers and custodians that the City has had investment transactions during the period.
  - A summary of the certifications for deposits of City funds.

- Other information regarding the City's portfolio as appropriate

The Quarterly Investment Report shall include all investments as of the end of the quarter from all funds held in the City's portfolio, and shall be issued within 60 days after the end of the quarterly reporting period to the City Manager, and the City Council; the annual report shall be issued within 90 days after the end of the fiscal year to the City Manager, and the City Council.

## X. Appendices

### A. Investment Portfolio – Diversification Requirements

#### Investment Portfolio Diversification Requirements

| Investment Instrument                                         | Maximum Amount of Portfolio | Maximum Length to Maturity |
|---------------------------------------------------------------|-----------------------------|----------------------------|
| Bank / Time Deposit Accounts                                  | 100%                        | 5 Years                    |
| Money Market Deposit Accounts                                 | 100%                        | N/A                        |
| Repurchase Agreements                                         | 10%                         | 1 Year                     |
| Reverse Repurchase Agreements                                 | 10%                         | 7 Days                     |
| Bankers Acceptances                                           | 40%                         | 7 Days                     |
| U.S. Government Securities (Treasury Bills, Notes, and Bonds) | 100%                        | 10 Years                   |
| U.S. Government Agency Securities by Agency                   | 100%                        | 10 Years                   |
| Certificates of Deposit (Negotiable)                          | 30%                         | 10 Years                   |
| Municipal Bonds                                               | 100%                        | 5 Years                    |
| Commercial Paper                                              | 25%                         | 180 Days                   |
| Medium Term Notes                                             | 30%                         | 10 Years                   |



## B. Berkeley's ESG Investing Initiative



CITY OF BERKELEY

### BERKELEY'S ESG INVESTING INITIATIVE

On November 27, 2018, City of Berkeley City Council approved the recommendation to incorporate the Environmental, Social, and Governance (ESG) principles in the City of Berkeley's investment policy. This is a new effort to integrate ESG considerations into Berkeley's investment decision-making process would lead the way for responsible investment in the United States and across the globe. ESG factors makes good business sense and leads to more sustainable markets and better outcomes for societies.

### WHAT IS ESG INVESTING?

ESG investing describes the consideration of environmental, social, and governance (ESG) factors alongside traditional financial factors in the investment decision-making process, ensuring that investments are financially prudent and impact driven. ESG factors may include greenhouse gas emissions, energy usage, labor standards, business ethics, gender and racial diversity, executive compensation, and more.

### WHY IS ESG INVESTING IMPORTANT?

First, ESG investing drives better risk-adjusted returns, since companies that score higher on ESG factors tend to have stronger fundamentals that mitigate financial risk, putting those companies in a better position for long-run stability and profitability.

And second, ESG investing helps guide investment dollars to make a positive impact on some of the most fundamental challenges facing Berkeleyans. Through promoting investments in companies that prioritize conservation and sustainable business practices, it helps protect our environment for future generations. Through promoting investments in companies that promote a better quality of life for all of us, it helps create a more equitable, just corporate eco-system and world. And through promoting investments in companies with strong corporate governance, it helps promote sound and representative management practices.

### WHAT IS THE CITY OF BERKELEY'S APPROACH?

We plan to take clear, defined steps toward fully integrating ESG factors into the investment decisions within our operating portfolio, potentially including the following actions and commitments:

- **100% Integration:** Ensure that 100% of investment decisions on corporate securities are analyzed through ESG factors, making Berkeley one of the few cities in the country to take this step with its operating portfolio. Specific factors will include (but will not be limited to):
  - *Environmental:* Carbon Footprint; Energy Consumption; Water/Waste; External Conservation Initiatives; and Sector-Specific Adjustments.
  - *Social:* Labor Rights; Employee Diversity; Corporate Social Responsibility; and Human Rights/Ethics.
  - *Governance:* Leadership Structure; Executive Compensation; Human Capital Management; Transparency/Disclosure; and Shareholder Rights.
- **Comprehensive Approach:** Seek to maintain a minimum ESG portfolio rating of investment grade or higher.
- **Proactive, Responsible Investing:** Pursue opportunities for sustainable investments, including purchasing securities from market leaders in disclosure and corporate board diversity, securities that fund community development projects, and other securities with strongly positive effects on our communities.
- **Commitment to Carbon-Neutrality:** Achieve a carbon-neutral portfolio from an investment perspective, which may include seeking to offset existing investments in the top 200 publicly-owned coal, oil, and gas reserve owners (ranked by the carbon emissions embedded in their reserves) with socially responsible investments.

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CITY OF BERKELEY  
INVESTMENT POLICY  
FOR RETIREE MEDICAL PLAN TRUST FUNDS



**Effective July 1, 2019**

**City of Berkeley**  
**INVESTMENT POLICIES FOR RETIREE MEDICAL PLAN**  
**TRUST FUNDS**  
**July 1, 2019**

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## **I. INTRODUCTION**

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Pursuant to Sections 2.44.040 and 2.44.060 of the Berkeley Municipal Code, Resolution No. 45,087-N.S., and Sections 53601, 53607, 53636 and 53648 of the State Government Code, the Director of Finance, the Treasurer of the City, is authorized to make investments of the City's idle funds. The Code also directs the City to present an annual investment policy to the City Council for approval. This Investment Policy, after approval of the amendments by the City Council, will serve as the Investment Policy for the City of Berkeley for the subsequent fiscal year.

Notwithstanding Section 53601 or 53635, the governing body of a local agency may invest funds designated for the payment of employee retiree health benefits in any form or type of investment deemed prudent by the governing pursuant to Section 53622. The authority of the governing body to invest or to reinvest funds intended for the payment of employee retiree health benefits, or to sell or exchange securities purchased for that purpose, may be delegated by the governing body to designated officers. The City Council has designated the Director of Finance, the Treasurer of the City, or his/her designee, the authority to make investments of the City's retiree medical plan trust funds.

Funds intended for the payment of employee retirement health benefits shall only be held for the purpose of providing benefits to participants in the retiree health benefit plan and defraying reasonable expenses of administering that plan.

The governing board or designated officer, when making investments of the funds, shall discharge its duties with respect to the investment of the funds.

- (1) Solely in the interest of, and for the exclusive purposes of providing benefits to, participants in the retiree health benefit plan, minimizing employer contributions thereto, and defraying reasonable expenses of administering the plan.
- (2) With care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of a like character and with like aims.
- (3) Shall diversify the investments of the funds so as to minimize the risk of loss and to maximize the rate of return, unless under the circumstances it is clearly prudent not to do so.

### **A. SCOPE OF POLICIES**

These investment policies apply to the investments of the Retiree Medical Plan Trust Funds.

### **B. INVESTMENT OBJECTIVES**

The Treasurer adheres to the principle which maintains that over the long-term, prudent investment risk-taking may be rewarded with higher incremental returns. Consequently, while capital preservation (i.e., Safety) is regarded to be of paramount importance, the Treasurer regards prudent risk-taking as justifiable.

### **C. USE OF STATE INVESTMENT GUIDELINES**



As required under Government Code Sections 16481.2 and 53646, the Statement of Investment Policies will be reviewed by the Council annually.

## **II. INVESTMENT AUTHORITY AND RESPONSIBILITIES**

---

### **A. AUTHORIZED INVESTMENT OFFICERS**

#### *1. Retiree Medical Trust Funds:*

A Trust is to be established by the City for the purpose of holding and investing assets separate and apart from the other funds of the City to fund the benefits of the Program. The specific terms governing the Trust are to be set forth in a separate trust instrument.

- The trustee of the Trust (the “Trustee”) may be the City Treasurer (i.e., Director of Finance) or an independent third party qualified to act as a trustee under California law and designated by the City.
- The Trustee shall be a fiduciary of the Program and shall act solely in the interest of the Participants, minimizing employer contributions to the Trust, and defraying reasonable expenses of administering the Program.
- The City Manager may, with the written concurrence of the City Council, appoint an “investment manager” (as that term is defined in section 3(38) of the Employee Retirement Income Security Act) to have responsibility for investment of the Trust assets. In this case, the Trustee shall act as directed by the investment manager. The investment manager shall act as a fiduciary of the Program and shall act with the same duties and responsibilities set out in “Investment Objectives” section above.

### **B. INTERNAL CONTROLS**

The Director of Finance shall establish a system of internal controls designed to prevent losses of trust funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of Berkeley. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. These controls shall include:

- Separation of transaction authority from accounting and physical custody.
- By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- Also, securities purchased from any bank or dealer including appropriate collateral (as defined by State Law), shall be placed with an independent third party for custodial safekeeping.
- Avoidance of physical delivery of securities by using a delivery versus payment “Basis of Settlement Only”.
- All trades will be executed on a delivery versus payment (DVP) basis. This ensures

that securities are delivered to the City's safekeeping bank at the same time the funds are released by the City's safekeeping bank.

- Third-Party custodial safekeeping of securities held in the name of the City. Delivered securities must be properly safeguarded against loss or destruction. Book entry securities are recorded in electronic records and the potential for fraud and loss increases with physically delivered securities. All investment securities, except collateralized certificates of deposit and money market funds, purchased by the City will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by a City-approved custodian bank, its correspondent New York Bank or the Depository Trust Corporation (DTC). Whenever possible, securities purchased are to be recorded in "book entry" form.
- All securities and applicable collateral will be held by the City's third party custodian and evidenced by safekeeping receipts. All book entry securities owned by the City shall be evidenced by a safekeeping receipt issued to the City by the custodian bank to acknowledge that the securities are held in the Federal Reserve system in a "customer account" for the custodian bank which names the City as "customer";

The Director of Finance will require each approved safekeeping financial institution to submit a copy of its Consolidated Report of Condition and Income (Call Report) to the City within 60 days after the end of each calendar quarter.

- Competitive bidding on investment transactions. Before the City invests in any secondary market funds, competitive bids shall be requested. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, bids will be requested from at least three financial institutions for instruments which meet the maturity requirement. If no specific maturity is required, a yield curve analysis will be conducted to determine which maturities would be most advantageous.
- Written confirmation and documentation of all financial transactions.
- Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
- Rapid deposit of funds received by the City (i.e., large checks.)
- Bonding of all investments officials.

### **C. EVALUATION OF INVESTMENT OFFICER ACTIONS**

Section 53600.3 of the Government Code identifies trustees as those persons authorized to make investment decisions on behalf of a local agency. As a trustee, the standard of prudence to be used by investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this plan.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity.

### **III. CAPITAL PRESERVATION AND RISK**

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#### **A. OVERVIEW**

The Treasurer adheres to the principle which maintains that over the long-term, prudent investment risk-taking may be rewarded with higher incremental returns. Consequently, while capital preservation (i.e., Safety) is regarded to be of paramount importance, the Treasurer regards prudent risk-taking as justifiable.

Some level of risk is inherent in any investment transaction. Losses may be incurred due to issuer default, market price changes, or technical cash flow complications such as investments in non-marketable certificates of deposit. Diversification of the City's portfolio by institution, investment vehicle, and maturity term is the primary tool available to the City in minimizing investment risk and capital losses by safeguarding the overall portfolio from any individual loss.

#### **B. PORTFOLIO DIVERSIFICATION PRACTICES**

The following sections summarize the City's major portfolio diversification practices and guidelines in determining:

- Authorized Dealers
- Investment Vehicles
- Investment Maturity

Portfolio limitations included in these guidelines are to be based on the portfolio composition and investment management plan policies in effect at the time of placement; the actual composition of the City's investments may vary over time from plan limitations due to overall portfolio changes from when the individual placement was made as well as changes in the City's investment management plan.

### **IV. ELIGIBLE FINANCIAL INSTITUTIONS**

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#### **A. AUTHORIZED DEALERS**

- Investments shall be purchased only through well-established, financially sound institutions. The Finance Director shall maintain a list of financial institutions and broker/dealers approved for investment. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions will be given a copy of the City's Statement of Investment Policies, and a return cover letter which must be signed indicating that the Statement of Investment Policies has been read and understood.

Qualified financial institutions and broker/dealers must supply the Director of Finance with the following:

Financial Institutions

Current audited financial statements

Depository contracts, as appropriate

A copy of the latest FDIC call report or the latest FHLBB report, as appropriate.

Broker/Dealers

Current audited financial statements

Proof that brokerage firm is a member in good standing with a national securities exchange.

- Except for repurchase agreements, investments shall be awarded based on competitive bids. Documentation relating to investment quotes shall be maintained by the Finance Department for a period of one year.

## **B. INDIVIDUAL PLACEMENT OF DEPOSITS**

Individual placement of negotiable, collateralized, and other time certificates of deposit with eligible financial institutions shall be based on the following practices and procedures:

- Deposits shall only be placed with financial institutions maintaining offices within the City of Berkeley.
- Unless collateralized by eligible securities as provided in Sections 53651 and 53652 of the Government Code, the maximum amount of Certificates of Deposit to be placed with any single institution is \$250,000.

## **V. INVESTMENT VEHICLES**

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The governing body of a local agency may invest funds designated for the payment of employee retiree health benefits in any form or type of investment deemed prudent by the governing pursuant to Section 53622. Some of the investment vehicles the City Council has authorized are the following:

### **1. U.S. Treasury Instruments**

As authorized in Government Code Section 53601(b), this category includes bills, notes, bonds or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest. There are no portfolio limitations on the amount.

**2. Government Sponsored Enterprises**

As authorized in Government Code Section 53601(f), this category includes a wide variety of government securities. These securities include U. S. government-sponsored enterprise obligations, such as issues by the Federal National Mortgage Association (FNMA's), Federal Home Loan Bank (FHLB), Federal Farm Credit (FFCB), Student Loan Marketing Association (SLMA), etc. There are no portfolio limitations on the amount.

**3. Municipal Securities**

As authorized in Government Code Section 53601(a)(c)(d)(e), this category includes obligations of the City, the State of California, any of the other 49 states, and any local agency within the State of California, provided that:

- The securities are rated "A" or higher by at least one nationally recognized statistical rating organization.
- 
- There are no limitations on the amount or period.

**4. Banker's Acceptances**

As provided in Government Code Section 53601(f)g, 40% of the City's portfolio may be invested in Banker's Acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank, although no more than 30% of the portfolio may be invested in Bankers' Acceptances with any one commercial bank. Additionally, the maturity period cannot exceed 180 days.

**5. Commercial Paper**

Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short-term cash. As provided in Government Code Section 53601(h) up to 25% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical-rating organization (i.e., Moody's or Standard and Poor's or Fitch), with maturities not to exceed 270 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial Paper rated "A" or higher by a nationally recognized statistical-rating organization.

**6. Negotiable Certificates of Deposit**

Negotiable certificates of deposit are a fixed deposit certificate that may be negotiated (traded) to a third party. The institution issuing the certificate promises to pay the holder the initial investment plus the interest rate stated on the certificate at maturity. As authorized in Government Code Section 53601(i), the City may invest 30% of its portfolio in negotiable certificates of deposit issued by commercial banks, thrifts and foreign banks.

**7. Repurchase Agreements**

Repurchase agreements are agreements between the local agency and seller for the local agency to purchase government securities to be resold back to the seller at a specific date and for a specific amount and are authorized by Government Code Section 53601(j). Although the legal maximum maturity on these investments is 360 days, repurchase agreements are generally short-term investments varying from one day to two weeks. Investments in repurchase agreements must be collateralized, and collateral required for repurchase agreements is limited to Treasury and Agency securities. In order to anticipate market changes and provide a level of security for all funds, the required collateralization level is 102% of market value of principal and accrued interest.

**8. Reverse Repurchase Agreements**

Reverse repurchase agreements are a sale of securities by the local agency with a simultaneous agreement for the local agency to repurchase the securities on or before a specified date. As provided in Government Code section 53635(j), reverse repurchase agreements require the prior approval of the City Council. Reverse repurchase agreements can only be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with the local agency. There are no portfolio limitations on the amount for these investments.

**9. Medium-Term Corporate Notes**

As authorized in Government Code Section 53601(k), local agencies may invest in corporate bonds and notes of industrial companies, banks, bank holding companies, insurance companies, thrifts and finance companies that are rated “A” or better by a nationally recognized rating service; and issued by corporations organized and operating in the United States. There are no portfolio limitations for these investments.

**10. Shares of Beneficial Interest Issued By Diversified Management Companies**

As authorized in Government Code Section 53601(l), local agencies are also authorized to invest in shares of beneficial interest issued by diversified management companies (i.e., mutual funds) as defined in Section 23701(m) of the Revenue and Taxation Code in an amount not to exceed 20% of the agency's portfolio.

**11. Financial Futures and Financial Option Contracts**

As authorized in Government Code Section 53601.1, local agencies may invest in financial futures or option contracts in any of the above investment categories subject to the same overall portfolio limitations.

**12. Time Certificates of Deposit**

As authorized in Government Code Section 53635, time certificates of deposit are fixed term, non-negotiable investments which are required to be collateralized 110% by eligible pooled securities. The pool is administered by the State, and is composed of a wide variety of government securities, secured by first mortgages on improved residential property located in the State. There are no portfolio limits on the amount; however the maturity period for this investment vehicle may not exceed five years unless approved by the Council.

**13. Local Agency Investment Fund**

As authorized in Government Code Section 16429.1, local agencies may invest in the Local Agency Investment Fund (LAIF), a pooled investment fund managed by the State Treasurer's Office. It operates like a money market fund, but is for the exclusive benefit of governmental entities within the State. The current maximum amount of money that may be invested is \$40 million.

**14. Moneys Held By A Trustee Or Fiscal Agent**

As authorized in Government Code Section 53601(m), debt proceeds held by a trustee or fiscal agent, which are pledged to the payment or security of bonds or other indebtedness may be invested in accordance with the statutory provisions governing the issuance of those bonds or other agreement; or to the extent not inconsistent with statutory provisions, or if there are no specific statutory provisions, investments may be made in accordance with the ordinance, resolution, indenture, or agreement of the local agency for the issuance.

This category includes investment agreements approved in writing by insurance companies, supported by appropriate opinions of counsel with notice to Standard and Poor's.

**15. Other Secured Notes, Bonds Or Other Obligations**

As authorized in Government Code Section 53601(n), notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities.

**16. Mortgage Pass Through, Collateralized Mortgage Obligation, Mortgage-backed Bond, Equipment Lease-backed Certificate, Consumer Receivable Pass through Certificate, and Consumer Receivable-backed Bond**

As authorized in Government Code Section 53601(o), securities in this category must be rated "AA" or its equivalent or better by a nationally recognized rating service. Purchases may not exceed 20% of the agency's portfolio.

In addition to the authorized investments above, the following investments may be made by Retiree Medical plan funds:

- Up to 100% of the retiree medical plans funds may be invested in equity mutual funds<sup>1</sup> or equity index funds<sup>2</sup>, preferred stock<sup>3</sup> and bond funds<sup>4</sup>.

<sup>1</sup>Equity Mutual Fund – A financial intermediary that allows a group of investors to pool their money together with a predetermined investment objective. The mutual fund will have a fund manager who is responsible for investing the pooled money into specific securities. When you invest in a mutual fund, you are buying shares of the mutual fund and become a shareholder of the fund. They are very cost effective, as the fund can purchase securities with much lower trading costs than an individual investor. But the biggest advantage to mutual funds is diversification.

<sup>2</sup>Equity Index Fund – A mutual fund that attempts to copy the performance of a stock market index. The most common index fund tries to track the S&P 500 by purchasing all 500 stocks using the same percentages as the index. Index funds have lower fees because computers do

most of the work. There is no need to hire an expensive fund manager or research analysts. Index funds can have an expensive ratio as low as .18%, while actively managed funds can have an expense ratio over 3%. Over the long-term, the S&P 500 beats the returns of 80% of actively managed funds.

<sup>3</sup>Preferred Stock – A hybrid between common stock and a bond. Each share of preferred stock is normally paid a guaranteed dividend that receives first priority (i.e., the common stockholders cannot receive a dividend until the preferred dividend has been paid in full) and has priority over the common stockholders relative to the company's assets in the event of bankruptcy.

<sup>4</sup>Bond Fund- A bond fund is a more efficient way of investing in bonds than buying individual securities. Bond mutual funds are just like stock mutual funds in that you put your money into a pool with other investors, and a professional invests that pool of money according to what he or she thinks the best opportunities are. They are very cost effective, as the fund can purchase securities with much lower trading costs than an individual investor. But the biggest advantage to mutual funds is diversification.

Some of the investment vehicles that are Unallowable Investment Vehicles and Restrictions:

The Director of Finance/City Treasurer is not authorized to invest in any of the following investment vehicles:

Financial futures; option contracts, floaters, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, or any security that could result in zero interest income if held to maturity may not be purchased. Exclusion of these vehicles is consistent with the City's overall objective of achieving reasonable yields on public funds while minimizing risk and capital losses. Although the potential exists for greater interest yields with these vehicles, it is believed that the potential level of risk exceeds their benefits except in very limited circumstances.

See Appendix A for the Investment Portfolio/Diversification Requirements, which lists the maximum amounts that may be invested in the various investment types and the maximum authorized maturities.

In accordance with Government Code Sections 53620-53622, the assets of the City of Berkeley Retiree Medical Plan Trust may be invested in any form or type of investment deemed prudent by the City Council.

The maximum maturity for Retiree Medical Plan Trust funds is 30 years.

## **VI. CASH MANAGEMENT**

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To achieve a reasonable return on public funds, the following cash management practices will be followed:



- Maintain maximum investment of all City funds not required to meet immediate cash flow needs.
- Maximize the City's cash flow through the immediate deposit of all cash receipts, use of direct deposits and wire transfers when available, and appropriate timing of payments to vendors.
- Maximize the cash flow information available through the use of only one operating bank account.

## **VII. EVALUATION OF INVESTMENT PERFORMANCE**

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An actuarial study commissioned by the City many years ago determined that, in addition to City Contributions, an average rate of return of 7% on miscellaneous employees' retiree medical trust fund assets invested must be achieved to fund the retiree health benefit at the desired 70% level. Primarily as a result of the Federal Reserve Board's decision to keep short-term rates near zero for the last 10 years, the average rate currently earned is significantly below that.7% level.

## **VIII. INVESTMENT REPORTING**

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Consistent with Sections 16481.2 and 53646 of the Government Code, the Department of Finance shall submit an annual Statement of Investment Policies to the Council for consideration at a public meeting.

In addition to the submittal of an annual Statement of Investment Policies, the Department of Finance shall provide the Council with a quarterly and annual investment report providing the following information for each investment or security:

- Issuer or broker/dealer (financial institution)
- Type of investment
- Certificate or other reference number if applicable
- Percentage yield on an annualized basis
- Purchase date
- Maturity date for each investment and the weighted average maturity of all the investments within the portfolio
- Current book value
- Current market value
- Total cost and market value, including source of this valuation, of the City's portfolio
- A description of the compliance with the Statement of Investment Policies
- An evaluation of investment operations for the preceding year. This shall include an evaluation of how well the objectives have been achieved: the accuracy of forecasting expenditures and revenues, as well as a comparison of the average returns on the investment portfolio with that of the Local Agency Investment Fund (LAIF).
- Report of investments. The Director of Finance shall prepare a report that provides a clear status of the current investment portfolio and transactions. The report will be prepared in a manner which allows the City Manager and Council to ascertain whether investment activities during the reporting period have conformed to the investment policies.
- Summary of key or unusual events, including but not limited to:

- Any exceptions to policies;
- Adherence to or deviations from social investment goals;
- Purchases of Treasury securities, other than in repurchase agreements with maturities of seven days or less;
- Purchases of securities that exceed maturity limits;
- Sales of securities more than three months before maturity;
- Changes in investment procedures, dealers, staff, etc.
- Investment performance;
  - A glossary, defining all funds or accounts referred to elsewhere in the report; and
  - A listing of banks, securities dealers and custodians that the City has had investment transactions during the period.
  - A summary of the certifications for deposits of City funds.
  - Other information regarding the City's portfolio as appropriate

The Quarterly Investment Report shall include all investments as of the end of the quarter from all funds held in the City's portfolio, including funds held and invested by trustees; and shall be issued within 30 days after the end of the quarterly reporting period to the City Manager, and the City Council; the annual report shall be issued within 90 days after the end of the fiscal year to the City Manager, and the City Council.

APPENDIX A**INVESTMENT PORTFOLIO  
Diversification Requirements**

| <u>Investment Instrument</u>                                        | <u>Maximum<br/>Amount<br/>Of Portfolio</u> | <u>Maximum<br/>Length<br/>To Maturity</u> |
|---------------------------------------------------------------------|--------------------------------------------|-------------------------------------------|
| Bank / Time Deposit<br>Accounts                                     | 100%                                       | 5 Years                                   |
| Money Market Deposit<br>Accounts                                    | 100%                                       | N/A                                       |
| Repurchase Agreements                                               | 10%                                        | 1 Year                                    |
| Reverse Repurchase<br>Agreements                                    | 10%                                        | 7 Days                                    |
| Bankers Acceptances                                                 | 40%                                        | 7 Days                                    |
| U.S. Government Securities<br>(Treasury Bills,<br>Notes, and Bonds) | 100%                                       | 30 Years                                  |
| U.S. Government Agency<br>Securities by Agency                      | 100%                                       | 30 Years                                  |
| Certificates of Deposit<br>(Negotiable)                             | 30%                                        | 30 Years                                  |
| Municipal Bonds                                                     | 100%                                       | 30 Years                                  |
| Commercial Paper                                                    | 25%                                        | 180 Days                                  |
| Medium Term Notes                                                   | 30%                                        | 30 years                                  |

In addition to the investments above, the following investments may be made by Retiree Medical plan funds:

- Up to 25% of the retiree medical plans funds may be invested in equity mutual funds<sup>1</sup> or equity index funds<sup>2</sup>, and preferred stock<sup>3</sup>.

<sup>1</sup>Equity Mutual Fund – A financial intermediary that allows a group of investors to pool their money together with a predetermined investment objective. The mutual fund will have a fund manager who is responsible for investing the pooled money into specific securities. When you invest in a mutual fund, you are buying shares of the mutual fund and become a shareholder of the fund. They are very cost effective, as the fund can purchase securities with much lower trading costs than an individual investor. But the biggest advantage to mutual funds is diversification.

<sup>2</sup>Equity Index Fund – A mutual fund that attempts to copy the performance of a stock market index. The most common index fund tries to track the S&P 500 by purchasing all 500 stocks using the same percentages as the index. Index funds have lower fees because computers do most of the work. There is no need to hire an expensive fund manager or research analysts. Index funds can have an expense ratio as low as .18%, while actively managed funds can have an expense ratio over 3%. Over the long-term, the S&P 500 beats the returns of 80% of actively managed funds.

<sup>3</sup>Preferred Stock – A hybrid between common stock and a bond. Each share of preferred stock is normally paid a guaranteed dividend that receives first priority (i.e., the common stockholders cannot receive a dividend until the preferred dividend has been paid in full) and has priority over the common stockholders relative to the company's assets in the event of bankruptcy.



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Kelly Wallace, Interim Director, Health, Housing & Community Services Department

Subject: Contract No. 10904 Amendment: Bay Area Community Services (BACS) for Pathways STAIR Center Year Two Operations

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute an amendment to Contract No. 10904 with Bay Area Community Services (BACS) for Pathways STAIR Center operations, extending the program through June 30, 2020 and adding \$2,091,305 for Year Two (FY 2020).

FISCAL IMPACTS OF RECOMMENDATION

This Resolution adds \$2,050,000 in HEAP funding (authorized by Council Resolution No. 68,779-N.S.) and \$150,000 in funding from the Kaiser Permanente Northern California Community Benefit Program (authorized for the STAIR Center by Council Resolution 68,767-N.S.) to the Pathways STAIR Center for FY 2020 (ERMA code 311-51-504-530-0000-000-444-636110) for the second year of program operations. Both funding sources will be appropriated in the First Amendment to the FY 2020 Annual Appropriations Ordinance. HCS Staff will continue to pay for the trailer building leases, at an annual total of \$108,695 to be paid for by the HEAP allocation, and will withhold this amount from the program contract with BACS.

To support the first 13 months of operation, the Council originally authorized a contract of \$2,440,000 in General Funds, proceeds from the Berkeley Homeless Fund, and Alameda County Housing and Community Development Department funds on March 27, 2018 with Resolution No. 68,372-N.S. Approving the recommendation in this report would allow the City to execute an amendment to this existing contract with Bay Area Community Services (Contract No. 10904B, CMS No. QI7RB) in the Housing and Community Services Division of the HHCS Department, by adding \$2,091,305 in HEAP and Kaiser Permanente Northern California Community Benefits Program grant funds, as well as \$214,298 in ESG funds previously approved by Council on March 12, 2019 with Resolution No. 68,780-N.S. These new additions will create a revised total not-to-exceed (NTE) amount of \$4,636,908 for the first two years of operations combined. The attached resolution extends the term of the original contract to run through June 30, 2020 and align the contract period with the City's fiscal year.

CURRENT SITUATION AND ITS EFFECTS

The Pathways STAIR Center was originally funded for 13 months of operations with a one-time allocation of City General Funds and a one-time grant from Alameda County's Housing and Community Development Department. No permanent funding source has been identified for this program's ongoing operations after Year Two.

The proposed use of HEAP funds is consistent with the HEAP budget that staff presented and Council discussed at its March 12, 2019 Council meeting before accepting those funds with Resolution 68,779-N.S. The proposed use of Kaiser grant funds is consistent with the proposal presented to Council at its February 26, 2019 meeting where accepting those funds was approved with Resolution 68,767-N.S.

As was the case in FY19, HHCS staff will continue to directly pay the \$108,695 in lease expenses for the Pathways modular trailers.<sup>1</sup> Adding the two funding sources above and then subtracting this trailer lease expense from that total yields the new total budget allocation (\$2,091,305) to extend the contract through the end of FY2020, thus bringing the total two-year, amended contract's not-to-exceed amount to \$4,636,908.

BACKGROUND

The City Council authorized the implementation of the Pathways Project with a referral to the City Manager on April 4, 2017 and a services contract with Bay Area Community Services (BACS) to operate the STAIR Center as a partial realization of that referral on March 27, 2018 (Resolution No. 68,372-N.S.). Council further authorized an amendment to the contract's term and total budget on March 12, 2019 (Resolution No. 68,780-N.S.). As of this writing, the program had housed 95 people and had served 127 people total over the first 10 months of operations.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental impacts associated with this report.

RATIONALE FOR RECOMMENDATION

The Pathways STAIR Center was originally funded with a one-time allocation of General Funds and a one-time grant from Alameda County's Housing and Community Development Department. No ongoing funding source has been determined for the program, though staff recommended in a work session report to the Council on January 15, 2019 that the Pathways STAIR Center's annual costs be referred to the Measure P process for possible ongoing funding through that new source after FY2020.

ALTERNATIVE ACTIONS CONSIDERED

Staff have not identified another approach that would allow the Pathways STAIR Center to continue operations.

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<sup>1</sup> BACS had originally been expected to make lease payments on the trailers, but City staff determined that making the payments directly to the modular vendor was optimal for insurance purposes.

CONTACT PERSON

Peter Radu, Homeless Services Coordinator, HHCS, (510) 981-5435.

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 10904 AMENDMENT: BAY AREA COMMUNITY SERVICES (BACS)  
FOR STAIR CENTER OPERATIONS

WHEREAS, the Berkeley City Council authorized the implementation of a Pathways Project to Address Homelessness in Berkeley on April 4, 2017; and

WHEREAS, the City Council, on March 27, 2018, voted to authorize the execution of a contract with Bay Area Community Services (BACS) for operation of the STAIR Center, an amount not to exceed \$2,440,000, in partial fulfillment of the Pathways Project referral; and

WHEREAS, the City Council, on March 12, 2019, voted to authorize an amendment to said contract that extended the term through the end of Fiscal Year 2019 and increased the total not-to-exceed budget amount to \$2,545,603; and

WHEREAS, the City has not identified an ongoing funding source to support the program's operations into fiscal year 2020; and

WHEREAS, in the absence of an ongoing source, at its March 12, 2019 meeting, the City Council discussed dedicating \$2,000,000 in California Homeless Emergency Aid Program (HEAP) money to support the program through FY2020, and specified that an additional \$50,000 in HEAP to support an RV outreach and flex fund program through Resolution 68,779-N.S. that BACS has agreed to implement on a one-time basis until said funding is expended; and

WHEREAS, the City obtained an additional \$150,000 in funding to support the program's FY2020 operations through the Kaiser Permanente Northern California Community Benefits program, which Council approved accepting through Resolution 68,767-N.S.; and

WHEREAS, the City wishes to support continued operation of the Pathways STAIR Center through a second year.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to execute an amendment to Contract No. 10904 (Contract No. 10904B, CMS # QI7RB) with Bay Area Community Services (BACS), adding \$2,091,305 for an amount not-to-exceed \$4,636,908 for two fiscal years of programming for the Pathways STAIR Center. A signed copy of said documents, agreements, and any amendments will be kept on file with the Office of the City Clerk.





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Kelly Wallace, Interim Director, Health, Housing & Community Services Department

Subject: Revenue Contract: Community Services Block Grant Discretionary Funding for June 1, 2019 – May 31, 2020

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to accept the Community Services Block Grant (CSBG) Contract Number 19F-4404 for the amount of \$30,000 to provide services for low-income people for the period June 1, 2019 – May 31, 2020.

FISCAL IMPACTS OF RECOMMENDATION

Berkeley's Community Services Block Grant (CSBG) received additional discretionary funding for the period June 1, 2019 – May 31, 2020 in the amount of \$30,000 (Community Action Program Fund - 334-51-504-530-0000-000-000-431110-). The CSBG allocation amount is included in the City's anti-poverty Community Action Fund and supports oversight and management of anti-poverty funds within the Health, Housing and Community Services Department. These discretionary funds are recommended to be used for rental assistance for formerly homeless clients in the City's Shelter Plus Care program.

CURRENT SITUATION AND ITS EFFECTS

On January 22, 2019 City Council authorized the City Manager and her designee to execute CSBG Contract Number 19F-4001 for the amount of \$266,863 (Resolution No. 68,728-N.S.) On April 3, 2019, the State Department of Community Services and Development (CSD) issued a letter, stating that the City will receive additional discretionary funding in the amount of \$30,000 as a separate contract.

The City Manager recommends that these discretionary funds be used to cover rent subsidies for clients who participate in the Shelter Plus Care program. The City of Berkeley Shelter Plus Care Program administers federal rental subsidies that are matched by locally provided services to transition formerly homeless, disabled individuals and families into permanent, supportive housing. Currently, the City of Berkeley administers six Shelter Plus Care grants, providing approximately 260 units of

supportive housing for homeless and disabled people. These housing subsidies allow tenants to pay no more than 30% of their income on rent.

City staff recommend using the additional \$30,000 to fund rental subsidies to help offset increasing program costs due to increasing rents as the Bay Area continues to experience a rental housing crisis making it harder to find permanent housing for people with no or limited income. The City's HUD grants slightly increased in FY2020 but not enough to cover the rise in rent and security deposit costs expected by landlords. Additionally, HUD recently released its 2019 rent payment standards, approximately 9% less than 2018 rent standards, which will result in a significant overall funding gap across the City's four S+C grants next year. The variation and unpredictability in HUD's annual grant amounts has required the City's to leverage other funding sources. The \$30,000 will allow the City to continue to provide stable, long-term housing and ongoing services to current Shelter Plus Care tenants. Staff are continuing to identify other cost-cutting measures to ensure that expenses for Shelter Plus Care program stay within the budgeted amount to make up the difference between the additional CSBG funding and the future shortfall.

### ***Human Welfare and Community Action Commission Action***

The Human Welfare and Community Action Commission (HWCAC) acts as the tri-partite advisory Board for CSBG funding. As such, it is responsible for reviewing performance of funded programs, reviewing compliance with the implementation of the community action program, and advising Council on CSBG funding decisions. The Berkeley City Council is responsible for all final CSBG funding decisions.

City staff shared the recommendation for the use of the additional funds with the HWCAC at its April 17, 2019 meeting. The HWCAC discussed the City Manager recommendation, and agreed with the Shelter Plus Care funding recommendation. This motion passed (M/S/C: Kohn/Smith. Ayes: Dunner, Smith, Sood, Kohn, Romo. Noes: Bookstein, Deyhim. Abstain: Omodele. Absent: Holman).

### **BACKGROUND**

The City of Berkeley is a Community Action Agency (CAA) and therefore receives federal Community Services Block Grant funds (CSBG) to support anti-poverty programs. CSBG funds are part of the federal Department of Health and Human Services budget passed through the state to local CAAs. Historically, the City of Berkeley has awarded Community Services Block Grant funds to community service programs.

### **ENVIRONMENTAL SUSTAINABILITY**

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

RATIONALE FOR RECOMMENDATION

The Community Services Block Grant is necessary to support the provision of services for residents living in poverty in Berkeley.

ALTERNATIVE ACTIONS CONSIDERED

Rejecting CSBG funding would reduce funding for services to low-income Berkeley residents and HHCS staffing. This would negatively impact low-income services in Berkeley.

CONTACT PERSON

Mary-Claire Katz, Associate Management Analyst, HHCS, (510) 981-5414

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

REVENUE CONTRACT: ADDITIONAL \$30,000 OF 2019 COMMUNITY SERVICES  
BLOCK GRANT (CSBG) DISCRETIONARY FUNDING

WHEREAS, the City of Berkeley is a Community Action Agency and receives CSBG funds as the Berkeley Community Action Agency to support anti-poverty programs; and

WHEREAS, the Human Welfare and Community Action Commission (HWCAC) acts as an advisory tri-partite Board to the Council providing public participation in the governing process; and

WHEREAS, at the April 17, 2019 HWCAC meeting a motion was passed recommending that the City accept the Community Service Block Grant Discretionary Funds; and

WHEREAS, this CSBG revenue contract covers of the period June 1, 2019 – May 31, 2020 for a contract amount of \$30,000 (351-7902-331-1012); and

WHEREAS, the funds have historically been used to support anti-poverty services and to support City of Berkeley oversight and management of anti-poverty programs (Community Action Program Fund - 334-51-504-530-0000-000-000-431110-).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to 1) accept Community Service Block Grant Contract Number 19F-4404 for the amount of \$30,000, 2) utilize these additional funds to provide rental assistance to formerly homeless clients participating in the City's Shelter Plus Care program, and 3) execute any resultant agreements and amendments including amendments that may increase the contract amount to provide low-income services for the time period June 1, 2019 – May 31, 2020. A record signature copy of said agreement and any amendments shall be on file in the office of the City Clerk.



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Kelly Wallace, Interim Director, Health, Housing & Community Services Department  
 Subject: Contract: Dorothy Day House to Operate Shelter at Veteran's Building

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with Dorothy Day House in an amount not to exceed \$832,000 to operate the year-round shelter at the Veteran's Building in FY20 and FY21.

FISCAL IMPACTS OF RECOMMENDATION

This Resolution will partially fund two years (FY20 and FY21) of the Dorothy Day House Shelter at the Veterans Building using Homeless Emergency Aid Program (HEAP) funding: \$832,000 in budget code 336-51-504-535-0000-000-444-636110. The HEAP funds will be added to the funds City Council awards Dorothy Day House in the FY20-24 Community Agency funding cycle.

CURRENT SITUATION AND ITS EFFECTS

At the March 12, 2019 City Council meeting, staff provided an overview of the HEAP, a flexible but time-limited and one-time source of funding from the State of California to address the homelessness crisis:

- Must be used for services, capital construction costs, and/or housing subsidies that will be of direct benefit to people experiencing homelessness.
- The funds cannot be used as capitalized operating reserves or for activities directly related to enforcement, encampment closures, etc.
- Must be contractually obligated and 50% spent down by January 2020, and 100% spent down by June of 2021.
- Requires a County-imposed (but not statutorily required) 50% local match. Staff intend to meet this match requirement with existing general fund contributions to homeless services, which exceed the 50% threshold requirement.
- Is one-time only, with all unspent funds as of June 2021 returned to the State.

Given the above parameters and the City's priority to extend year-round shelter operations at the Veteran's Building, staff recommended using HEAP funds for this purpose. Dorothy Day House submitted a proposals to operate the shelter through the City's FY20-24 Community Agency Request for Proposal process. Since staff

recommended and Council approved funding the shelter for two years with HEAP funds, no general funds were recommended for this shelter as part of the Community Agency RFP process. The attached resolution will authorize the City Manager to add HEAP funds to Dorothy Day's FY20-24 contract.

BACKGROUND

Dorothy Day House (DDH) has operated the Berkeley Emergency Storm Shelter (BESS) for fifteen years. Up until FY17, DDH operated BESS as an overnight emergency shelter on a first-come, first served basis for up to 45 nights for a maximum capacity of 65 people each night dependent on weather conditions.

In addition to this program, DDH has operated an expanded and extended winter shelter on a nightly basis since September of 2018. The DDH shelter moved from University Center to the Veteran's Building at 1931 Center Street on October 1, 2018. On February 19, 2019, City Council authorized an additional \$114,960 to amend DDH's contract to extend the shelter through June 30, 2019. The DDH Shelter provides nightly shelter for up to 52 literally homeless people each night.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental impacts associated with this report.

RATIONALE FOR RECOMMENDATION

Dorothy Day House has a long history of operating the winter shelter, including an expanded and extended nightly shelter for the past two winter seasons. Dorothy Day House has successfully operated a nightly shelter for more than one year. The availability and parameters of the HEAP funds allows the City to continue to fund 52 new year-round shelter beds through June 30, 2021.

ALTERNATIVE ACTIONS CONSIDERED

Staff have not identified another approach that would allow the year-round shelter at the Veteran's Building to continue operations.

CONTACT PERSON

Jennifer Vasquez, Community Services Specialist III, HHCS, (510) 981-5431.

Attachment:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: DOROTHY DAY HOUSE TO OPERATE A YEAR ROUND SHELTER AT  
THE VETERAN'S BUILDING

WHEREAS, the City of Berkeley is committed to providing a humane response to addressing homelessness; and

WHEREAS, City Council allocated funding in FY19 to Dorothy Day House to extend nightly shelter operations at the Veteran's Building through June 30, 2019; and

WHEREAS, in the absence of an ongoing source, at its March 12, 2019 meeting, the City Council discussed dedicating \$832,000 in California Homeless Emergency Aid Program (HEAP) money to support extended shelter operations at the Veteran's Building through FY2021, Resolution 68,779-N.S.; and

WHEREAS, Dorothy Day House submitted a proposal through the City's FY20-24 Community Agency Request for Proposal process to continue shelter operations at the Veteran's Building; and

WHEREAS, the City has not identified an ongoing funding source to support the program's operations into fiscal year 2020.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to add HEAP funds in an amount not to exceed \$832,000 for two years of shelter operations (FY20-21) to the contract amount awarded through the FY20-24 Community Agency contract process with Dorothy Day House. A signed copy of said documents, agreements, and any amendments will be kept on file with the Office of the City Clerk.







Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Kelly Wallace, Interim Director, Health, Housing and Community Services  
 Subject: Revenue Contracts: FY 2020 Aging Services Programs

RECOMMENDATION

Adopt five Resolutions authorizing the City Manager or her designee to execute any resultant revenue agreements and amendments with Alameda County to provide congregate and home-delivered meals, family caregiver support, senior center activities and information and assistance services to seniors for the following programs for Fiscal Year 2020:

1. Congregate Meals in the amount of \$46,380;
2. Home Delivered Meals in the amount of \$47,525;
3. Family Caregiver Support Program in the amount of \$47,157;
4. Senior Center Activities in the amount of \$29,272; and
5. Information and Assistance Services in the amount of \$63,501.

FISCAL IMPACTS OF RECOMMENDATION

The City of Berkeley will receive five grants totaling \$233,835 from Alameda County Area Agency on Aging for FY 2020 for the programs listed below. The contracts require matching funds totaling \$30,902 as detailed below, and the Division will utilize General Fund in its approved FY 2020 budget to provide the match. The grant budgets will be adjusted to match the contract amounts and these changes will be included in the First Amendment to the FY 2020 Annual Appropriations Ordinance.

1. **Congregate Meals:** CMS No. JKB7U. ERMA GL Code 011-051-505-549-2041. The FY 2020 contract is for \$46,380 and supports staff coordination and management of home delivered meals. The contract requires a match of \$5,566.
2. **Home Delivered Meals:** CMS No. KAKKQ. ERMA GL Code 011-051-505-549-2044. The FY 2020 contract is for \$47,525 and supports staff coordination and management of home delivered meals. The contract requires a match of \$7,129.
3. **Family Caregiver Support Program:** CMS No. W1KNR. ERMA GL Code 011-051-505-541-2036. The FY 2020 contract is for \$47,157 and supports caregiver

outreach, training and respite services for care receivers. The contract requires a match \$7,074.

4. **Senior Center Activities:** CMS No. IFEJS. ERMA GL Code 011-051-505-544-2069. The FY 2020 contract is for \$29,272 and supports staff coordination and delivery of senior center outreach, activities, classes, and special events. The contract requires a match of \$3,513.
5. **Information and Assistance Services:** CMS No. YKLYT. ERMA GL Code 011-051-505-541-2035. The FY 2020 contract is for \$63,501 and supports staff management and delivery of information, assistance, referral and follow-up services. The contract requires a match of \$7,620.

#### CURRENT SITUATION AND ITS EFFECTS

In February 2018, Alameda County issued a request for proposals for caregiver, senior center, information and assistance, and nutrition services. The City of Berkeley applied for this funding and received notification of grant awards for caregiver services, senior center activities and administration of Senior Nutrition Programs on April 13, 2018 for a four-year period.

#### BACKGROUND

The City of Berkeley receives funding from city, county and state sources as well as private donations to serve senior residents of Berkeley, and to coordinate the Tri-City Nutrition Program. The Department of Health, Housing & Community Services is committed to providing a broad range of community services, including services to meet the needs of seniors in the community. The Aging Services Division provides nutritious meals, outreach, activities, social events, classes, and individual support and referral services to seniors and their families in the community.

#### ENVIRONMENTAL SUSTAINABILITY

The home-delivered and congregate meal programs composts meal waste.

#### RATIONALE FOR RECOMMENDATION

These funds support the City's senior centers and meals programs, and provide critical support to ensure the Aging Services Division can continue to provide services at North and South Berkeley Senior Center, and Senior Nutrition Programs.

#### ALTERNATIVE ACTIONS CONSIDERED

The Aging Services Division assesses each funding source to ensure that it supports the City's mission and goals. The alternative action of not seeking any of these funding sources would result in a significant reduction in services available to seniors in the community.

CONTACT PERSON

Tanya Bustamante, Manager of Aging Services, HHCS, 981-5178

Attachments:

1. Resolution: Congregate Meals
2. Resolution: Nutrition Meals
3. Resolution: Family Caregiver Support Program
4. Resolution: Senior Center Activities
5. Resolution: Information and Assistance Services

RESOLUTION NO. -N.S.

REVENUE CONTRACT: ALAMEDA COUNTY FISCAL YEAR 2019 CONGREGATE  
MEAL PROGRAM

WHEREAS, the City of Berkeley Department of Health, Housing & Community Services provides a broad range of community services to the community; and

WHEREAS, the Aging Services Division provides a broad range of services to Berkeley seniors, and coordinates the delivery of meals to three cities – Berkeley, Albany and Emeryville – as the lead partner in the Tri-City Nutrition Program; and

WHEREAS, the City of Berkeley should seek outside funding wherever possible to fund vital senior services; and

WHEREAS, Alameda County provides funding to support the Congregate Meal programs for Fiscal Year 2020 in the amount of \$46,380 (Revenue Budget Code 320-51-505-549-2044-000-000-433110); and

WHEREAS, the City of Berkeley provides match of \$5,566 in General Funds (Expense Code 011-51-505-549-2044-000-444 various and 01151-505-549-2044-000-444 various); and

WHEREAS, the funds will support the coordination and management of congregate meals at five sites (North Berkeley Senior Center, South Berkeley Senior Center, Emeryville Senior Center and Albany Senior Center) (budget code 085-7924-463-various).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is hereby authorized to submit a contract agreement to Alameda County for funding in the amount of \$46,380 for fiscal year 2020 for the Congregate Meal Program, and to accept the grants and to execute any resultant revenue agreements and amendments CMS No. JKB7U. A record signature copy of said agreements and any amendments shall be on file in the office of the City Clerk.

RESOLUTION NO. -N.S.

REVENUE CONTRACT: ALAMEDA COUNTY FISCAL YEAR 2019 HOME  
DELIVERED MEAL PROGRAM

WHEREAS, the City of Berkeley Department of Health, Housing & Community Services provides a broad range of community services to the community; and

WHEREAS, the Aging Services Division provides a broad range of services to Berkeley seniors, and coordinates the delivery of meals to three cities – Berkeley, Albany and Emeryville – as the lead partner in the Tri-City Nutrition Program; and

WHEREAS, the City of Berkeley should seek outside funding wherever possible to fund vital senior services; and

WHEREAS, Alameda County provides funding to support the Home Delivered Meal program for Fiscal Year 2020 in the amount of \$47,525 (Revenue Budget Code 320-51-505-549-2044-000-000-433110); and

WHEREAS, the City of Berkeley provides match of \$7,129 in General Funds (Expense Code 011-51-505-549-2044-000-444 various); and

WHEREAS, the funds will support the coordination and management of home delivered meals to the partner cities in the Tri-City Nutrition Program (Berkeley, Albany and Emeryville) (budget code 320-51-505-549-2044-000-000-various).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is hereby authorized to submit a contract agreement to Alameda County for funding in the amount of \$47,525 for fiscal year 2020 for the Home Delivered Meal Program, and to accept the grants and to execute any resultant revenue agreements and amendments. CMS No. KAKKQ. A record signature copy of said agreements and any amendments shall be on file in the office of the City Clerk.

RESOLUTION NO. -N.S.

REVENUE CONTRACT: ALAMEDA FISCAL YEAR 2019 FAMILY CAREGIVER  
SUPPORT PROGRAM

WHEREAS, the City of Berkeley Department of Health, Housing & Community Services provides a broad range of community services to the community; and

WHEREAS, the Aging Services Division provides a broad range of services to Berkeley seniors, and coordinates the delivery of meals to three cities – Berkeley, Albany and Emeryville – as the lead partner in the Tri-City Nutrition Program; and

WHEREAS, the City of Berkeley should seek outside funding wherever possible to fund vital senior services; and

WHEREAS, Alameda County provides funding to support the Family Caregiver Support services for Fiscal Year 2020 in the amount of \$47,157 (Revenue Budget Code 328-51-505-541-2036-000-0000-433110); and

WHEREAS, the City of Berkeley provides match of \$7,074 in General Funds (Expense Code 011-51-505-541-2036-000-000-various); and

WHEREAS, the funds will support the provision of caregiver outreach, training and respite services for care receivers (budget code 328-51-505-541-2036-000-000-various).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is hereby authorized to submit a contract agreement to Alameda County for funding in the amount of \$47,157 for fiscal year 2020 for the Family Caregiver Support Program, and to accept the grants and to execute any resultant revenue agreements and amendments. CMS No. W1KNR. A record signature copy of said agreements and any amendments shall be on file in the office of the City Clerk.

RESOLUTION NO. –N.S.

REVENUE CONTRACT: ALAMEDA COUNTY FISCAL YEAR 2019 SENIOR CENTER  
ACTIVITIES

WHEREAS, the City of Berkeley Department of Health, Housing & Community Services provides a broad range of community services to the community; and

WHEREAS, the Aging Services Division provides a broad range of services to Berkeley seniors, and coordinates the delivery of meals to three cities – Berkeley, Albany and Emeryville – as the lead partner in the Tri-City Nutrition Program; and

WHEREAS, the City of Berkeley should seek outside funding wherever possible to fund vital senior services; and

WHEREAS, Alameda County provides funding to support Senior Center Activities for Fiscal Year 2020 in the amount of \$29,272 (Revenue Budget Code 328-51-505-544-2069-000-000-431110); and

WHEREAS, the City of Berkeley provides match of \$3,513 in General Funds (Expense Code 011-51-505-541-2036-000-000-various); and

WHEREAS, the funds will support the coordination and delivery of senior center outreach, activities, classes, and special events (budget code 328-51-505-544-2069-000-000various).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is hereby authorized to submit a contract agreement to Alameda County for funding in the amount of \$29,272 for fiscal year 2020 for Senior Center Activities, and to accept the grants and to execute any resultant revenue agreements and amendments. CMS No. IFEJS. A record signature copy of said agreements and any amendments shall be on file in the office of the City Clerk.

RESOLUTION NO. –N.S.

REVENUE CONTRACT: ALAMEDA COUNTY FISCAL YEAR 2019 INFORMATION  
AND ASSISTANCE SERVICES

WHEREAS, the City of Berkeley Department of Health, Housing & Community Services provides a broad range of community services to the community; and

WHEREAS, the Aging Services Division provides a broad range of services to Berkeley seniors, and coordinates the delivery of meals to three cities – Berkeley, Albany and Emeryville – as the lead partner in the Tri-City Nutrition Program; and

WHEREAS, the City of Berkeley should seek outside funding wherever possible to fund vital senior services; and

WHEREAS, Alameda County provides funding to provide Information and Assistance Services for Fiscal Year 2020 in the amount of \$63,501 (Revenue Budget Code 327-51-505-541-2035-000-000-433110); and

WHEREAS, the City of Berkeley provides match of \$7,620 in General Funds (Expense Code 011-51-505-541-2035-000-444-various); and

WHEREAS, the funds will support the management and delivery of information, assistance, referral and follow-up services provided in the North and South Berkeley Senior Centers, and in the Social Services Unit (budget code 327-51-505-541-2035-000-444-various).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is hereby authorized to submit a contract agreement to Alameda County for funding in the amount of \$63,501 for fiscal year 2020 for Information and Assistance Services, and to accept the grants and to execute any resultant revenue agreements and amendments. CMS No. YKLYT. A record signature copy of said agreements and any amendments shall be on file in the office of the City Clerk.





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Savita Chaudhary, Director, Information Technology  
Subject: Contract No. 31900042 Amendment: CivicPlus, Inc. for Training and Integration Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract amendment to contract No. 31900042 with CivicPlus, Inc. for an additional amount of \$15,000 for professional services, and a total not-to-exceed contract value of \$58,000 for the term of November 30, 2018 through June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the additional professional services will be available in the Department of Information Technology’s Fiscal Year 2020 General Fund as itemized below, and is subject to Council approval of the proposed citywide budget and Annual Appropriation Ordinances.

|                 |                                                                  |
|-----------------|------------------------------------------------------------------|
|                 | FY 2020: Professional Services                                   |
| \$15,000        | Budget Code: 011-52-543-570-0000-000-461-612990                  |
|                 | (General Fund, IT, Business Applications, Professional Services) |
| <b>\$15,000</b> | <b>Total FY 2020: Professional Services</b>                      |

CURRENT SITUATION AND ITS EFFECTS

The City’s Recreation Division manages facility reservations, program scheduling, activity registrations, scholarships, contract instructors, coaches, teams, leagues, equipment, supplies, inventory, staff scheduling, marketing, advertising and payment for all of the aforementioned programs. These functions are being performed using a combination of manual and automated systems including EZCamp2, an off-the-shelf camp registration software; BlueRec, a hosted recreation software solution; FUNDS\$, an IBM financial system; and Tyler Munis (ERMA), a hosted financial enterprise system.

In November 2018, the City entered into contract No. 31900042 with CivicPlus, Inc. to provide a hosted recreation registration software solution named CivicRec to replace and/or supplement existing software services.

This amendment will add funds to contract No. 31900042 with CivicPlus, Inc. to complete critical software integration with the City's existing financial system and to pay for additional training services.

#### BACKGROUND

The City of Berkeley Parks, Recreation and Waterfront Department (PRW) provides a wide range of recreation facilities, programs, classes, and events for resident and non-resident community members throughout the year, including after-school programs, day camps, classes, residential camping programs, special events, sports, and swimming. In addition, PRW offers tennis court, picnic site, camp-site, and field rentals. Online recreation registration software is required to effectively manage the thousands of program registrations that are processed each year. For more information about the Parks, Recreation and Waterfront Department, see: <http://www.cityofberkeley.info/prw/>

#### ENVIRONMENTAL SUSTAINABILITY

This configuration will increase Recreation Division efficiency and reduce the amount of staff time required to report and track financial data across multiple parallel systems. This will result in Division-wide efficiency, and will save both time and resources. The use of online registration systems will encourage citizens to sign-up for classes and programs online thus reducing the use of paper and transportation.

#### RATIONALE FOR RECOMMENDATION

Staff recommends authorizing the City Manager to execute a contract amendment to contract No. 31900042 with Civic Plus, Inc. to add \$15,000 to complete software configuration work and cover the cost of additional training and professional services. This configuration is required for the CivicPlus, Inc. system to report credit card transactions and online system financial data to the City's existing financial database, and will ensure efficient and uninterrupted Recreation Division business operations.

#### ALTERNATIVE ACTIONS CONSIDERED

Staff considered not integrating CivicPlus transactions with the City's existing financial system, however manual entry of these transactions into the City's financial system increases the chance of miscalculation, in addition to creating multiple points of entry for staff. Staff also considered not participating in CivicPlus training, however doing so would decrease the value of a critical business application.

#### CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510.981.6541

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 31900042 AMENDMENT: CIVICPLUS, INC. FOR TRAINING AND INTEGRATION SERVICES

WHEREAS, the City entered into contract No. 31900042 with CivicPlus, Inc. to provide a hosted recreation registration software solution named CivicRec to replace and/or supplement existing software services; and

WHEREAS, this amendment will add funds to the CivicPlus, Inc. contract to complete software configuration work with the City's existing financial system and to pay for additional training and professional services; and

WHEREAS, this configuration is required for the CivicPlus, Inc. system to report credit card transactions and online system financial data to the City's existing financial database, and will ensure efficient and uninterrupted Recreation Division business operations; and

WHEREAS, funding for the additional professional services will be available in the Department of Parks, Recreation and Waterfront department's Fiscal Year 2020 General Fund, and is subject to Council approval of the proposed citywide budget and Annual Appropriation Ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract amendment to contract No. 31900042 with CivicPlus, Inc. to add \$15,000 to complete software configuration work and cover the cost of additional training and professional services, for a total not to exceed amount of \$58,000 for the term of November 30, 2018 through November 30, 2020.





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Savita Chaudhary, Director, Information Technology  
Subject: Contract No. 10036C Amendment: TruePoint Solutions, LLC for Accela Professional Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 10036C with TruePoint Solutions, LLC for professional services, increasing the amount by \$276,000, for a total not-to-exceed amount of \$617,200, and for the term beginning June 1, 2015 to June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION

Funds for the additional professional services is available in the Department of Information Technology’s Fiscal Year (FY) 2020 Permit Service Center fund as itemized below, and is subject to Council approval of the proposed citywide budget and Annual Appropriations Ordinances.

|                  |                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------|
|                  | FY 2020: Professional Services                                                                                           |
| \$276,000        | FY 2020: 621-35-362-377-0000-000-472-612990<br>(Permit Service Center, IT, Business Applications, Professional Services) |
| <b>\$276,000</b> | <b>Total Professional Services</b>                                                                                       |

CURRENT SITUATION AND ITS EFFECTS

The Department of Planning & Development currently uses the Accela Civic Engagement Platform as a workflow, reporting, and mobile software solutions tool. TruePoint Solutions will provide resources focused on trouble-shooting, scripting and configuration work needed by the City to use the software effectively. TruePoint will also work on additional issues as requested and prioritized by the City and suggest additional enhancements and improvements.

BACKGROUND

Established in 2004, TruePoint Solutions, LLC provides design, implementation, and support services to public sector technology solutions. In 2005, TruePoint Solutions became an Accela-Certified implementation partner.

In 2015, the City contracted with TruePoint Solutions for report writing and additional scripting and configuration of Accela's Building Permit system. In 2016, the City Council approved an amendment with TruePoint Solutions for the management of the Private Sewer Laterals module for the Department of Public Works. In 2018, the City Council approved an amendment with TruePoint Solutions to provide professional assistance for the work on system issues as requested and prioritized by the City and suggest additional enhancements/improvements. The TruePoint resource provides more focus on scripting and configuration from the business requirements documents.

ENVIRONMENTAL SUSTAINABILITY

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

RATIONALE FOR RECOMMENDATION

TruePoint Solutions is an Accela-Certified implementation partner. TruePoint performs specialized process analysis and configuration to support the City's implementation of Accela's Zoning, Permitting, and Linear Asset Management systems. As a result, TruePoint has in-depth knowledge of City business processes and data architecture that would take another vendor years to acquire.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered completing these projects and enhancements without professional services however, doing so would lead to an inefficient allocation of staff resources and significantly extend implementation timelines.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510-981-6525

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 10036C AMENDMENT: TRUEPOINT SOLUTIONS, LLC FOR  
ACCELA PROFESSIONAL SERVICES

WHEREAS, TruePoint Solutions provides design, implementation, and support services to public sector technology solutions, and are an Accela-Certified implementation partner; and

WHEREAS, TruePoint has previously provided excellent report writing, scripting, and consulting services for Accela and therefore has an in-depth knowledge of City business processes and data architecture that would take another vendor years to acquire; and

WHEREAS, funds for the additional professional services is available in the Department of Information Technology's Fiscal Year (FY) 2020 Permit Service Center fund, and is subject to Council approval of the proposed citywide budget and Annual Appropriations Ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend contract No. 10036C with TruePoint Solutions, LLC, increasing the amount by \$276,000, for a total not-to-exceed amount of \$617,200, and for the term beginning June 1, 2015 to June 30, 2021.







Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Savita Chaudhary, Director, Information Technology  
 Subject: Contract: NextRequest for Public Records Act Response Software System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with NextRequest for software hosting, implementation, maintenance and related services for a Public Records Act Response Software System, for an amount not to exceed \$65,000 for the period commencing on July 1, 2019 through June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this recommendation in the amount of \$65,000 is available in the Department of Information Technology's Fiscal Year (FY) 2019-2021 IT Cost Allocation Fund as itemized below. Spending for this contract and related amendments in future fiscal years is subject to Council's approval of the proposed citywide budget and annual appropriation ordinances.

|                 |                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------|
|                 | FY 2019: Professional Services                                                                                       |
| \$18,975        | Budget Code: 680-35-364-000-0000-000-472-612990<br>(IT Cost Allocation, 311 Customer Service, Professional Services) |
|                 | FY 2020: Software Maintenance                                                                                        |
| \$23,000        | Budget Code: 680-35-364-000-0000-000-472-613130<br>(IT Cost Allocation, 311 Customer Service, Software Maintenance)  |
|                 | FY 2021: Software Maintenance                                                                                        |
| \$23,025        | Budget Code: 680-35-364-000-0000-000-472-613130<br>(IT Cost Allocation, 311 Customer Service, Software Maintenance)  |
| <b>\$65,000</b> | <b>Total FY 2019-2021: Software Maintenance and Professional Services</b>                                            |

CURRENT SITUATION AND ITS EFFECTS

The City is currently logging and tracking Public Records Act (PRA) requests in the Verint, Lagan Customer Relationship Management (CRM) system. The existing system does not allow the City to adequately respond to the Open Government Commission requirements. Currently, the City is experiencing the following issues:

- There is limited field functionality and the existing system is inadequate for storing and calculating date requirements, performing document searches, and annual reporting.
- The existing system does not allow staff to collect data needed for the yearly reporting to the Open Government Commission and results in manual data entry and review. This is a time consuming task.
- The existing system does not have a customer-facing portal and community members must follow-up by phone, email or letter with the City to determine the status of their PRA request.
- The existing system has limited workflow functionality and does not allow staff to coordinate a multi-department PRA request.
- The existing system does not allow staff to redact confidential information. This work is done manually and poses a risk to the City and can be a liability if not done with great care.

Given the challenges of the existing system, on November 14, 2018, the City issued a Request for Proposals (RFP) #19-11255-C for an improved Public Records Act Response System, including a redaction module to enable better management of redacting the sensitive information.

The City received two (2) responses to the Public Records Act Response System RFP by the December 13, 2018 deadline. A committee of 7+ staff from the City Clerk, City Attorney, Planning, Fire, Police, and Information Technology departments conducted a comprehensive evaluation process that included proposal reviews, vendor demonstrations, and reference checks. Staff selected NextRequest as presenting the most comprehensive, user-responsive, and effective solution for the City's current and future public record act responsive requirement and needs.

The Public Records Act Response Software System is a Strategic Plan Priority Project, advancing the city's goal to be a customer-focused organization that provides excellent, timely, easily accessible service and information to the community.

#### BACKGROUND

The City receives approximately 5,500 Public Record Act (PRA) requests a year. The majority (75%) of the requests are for copies of Police records. The majority of police PRA requests are for copies of incidents and accident reports. Community members submit requests by email, US Mail, in person through the City Clerk's office, or directly to City departments. PRA requests completed using the on-line form posted on the City Clerk's

website get entered by City Clerk staff and are allocated to the responsive division to take action.

In 2011, the City adapted the case forms in the Lagan CRM system, a case management system used by 311 Customer Service Call Center, to capture Citizen's request for Public Records. Lagan CRM captures case information but the system lacks the capability to capture the requirements needed to fulfill PRA requests. In addition, the Lagan CRM is not easily searchable by "key words", and staff responding to a PRA cannot access report information on notes, attachments or case description. This limitation makes searching for past responsive documents challenging. As a result, departments such as, Planning and Public Works who routinely receive multiple requests for the same information are forced to duplicate work that has already been performed in order to full a PRA request.

The administration and overseer of multi-departmental PRA requests changed in 2016, moving from City Manager's Office to City Attorney's office. The City Attorney's Liaison works with City PRA staff for multi-department public requests for documents and prepares the response to the PRA's. This type of PRA request requires workflow and automated email to ensure all departments are coordinating information within the required ten days lead-time. The Lagan CRM workflow does not offer this functionality. Therefore, the City Attorney's liaison has additional workload to manage multi-departmental PRA's to ensure that they are well coordinated and processed in a timely manner.

Open Government Commission requires the City of Berkeley to report annually on the number of PRA's processed. The report is processed by City Attorney's office, and requirements include quantity of PRA's responded to on time, the number of PRA's where primary fulfillment date is beyond the required ten days, and the total number of days to fulfill a PRA. In order to produce this report, the City Attorney's office must work closely with the 311 Customer Service Manager and it can take weeks to prepare. The existing system does not produce the level of detail needed to respond to the Open Government Commission.

#### ENVIRONMENTAL SUSTAINABILITY

NextRequest provides an improved system with a secure customer-facing portal to allow citizens to conduct self-service searches for public record requests, and receive City generated documents systematically, reducing paper, use of copy equipment and trips to City Clerk's office to view and retrieve documents. This supports the reduction of carbon footprint and goals of the City's Climate Action Plan. Further public can search, find and retrieve document records stored in the PRA portal, reducing the need to enter a new public records request.

#### RATIONALE FOR RECOMMENDATION

Staff recommends NextRequest PRA processing software as it best meets City needs and they scored the highest in the evaluation performed by City staff. NextRequest excelled at meeting the City's requirements for a secure public facing portal to provide

customers with self-service (24/7/365) technology to make requests and check status for PRA requests. Publishing common documents to the portal will streamline service delivery for customers and eliminate publishing duplicate requests. Both City staff and our community will greatly benefit from the functionality offered by NextRequest.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered staying with the existing system, however, this option is not recommended due to the limitations of the existing system.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510-981-6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: NEXTREQUEST FOR PUBLIC RECORDS ACT RESPONSE  
SOFTWARE SYSTEM

WHEREAS, the City of Berkeley has identified the need to improve the efficiency of its management of Public Records Act requests; and

WHEREAS, the City of Berkeley desires to procure a Commercial Off-the-Shelf “turnkey” system to handle Public Records Requests through a customer facing and internal facing portal; and

WHEREAS, on November 14, 2018, the City of Berkeley issued a Request for Proposal No.19-11255-C for an improved Public Records Request Response Software System and received two responding bidders; and

WHEREAS, in response to the City’s Request for Proposal, NextRequest responded with a proposal that received the highest rating among those submitted by competing vendors; and

WHEREAS, funding for this recommendation in the amount of \$65,000 is available in the Department of Information Technology’s Fiscal Year (FY) 2019- 2021 IT Cost Allocation Fund, and spending for this contract and related amendments in future fiscal years is subject to Council’s approval of the proposed citywide budget and annual appropriation ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract and subsequent amendments for related services with NextRequest for a Public Records Act Response system, for an amount not to exceed \$65,000 for the projected period commencing on July 1, 2019 through June 30, 2021.





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Savita Chaudhary, Director, Information Technology  
Subject: Contract: Governmentjobs.com, Inc. DBA NEOGOV for Performance and Learning Management System (P/LMS)

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with GovernmentJobs.com dba NEOGOV for software hosting, licenses, implementation, maintenance and related services for a Performance Management, and Learning Management System (P/LMS) for an amount not to exceed \$225,000 for the period commencing on July 8, 2019 through June 30, 2024.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this recommendation in the amount of \$225,000 will be provided by FUND\$ replacement fund for FY2020 and FY 2021 as itemized below. Spending for this contract and related amendments for ongoing software licensing, maintenance and support in future fiscal years is subject to Council’s approval of the proposed city-wide budget and annual appropriation ordinances.

|                  |                                                                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$81,000         | FY 2020: Professional Services<br>Budget Code: 503-35-362-376-0000-000-412-612990<br>(FUND\$ Replacement, IT, Enterprise Services, Professional Services)       |
| \$72,000         | FY 2020: Software Maintenance and Fees<br>Budget Code: 503-35-362-376-0000-000-412-613130<br>(FUND\$ Replacement, IT, Enterprise Services, Software Maintenance |
| \$72,000         | FY 2021: Software Maintenance and Fees<br>Budget Code: 503-35-362-376-0000-000-412-613130<br>(FUND\$ Replacement, IT, Enterprise Services, Software Maintenance |
| <b>\$225,000</b> | <b>Total FY 2020 and 2021: Professional Services and Software Maintenance</b>                                                                                   |

### CURRENT SITUATION AND ITS EFFECTS

The City's current performance and learning management systems (FUND\$, VTA, MS Word, and Excel) are antiquated and inadequate to perform proper maintenance of training administration, staff career development and performance evaluation. These systems are not well integrated, and cannot provide the data analytics typically offered by a modern system. The current situation has led to inefficiencies in business processes and operations, and limited reporting and analysis required to manage the organization effectively.

On October 30, 2018, the City issued Request for Proposals (RFP) #19-11262-C for an improved Performance & Learning Management System (P/LMS) based upon business analysis completed by the departments of Information Technology and Human Resources in partnership with ThirdWave Corporation.

The City received three (3) qualified vendor responses to the P/LMS System RFP by the December 20, 2018 deadline. A committee of 7+ staff from the Human Resources, Public Works, Health, Housing & Community Services, and Information Technology departments conducted a comprehensive evaluation process that included proposal reviews, vendor demonstrations, and reference checks. Staff selected NEOGOV as the system most able to meet the City's current and future performance management and learning management needs.

The Performance Management & Learning Management System (P/LMS) is a Strategic Plan Priority Project, advancing our goal to attract and retain a talented and diverse City government workforce.

### BACKGROUND

For performance management, the Department of Human Resources has been using a very basic paper-based process to manage staff performance evaluation and career development. The current process lacks a central repository of information, a workflow to process and track evaluations from start to finish, and a method of tracking development recommendations to implementation. The current process does not integrate with the learning management system and Enterprise Resource Planning (ERP) system to automate the manual processes necessary to support evaluations and career development.

For learning management, the Department of Human Resources has been using Virtual Training Assistant (VTA) to manage classes and employee training. The current system lacks an efficient method of tracking training taken by staff and it does not integrate with the onboarding, and performance system to support training and development.



ENVIRONMENTAL SUSTAINABILITY

An improved system, with greater efficiency, will significantly lessen the amount of paper used as management and evaluation tools are performed in an electronic format. This supports the reduction of carbon footprint and the goals of the City's Climate Action Plan.

RATIONALE FOR RECOMMENDATION

Staff recommends NEOGOV Perform and Learn as it best fits the requirements of the City and it scored the highest in the evaluation criteria outlined in the RFP and demonstrations. NEOGOV Perform and Learn consists of the functionality that best meets the City's requirements. Furthermore, the reference checks reinforced NEOGOV's ability to deliver a quality performance and learning management solution on time and within budget.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered staying with the existing system, however, this is not recommended due to the inherent technical limitations, manual paper-based process, and inadequacies of existing systems FUND\$, and VTA.

CONTACT PERSON

Savita Chaudhary, Director, Information Technology, 510.981.6541

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: GOVERNMENTJOBS.COM, INC. DBA NEOGOV FOR PERFORMANCE AND LEARNING MANAGEMENT SYSTEM (P/LMS)

WHEREAS, the City of Berkeley has identified the need to improve the efficiency of its training management, performance evaluations management, and career development management processes; and

WHEREAS, the City of Berkeley desires to procure a Commercial Off-the-Shelf “Turnkey” system to handle maintenance and manage of training courses, and performance evaluations; and

WHEREAS, on October 30, 2018, the City of Berkeley issued Request for Proposal No. 19-11262-C for an improved Performance & Learning Management System and received three qualified vendor responses; and

WHEREAS, in response to the City’s Request for Proposal, NEOGOV responded with a proposal that was rated as the highest response submitted by competing vendors; and

WHEREAS, funding for this recommendation will be provided by the FY 2020 and 2021 FUNDS\$ Replacement fund, and spending for this contract and related amendments in future fiscal years is subject to Council’s approval of the proposed city-wide budget and annual appropriation ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to execute a contract and subsequent amendments with Governmentjobs.com, Inc., DBA NEOGOV for software hosting, implementation, maintenance and related services for the Performance and Learning Management System (P/LMS), for an amount not to exceed \$225,000 for the projected period commencing on July 8, 2019 through June 30, 2024.



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Savita Chaudhary, Director, Department of Information Technology

Subject: Contract No. 8865J Amendment: Accela, Inc. for Software Maintenance and Professional Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 8865J with Accela, Inc., for software maintenance and professional services, increasing the amount by \$418,359 for a total not to exceed \$2,059,191 from December 12, 2011 to June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION

Funds for additional software maintenance and professional services for the proposed contract amendment will be available in the Department of Information Technology's Fiscal Year (FY) 2019, 2020, and 2021 General Fund, Permit Service Center, Sanitary Sewer, and the Unified Program CUPA funds, as itemized below. Spending for this amendment in future fiscal years is subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

**FY 19-21 Summary:**

|                  |                                                                  |
|------------------|------------------------------------------------------------------|
| \$150,000        | FY 2019: Total Professional Services                             |
| \$268,359        | FY 2020 and 2021: Total Software Maintenance                     |
| <b>\$418,359</b> | <b>Total FY 2019-2021: Professional Services and Maintenance</b> |

**FY 19-21 Breakdown Professional Services:**

|                  |                                                                                                                                                                             |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | FY 19: Professional Services                                                                                                                                                |
| \$150,000        | Budget Code: 011-35-362-376-0000-000-472-612990<br>(General Fund, Information Technology, Business and Enterprise Services,<br>Contractual Services, Professional Services) |
| <b>\$150,000</b> | <b>FY 2019: Professional Services</b>                                                                                                                                       |

**FY 19-21 Breakdown Software Maintenance:**

|          |                                                                                                                                                                                                                             |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$78,805 | FY 20/21 Planning: Software Maintenance<br>Budget Code: 621-35-362-376-0000-000-472-613130<br>(Permit Service Center, Information Technology, Business and Enterprise Services, Contractual Services, Software Maintenance) |
| \$53,424 | FY 20/21 PW: Software Maintenance<br>Budget Code: 611-35-362-377-0000-000-472-612990<br>(Sanitary Sewers, Information Technology, Business and Enterprise Services, Contractual Services, Software Maintenance)             |
| \$43,116 | FY 20/21 Finance: Software Maintenance<br>Budget Code: 011-35-362-377-0000-000-472-612990<br>(General Fund, Information Technology, Business and Enterprise Services, Contractual Services, Software Maintenance)           |
| \$59,496 | FY 20/21 HHCS: Software Maintenance<br>Budget Code: 011-35-362-377-0000-000-472-612990<br>(General Fund, Information Technology, Business and Enterprise Services, Contractual Services, Software Maintenance)              |
| \$33,518 | FY 20/21 Toxics: Software Maintenance<br>Budget Code: 011-35-362-377-0000-000-472-612990<br>(General Fund, Information Technology, Business and Enterprise Services, Contractual Services, Software Maintenance)            |

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**\$268,359    FY 2020 and 2021 Total: Software Maintenance**

CURRENT SITUATION AND ITS EFFECTS

The Accela Civic Platform is an enterprise software solution that currently supports multiple city departments using Accela’s Land Management, License and Case Management, Asset Management, Accela Citizen Access (ACA), and Decade modules. This amendment will allow City to receive ongoing support for the Accela platform that enables the departments and community members to continue using these modules.

The Planning Department utilizes Zoning Permits and Building Permits, as well as the recently added Short Term Rental (STR) zoning permit application that includes the online portal <https://aca.cityofberkeley.info/str> . Additionally, the Toxics Management division uses the Decade software to track known hazardous materials, provide Berkeley businesses with online tools for submitting Hazardous Materials Business Plans (HMBP) mandated by the State of California, and submit regular reports to the California Environmental Protection Agency (EPA), Regional Water Boards, and the Berkeley Fire Department.

Health, Housing, and Community Services (HHCS) also utilizes the Decade module to track requirements for a range of programs from food inspections to vector control, generate daily assignments for inspectors, and post inspection results to the City's website.

Public Works uses the Utility Permitting, Asset Management, Work Order Management System modules.

Accela provides the Finance department with a workflow tool for business license applications, business license renewal, and tax collection, which includes the collection of Measure U1 and the Cannabis taxes.

The current professional services request will enable the City to implement, an online business license renewal pilot project offering a segment of Berkeley business owners the ability to renew their businesses through a web browser. The pilot project will be limited to rental of real property business owners. The goal of this pilot project is to implement a fully automated online renewal process with no staff intervention or action.

#### BACKGROUND

In February 2007, the Toxics Management Division (TMD), selected Decade Software to automate the City's hazardous materials management and inspection program after a formal Request for Proposal Process under Specification No. 05-100047-C.

On July 19, 2011, following Request for Proposals (RFP) #11-10535-C, Council approved a contract with Accela, Inc. for Business License software for Finance, as well as Zoning Permits for Planning.

On December 15, 2012, following Request for Proposals (RFP) #12-10643-C, Council approved a contract amendment with Accela, Inc. for a Computerized Maintenance Management System (CMMS) within Public Works, including work orders and asset management.

In June 2013, Planning went live with Zoning Permits. In September 2013, Finance went live with Business Licenses, and Public Works went live with Asset Management for Sewers.

On February 25, 2014, Council approved a contract amendment with Accela, Inc. for a Building Permits and Code Enforcement implementation with Planning and the City Manager's Office, as well as additional enhancements to the Public Works asset management implementation, including a mobile device solution for sewer maintenance management.

In June 2014, Planning went live with online Zoning Permit applications and payments, and in April 2015 Public Works went live with mobile devices for Sewer maintenance. In December 2015, Planning went live with Building Permits.

In 2015, the Finance and IT Departments engaged Accela in a project to enhance system functionality including reducing the number of license statuses and making the license printing process more efficient.

In 2017, Finance went live with the implementation of an enhanced business license tax on owners of five or more residential rental units in the City (Measure U1). Additionally in 2017, Accela purchased Decade Software and the existing Decade agreement was incorporated into the City's Accela agreement.

#### RATIONALE FOR RECOMMENDATION

Accela retains exclusive rights to provide maintenance for their software and is the only vendor that provides authorized maintenance to their system. Renewing the existing agreement for maintenance ensures continued technical support and software updates to the platform.

This online business license renewal project is being fully funded through money raised via Measure U1 which permanently increased the gross receipts tax on owners of five or more residential rental units from 1.081% to 2.880%, with certain exceptions. The measure was passed in November 2016 to create roughly 400 affordable homes in Berkeley over the next 10 years and also fund emergency rental assistance. After implementation, approximately \$10.5M has been raised in the past two fiscal years.

The ability to renew business licenses online will provide flexibility, convenience, and added security for businesses. Additionally, it will expedite the renewal process and businesses will receive their licenses faster. Businesses can renew at any time, including weekends, holidays, and after hours when the Customer Service Center is closed.

The online application will provide customers with instant tax calculations and enhance the user's experience for obtaining their business license. Online payments will expedite the business license issuance.

The mayor, the Council, community members, and businesses have been advocating for an online business license renewal process. This will satisfy that objective. Implementation of the recommendation will also increase staff efficiency in the business license renewal process. If the pilot program is successful, the Finance Department will offer the online renewal process for additional business types.

ALTERNATIVE ACTIONS CONSIDERED

Staff considered supporting the Accela platform without assistance from Accela professional services, however City of Berkeley staff do not have sufficient knowledge to develop and implement the functionality.

Staff also considered not implementing an online renewal process but decided that the advantages far outweigh not implementing in the long run. The proposed online application would allow business owners to renew their licenses remotely, review current and past tax documents, and be able to manage their tax liabilities more effectively.

By having Accela professional services or an authorized Accela implementation partner conduct the implementation allows the City to ensure the new functionality is within Accela's best practices and the software functionality is supported under our maintenance agreement when upgrading to the latest version of the Accela software. Generally, the upgrades addresses bug fixes and feature enhancements to which the City would not otherwise have benefit from.

ENVIRONMENTAL SUSTAINABILTY

Currently, the business license renewal is completely manual and paper based. The automated online process will reduce paper forms and attachments. Information will be electronically stored within Accela and reduce the City's carbon footprint.

CONTACT PERSON

Savita Chaudhary, Director, Department of Information Technology, 510-981-6525

Attachments:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 8865J AMENDMENT: ACCELA, INC. FOR PROFESSIONAL SERVICES AND SOFTWARE MAINTENANCE

WHEREAS, the City Council authorized Contract No. 8865 with Accela, Inc. on July 19, 2011 (Resolution No. 65,398-N.S.) for software licensing, implementation, maintenance and related services for a licensing and permitting system; and

WHEREAS, the City Council authorized Contract No. 8865A with Accela, Inc. on December 11, 2012 (Resolution No. 65,965-N.S.) for the implementation of Asset Management software; and

WHEREAS, the City Council authorized Contract No. 8865B with Accela, Inc. on February 24, 2014 (Resolution No. 66,483-N.S.) for the implementation of Building Permits and Code Enforcement; and

WHEREAS, the City of Berkeley has identified the need to continue implementing Accela to replace a portion of its FUNDS\$ system to improve customer service to community members; and

WHEREAS, the Mayor, the Council, community members, and businesses have been advocating for an online business license renewal process; and

WHEREAS, if implemented, the proposed contract amendment with Accela would allow business owners to renew their business licenses remotely, review current and past tax documents, and be able to manage their tax liabilities more effectively; and

WHEREAS, the expansion of online services, web payments, auditing for internal controls, and performance reporting is a key component of increasing the efficiency of Citywide operations; and

WHEREAS, Funds for additional software maintenance and professional services will be available in the Department of Information Technology's FY 2019, 2020, and 2021 General Fund, Permit Service Center, Sanitary Sewer, and Unified Program CUPA funds, and spending for this amendment in future fiscal years is subject to Council approval of the proposed citywide budget and annual appropriation ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Council authorizes the City Manager to amend Contract No. 8865J with Accela, Inc., for software maintenance and professional services increasing the amount by \$418,360 for a total not to exceed \$2,059,191 from December 12, 2011 to June 30, 2021.





[Commission Name]

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Scott Ferris, Director, Parks, Recreation & Waterfront  
Subject: Contract No. 9536 Amendment: Royston, Hanamoto, Alley & Abey (RHAA) for On-Call Landscape Architecture

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 9536 with Royston, Hanamoto, Alley & Abey (RHAA) for additional on-call landscape architecture by increasing the contract amount by \$35,000 for a total not-to-exceed amount of \$210,000, and extending the term through June 30, 2021.

FISCAL IMPACTS OF RECOMMENDATION

This on-call contract is approaching the currently authorized not-to-exceed amount. Additional funding for this on-call contract is included in the FY19 Parks Tax Fund budget, (account code 138-52-545-000-0000-000-461-612310).

|                                     |                 |
|-------------------------------------|-----------------|
| Original contract amount .....      | \$100,000       |
| Previous amended amount .....       | \$75,000        |
| <u>This amended amount</u>          | <u>\$35,000</u> |
| Total contract amount not to exceed | \$210,000       |

CURRENT SITUATION AND ITS EFFECTS

The Parks Recreation & Waterfront Department has successfully used the existing on-call landscape architecture contracts to aid with the design and bidding of various projects to address deferred maintenance repairs and improvements as mentioned in the PRW 5-Year Capital Improvement and Major Maintenance Needs, presented at the [March 24, 2015 Council Worksession](#).

([http://www.cityofberkeley.info/Clerk/City\\_Council/2015/03\\_Mar/City\\_Council\\_03-24-2015\\_-\\_Special\\_Meeting\\_Annotated\\_Agenda.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2015/03_Mar/City_Council_03-24-2015_-_Special_Meeting_Annotated_Agenda.aspx))

Of the highly qualified on-call landscape architecture firms currently under contract with the City, RHAA is currently working on completing James Kenney Park Picnic and Play Area Renovations. Due to the escalating costs of construction, the project scope changed considerably from conceptual design to the construction phase, requiring

additional design revisions from RHAA. The RHAA contract requires an amendment to fully complete the final phases of the project.

### BACKGROUND

On July 15, 2013, the City issued a Request for Qualifications (RFQ) for on-call landscape architectural and project development services. The City received 24 Statements of Qualifications (SOQs). After evaluation by a five-member review panel, RHAA was among the firms selected.

On October 29, 2013, Council authorized the City Manager to approve a contract and any amendments with Royston, Hanamoto, Alley & Abey (RHAA) for on-call landscape architecture and project development services for the contract period of November 4, 2013 through November 1, 2016 in an amount not to exceed \$100,000 (Resolution No. 66,354-N.S.) In January 2014, Contract No. 9536 with RHAA was executed.

On April 26, 2016, Council authorized the City Manager to execute an amendment to Contract No. 9536 with RHAA increasing the amount by \$75,000 for a revised contract amount not to exceed \$175,000, and a revised contract term expiring June 30, 2017 (Resolution No. 67,445-N.S.) On May 15, 2017, Contract No. 9536A was extended to June 30, 2019 by the City Manager. On May 15, 2018, the East Bay Regional Parks District extended the expiration of the WW Local Grant Program for 3 years, to December 31, 2021 (Resolution No. 2018-05-116). The City revised the WW application request to reallocate funds to complete the James Kenney Park picnic area and playground renovation project.

The City uses on-call consultants to supplement City staff for project design and management, including situations where the nature of the work is specialized, such as, landscape architecture design and construction administration. On-call consultants enable the City to meet tight schedules particularly for grant-funded projects.

### ENVIRONMENTAL SUSTAINABILITY

Consultants and City staff evaluate water and energy efficiency upgrade opportunities during the design of renovation projects. Improving City facilities and reducing water and energy consumption is consistent with the City's Climate Action Plan goals.

### RATIONALE FOR RECOMMENDATION

The firm RHAA assembled teams that are highly qualified. They have the required expertise in design, landscape architecture, project management, and support to meet the City's on-going maintenance and capital program needs, and complement the personnel and capacity available in the Parks, Recreation and Waterfront Department. The contract amendment is necessary in order to complete the James Kenney Park Picnic and Play Area Renovation project prior to the expiration of the EBRPD WW Grant Program.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Scott Ferris, Director, Parks, Recreation & Waterfront, 981-6700

Christina Erickson, Deputy Director, PRW, 981-6712

Taylor Lancelot, Associate Civil Engineer, PRW, 981-6421

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 9536 AMENDMENT: ROYSTON, HANAMOTO, ALLEY & ABEY FOR ON-CALL LANDSCAPE ARCHITECTURE AND PROJECT DEVELOPMENT SERVICES

WHEREAS, July 15, 2013, the City released a Request for Qualifications (Specification No. 13-10765-C) seeking firms or individuals to provide on-call landscape architecture and project development services; and

WHEREAS, on August 15, 2013, the City received 24 Statements of Qualifications, which were reviewed and ranked by a 5-person selection panel; and

WHEREAS, on October 29, 2013 by Resolution No. 66,354-N.S, Council authorized the City Manager to approve a contract and any amendments with Royston, Hanamoto, Alley & Abey for on-call landscape architecture and project development services for the contract period of November 4, 2013 through November 1, 2016 in an amount not to exceed \$100,000; and

WHEREAS, on April 26, 2016 by Resolution No. 67,445-N.S, Council authorized the City Manager to execute an amendment to Contract No. 9536 with RHAA for on-call landscape architecture and project development services increasing the amount by \$75,000 for a revised contract amount not to exceed \$175,000, and a revised contract term expiring June 30, 2017; and

WHEREAS, on May 15, 2017 by letter from the City Manager, Contract No. 9536A was extended to June 30, 2019;

WHEREAS, on May 15, 2018, the East Bay Regional Parks District by EBRPD Resolution No. 2018-05-116, extended the expiration of the WW Local Grant Program for 3 years, to December 31, 2021, allowing the City to complete the James Kenney Park Picnic and Play Area Renovation project;

WHEREAS, Contract No. 9536 is approaching the authorized not to exceed amount of \$175,000 and on-call landscape architecture and project development services are needed for capital program needs; and

WHEREAS, funding is available in the FY19 Parks Tax Fund budget (Fund 138).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that that the City Manager is authorized to execute an amendment to Contract No. 9536A with Royston, Hanamoto, Alley & Abey for on-call landscape architecture and development services increasing the amount by \$35,000 for a revised contract amount not to exceed \$210,000, and a revised contract term expiring June 30, 2021.



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Scott Ferris, Director, Parks Recreation & Waterfront  
Subject: Contract No. 10632 Amendment: GHD, Inc. for the WETA MOU Planning Phase for potential ferry service and public recreation pier at the Berkeley Marina

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 10632 with GHD, Inc. by increasing the amount by \$360,000 for a new contract amount not to exceed \$690,744 for the Planning Phase (technical feasibility study and public engagement process) for the viability of a potential WETA ferry service and public recreation pier at the Berkeley Marina.

FISCAL IMPACTS OF RECOMMENDATION

The Water Emergency Transportation Authority (WETA) will cover the costs of the technical feasibility study in the amount of \$250,000. The City will contribute a total amount not to exceed \$110,000 from the Measure T1 allocation for the Berkeley Pier Project to cover those costs associated with the non-ferry-related elements of the project.

Funding for this amendment is available in the FY 2019 budget in the Measure T1 – Infrastructure & Facilities budget code (511). The WETA RM2 Contribution will be included in the first annual appropriation ordinance of FY20 in the One-Time Grants Fund (Fund 336).

**Funding**

|                                                |           |
|------------------------------------------------|-----------|
| Measure T1 – Infrastructure & Facilities       |           |
| (Fund 511-52-545-000-0000-000-461-612310 ..... | \$110,000 |
| WETA RM2 Contribution                          |           |
| (Fund 336-52-545-000-0000-000-461-612310-..... | \$250,000 |
| <hr/>                                          |           |
| Total amendment cost .....                     | \$360,000 |

CURRENT SITUATION AND ITS EFFECTS

On March 12, 2019 by Resolution No. 68,782-N.S., Council authorized the City Manager to execute a Memorandum of Understanding (MOU) with the Water Emergency Transportation Authority (WETA) to accept up to \$250,000 in WETA funding

for the Planning Phase (technical feasibility study and public engagement process) for the viability of a new WETA ferry service and public recreation pier at the Berkeley Marina.

On May 9, 2019 by Resolution No. 2019-09, WETA Board of Directors authorized the WETA Executive Director to execute the above mentioned Memorandum of Understanding (MOU) with the City to establish a partnership with the City, and to provide a funding mechanism for the Planning Phase.

The amendment to this contract is to expand the current ferry feasibility study to include the planning phase for the potential dual-use pier that would support WETA ferry service and public recreation. The scope of work includes engineering feasibility studies and assistance with the City's public engagement process regarding the proposed improvements and impacts as the result of WETA-scale ferry passenger volumes.

The waterside studies would evaluate, including but not limited to, fixing the existing or building a new pier for the concept of dual-purpose pier (ferry terminal & recreation), and wave protection assessment.

The landside studies would include, but are not limited to, public transportation facilities (e.g., pathways, bus terminal, rideshare), site amenities (e.g., restrooms, bicycle facilities), transportation and parking demand analysis such as parking demand forecast, ferry ridership forecast, ferry access mode split analysis, and parking transportation demand reduction strategies.

Both waterside and landside studies would also include mitigation measures to minimize impacts to recreation users at the Marina.

At the end of the planning phase, if the project is found to be viable in terms of costs, public benefits, and minimized impacts at the Berkeley Waterfront, the project would move to subsequent phases (design, construction, and operations) in the form of additional MOU amendments, each of which would be subject to approvals by the City Council and WETA Board.

## BACKGROUND

The Berkeley Municipal Pier is located at the western end of University Avenue near the intersection of University Avenue and Seawall Drive in the Berkeley Marina, Berkeley, California. The Pier was constructed in 1926 and originally extended 3.5 miles into the Bay. It offered two-lane vehicle traffic that used the transbay auto ferry dock at the end of the pier. In the early 1960's, the wooden decking was replaced with concrete planks, and the Pier has been used for pedestrian recreational activities since that time (sightseeing, fishing, etc.), with occasional access by City maintenance vehicles. The Pier has been a beloved asset to the City and the entire region.

In July, 2015, the Berkeley Municipal Pier on Seawall Drive in the Berkeley Marina was closed for public use due to structural safety issues. Visual observations found extensive concrete spalling on the underside of the concrete planks that exposed the bottom reinforcing bars to salt water. Extensive corrosion has occurred, with many bars snapped, some separated from the concrete, and some completely corroded away.

On June 21, 2017, the City contracted with GHD, Inc. to perform a structural engineering assessment to identify feasible options and costs for fixing the pier (Contract No. 10632, Resolution No. 67,856).

The City has since conducted a draft structural assessment that assessed the structural integrity of the Pier, developed concepts for rehabilitation alternatives, identified environmental permitting requirements for the alternatives, determined construction cost estimates with the goal of re-opening the Pier for public recreation use in the most cost effective manner, and to help the City to identify applicable grant funding.

On January 23, 2018, contract no. 10632 with GHD, Inc. was amended to include additional study to review the feasibility of small-scale ferry services at the Berkeley Pier (Resolution No. 68,294-N.S.)

#### ENVIRONMENTAL SUSTAINABILITY

The transportation system in the Bay Area has become severely impacted by the growing economy and population boom, causing severe traffic congestion on roads and overcrowding on public transit systems. Traffic congestion makes vehicles spend more time on roads, and overcrowding on public transit systems can push commuters back into cars, both of which result in more greenhouse gas emissions.

The City's Climate Action Plan identifies public transit as a more sustainable form of transportation (Chapter 3), and sets a goal to expand under-used modes of transportation, such as ferry service at the Berkeley Marina, that would connect to San Francisco and other locations.

With WETA's updated Strategic Plan for expansion of 2016, WETA is becoming a major customer to procure new green ferry vessels that have a more shallow hull (greater energy efficiency), and that use cleaner fuels (e.g., clean diesel, electric, hybrid, and wind) for a reduced carbon footprint.

As a water-based transportation service, WETA will be directly impacted by sea-level rise. As agencies throughout the Bay Area explore adaptation strategies and other mitigations, WETA will monitor forecasts and trends to ensure that its plans for expansion and operations provide an effective public transit option for the foreseeable future.

WETA also provides an attractive option for recreational travel and weekend excursions. This can help reduce the use of private vehicles, which helps alleviates the congestion, parking overload, and vehicle miles traveled at variety of special events

throughout the region (e.g., fireworks, parades, festivals, concerts, sports events, Blue Angels, etc).

#### RATIONALE FOR RECOMMENDATION

With access to the voter-approved RM3 transportation funds (June 2018), the concept of a dual-purpose public pier at the Berkeley Marina is currently the most effective way to bring back the public recreation opportunities of the beloved Berkeley Pier, as well as provide alternative public transportation in the form of new ferry service to an already overburdened Bay Area transportation system. In addition, the potential ferry service could bring more visitors to Berkeley, which could help the financial viability of the Berkeley Waterfront.

To-date, ferries have already come to play a vital role in the Bay Area by providing high-volume service during peak congestion periods, efficiently moving people across the Bay. The vast majority of WETA ferry trips occur in the heavily traveled I-80 corridor; and in addition, there is a growing need for ferries to connect people and locations that do not currently have good public transit options, such as residents of West Berkeley.

Demand for ferry service is now at an all-time high; data from 2012 to 2016 shows that WETA ferry ridership increased by 94%. Ridership is expected to increase significantly with the newly-opened Richmond Ferry Terminal as of January 10, 2019, and with the now-completed expansion of the downtown San Francisco Ferry Terminal.

Ferry transportation is a cost-effective and adaptable public transportation alternative for the region because ferry trips across Bay waters are not affected by roadway congestion, and the capital costs for ferry vessels and landings are orders of magnitude lower than for BART and standard roadway transportation facilities (e.g., roads, bridges, tracks, and tunnels).

Finally, the City's Local Hazard Mitigation Plan of 2018 (LHMP) has identified developing a partnership with ferry service as a High Priority Action that would play an important role in the City's emergency response and recovery after a major disaster.

#### ALTERNATIVE ACTIONS CONSIDERED

The City can decide that a new WETA ferry service at the Berkeley Marina is not in the City's best interest at this time, and the MOU allows the City to opt out of the project at any time. Estimated costs to restore or rebuild the existing municipal pier range from \$17 million to \$55 million, and funding could be difficult to obtain for solely public recreation uses.

#### CONTACT PERSON

Scott Ferris, Director, Parks Recreation & Waterfront, 981-6700  
Christina Erickson, Deputy Director, PRW, 981-6712  
Nelson Lam, Associate Civil Engineer, PRW, 981-6395



Amendment to Contract No. 10632 with GHD, Inc. for the  
WETA MOU Planning Phase for potential ferry and pier

CONSENT CALENDAR  
June 25, 2019

Attachments:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO.10632 AMENDMENT: GHD, INC. FOR THE WETA MOU PLANNING PHASE FOR POTENTIAL FERRY SERVICE AND PUBLIC RECREATION PIER AT THE BERKELEY MARINA

WHEREAS, the Berkeley Municipal Pier in the Berkeley Marina was closed for public use due to structural issues from visual structural observations as of July 2015; and

WHEREAS, on March 14, 2017, the City executed a contract with GHD, Inc., in the amount of \$236,000 for professional consultant services for the Berkeley Municipal Pier Structural Condition Assessment (Resolution No. 67,856-N.S.); and

WHEREAS, on January 23, 2018, the City executed a contract amendment with GHD, Inc. in the amount of \$94,744 for a revised contract amount not to exceed \$330,744 to study the feasibility of small-scale ferry service at the pier (Resolution No. 68,294-N.S); and

WHEREAS, on March 12, 2019, Council authorized the City Manager to execute a Memorandum of Understanding (MOU) with the Water Emergency Transportation Authority (WETA) to accept up to \$250,000 in WETA funding for the Planning Phase (technical feasibility study and public engagement process) for the viability of a new WETA ferry service and public recreation pier at the Berkeley Marina (Resolution No. 68,782-N.S.); and

WHEREAS, on May 9, 2019, the WETA Board of Directors authorized the WETA Executive Director to execute the above mentioned Memorandum of Understanding (MOU) with the City to establish a partnership with the City, and to provide the funding mechanism for the Planning Phase (Resolution No. 2019-09); and

WHEREAS, the City share of funding for this amendment (\$110,000) is included in the FY19 budget for Measure T1 Fund (Fund 511); and the WETA share of funding (\$250,000) will be included in the first annual appropriation ordinance of FY20 in the One-Time Grants Fund (Fund 336).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to execute an amendment to Contract No. 10632 with GHD, Inc. for professional consultant services to increase the amount by \$360,000 for a revised contract amount not to exceed \$690,744. A record signature copy of said contract and any amendments to be on files in the Office of the City Clerk.



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Timothy Burroughs, Director, Planning & Development Department

Subject: 2019 Bay Area SunShares Residential Solar and Zero-Emission Vehicle Program

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a letter of commitment with the Business Council on Climate Change (BC3) to affirm the City of Berkeley's participation in the 2019 Bay Area SunShares residential solar and zero-emission vehicle program.

FISCAL IMPACTS OF RECOMMENDATION

Financial impacts to the City will be limited to existing staff time to promote the program.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley is planning to participate for the fourth consecutive year as an outreach partner in Bay Area SunShares — a regional, limited-time, solar and zero-emission vehicle (ZEV) education and discount program that supports the City's Climate Action Plan goals. SunShares, which is administered by the non-profit Business Council on Climate Change (BC3), pools the buying power of residents, vets the contractors, and provides neutral information about clean energy and vehicle options at free community workshops. BC3 collaborates with multiple Bay Area outreach partners (local governments and major employers) to create a larger market for bulk purchases to spur lower pricing. These discounts, along with education and a streamlined process, help overcome market barriers to residential rooftop solar and ZEVs.

As program administrator, BC3 will manage a procurement process that includes a Request for Proposals to qualified solar installers, ZEV manufacturers and local ZEV dealerships. A community evaluation committee will be recruited to review proposals and select the programs' vendors based on proposal evaluation criteria. Additionally, BC3 will host an informational website and registration platform, provide all program materials to the partner agencies, and conduct community workshops and webinars.

As an outreach partner, there is no fiscal or legal liability to the City. All contracts for solar installations are between the selected firms and individual homeowners. All ZEV purchases and leases are between dealerships and the individuals.

**BACKGROUND**

Vote Solar administered the SunShares program until 2016, when BC3 became the SunShares Program Administrator. With over 50 outreach partners participating over the past three years, the program has installed over 500 solar systems, bringing almost three megawatts (3,000 kilowatts) of new clean energy to the Bay Area, and put 30 new ZEVs on the road.

The City has participated as a SunShares outreach partner for the past three years. Berkeley continues to be one of the top outreach partners in the program, garnering among the highest number of sign-ups and contracts each year.

**Three Year Summary of Berkeley SunShares Program Outcomes:**

| <b>Year</b> | <b>Sign-ups</b> | <b>Solar Contracts Signed</b> | <b>Kilowatts (kW)</b> |
|-------------|-----------------|-------------------------------|-----------------------|
| 2016        | 104             | 11                            | 42.71                 |
| 2017        | 141             | 23                            | 97.59                 |
| 2018        | 116             | 18                            | 66.71                 |

**ENVIRONMENTAL SUSTAINABILITY**

Bay Area SunShares, which encourages adoption of both rooftop solar and ZEVs, supports the City’s Climate Action Plan goals of reducing greenhouse gas emissions by 80% by the year 2050 and the City’s goal of becoming fossil fuel free.

**RATIONALE FOR RECOMMENDATION**

Participation in Bay Area SunShares will increase clean local renewable energy production via rooftop solar and zero-emission vehicles on the roads, and supports the City’s Strategic Plan goal of being a global leader in addressing climate change, advancing environmental justice, and protecting the environment. These benefits are also aligned with goals in the Climate Action Plan, and the City’s goal to become a Fossil Fuel Free City. Additionally, program participants will save on their utility and driving costs while using more clean electricity. The City’s participation over the past three years, involving only staff time for program promotion, has resulted in 52 solar installations, generating 207.01 kilowatts.

The risk to the City for participating in this program is limited, since the City does not sign on to any contracts, nor pay for any materials or equipment. The City merely promotes the program to its constituents, so that residents may take advantage of the program should they choose to do so. Attachment 2 is the letter of commitment, using the SunShares template.

**ALTERNATIVE ACTIONS CONSIDERED**

None.

CONTACT PERSON

Billi Romain, Manager, Office of Energy & Sustainable Development, Planning &  
Development Department, 510-981-7432

Attachments:

- 1: Resolution
- 2: Sunshares Participation Letter

RESOLUTION NO. ##,###-N.S.

CITY OF BERKELEY PARTICIPATION IN 2019 BAY AREA SUNSHARES

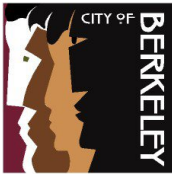
WHEREAS, the City of Berkeley has been a leader in the fight against climate change, having adopted a Climate Action Plan in 2009 which aims to reduce the City's carbon emissions by 33% by 2020 and 80% by 2050; and

WHEREAS, the Bay Area SunShares program removes barriers to rooftop solar installation and zero-emission vehicles adoption by simplifying the process and decreasing costs; and

WHEREAS, rooftop solar and zero-emission vehicles support Berkeley's Climate Action Plan by increasing clean electricity and clean transportation; and

WHEREAS, the City of Berkeley successfully participated in the Bay Area SunShares program in 2016, 2017 and 2018.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a letter of commitment with the Business Council on Climate Change (BC3) to affirm the City of Berkeley's participation in Bay Area SunShares program.



Office of the City Manager

June 27, 2019

Christina Armor  
Program Director – SunShares Manager  
Business Council on Climate Change  
1455 Market Street, 12<sup>th</sup> Floor  
San Francisco, CA 94103

**Re: Participation in the SunShares 2019 Program**

Dear Ms. Armor:

I am pleased to provide this letter in support of the collaborative solar and zero-emission vehicle (ZEV) education and discount “SunShares” program administered by the Business Council on Climate Change (BC3).

The City of Berkeley believes the proposed program will help to continue to overcome soft-cost barriers impeding broad market transformation of residential rooftop solar and ZEVs by enabling homeowners to voluntarily participate in a group education and discount program. Participating as a partner city can help to meet our Climate Action Plan and Fossil Fuel Free City goals.

The City of Berkeley welcomes the opportunity to collaborate with BC3 and its program partners on this innovative program and will use our communication channels to reach our residents and city employees. We may also promote the program to local business employees and community group members throughout the program term. The City commits to the following:

1. Provide BC3 with contact information of, and make introductions to, relevant City staff and community stakeholders who can reach City residents as a part of the programs outreach strategy. The main City staff point of contact for outreach is: Rebecca Milliken, Sustainability Outreach Specialist, [rmilliken@cityofberkeley.info](mailto:rmilliken@cityofberkeley.info), 510-981-7021
2. The City will draft an outreach plan and conduct outreach to residents/employees to promote program availability using internal communication channels which may include email blasts, utility bill inserts, neighborhood associations, social media outlets, newsletters, and posters. The City will report back to BC3 on the number of outreach contacts made.
3. BC3 will provide the City and our community partners with formatted electronic files to conduct outreach to community members.

Sincerely,

Dee Williams-Ridley

City Manager

CC: Timothy Burroughs, Director of Planning & Development  
Billi Romain, Manager, Office of Energy & Sustainable Development





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Timothy Burroughs, Director, Planning and Development Department

Subject: Contract: Rincon Consultants, Inc. for Development of a Berkeley Pathway to Clean Energy Buildings Report

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments, extensions, or change orders with Rincon Consultants, Inc. (Rincon) to develop a Berkeley Pathway to Clean Energy Buildings Report for an amount not to exceed \$80,000 for the period of July 1, 2019 through June 30, 2020.

FISCAL IMPACTS OF RECOMMENDATION

The project is funded by \$50,000 of funds allocated in budget code 011-53-583-611-0000-000-441-612990 and \$30,000 of funds allocated in budget code 621-53-583-611-0000-000-472-612990. A request for additional appropriation will be submitted as part of a subsequent amendment to the FY 2020 Annual Appropriations Ordinance. The Rocky Mountain Institute, a subconsultant to Rincon, is providing an additional \$25,000 of in-kind technical support to this project.

CURRENT SITUATION AND ITS EFFECTS

In March 2019, the City of Berkeley released a Request for Proposals, Specification No. 19-11256-C (Re-Issued), from qualified firms or individuals to develop a Pathway to Clean Energy Buildings Report focused on how to equitably transition the existing building stock in Berkeley from natural gas to 100% clean energy (i.e., to carbon-free electricity). The report deliverables will include: (1) Existing building electrification policy analysis and proposed plan to achieve 100% Clean Energy Buildings; and (2) Implementation and funding plan that will identify required resources, costs, timelines, and measurable outcomes for the next two to five years.

The City received six valid proposals for this solicitation. Staff reviewed and assessed the proposals according to the selection criteria in the RFP, including the project approach, qualifications, references, and price proposal. The top three teams were invited for interviews, and reference checks were also conducted by staff.

Based on this thorough review, staff recommends selection of the Rincon team to lead the development of the Berkeley Pathway to Clean Energy Buildings Report. The team

has demonstrated expertise in building electrification, state regulations, public outreach and social equity. In addition to its staff, the Rincon team includes as subconsultants: (1) the Rocky Mountain Institute, which brings technical expertise in building decarbonization; and (2) the Ecology Center, a local non-profit that brings experience in public outreach and social equity in the Berkeley community. These additional highly qualified firms will ensure that Berkeley's Pathway to Clean Energy Report is visionary, feasible and addresses the needs of all members of the Berkeley community.

This action supports the City's Strategic Plan goal of being a global leader in addressing climate change, advancing environmental justice, and protecting the environment.

### BACKGROUND

The City of Berkeley has a long and strong commitment to climate action and community resilience. According to the 2016 Greenhouse Gas (GHG) emissions inventory, the City has achieved a 15% reduction below 2000 GHG levels. Building energy use constitutes about 37% of Berkeley's annual GHG emissions, and use of natural gas in buildings accounts for 27% of all emissions, the second largest contributor of carbon emissions after transportation.

On February 28, 2017, the Berkeley City Council referred to the City Manager and Berkeley Energy Commission the development of a comprehensive, integrated Deep Green Building Program<sup>1</sup> to improve the sustainability of Berkeley buildings. On April 24, 2018, the Berkeley City Council allocated \$50,000 to conduct an analysis to identify and develop a set of programs and policies to incentivize residential energy efficiency and electrification investments, based on a cost-benefit analysis to determine highest value energy-saving measures in support of the Deep Green Building Initiative.<sup>2</sup> In addition, in June 2018, Berkeley City Council declared a Climate Emergency and established a goal of becoming a Fossil Fuel Free City, with a focus on electrification of Berkeley's buildings.

The goal of the Pathway to Clean Energy Buildings Report is to provide the building energy policy analysis related to the Deep Green Building referral, as well as to identify the feasibility, timeline and costs to transition Berkeley's existing building stock to be 100% fossil fuel free, in response to the Climate Emergency and Fossil Free City declaration.

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<sup>1</sup> See more information at:

[https://www.cityofberkeley.info/Clerk/City\\_Council/2018/06\\_June/Documents/2018-06-26\\_Item\\_52\\_Referral\\_Response\\_Berkeley\\_Deep.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/06_June/Documents/2018-06-26_Item_52_Referral_Response_Berkeley_Deep.aspx)

<sup>2</sup> See more information at:

[https://www.cityofberkeley.info/Clerk/City\\_Council/2018/04\\_Apr/Documents/04-24\\_Annotated.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/04_Apr/Documents/04-24_Annotated.aspx)

ENVIRONMENTAL SUSTAINABILITY

Transitioning buildings away from natural gas and towards using clean electricity is a key strategy for achieving Berkeley's overall goal of an 80% GHG reduction from year 2000 levels by 2050, as well as Berkeley's goal of becoming a fossil fuel free city.

RATIONALE FOR RECOMMENDATION

The proposal from the Rincon team demonstrated a careful understanding of the needs of the City and ranked, in conjunction with the interview and reference checks, as the highest out of a field of strong proposals. Rincon has assembled a highly qualified team with specialized expertise to effectively lead the development of the Berkeley Pathway to Clean Energy Buildings Report. The team also provided additional in-kind funding to support this project.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Billi Romain, Manager, Office of Energy and Sustainable Development, Planning and  
Development Department, 510-981-7432

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: RINCON CONSULTANTS, INC. FOR DEVELOPMENT OF A BERKELEY  
PATHWAY TO CLEAN ENERGY BUILDINGS REPORT

WHEREAS, the Planning and Development Department has determined that external consultant expertise and staff capacity is needed to effectively create the Berkeley Pathway to Clean Energy Buildings Report, a stakeholder process to create an action-based implementation plan; and

WHEREAS, six teams responded to a Request for Proposals released on March 20, 2019 (Specification No. 19-11256-C (Re-Issued)); and

WHEREAS, a selection committee reviewed the proposals and determined that Rincon Consultants, Inc. were the best qualified to provide the services needed; and

WHEREAS, the cost of the contracted service is covered by funds allocated in FY 2020 in budget code 621-53-583-611-0000-000-472-612990; and

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager execute a contract and any amendments, extensions, or change orders with Rincon Consultants, Inc. to develop a Berkeley Pathway to Clean Energy Buildings for an amount not to exceed \$80,000 for the period July 1, 2019 through June 30, 2020.

BE IT FURTHER RESOLVED that a record signature copy of said contract and any amendments will be on file in the Office of the City Clerk.



Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Timothy Burroughs, Director, Planning and Development Department

Subject: On-Call Planning Services Contracts

RECOMMENDATION

Adopt 23 Resolutions authorizing the City Manager to approve contracts and any amendments with the following firms for planning and environmental review services for a total contract period of three years:

1. Architecture + History, LLC in an amount not to exceed \$1,000,000; and
2. Baseline Environmental Consulting in an amount not to exceed \$1,000,000; and
3. Cotton, Shires and Associates, Inc. in an amount not to exceed \$1,000,000; and
4. Firstcarbon Solutions in an amount not to exceed \$1,000,000; and
5. Garcia and Associates in an amount not to exceed \$500,000; and
6. Ground Development Consulting, LLC in an amount not to exceed \$500,000; and
7. Hatch Associates Consultants, Inc. in an amount not to exceed \$1,000,000; and
8. HortScience | Bartlett Consulting in an amount not to exceed \$500,000; and
9. ICF Jones & Stokes, Inc. in an amount not to exceed \$1,000,000; and
10. Kimley-Horn and Associates, Inc. in an amount not to exceed \$500,000; and
11. Kittelson & Associates in an amount not to exceed \$500,000; and
12. LSA Associates, Inc. in an amount not to exceed \$1,000,000; and
13. Metropolitan Planning Group in an amount not to exceed \$1,000,000; and
14. Michael Baker International in an amount not to exceed \$1,000,000; and
15. Nichols Consulting Engineers, Chtd. in an amount not to exceed \$1,000,000; and
16. Pacific Legacy Inc. in an amount not to exceed \$500,000; and
17. Paleo West Archaeology in an amount not to exceed \$500,000; and
18. Placeworks in an amount not to exceed \$1,000,000; and
19. Raimi + Associates in an amount not to exceed \$1,000,000; and
20. Rincon Consultants, Inc. in an amount not to exceed \$1,000,000; and
21. Stacy Farr - Historic Resource Consulting in an amount not to exceed \$500,000; and
22. Stantec Consulting Services, Inc. in an amount not to exceed \$1,000,000; and
23. Urban Planning Partners Inc. in an amount not to exceed \$1,000,000

### FISCAL IMPACTS OF RECOMMENDATION

There is no immediate fiscal impact of this recommendation. Each contractor may be paid up to \$500,000 or \$1,000,000 over a three-year period, with the larger not-to-exceed amounts reserved for firms which can be called upon to perform a more broad range of services (e.g., required environmental review work as well as project-specific expedited review services). These not-to-exceed amounts are to provide potential capacity only; in the vast majority of cases actual spending under these agreements never approaches the contract caps. Contracts will only be exercised when an applicant pays all costs for expedited processing of a Use Permit or other discretionary zoning application, when an Environmental Impact Report or other technical environmental review is required, or in limited cases when the City elects to use outside general planning services firms to alleviate immediate backlogs of applications for a limited and defined period of time.

No work will be authorized under the contracts and no funds will be encumbered unless an applicant provides full funding, or upon Land Use Manager approval to use existing Permit Service Center (PSC) Fund balance for purposes of improving customer response times by alleviating backlogs of applications on a limited basis.

These contracts will generally not be exercised unless an applicant provides full funding. In such cases, the City's financial system requires that applicant funds be placed into an expenditure account to encumber and pay the contractor. In the event that total revenue exceeds the budgeted amount in the fiscal year, a request for additional appropriation will be submitted as part of a subsequent amendment to the Annual Appropriations Ordinance.

Once the City receives funds from an applicant, it will be 1) deposited into the PSC Fund revenue code 621-53-584-621-0000-000-000-446140, and 2) the same amount will be encumbered into the contractor's Purchase Order using expenditure account code 621-53-584-622-0000-000-472-612990.

### CURRENT SITUATION AND ITS EFFECTS

The City has used environmental and planning consultants since 2005 for the following services:

1. Expedited processing of applications. When applicants request expedited processing, the City either pays staff overtime or uses consultants. In either case, the applicant pays the cost for the service. When consultants are used, City staff remains actively involved with the projects and coordinate closely with the consultants; application fees are also charged to cover staff time.
2. Environmental analysis as required by CEQA or NEPA, or other technical environmental documents. The Planning Department uses consultants for

complex environmental analysis. EIR firms have varied technical expertise in areas including remediation, hydrology, geotechnical, biology, etc.

3. Land Use application backlog reduction on a limited, situational basis. In order to prioritize timely service to customers, on rare occasion when an especially large number of applications were received, the Planning Department has first offered existing staff the opportunity to reduce the backlog through overtime hours. When insufficient numbers of staff have so availed themselves, consultants have been used for general application processing services until the temporary backlog has been reduced.

The additional capacity from the awards of these contracts will help advance the City's Strategic Plan goal of being a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

Staff distributed a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C). The following criteria were considered in reviewing the proposals received:

- Responsiveness to and understanding of the City of Berkeley's needs and issues to be addressed; completeness and responsiveness of the proposal to the issues affecting the City of Berkeley.
- Qualifications of the firm and its staff, as demonstrated through a history of successful completion of similar projects.
- Demonstrated ability to respond on short notice and to completion of study tasks on time and within budget.

Staff reviewed all proposals and determined that the 27 recommended consultants are well qualified to provide on-call planning and environmental services to the City of Berkeley. The increasingly technical requirements for the review of land use applications, such as assessments of soil and air quality, traffic impacts, and remediation requirements, among many other components, requires outside expertise. It is advantageous to have more firms on contract to meet demand, provide options, and ensure availability.

Contractors which are large firms with capacity to work on multiple projects and/or a range of types of work, such as expedited application processing as well as environmental review and analysis, are recommended for not-to-exceed contract amounts of \$1,000,000 each. Firms which are smaller and/or focused on one particular type of services, such as historic resources review or transportation planning services, are recommended for not-to-exceed contract amounts of \$500,000 each.

### BACKGROUND

The Planning Department began engaging a group of on-call consultants more than 14 years ago. Since the process of procuring consultant services for individual projects takes three to five months, having on-call services available can help avoid significant delays in timely completion of Environmental Impact Reports and related documents. Since 2005, the Planning Department has retained between 10 and 20 such firms at any one time, for a maximum breadth of relevant expertise and to ensure availability when needed.

The contracts establish the parameters for future project-specific work and hourly rates. When an EIR is needed or when an applicant requests that the City utilize a consultant for expedited processing or assistance with environmental review, the contracts will already be in place. The City releases the particular specifications for a project to one or more consultants already under contract. The consultants respond with a project-specific proposal that includes an overview of the approach to the project, staff assignments, an estimate of time allocation for the various tasks as required in the scope of work, and a not-to-exceed cost based on hourly charges as stipulated in the contract. The City then selects a consultant and the Planning Director issues a Notice to Proceed. Staff work closely with the consultants and approve all work prior to distribution.

### ENVIRONMENTAL SUSTAINABILITY

On-Call consultants support the Planning Department's role in assessing the environmental impacts of proposed development projects, and suggesting ways to mitigate such impacts.

### RATIONALE FOR RECOMMENDATION

The Planning Department has improved customer service by using on-call consultants to expedite projects and provide environmental or technical services for more than 14 years. Consultant support is needed because staff does not have expertise in certain technical subjects, the time or expertise to prepare EIRs, or adequate resources to expedite applications upon request. The number of use permit applications, including more complicated and large projects, has continued to increase over time. Pre-approved consultant contracts save significant amounts of time of City staff, and allow for much more expeditious review and processing of development applications.

### ALTERNATIVE ACTIONS CONSIDERED

Staff could expedite projects by moving them ahead of other applications, and not seek to address customer wait times in this manner. Staff could also procure consultant contracts individually for each project which requires outside expertise, and not attempt to move development applications forward expeditiously.

### CONTACT PERSON



Steven Buckley, Land Use Planning Manager, 981-7411

Attachments:

1. Resolution to Contract with Architecture + History, LLC
2. Resolution to Contract with Baseline Environmental Consulting
3. Resolution to Contract with Cotton, Shires and Associates, Inc.
4. Resolution to Contract with Firstcarbon Solutions
5. Resolution to Contract with Garcia and Associates
6. Resolution to Contract with Ground Development Consulting, LLC
7. Resolution to Contract with Hatch Associates Consultants, Inc.
8. Resolution to Contract with HortScience | Bartlett Consulting
9. Resolution to Contract with ICF Jones & Stokes, Inc.
10. Resolution to Contract with Kimley-Horn and Associates, Inc.
11. Resolution to Contract with Kittelson & Associates
12. Resolution to Contract with LSA Associates, Inc.
13. Resolution to Contract with Metropolitan Planning Group
14. Resolution to Contract with Michael Baker International
15. Resolution to Contract with Nichols Consulting Engineers, Chtd.
16. Resolution to Contract with Pacific Legacy Inc.
17. Resolution to Contract with Paleo West Archaeology
18. Resolution to Contract with Placeworks
19. Resolution to Contract with Raimi + Associates
20. Resolution to Contract with Rincon Consultants, Inc.
21. Resolution to Contract with Stacy Farr – Historic Resource Consulting
22. Resolution to Contract with Stantec Consulting Services, Inc.
23. Resolution to Contract with Urban Planning Partners Inc.

RESOLUTION NO. ##,###-N.S.

CONTRACT: ARCHITECTURE + HISTORY, LLC FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Architecture + History, LLC is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Architecture + History, LLC for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: BASELINE ENVIRONMENTAL CONSULTING FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Baseline Environmental Consulting is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Baseline Environmental Consulting for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: COTTON, SHIRES AND ASSOCIATES, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Cotton, Shires and Associates, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Cotton, Shires and Associates, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: FIRSTCARBON SOLUTIONS FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Firstcarbon Solutions is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Firstcarbon Solutions for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: GARCIA AND ASSOCIATES FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Garcia and Associates is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Garcia and Associates for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: GROUND DEVELOPMENT CONSULTING, LLC FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Ground Development Consulting, LLC is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Ground Development Consulting, LLC for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: HATCH ASSOCIATES CONSULTANTS, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Hatch Associates Consultants, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Hatch Associates Consultants, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.



RESOLUTION NO. ##,###-N.S.

CONTRACT: HORTSCIENCE | BARTLETT CONSULTING FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that HortScience | Bartlett Consulting is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with HortScience | Bartlett Consulting for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: ICF JONES & STOKES, INC. FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that ICF Jones & Stokes, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with ICF Jones & Stokes, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: KIMLEY-HORN AND ASSOCIATES, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Kimley-Horn and Associates, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Kimley-Horn and Associates, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: KITTELSON & ASSOCIATES FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Kittelson & Associates is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Kittelson & Associates for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S

CONTRACT: LSA ASSOCIATES, INC. FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that LSA Associates, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with LSA Associates, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: METROPOLITAN PLANNING GROUP FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Metropolitan Planning Group is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Metropolitan Planning Group for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: MICHAEL BAKER INTERNATIONAL FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Michael Baker International is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Michael Baker International for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: NICHOLS CONSULTING ENGINEERS, CHTD. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Nichols Consulting Engineers, Chtd. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Nichols Consulting Engineers, Chtd. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.



RESOLUTION NO. ##,###-N.S.

CONTRACT: PACIFIC LEGACY INC. FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Pacific Legacy Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Pacific Legacy Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: PALEO WEST ARCHAEOLOGY FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Paleo West Archaeology is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Paleo West Archaeology for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: PLACEWORKS FOR PLANNING AND ENVIRONMENTAL REVIEW  
SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Placeworks is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Placeworks for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: RAIMI + ASSOCIATES FOR PLANNING AND ENVIRONMENTAL  
REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Raimi + Associates is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Raimi + Associates for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: RINCON CONSULTANTS, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Rincon Consultants, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Rincon Consultants, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: STACY FARR – HISTORIC RESOURCE CONSULTING FOR PLANNING  
AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Stacy Farr is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Stacy Farr for environmental and planning services for a total contract period of 3 years in amount not to exceed \$500,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: STANTEC CONSULTING SERVICES, INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Stantec Consulting Services, Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Stantec Consulting Services, Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.

RESOLUTION NO. ##,###-N.S.

CONTRACT: URBAN PLANNING PARTNERS INC. FOR PLANNING AND ENVIRONMENTAL REVIEW SERVICES

WHEREAS, THE City of Berkeley has used environmental and planning consultants since 2005 to provide expedited processing of land use applications and environmental analysis; and

WHEREAS, outside services are needed to provide technical expertise and respond to applicant demand and customer expectations given limited staff resources; and

WHEREAS, the City of Berkeley released a Request for Proposals (RFP) in September 2018 (Spec No. 18-11251-C); and

WHEREAS, Staff reviewed the proposals and determined that Urban Planning Partners Inc. is well qualified to provide the services that are needed; and

WHEREAS, no work will be authorized under the contract and no funds will be encumbered unless an applicant provides full funding, as in the case of expedited application review requests or the need for outside consultants for required analysis, or unless the Planning Department Land Use Manager authorizes the temporary use of existing Permit Service Center Fund balance for purposes of alleviating backlogs of applications on a limited basis.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby authorized to approve a contract and any amendments with Urban Planning Partners Inc. for environmental and planning services for a total contract period of 3 years in amount not to exceed \$1,000,000.

BE IT FURTHER RESOLVED that a record signature copy of said contracts and any amendments will be on file in the City Clerk Department.





Office of the City Manager

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Phillip L. Harrington, Director, Department of Public Works  
Subject: Contract: Tanko Lighting for Street Light Luminaire Retrofit Project

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project with Tanko Lighting, Inc. for the City Street Light Luminaire Retrofit Project in an amount not to exceed \$140,875 for the period from July 1, 2019 through December 31, 2020.

FISCAL IMPACTS OF RECOMMENDATION

Funding is available from a one-time allocation from the FY 2020 Street Light Assessment District Fund (142). The Street Light Luminaire Retrofit Project includes more efficient lights and is expected to provide annual savings of \$60,000 to the Fund. The realized electrical savings from this project will pay project costs in less than three years. No other funding is required and no other projects will be delayed due to this expenditure.

|                                    |           |
|------------------------------------|-----------|
| Proposal from Tanko Lighting ..... | \$122,500 |
| 15% Contingency .....              | \$ 18,375 |
| Total Project Cost .....           | \$140,875 |

The Contract Management System number for this contract is CMS No. PTYLK.

CURRENT SITUATION AND ITS EFFECTS

The City is entering into a new contract with Tanko Lighting, Inc. (Tanko) to provide necessary engineering and management services, which include identifying the appropriate retrofit for each LED luminaire, updating the City street light database, and coordinating with Pacific Gas and Electric for new electrical rates.

The Street Light Luminaire Retrofit Project is a Strategic Plan Priority Project, advancing our goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities, as well as the City’s climate goals. The Street Light Luminaire Retrofit Project would reduce emissions from street lighting by 15%.

## BACKGROUND

On May 16, 2014, the City entered into a contract with Tanko to convert 8,011 street light high pressure sodium (HPS) luminaires to light-emitting diode (LED) luminaires. As part of that project approximately 7,000 HPS luminaires were replaced with Leotek LED luminaires and the other HPS luminaires were replaced with LED luminaires from other suppliers.

In 2017, Public Works staff began to notice a failure rate of the Leotek LED luminaires that would be considered higher than normal. As a result, staff undertook an in-house survey and found a large percentage of the Leotek LED luminaires were producing less light than they were designed to produce, which is an indication of a failing product.

City staff contacted Leotek and they acknowledged their product failures and offered to remove, retrofit, and reinstall their LED luminaires with new superior electronics, at no expense to the City. This offer from Leotek requires the City to hire an energy services company to provide engineering and management services which include identifying the appropriate retrofit for each LED luminaire, updating the City street light database, and coordinating with Pacific Gas & Electric for new electrical rates.

The City plans to enter into a sole source contract with Tanko because they were the prime contractor for the City's original LED luminaire conversion project and the City's recent street light pole conditions assessment project. Furthermore, Tanko is experienced with the manufacturer (Leotek) of the luminaires that are under warranty, and Pacific Gas and Electric, which will allow the project to move forward faster and more efficiently than with any other energy services company.

The 2014 LED luminaire conversion project installed 4000 Kelvin light temperature LED luminaires throughout the City of Berkeley. At that time 4000 Kelvin light was the most energy efficient light and the industry standard. The lighting industry has since determined that 4000 Kelvin light can be perceived as a harsh glare to some people. The retrofitted Leotek LED luminaires will produce 3000 Kelvin light, which will produce a warmer glow than the current Leotek LED luminaires while providing similar or better illumination of the City streets and sidewalks.

## ENVIRONMENTAL SUSTAINABILITY

This project directly supports the City's Climate Action Plan goal of reducing greenhouse gas emissions by 33% between 2000 and 2020. Energy from street light luminaires account for over 500 metric tons of carbon dioxide emissions annually, or approximately 6% of Berkeley's municipal emissions from all sources. The Street Light Luminaire Retrofit Project would reduce emissions from street lighting by 15%, accounting for an estimated 1% reduction in overall Berkeley municipal emissions.

RATIONALE FOR RECOMMENDATION

The engineering and management services provided under this contract will assist with improved lighting quality, reduced City operating expenses, and reduced greenhouse gas emissions.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions are considered since Tanko is very experienced with the City's lighting needs, the manufacturer (Leotek) of the luminaires that are under warranty, and Pacific Gas and Electric which will allow the project to move forward faster and more efficiently than with any other energy services company.

CONTACT PERSON

Andrew Brozyna, Deputy Director, Public Works, 510-981-6396  
Reeve Battle, Assistant Public Works Engineer, Public Works, 510-981-6336

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: TANKO LIGHTING, INC. FOR THE STREET LIGHT LUMINAIRE  
RETROFIT PROJECT

WHEREAS, on May 27, 2014, the City contracted with Tanko Lighting, Inc. (Tanko) to convert 8,011 City street lights to light-emitting diode (LED) technology luminaires; and

WHEREAS, approximately 7,000 street light luminaires were replaced with Leotek LED luminaires; and

WHEREAS, in 2017 the Leotek LED luminaires began to fail at a rate that would be considered higher than normal; and

WHEREAS, the Leotek LED luminaires are covered by a ten year manufacturer warranty; and

WHEREAS, Leotek will remove, retrofit, and replace their LED luminaires with superior electronics; and

WHEREAS, the Street Light Luminaire Retrofit Project requires a new contract with Tanko to provide engineering and management services which include identifying the appropriate retrofit for each LED luminaire, updating the City's street light database, and coordinating with Pacific Gas and Electric for new electrical rates; and

WHEREAS, funding for this project is available through a one-time allocation from the FY 2020 Street Light Assessment District Fund (470) and the contract has been entered into the City contract database and assigned CMS No. PTYLK.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a sole source contract and any amendments with Tanko for the purpose of undertaking the Street Light Luminaire Retrofit Project for an amount not to exceed \$140,875 for the period from July 1, 2019 through December 31, 2020. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.



Housing Advisory Commission

CONSENT CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Housing Advisory Commission  
 Submitted by: Xavier Johnson, Chairperson, Housing Advisory Commission  
 Subject: Educator and Educational Staff Housing

RECOMMENDATION

Amend the Housing Trust Fund Guidelines and other relevant City of Berkeley housing policies to foster workforce housing for educators and educational staff by expanding income eligibility to include up to 120% AMI; and

Provide \$150,000 to the Berkeley Unified School District to undertake predevelopment planning for housing to be built in Berkeley that will be available to educators and educational staff working for BUSD; and

Work with the District to identify possible financing opportunities for capital development; and

Recommend the Berkeley Unified School District balances building as many units as possible with being as family-friendly as possible.

FISCAL IMPACTS OF RECOMMENDATION

The HAC voted to “support BUSD with an allocation of \$150,000 from the appropriate source(s) as identified by Council.”

CURRENT SITUATION AND ITS EFFECTS

The HAC voted unanimously on April 4, 2019: M/S/C (Sharenko/Wolfe) to recommend to Council to take the following actions:

- a) Amend the Housing Trust Fund Guidelines and other relevant City of Berkeley housing policies to foster workforce housing for educators and educational staff by expanding income eligibility to include up to 120% AMI.
- b) Support BUSD with an allocation of \$150,000 from the appropriate source(s) as identified by Council for a planning and pre-development grant to conduct planning and pre-development, including, but not limited to, site evaluation and regulatory compliance, housing capacity, projected cost and timeline, property governance, transparent community process, financing structure options, and preparing of development RFP

- c) Work with the District to identify possible financing opportunities for capital development, including but not limited to, Measure U1, Measure O, developer fees, and/or County or State sources and utilizing the appropriate processes for public and expert feedback for these allocations.
- d) Balance encouraging the Berkeley Unified School District to build as many units as possible while being as family-friendly as possible.

Vote: Ayes: Johnson, Lord, Owens, Sharenko, Simon-Weisberg, Tregub, Wolfe, and Wright. Noes: None. Abstain: None. Absent: Sargent (unexcused).

### BACKGROUND

Through surveys of BUSD employees, the District has documented that many employees, particularly younger employees, are severely cost burdened by housing costs. The District commissioned a study to identify properties that it already owns that are conducive to housing and has identified four potential sites. Information on the size of each site, zoning, potential capacity, unit mix, and estimated costs has been documented. The proposed planning and pre-development grant will help fine-tune this information.

### ENVIRONMENTAL SUSTAINABILITY

An allocation of predevelopment funding will not have an environmental impact at this stage of the decision making process. However, it is acknowledged that for any project to move forward to any stage of decision making authority past pre-development funding a more rigorous environmental analysis will be required. As much as possible, the predevelopment funding will be tied to identifying and addressing the environmental impacts of a proposed project.

It is understood that having more BUSD employees living locally could possibly decrease vehicle miles traveled and therefore reduce greenhouse gas emissions from internal combustion engines known to contribute to global climate change.

### RATIONALE FOR RECOMMENDATION

BUSD recently cut two million dollars from its General Fund budget to cover increasing pension, health care and general operating costs. The District does not have any unrestricted dollars that could pay for planning and pre-development. To take advantage of the availability of District-owned property, combined with the evidence of support from Berkeley voters for teacher and staff the HAC unanimously supports the use of City of Berkeley funds General Fund/U1 funds, Measure O funds, and other appropriate funding for planning and pre-development of educator and BUSD employee housing.

ALTERNATIVE ACTIONS CONSIDERED

An allocation of more, less, or no funding was also considered, but given the benefits of pre-development funding these actions are not recommended as the best actions to take.

CITY MANAGER

Staff appreciates the commission's efforts to facilitate educator housing and their attention to housing affordability issues for vital public employees. Staff previously requested guidance from Council on determining potential revisions to the HTF guidelines, including the expansion of qualifying AMI ranges, via a memo to the Land Use, Housing and Economic Development Policy Committee at its April 25, 2019 meeting.

On April 30, 2019, the City Council approved a \$150,000 predevelopment planning grant to the Berkeley Unified School District consistent with the commission's recommendation.

Once BUSD identifies a project site and selects a qualified developer, staff can work with their development team in evaluating financing strategies.

CONTACT PERSON

Mike Uberti, Acting Commission Secretary, HHCS, (510) 981-5114







Kate Harrison  
Councilmember District 4  
Susan Wengraf  
Councilmember District 6

CONSENT CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Councilmember Harrison, Vice Mayor Wengraf, Councilmember Robinson and Mayor Arreguin

Subject: An Action Plan for Greening the City of Berkeley Fleet of Vehicles

RECOMMENDATION

Request the City Manager and Department of Public Works collaborate to create an Action Plan (“plan”), by June 2020, to aggressively accelerate the implementation of the electrification of the City’s municipal fleet and phase out fossil fuel use in municipal vehicles by 2030 with consideration of an earlier transition for light-duty passenger vehicles. The Plan should include an evaluation of the City’s current fleet and an analysis of opportunities for transitioning to a fleet of fossil fuel free vehicles, as soon as the technology can safely meet operational needs. An update on our progress should be reported to City Council as an information item every six months.

In the interim, the City Manager is asked to explain criteria used to purchase fossil fuel vehicles in all future staff items related to vehicle purchases with Council.

FINANCIAL IMPLICATIONS

Consultant fees, if deemed desirable by the City Manager, and staff time.

BACKGROUND

The City Council declared a climate emergency on June 12, 2018. In light of this emergency and the City of Berkeley’s ongoing commitment to and investment in electric charging technology and facilities, we request that the City develop an action plan to significantly reduce the city’s contribution to carbon pollution and to evaluate when electric vehicles can safely and operationally replace the vehicles in the current municipal fleet.<sup>1</sup>

Berkeley has demonstrated its commitment to reducing its vehicle emissions; The Energy Commission’s Recommendations for a Fossil Free Berkeley were articulated in the Fossil Free Berkeley Report (1/23/2019):

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<sup>1</sup> In 2017, San Francisco passed an ordinance mandating that all new light-duty additions to the passenger vehicle fleet, subject to certain exemptions and waivers, be zero-emission. In addition, the ordinance specifies December 31, 2022 as a deadline for transitioning San Francisco’s entire light-duty fleet.

- *Requiring all future city government procurements of vehicles to minimize emissions, and establishing a goal and plan for transitioning the city's vehicle fleet to all electric vehicles.*
- *Establishing a goal and plan for transitioning to 100% renewable energy for municipal operations and a community wide goal of 100% reductions by 2030.*
- *Assessing the city's transportation vehicle needs and develop an aggressive timeline for transitioning to all electric. This assessment would include consideration of 1) Switching to lower carbon transport options such as electric cars or bicycles where possible and 2) the timing of technology development and commercialization for car batteries*

Additionally, on September 25, 2018, the City Council approved a contract with Cadmus Group LLC to develop a Berkeley Electric Vehicle Roadmap, a comprehensive action-based EV roadmap to speed the transition from fossil fuels to EV's in the community. The recommendation we are proposing here would focus specifically on the COB fleet of vehicles, complementing the work of Cadmus.

The City is investing in charging stations across Berkeley such as the Center Street Garage and the North Berkeley Senior Center. At the May 14, 2019 City Council meeting, the Director of Public Works confirmed that the City has set aside \$600,000 for new electric vehicle charging stations. In addition, East Bay Community Energy is working with City staff to expand charging infrastructure. Thus, we are poised to significantly expand our electric fleet.

The transportation sector accounts for over 60 percent<sup>2</sup> of Berkeley's core greenhouse gas emissions, which are the main driver of climate change. Transitioning our city fleet of vehicles from fossil fuels to clean electricity is an important and vital component of achieving our climate goals that will significantly reduce greenhouse gas emissions and improve air quality, and represent further commitment to the City's decarbonization obligations. A zero emissions municipal fleet will also help to inspire residents and businesses to transition to zero emissions vehicles.

The following actions are proposed to accelerate Berkeley's transition to a clean and green municipal fleet:

The City Manager in collaboration with the Department of Public Works shall create an Action Plan ("plan") to aggressively accelerate the electrification of the City's municipal fleet and phase out fossil fuel use in municipal vehicles by 2030.

The plan should consider:

- Criteria, safety and operational needs.
- Current available technologies.

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<sup>2</sup> Office of Energy & Sustainable Development (OESD) 2016 Community Inventory. Dec 6, 2018 Climate Action Plan Update

- Current fleet right sizing/retirement opportunities.
- A strategy for infrastructure deployment to support the electrification of the municipal fleet. This strategy should take into consideration a long-term funding approach for EV charging infrastructure, including potential partnerships with publicly accessible charging networks and state and regional funding sources.
- Consideration of the possibilities of leasing gas-powered when electric vehicles are not feasible in order to avoid obsolescence.
- A strategy to rapidly electrify the city’s fleet and to provide for the use of fossil fuel-free liquid fuels when electric vehicles are not a viable option.
- Plug-in vehicles should be purchased for the municipal fleet when a cost effective, market-ready vehicle is available which matches the planned operations for that vehicle.
- Recognizing the unique needs of emergency management and first response vehicles, the plan should include a strategy to provide emergency management services with electric and fossil fuel-free vehicles wherever possible.
- An assessment of the challenges or opportunities presented by different vehicle fuel types on emergency management and response and allow for exemptions where alternative vehicles are not readily available.

The Action Plan should be completed no later than June, 2020 and presented to City Council in time for the FY 2021 budget process.

ENVIRONMENTAL SUSTAINABILITY

Supports the goals of the COB Climate Action Plan, and Fossil Free Berkeley Report

“Driving an electric car in the Bay Area reduces about 70% of the greenhouse gases produced by a conventional car.” *Berkeley Office of Energy & Sustainable Development (OESD)*

CONTACT PERSON

|                        |                    |              |
|------------------------|--------------------|--------------|
| Councilmember Harrison | Council District 4 | 510-981-7140 |
| Councilmember Wengraf  | Council District 6 | 510-981-7160 |





Lori Droste  
Councilmember, District 8

CONSENT CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Councilmember Droste, Mayor Arreguin, Councilmember Harrison, and Councilmember Wengraf

Item Description: Zoning Ordinance Modification for Elmwood Commercial District

RECOMMENDATION

Refer to the Planning Commission to amend Chapter 23E.44, C-E Elmwood Commercial District Provisions to allow for amusement device arcades with a Tier 2 Administrative Use Permit (for spaces >3,000 Sq. Ft.) and a Zoning Certificate (for spaces < 3,000 Sq. Ft.). Proposed ordinance language for changes to Table 23E.44.030 are attached.

FISCAL IMPACTS OF THE RECOMMENDATION

Potential tax revenue from newly permitted commercial uses.

CURRENT SITUATION AND ITS EFFECTS

This zoning modification is a Strategic Plan Priority Project, advancing our goal to foster a dynamic, sustainable, and locally-based economy. Currently, amusement device arcades” are prohibited uses in the Elmwood Commercial District.

BACKGROUND

Under current City codes, no amusement device arcades are permitted in the Elmwood Commercial Corridor. As the nature of retail and commercial uses changes and adapts to present day consumer habits and environments, so too should City code. Given recent commercial vacancies in the Elmwood Commercial District, now is an opportune time to re-examine commercial uses.

Recently, an established, local, family-owned business has expressed interest in opening a ‘vintage’ inspired arcade in the Elmwood. Upon review of our zoning code, the interested party saw that such use is currently prohibited. The proposed changes would allow for inventive businesses such as this one to open. The proposed changes take the size of the business storefront into consideration - arcades operating under 3,000 square feet would be allowed a

zoning certificate. Occupants of larger spaces (over 3,000 square feet) would need a Tier 2 Administrative Use Permit, which allows for public notice and feedback.

*This ordinance change would only apply to the Elmwood Commercial District. C-1 and CDMU commercial districts, per Table 23E.36.030 and Table 23E.68.030 require a UP (PH) for an amusement device arcade (unless they are within 600 ft. of a primary or secondary school, in which case they are prohibited). For all other Commercial Districts, the use is, and will remain, prohibited.*

ENVIRONMENTAL SUSTAINABILITY

RATIONALE FOR RECOMMENDATION

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

Councilmember Lori Droste 510-981-7180

## Chapter 23E.44

### C-E Elmwood Commercial District Provisions

Sections:

|                            |                                                                                                      |
|----------------------------|------------------------------------------------------------------------------------------------------|
| <a href="#">23E.44.010</a> | Applicability of Regulations                                                                         |
| <a href="#">23E.44.020</a> | Purposes                                                                                             |
| <a href="#">23E.44.030</a> | Uses Permitted                                                                                       |
| <a href="#">23E.44.040</a> | Special Provisions -- Numerical Limitations                                                          |
| <a href="#">23E.44.050</a> | Construction of New Floor Area, Conversions of Existing Buildings --<br>Requirements for Use Permits |
| <a href="#">23E.44.060</a> | Use Limitations*                                                                                     |
| <a href="#">23E.44.070</a> | Development Standards                                                                                |
| <a href="#">23E.44.080</a> | Parking -- Number of Spaces                                                                          |
| <a href="#">23E.44.090</a> | Findings                                                                                             |

#### **23E.44.010 Applicability of Regulations**

The regulations in this chapter shall apply in all C-E Districts. In addition, general provisions in Sub-title [23C](#) shall apply. (Ord. 6478-NS § 4 (part), 1999)

#### **23E.44.020 Purposes**

The purposes of the Elmwood Commercial (C-E) Districts are to:

- A. Implement the Master Plan's designation for a community commercial district in this area.
- B. To maintain a scale and balance of retail goods and services in the district to compatibly serve the everyday needs of surrounding neighborhoods by:
  1. Providing locations for retail goods and service establishments to serve surrounding neighborhoods;
  2. Preventing development which exceeds the amount and intensity of use that is compatible with adjacent residential neighborhoods;
  3. Limiting the space occupied by businesses that generate high traffic and/or parking demands;

- 4. Controlling the proliferation of establishments which, if not limited, might expand to displace establishments needed to serve surrounding neighborhoods; and
- 5. Permitting other uses which serve this objective.

C. To ensure that new buildings, alterations and additions to existing buildings harmonize with their surroundings. (Ord. 6478-NS § 4 (part), 1999)

**23E.44.030 Uses Permitted**

A. The following table sets forth the permits required for each listed item. Each use or structure shall be subject to either a Zoning Certificate (ZC), an Administrative Use Permit (AUP), a Use Permit approved after a public hearing (UP(PH)) or is prohibited.

| <b>Table 23E.44.030</b>                                                 |                       |                                                                                            |
|-------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------|
| <b>Use and Required Permits</b>                                         |                       |                                                                                            |
| <b>Use</b>                                                              | <b>Classification</b> | <b>Special Requirements (if any)</b>                                                       |
| <b>Retail Sales</b>                                                     |                       |                                                                                            |
| All Retail Sales Uses, except those listed below                        | ZC*                   | As defined in Sub-title F, except otherwise listed (does not include Video Rental Stores). |
| Alcoholic Beverage Retail Sales, including liquor stores and wine shops | UP(PH)                | Includes sale for off-site consumption at restaurants                                      |
| Department Stores                                                       | ZC*                   |                                                                                            |
| Over 3,000 s.f.                                                         | Prohibited            |                                                                                            |



|                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Drugstores                                                 | ZC*        | A new or expanded Drugstore is prohibited if it is over 5000 square feet in Gross Floor Area, and within 1000 feet of any property containing an existing Drugstore, as measured by a straight line from the nearest point of the property line of the parcel on which the Drugstore is proposed to the nearest point of the property line of the parcel on which the nearest Drugstore is located. |
| Firearm/Munitions Businesses                               | UP(PH)     | Prohibited on any property devoted to residential use                                                                                                                                                                                                                                                                                                                                               |
| Pawn Shops, including Auction Houses                       | Prohibited |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Pet Stores, including Sales and Grooming of Animals        | UP(PH)     | Does not include boarding of animals                                                                                                                                                                                                                                                                                                                                                                |
| Smoke Shops                                                | UP(PH)     | Prohibited if within 1,400 feet of a school or public park                                                                                                                                                                                                                                                                                                                                          |
| Personal and Household Services                            |            |                                                                                                                                                                                                                                                                                                                                                                                                     |
| All Personal/Household Services, except those listed below | ZC*        | As defined in Sub-title F, except those otherwise listed (does not include Massage).                                                                                                                                                                                                                                                                                                                |
| Laundromats                                                | UP(PH)     |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Veterinary Clinics, including Pet Hospitals                | UP(PH)     |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Video Tape/Disk Rental Stores                              | AUP        |                                                                                                                                                                                                                                                                                                                                                                                                     |
| Offices                                                    |            |                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                               |                                                          |                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Services, Retail (Banks)                                            | UP(PH)                                                   |                                                                                                                                                                                                                           |
| Insurance Agents, Title Companies,<br>Real Estate Agents, Travel Agents       | ZC*                                                      | When located on the ground floor adjacent to a street frontage, storefront windows required to include a window display or to be transparent and provide pedestrian viewing a minimum of 10 feet into the storefront area |
| Medical Practitioners                                                         | Prohibited                                               | Including Holistic Health and Mental Health Practitioners                                                                                                                                                                 |
| Non-Chartered Financial Institutions                                          | Prohibited                                               |                                                                                                                                                                                                                           |
| Other Professionals and Government,<br>Institutions, Utilities                | AUP                                                      | When located on the ground floor adjacent to a street frontage, storefront windows required to include a window display or to be transparent and provide pedestrian viewing a minimum of 10 feet into the storefront area |
| Food and Alcohol Service, Lodging, Entertainment and Assembly Uses            |                                                          |                                                                                                                                                                                                                           |
| Adult-oriented Businesses                                                     | Prohibited                                               |                                                                                                                                                                                                                           |
| Alcoholic Beverage Service                                                    | UP(PH)                                                   | Service of alcoholic beverages allowed only as incidental to food service in Food Service Establishments                                                                                                                  |
| Alcoholic Beverage Service of beer and wine incidental to seated food service | ZC                                                       | For on-site consumption only                                                                                                                                                                                              |
| Amusement Device Arcades                                                      | Prohibited<br><u>ZC</u><br><u>AUP - tier</u><br><u>2</u> |                                                                                                                                                                                                                           |
|                                                                               | <u>Under 3,000 s.f.</u>                                  |                                                                                                                                                                                                                           |
|                                                                               | <u>Over 3,000 s.f.</u>                                   |                                                                                                                                                                                                                           |

|                                                                    |            |                                                                                                                                  |
|--------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------|
| Commercial Recreation Center                                       |            | Outdoor use requires UP(PH)                                                                                                      |
| Under 3,000 s.f.                                                   | AUP        |                                                                                                                                  |
| Over 3,000 s.f.                                                    | UP(PH)     |                                                                                                                                  |
| Dance, Exercise, Martial Arts and Music Studios                    | AUP        |                                                                                                                                  |
| Entertainment Establishments, including Nightclubs                 | Prohibited |                                                                                                                                  |
| Food Service Establishments                                        | AUP        | Food Service Establishments must provide public notification of decision (NOD) within a 300-foot radius of the subject property. |
| Group Class Instruction for Business, Vocational or Other Purposes | AUP        |                                                                                                                                  |
| Gyms and Health Clubs                                              | AUP        |                                                                                                                                  |
| Hotels, Tourist, including Inns, Bed and Breakfasts and Hostels    | UP(PH)     |                                                                                                                                  |
| Motels, Tourist                                                    | Prohibited |                                                                                                                                  |
| Theaters                                                           | UP(PH)     | Including Motion Pictures and Stage Performance                                                                                  |
| <b>Automobile and Other Vehicle Oriented Uses</b>                  |            |                                                                                                                                  |
| Automobile Parts Stores                                            | ZC*        | Excluding service of auto parts                                                                                                  |
| Automobile Repair and Service, including Parts Service             | Prohibited |                                                                                                                                  |

|                                                                                                            |                   |                                                                             |
|------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------|
| Automobile Sales and Rentals                                                                               | Prohibited        |                                                                             |
| Automobile Washes, Mechanical or Self-Service                                                              | Prohibited        |                                                                             |
| Automobile Wrecking Establishments                                                                         | Prohibited        |                                                                             |
| Gasoline/Automobile Fuel Stations                                                                          | Prohibited        |                                                                             |
| Motorcycle Stores, including Sales and/or Service                                                          | Prohibited        |                                                                             |
| Recreational Vehicle and Trailers Sales and Rental, including Boats                                        | Prohibited        |                                                                             |
| Tire Sales/Service Stores                                                                                  | Prohibited        |                                                                             |
| Parking, Outdoor and Exterior Service Window Uses                                                          |                   |                                                                             |
| Activities or Storage Outside of a building<br><br>Not abutting R-District<br><br>When abutting R-District | AUP<br><br>UP(PH) |                                                                             |
| Automatic Teller Machines (exterior and when part of a Retail Financial Service)                           | UP(PH)            |                                                                             |
| Drive-in Uses                                                                                              | Prohibited        | Providing service to customers in their cars. See definition in Sub-title F |
| Parking Lots                                                                                               | UP(PH)            |                                                                             |
| Recycling Redemption Centers                                                                               | AUP               |                                                                             |

|                                                         |            |                                                                                                                                                                                                                                                    |
|---------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outdoor Cafe Seating                                    |            |                                                                                                                                                                                                                                                    |
| When seating not abutting R-District                    | ZC         |                                                                                                                                                                                                                                                    |
| When seating abutting R-District                        | AUP        |                                                                                                                                                                                                                                                    |
| Combination Commercial/Residential Uses                 |            |                                                                                                                                                                                                                                                    |
| Live/Work Units                                         |            |                                                                                                                                                                                                                                                    |
| Not requiring a UP under Chapter <a href="#">23E.20</a> | ZC         |                                                                                                                                                                                                                                                    |
| Requiring a UP under Chapter <a href="#">23E.20</a>     | UP(PH)     |                                                                                                                                                                                                                                                    |
| Mixed Use Developments<br>(Residential/Commercial)      | UP(PH)     | Subject to the standards under Section <a href="#">23E.44.070.E</a>                                                                                                                                                                                |
| Uses Incidental to a Permitted Use                      |            |                                                                                                                                                                                                                                                    |
| Amusement Devices (up to three)                         | UP(PH)     |                                                                                                                                                                                                                                                    |
| Food or Beverage for Immediate Consumption              | UP(PH)     | Treated as Food Service Establishment and subject to numerical limitations in Table <a href="#">23E.44.040</a> . Incidental Food and Beverage for Immediate Consumption off the premises is permitted as an Accessory Use of a Food Product Store. |
| Live Entertainment                                      |            |                                                                                                                                                                                                                                                    |
| Unamplified                                             | ZC         |                                                                                                                                                                                                                                                    |
| Amplified                                               | Prohibited |                                                                                                                                                                                                                                                    |
| Manufacturing Uses                                      | UP(PH)     |                                                                                                                                                                                                                                                    |

|                                                                                                         |                  |                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Storage of Goods (over 25% of gross floor area)                                                         | AUP              |                                                                                                                                                |
| Wholesale Activities                                                                                    | UP(PH)           |                                                                                                                                                |
| Six or fewer persons                                                                                    | ZC               |                                                                                                                                                |
| Seven or more persons                                                                                   | AUP              |                                                                                                                                                |
| New Construction                                                                                        | UP(PH)           |                                                                                                                                                |
| <b>Uses Permitted in Residential Districts</b>                                                          |                  |                                                                                                                                                |
| Accessory Dwelling Unit in compliance with Section <a href="#">23C.24.050</a>                           | ZC               |                                                                                                                                                |
| Accessory Dwelling Unit that does not comply with requirements under Section <a href="#">23C.24.050</a> | AUP              | Subject to making applicable findings in Section <a href="#">23C.24.070</a>                                                                    |
| Accessory Uses and Structures                                                                           | Per R-3 District | See Table <a href="#">23D.36.030</a>                                                                                                           |
| Accessory Buildings and Structures with Urban Agriculture                                               | ZC               | <a href="#">23C.26</a> , <a href="#">23D.08.010</a> , <a href="#">23D.08.020</a> , <a href="#">23D.08.050</a> , and <a href="#">23D.08.060</a> |
| Child Care Centers                                                                                      | UP(PH)           |                                                                                                                                                |
| Clubs, Lodges                                                                                           | UP(PH)           |                                                                                                                                                |
| Community Centers                                                                                       | UP(PH)           |                                                                                                                                                |
| Dwelling Units, subject to R-3 Standards                                                                | UP(PH)           | Standards may be modified under Section <a href="#">23E.44.070.F</a>                                                                           |
| Group Living Accommodations, subject to R-3 Standards                                                   | UP(PH)           | Standards may be modified under Section <a href="#">23E.44.070.F</a>                                                                           |

|                                                                   |            |                                                                          |
|-------------------------------------------------------------------|------------|--------------------------------------------------------------------------|
| Hospitals                                                         | Prohibited |                                                                          |
| Hotels, Residential, including Single Room Occupancy (SRO) Hotels | UP(PH)     |                                                                          |
| Libraries                                                         | UP(PH)     | Subject to parking requirements under Section <a href="#">23E.44.080</a> |
| Nursing Homes                                                     | UP(PH)     | Subject to parking requirements under Section <a href="#">23E.44.080</a> |
| Parks and Playgrounds                                             | ZC         |                                                                          |
| Public Safety and Emergency Services                              | UP(PH)     |                                                                          |
| Religious Assembly Uses                                           | UP(PH)     |                                                                          |
| Schools, Public or Private                                        | UP(PH)     |                                                                          |
| Senior Congregate Housing                                         |            | Changes of use from an existing dwelling unit                            |
| Six or fewer persons                                              | ZC         |                                                                          |
| Seven or more persons                                             | AUP        |                                                                          |
| New Construction                                                  | UP(PH)     |                                                                          |
| Miscellaneous Uses                                                |            |                                                                          |
| Automatic Teller Machines                                         | Prohibited | When not a part of a Retail Financial Service                            |
| Cafeteria, Employee or Residential                                | UP(PH)     |                                                                          |
| Cemeteries, Crematories, Mausoleums                               | Prohibited |                                                                          |

|                                                                        |                  |                                                                                                                                                                                 |
|------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Columbaria                                                             | AUP              | Allowed with a ZC if incidental to a Community and Institutional Use, limited to 400 niches, no more than 5% of the subject property area, and located within the main building |
| Circus or Carnival                                                     | UP(PH)           |                                                                                                                                                                                 |
| Commercial Excavation                                                  | UP(PH)           | Including earth, gravel, minerals, or other building materials including drilling for, or removal of, oil or natural gas                                                        |
| Dry Cleaning and Laundry Plants                                        | Prohibited       |                                                                                                                                                                                 |
| Emergency Shelter<br><br>Up to 25 beds<br><br>More than 25 beds        | ZC<br><br>UP(PH) | See Chapter <a href="#">23C.10</a> .                                                                                                                                            |
| Kennels or Pet Boarding                                                | Prohibited       |                                                                                                                                                                                 |
| Laboratories, Testing                                                  | Prohibited       |                                                                                                                                                                                 |
| Mortuaries                                                             | Prohibited       |                                                                                                                                                                                 |
| Public Utility Substations, Tanks                                      | UP(PH)           |                                                                                                                                                                                 |
| Radio, Television or Audio/Sound<br>Recording and/or Broadcast Studios | UP(PH)           |                                                                                                                                                                                 |
| Warehouses or Storage including Mini-storage Warehouses                | Prohibited       |                                                                                                                                                                                 |
| Wireless Telecommunications Facilities                                 |                  |                                                                                                                                                                                 |



|                                                                                                                                                |                                                                       |                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Microcell Facilities, Modifications to Existing Sites, and Additions to Existing Sites When the Site Is Not Adjacent to a Residential District | AUP                                                                   | Subject to the requirements and findings of Section <a href="#">23C.17.100</a> |
| All Other Telecommunication Facilities                                                                                                         | UP(PH)                                                                | Subject to the requirements and findings of Section <a href="#">23C.17.100</a> |
| Urban Agriculture                                                                                                                              |                                                                       | <a href="#">23C.26</a>                                                         |
| Low-Impact Urban Agriculture (LIUA)                                                                                                            | ZC                                                                    |                                                                                |
| High-Impact Urban Agriculture (HIUA)                                                                                                           | AUP                                                                   |                                                                                |
| Legend:                                                                                                                                        |                                                                       |                                                                                |
| ZC – Zoning Certificate<br>AUP – Administrative Use Permit<br>UP(PH) – Use Permit, public hearing required<br>Prohibited – Use not permitted   | *Change of Use of floor area over 2,000 sq. ft. shall require an AUP. |                                                                                |

B. Any Use not listed that is compatible with the purposes of the C-E District shall be permitted subject to securing an Administrative Use Permit. Any Use that is not compatible with the purposes of the C-E District shall be prohibited.

C. The initial establishment, or change, of use of floor area of an existing non-residential building, or portion of building, shall be subject to the following permit requirements as listed in the legend of Table [23E.44.030](#). (Ord. 7635-NS § 7, 2019; Ord. 7620-NS § 13, 2018; Ord. 7599-NS § 22, 2018; Ord. 7513-NS § 1, 2016; Ord. 7425-NS § 8, 2015; Ord. 7354-NS § 4, 2014; Ord. 7322-NS § 7, 2013; Ord. 7204-NS § 5, 2011; Ord. 7191-NS § 5, 2011; Ord. 7155-NS § 11, 2010; Ord. 7129-NS § 11, 2010; Ord. 6671-NS § 7, 2002; Ord. 6669-NS § 1, 2001; Ord. 6644-NS § 2, 2001; Ord. 6478-NS § 4 (part), 1999)

**23E.44.040 Special Provisions -- Numerical Limitations**

A. Uses subject to numerical limitations as set forth in Table [23E.44.040](#) shall also be subject to the requirements of Section [23E.44.030](#). No such limitation may be exceeded unless the Board issues an Administrative Use Permit and makes the findings under Section [23E.44.090.C](#).

| Table 23E.44.040                                                        |              |                |                    |
|-------------------------------------------------------------------------|--------------|----------------|--------------------|
| Numerical Limitations                                                   |              |                |                    |
| Use                                                                     | Number Limit | Size (sq. ft.) | Type of Permit     |
| Art/Craft Shops, Gift/Novelty Shops,<br>Jewelry/Watch Shops             | No limit     | 1,500          | Zoning Certificate |
| Bookstores, Periodical Stands                                           | No limit     | 2,000          | Zoning Certificate |
| Food Service Establishments:                                            | 25           |                |                    |
| Photocopy Stores, Printing, Fax, Magnetic Disk<br>Reproduction Services | No limit     | 1,000          | Zoning Certificate |

(Ord. 7635-NS § 8, 2019; Ord. 7513-NS § 2, 2016; Ord. 7191-NS § 6, 2011; Ord. 6478-NS § 4 (part), 1999)

**23E.44.050 Construction of New Floor Area, Conversions of Existing Buildings --**

**Requirements for Use Permits**

A. No new gross floor area shall be created unless a Use Permit is obtained. Creation of new floor area includes construction of new buildings or Accessory Buildings; additions to existing buildings; or the installation of new floor or Mezzanine levels within or onto existing buildings.

B. Existing buildings used for commercial activities shall not be converted, unless an Administrative Use Permit is obtained. (Ord. 6478-NS § 4 (part), 1999)

**23E.44.060 Use Limitations\***

A. No Commercial Use shall operate except between the hours of 7:00 a.m. and 11:00 p.m., unless a Use Permit is obtained and is in accordance with Section [23E.16.010](#).

B. Any Use which is incidental to the primary use of a building or property shall be subject to the permit requirements identified in the Uses Incidental to a Permitted Use heading, in Table [23E.44.030](#), except as below:

1. Any food service use shall be subject to the limitations in Table [23E.44.040](#) and shall not be considered as an Incidental Use for this District except when an accessory use to a Food Product Store.

C. Any activity or Use which occurs outside of a building shall be subject to the permit requirements identified in the Parking, Outdoor and Exterior Window Uses heading in Table [23E.44.030](#).

D. Adult-oriented Businesses, Amusement Device Arcades, and Non-Chartered Financial Institutions are not permitted in this District. Alcoholic Beverage Sales or Service Uses and Live/Work Uses shall be subject to the requirements of Chapters [23E.16](#) and [23E.20](#), in addition to the requirements of this District and below:

1. On-premises service or consumption of alcoholic beverages shall be permitted only as incidental consumption with meals in food service establishments. (Ord. 7513-NS § 3, 2016; Ord. 7425-NS § 9, 2015; Ord. 7191-NS § 7, 2011; Ord. 6478-NS § 4 (part), 1999)

\*Specific text which previously amended this section on September 26, 2006 was repealed November 2006 as stated in the sunset provision (§ 22) of Ordinance 6,948-N.S.

**23E.44.070 Development Standards**

A. The FAR shall not exceed eight-tenths (.8) for an Interior or Through Lot and the FAR shall not exceed one for a Corner Lot.

B. The height for a Main Building shall not exceed the following limits and shall satisfy the following requirements:

| Use Type | Height (ft.) | Stories (number) |
|----------|--------------|------------------|
| All      | 28           | 2*               |

\*Except that basement level devoted exclusively to parking shall not be counted as a story

C. No yards for Main Buildings, Accessory Buildings, or Accessory Structures shall be required, except as set forth below:

1. Subject to obtaining a revocable encroachment permit from the City Council, bay windows and balconies 11 feet or more above the sidewalk grade may extend three feet into a street right-of-way, provided, that, not more than 60% of the length of a building elevation shall extend beyond the property line.

D. When the subject lot is adjacent to an abutting or confronting lot in a residential zone, the requirements of Section [23E.04.050](#) and [23E.04.060](#) shall apply, for additional yard and building feature requirements, respectively and as below:

1. No food service establishment shall have any openings other than fixed windows and required fire exits within 50 feet of a residential zone. In addition, no food service establishments shall have any live entertainment other than unamplified background music.

E. Any Mixed Use building (residential and commercial) shall satisfy all of the standards and requirements of this District, except that the off-street parking and Usable Open Space requirements for the Residential Use portion shall be as set forth in the R-3 District requirements; provided, however, that the Board in its discretion may issue a Use Permit to modify the off-street parking and Usable Open Space requirements where it finds such modification promotes any of the general purposes set forth in Section [23E.44.090.B](#).

F. Exclusive Residential Uses shall be subject to the building site area, yard, coverage and parking requirements of the R-3 District standards and the height limit set forth in Section [23D.36.070.B](#). Other requirements are set forth below:

1. Each Dwelling Unit shall have Usable Open Space of at least 40 square feet with no dimension less than six feet;

2. No Residential Use shall be located on the ground floor within 20 feet of a property line along College or Ashby Avenue. (Ord. 6478-NS § 4 (part), 1999)

### **23E.44.080 Parking -- Number of Spaces**

A. All parking shall be provided in accordance with the requirements of this section and Chapter [23E.28](#), except as set forth in this section.

B. The district minimum standard parking requirement for commercial floor area is two spaces per 1,000 square feet of gross floor area. This standard shall not apply to spaces less than 6,000 square feet, where no parking standard exists.

C. Construction which results in the creation of 6,000 or more square feet of commercial gross floor space shall be required to provide Off-street Parking Spaces at the minimum ratio of two spaces per 1,000 square feet of gross floor area of commercial space and in accordance with the requirements of Chapter [23E.28](#).

D. Any construction which results in the creation of 10,000 square feet of new or additional commercial gross floor space shall satisfy the loading space requirements of Chapter [23E.32](#). (Ord. 6856-NS § 13 (part), 2005: Ord. 6478-NS § 4 (part), 1999)

### **23E.44.090 Findings**

A. In order to approve any Use Permit under this chapter, the Zoning Officer or Board must make the finding required by Section [23B.32.040](#). The Zoning Officer or Board must also make the findings required by the following paragraphs of this section to the extent applicable:

B. A proposed use or structure must do all of the following:

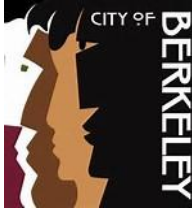
1. Encourage and maintain the present street frontage and pedestrian orientation of the District;
2. Be compatible in design and character with the commercial District and the adjacent residential neighborhoods;
3. Be compatible with the purposes set forth in Section [23E.44.020](#) and the existing character of the District.

In addition, a finding also shall be made that such action and its effects will not:

4. Interfere with the continuity of retail or compatible service facilities at the ground level;
5. Interrupt a continuous wall of building facades;
6. Generate traffic and parking demand beyond the capacity of the commercial District or significantly increase impacts on adjacent residential neighborhoods;
7. Result in domination of this District by one type of use;
8. Generate objectionable odors nor excessive levels of noise.

C. In order for a Use Permit under Section [23E.44.040](#).A, for an exception to exceed a numerical limitation for a use, to be granted the following finding must be made: The exception shall result in the positive enhancement

of the purposes of the District, as evidenced by neighborhood resident and merchant support and marketing surveys or other information indicating probable substantial patronage by surrounding residents. (Ord. 6478-NS § 4 (part), 1999)



Councilmember  
Cheryl Davila  
District 2

ACTION CALENDAR

June 25, 2019

*(Continued from June 11, 2019)*

**To:** Honorable Mayor and Members of the City Council  
**From:** Councilmember Cheryl Davila  
**Subject:** Budget Referral: Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way, FY2020-2021

RECOMMENDATION

Refer to the FY20 (2020/2021) RRV Budget Process for consideration of at least \$150,000 and up to remediate the Lawn Bowlers, North Green and Santa Fe Right-of-Way in advance of Request for Proposal (RFP) for these areas that potentially could provide much needed affordable alternative housing.

Refer to the Homeless Services Panel of Experts to consider Measure P funds for remediation purposes for these properties.

FISCAL IMPACTS OF RECOMMENDATION

Costs of remediation are estimated to range from \$150,000- \$TBD.

BACKGROUND

The City Attorney advised that in order to put a RFP out for the Lawn Bowler's and the North Green properties that remediation must be completed by the City first. Funding the currently needed reclamation is critical to preservation of these valuable City of Berkeley land assets and preventing further deterioration which would result in greater future costs of remediation.

Phase 1 and Phase 2 analysis was completed approximately four years ago. This item is seeking to confirm provision of either the General Fund or Measure P funds required to restore these areas which could provide an opportunity to create affordable tiny homes communities with gardens for the entire community.

RATIONALE FOR RECOMMENDATION

Remediation of these green spaces is in keeping with Berkeley's commitment of creating equitable housing opportunities for Berkeley residents. These properties would be ideal to create tiny home communities with food forests and gardens.

FINANCIAL IMPLICATIONS

Depending on assessment of the level of remediation required, costs are estimated to range from \$150,000 – \$TBD.

ENVIRONMENTAL SUSTAINABILITY

Preservation of green spaces through remediation adds significantly to the environmental quality of life in Berkeley and operates to offset impacts of greenhouse gases affecting the overall environment.

CONTACT PERSON

Councilmember Cheryl Davila 510.981.7120





Office of the City Manager

ACTION CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Teresa Berkeley-Simmons, Budget Manager  
 Subject: FY 2020 & FY 2021 Biennial Budget Adoption

RECOMMENDATION

1. Adopt a resolution:
  - a. Adopting the FY 2020 & FY 2021 Biennial Budget as contained in the City Manager's FY 2020 & FY 2021 Proposed Biennial Budget that includes the Proposed Capital Budget, presented to Council on May 7, 2019, and as amended by subsequent Council action.
  - b. Authorizing the City Manager to provide applicable advances to selected community agencies receiving City funds in FY 2020, as reflected in Attachment 2, and as amended by subsequent Council action.

FISCAL IMPACTS OF RECOMMENDATION

The proposed City expenditure budget for all funds in FY 2020 is \$520,227,935 (gross appropriations) and \$454,517,219 (net appropriations). The General Fund (010) total is \$191,284,975 and the balance of \$328,942,960 represents the other non-discretionary funds. This fiscal information will be reflected in a separate Annual Appropriation Ordinance on tonight's agenda.

CURRENT SITUATION AND ITS EFFECTS

On May 7, 2019,<sup>1</sup> staff presented the City Manager's FY 2020 & FY 2021 Proposed Biennial Budget (Proposed Budget) to Council. On May 14, 2019<sup>2</sup>, was the first public hearing. On May 28, 2019<sup>3</sup>, was the second public hearing. On May 28, 2019,<sup>4</sup> and again on June 11, 2019<sup>5</sup>, Council was asked to provide comments and recommendations on the Proposed Budget. Tonight Council is asked to have a final discuss and take action on the FY 2020 & FY 2021 Proposed Budget.

<sup>1</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-07-2019\\_-\\_Special\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-07-2019_-_Special_Meeting_Agenda.aspx)

<sup>2</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-14-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx\\_\(Item\\_#48\)](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-14-2019_-_Regular_Meeting_Agenda.aspx_(Item_#48))

<sup>3</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-28-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx\\_\(Item\\_#39\)](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-28-2019_-_Regular_Meeting_Agenda.aspx_(Item_#39))

<sup>4</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-28-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx\\_\(Item\\_#40\)](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-28-2019_-_Regular_Meeting_Agenda.aspx_(Item_#40))

<sup>5</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/06\\_June/City\\_Council\\_06-11-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx\\_\(Items\\_#48\\_and\\_#49\)](https://www.cityofberkeley.info/Clerk/City_Council/2019/06_June/City_Council_06-11-2019_-_Regular_Meeting_Agenda.aspx_(Items_#48_and_#49))

The Proposed Budget provides a plan to control costs and maximize the use of City resources. Additional resources are being requested to support new legislative mandates, enhance public safety, and improve communications with Council and the public. The table below is the Proposed Budget presented to Council on May 7, 2019. The Proposed Budget reflects a \$3.3 million surplus in FY 2020 and a \$3.1 million surplus in FY 2021 over the budgeted baseline.

| General Fund<br>FY 2020 |              | General Fund<br>FY 2021 |              |
|-------------------------|--------------|-------------------------|--------------|
| Revenues                | Expenditures | Revenues                | Expenditures |
| \$194.5M                | \$191.2M*    | \$198.0M                | \$194.9M*    |

\*Includes funding for the Census Project (FY 2020 -\$190,000), Elections (FY 2020 & FY 2021 -\$113,000), and Recreation Special Fee Classes (FY 2020 & FY 2021 - \$113,500)

The City Manager presented her funding recommendations beyond the budgeted baseline to the [Budget & Finance Policy Committee](#) (Policy Committee) on May 9, 2019,<sup>6</sup> and to the Council on May 14, 2019<sup>7</sup>. The [Policy Committee](#) discussed the recommendations on May 23, 2019<sup>8</sup>, and the Mayor presented his Supplemental Budget Proposal to Council on June 11, 2019,

**Changes to the Proposed Budget Since May 7, 2019**

There have been several changes to the expenditures since the May 7, 2019, report that have been incorporated into the Proposed Budget. Included in the changes is a \$49,139 General Fund allocation to fund the City’s annual contract with the Telegraph Avenue Business Improvement District. There are also several expenditure adjustments to some of the Special Funds resulting from actions taken by the Board of Library Trustees, grant awards, capital improvements, and changes to the Consumer Price Index (CPI). Changes to the CPI are discussed further below.

There have also been several changes to the revenues since the May 7, 2019, report that have been incorporated into the Proposed Budget. All of the increases were tied to Special Funds and although the increases will benefit these Special Funds, they will have little to no impact on the General Fund.

The majority of the revenue changes result from the annual growth tied to the Consumer Price Index (CPI) or the Personal Income Growth (PIG). The Proposed Budget assumed a 2 percent increase. The actual CPI number is 4.015 percent. The PIG number is 3.85 percent. In accordance with the tax measures, the larger number

<sup>6</sup> [https://www.cityofberkeley.info/Clerk/Home/Policy\\_Committee\\_Budget\\_Finance.aspx](https://www.cityofberkeley.info/Clerk/Home/Policy_Committee_Budget_Finance.aspx)

<sup>7</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-14-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-14-2019_-_Regular_Meeting_Agenda.aspx) (Item #48 Supplemental material (Supp 3))

<sup>8</sup> [https://www.cityofberkeley.info/Clerk/Home/Policy\\_Committee\\_Budget\\_Finance.aspx](https://www.cityofberkeley.info/Clerk/Home/Policy_Committee_Budget_Finance.aspx)

between the CPI and the PIG is used to calculate the increases. Revenues beyond the 2 percent assumed increase in the Propose Budget are listed below.

**FY 2020 Funds with  
Additional Revenue  
Due to the Increase in the CPI**

|                                                               | <b>Additional FY<br/>2020 Revenue</b> |
|---------------------------------------------------------------|---------------------------------------|
| <i>Paramedic Tax</i>                                          | \$61,223                              |
| <i>Measure E- Emergency Services<br/>for the Disabled</i>     | \$25,512                              |
| <i>Library Tax</i>                                            | \$396,216                             |
| <i>Parks Tax</i>                                              | \$269,339                             |
| <i>Measure GG- Fire Protection and<br/>Emergency Response</i> | \$101,473                             |

Additional details on changes to the Proposed Budget can be found in Attachment 1, Exhibit B: Schedule of Changes to the FY 2020 & FY 2021 Proposed Biennial Budget.

**Council Referrals**

Throughout the fiscal year, the Mayor and Council members referred a number of expenditures to the budget process for consideration. These referrals were discussed at the [Policy Committee](#) on May 23, 2019<sup>9</sup>, and at the Council meetings on May 14, ([Item #48](#))<sup>10</sup> May 28 ([Items #39 and #40](#))<sup>11</sup>, June 11 ([Items #48 and #49](#))<sup>12</sup>, and June 25, 2019. Below is the list of Council budget referrals as of June 11, 2019.

| Title and Item # | Council Date | Description (Purpose) | Amount | Referred by:<br>Council Member<br>Name |
|------------------|--------------|-----------------------|--------|----------------------------------------|
|                  |              |                       |        |                                        |

<sup>9</sup> [https://www.cityofberkeley.info/Clerk/Home/Policy\\_Committee\\_Budget\\_Finance.aspx](https://www.cityofberkeley.info/Clerk/Home/Policy_Committee_Budget_Finance.aspx)

<sup>10</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-14-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-14-2019_-_Regular_Meeting_Agenda.aspx)

<sup>11</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/City\\_Council\\_05-28-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/City_Council_05-28-2019_-_Regular_Meeting_Agenda.aspx)

<sup>12</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/06\\_June/City\\_Council\\_06-11-2019\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/06_June/City_Council_06-11-2019_-_Regular_Meeting_Agenda.aspx)

| Title and Item #                                                                                                                              | Council Date | Description (Purpose)                                                                                                                                                                                                                                       | Amount      | Referred by:<br>Council Member<br>Name                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------|
| <a href="#">City-Sponsored Emergency Preparedness Training and Emergency Preparedness Program</a> <sup>13</sup>                               | 7/10/18      | Budget Referral for the Emergency Preparedness Program and the Emergency Planning Coordinator position to oversee program.<br><i>(continued from June 26, 2018 Council Meeting)</i>                                                                         | \$382,994   | Davila and Harrison                                     |
| <a href="#">Companion Report: Immediate Priorities For Fire Safety, Education, Prevention and Overall Disaster Preparedness</a> <sup>14</sup> | 7/10/18      | Consider the attached prioritizations made by the Fire Department and the Disaster and Fire Safety Commission in referring issues regarding fire safety, education, prevention and overall disaster preparedness to the budget process and the RRV process. | unknown     | <i>Dave Brannigan</i>                                   |
| <a href="#">RRFB Light at San Pablo Avenue &amp; Addison Street</a> <sup>15</sup>                                                             | 7/24/18      | Refer to the budget process an allocation for Rectangular Rapid Flash Beacon (RRFB) at the crosswalk at San Pablo and Addison Street.                                                                                                                       | \$100,000   | Davila                                                  |
| <a href="#">City-Sponsored Emergency Preparedness Training and Emergency Preparedness Program</a> <sup>16</sup>                               | 7/24/18      | Budget Referral for the Emergency Preparedness Program and the Emergency Planning Coordinator position to oversee program.<br><i>(Continued from July 10, 2018 Council Meeting. Items contain supplemental material)</i>                                    |             | Davila and Harrison                                     |
| <a href="#">Small Sites Loan Program Recommendations</a> <sup>17</sup>                                                                        | 9/25/18      | Refer the small sites program to the November budget update and next biannual budget planning cycle in 2019.                                                                                                                                                | \$1,000,000 | <i>Igor Tregub,<br/>Housing Advisory<br/>Commission</i> |

<sup>13</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/07\\_Jul/Documents/2018-07-10\\_Item\\_39\\_City-Sponsored\\_Emergency\\_Preparedness.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/07_Jul/Documents/2018-07-10_Item_39_City-Sponsored_Emergency_Preparedness.aspx)

<sup>14</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/07\\_Jul/Documents/2018-07-10\\_Item\\_29b\\_Companion\\_Report\\_Immediate\\_Priorities.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/07_Jul/Documents/2018-07-10_Item_29b_Companion_Report_Immediate_Priorities.aspx)

<sup>15</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/07\\_Jul/Documents/2018-07-24\\_Item\\_54\\_Budget\\_Referral\\_RRFB\\_Light.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/07_Jul/Documents/2018-07-24_Item_54_Budget_Referral_RRFB_Light.aspx)

<sup>16</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2017/11\\_Nov/Documents/2017-11-28\\_Item\\_24b\\_Companion\\_Report\\_Recommendation\\_for\\_Audit.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2017/11_Nov/Documents/2017-11-28_Item_24b_Companion_Report_Recommendation_for_Audit.aspx)

<sup>17</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/09\\_Sep/Documents/2018-09-25\\_Item\\_33a\\_Small\\_Sites\\_Loan\\_Program\\_Recommendations.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/09_Sep/Documents/2018-09-25_Item_33a_Small_Sites_Loan_Program_Recommendations.aspx)

| Title and Item #                                                                     | Council Date | Description (Purpose)                                                                                                                                                                                                            | Amount   | Referred by:<br>Council Member<br>Name                  |
|--------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------|
| <a href="#">Small Sites Loan Program Recommendations</a> <sup>18</sup>               | 10/2/18      | Refer the small sites program to the November budget update and next biannual budget planning cycle in 2019. <i>(Continued from Sept. 25, 2018 Council Meeting. Item contain supplemental material.)</i>                         |          | <i>Igor Tregub,<br/>Housing Advisory<br/>Commission</i> |
| <a href="#">Increasing Safety at San Pablo Park</a> <sup>19</sup>                    | 10/30/18     | Refer to the FY19 (2018/2019) November 2018 AAO Budget Process for the following four items to improve safety at San Pablo Park in light of recent shootings and traffic incidents.                                              | unknown  | Davila                                                  |
| <a href="#">RFP to address gaps for marginalized youth in Berkeley</a> <sup>20</sup> | 11/13/18     | Budget referral to the FY19(2018/2019) November 2018 AAO Budget Process to set aside \$50,000 to create a plan and pilot program to address the needs of marginalized youth and young adults in Berkeley                         | \$50,000 | Davila                                                  |
| <a href="#">Increasing Safety at San Pablo Parks</a> <sup>21</sup>                   | 11/13/18     | <i>Continued from October 30, 2018.<br/>Item contains revised material.</i>                                                                                                                                                      |          | Davila                                                  |
| <a href="#">Gun Buyback and Art of Peace Program</a> <sup>22</sup>                   | 11/27/18     | AAO Budget Referral to the FY19 (2018/2019) November 2018 AAO Budget Process to set aside \$60,000 to frontload funds to bring the Robby Poblete Foundation Gun Buyback, Art of Peace and Work in Progress programs to Berkeley. | \$60,000 | Davila                                                  |

<sup>18</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/10\\_Oct/Documents/2018-10-02\\_Item\\_Ga\\_Small\\_Sites\\_Loan\\_Program.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/10_Oct/Documents/2018-10-02_Item_Ga_Small_Sites_Loan_Program.aspx)://[www.cityofberkeley.info/Clerk/City\\_Council/2017/12\\_De c/Documents/2017-12-05\\_Item\\_13\\_Budget\\_Referral\\_Funding\\_a\\_Pedestrian.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2017/12_De c/Documents/2017-12-05_Item_13_Budget_Referral_Funding_a_Pedestrian.aspx)

<sup>19</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/10\\_Oct/Documents/2018-10-30\\_Item\\_23\\_Budget\\_Referral\\_Increasing\\_Safety\\_at\\_San\\_Pablo\\_Park.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/10_Oct/Documents/2018-10-30_Item_23_Budget_Referral_Increasing_Safety_at_San_Pablo_Park.aspx)

<sup>20</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/Documents/2018-11-13\\_Item\\_08\\_Budget\\_Referral\\_RFP\\_to\\_Address.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/Documents/2018-11-13_Item_08_Budget_Referral_RFP_to_Address.aspx)

<sup>21</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/Documents/2018-11-13\\_Item\\_24\\_Budget\\_Referral\\_Increasing\\_Safety.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/Documents/2018-11-13_Item_24_Budget_Referral_Increasing_Safety.aspx)

<sup>22</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/Documents/2018-11-27\\_Item\\_22\\_Budget\\_Referral\\_Gun\\_Buyback.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/Documents/2018-11-27_Item_22_Budget_Referral_Gun_Buyback.aspx)

| Title and Item #                                                                                                                                                                 | Council Date | Description (Purpose)                                                                                                                                                                                                                                                                                                                                                                                                                                     | Amount    | Referred by:<br>Council Member<br>Name |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------|
| <a href="#">Short Term Referral to Expedite Components of the More Student Housing Now Resolution, and budget referral to the AAO adoption</a> <sup>23</sup>                     | 11/27/18     | Short term referral to the City Manager and the Planning Department to promptly move forward with components of the More Student Housing Now Resolution that do not require additional CEQA review, amend existing City ordinances and policies that prevent the implementation of SB 1227, and provide a budget referral to the annual appropriation ordinance adoption that would allocate the necessary resources as determined by the Planning Staff. | \$250,000 | Worthington                            |
| <a href="#">Referral to City manager to establish Recreational Vehicle Waste Discharge Facility on the City Property and Referral to FY 2020/21 Budget Process</a> <sup>24</sup> | 12/11/18     | Refer to City Manager to establish a recreational vehicle waste discharge facility on the City Property and equitable administrative fee program, and refer costs associated with the facility to the FY 2020/21 budget process.                                                                                                                                                                                                                          | \$200,000 | Davila                                 |
| <a href="#">Single Use Disposable Foodware and Litter Reduction Ordinance</a> <sup>25</sup>                                                                                      | 12/11/18     | Refer to the City Manager to determine funding and staffing needs and sources of funds for each program/phase, and submit funding allocations or requests to the budget process.                                                                                                                                                                                                                                                                          | unknown   | Hahn and Mayor Arreguin                |
| <a href="#">Single Use Disposable Foodware and Litter Reduction Ordinance</a> <sup>26</sup>                                                                                      | 01/22/19     | <i>(Continued from December 11, 2018. Item contains revised material.)</i>                                                                                                                                                                                                                                                                                                                                                                                |           | Hahn and Mayor Arreguin                |

<sup>23</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/Documents/2018-11-27\\_Item\\_26\\_Short\\_Term\\_Referral\\_to\\_Expedite.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/Documents/2018-11-27_Item_26_Short_Term_Referral_to_Expedite.aspx)

<sup>24</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/12\\_Dec/Documents/2018-12-11\\_Item\\_24\\_Referral\\_to\\_City\\_Manager\\_to\\_establish.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/12_Dec/Documents/2018-12-11_Item_24_Referral_to_City_Manager_to_establish.aspx)

<sup>25</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/12\\_Dec/Documents/2018-12-11\\_Item\\_27\\_Single\\_Use\\_Disposable\\_Foodware.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/12_Dec/Documents/2018-12-11_Item_27_Single_Use_Disposable_Foodware.aspx)

<sup>26</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/01\\_Jan/Documents/2019-01-22\\_Item\\_22\\_Single\\_Use\\_Disposable\\_Foodware.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/01_Jan/Documents/2019-01-22_Item_22_Single_Use_Disposable_Foodware.aspx)

| Title and Item #                                                                                              | Council Date | Description (Purpose)                                                                                                                                                                                                                                                                                                                 | Amount   | Referred by:<br>Council Member<br>Name   |
|---------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------|
| <a href="#">Missing Middle Report</a> <sup>27</sup>                                                           | 02/26/19     | Refer to the City Manager to bring back to Council a report of potential revisions to the zoning code to foster a broader range of housing types across Berkeley, particularly missing middle housing types, in areas with access to essential components of livability like parks, schools, employment, transit, and other services. | \$75,000 | Droste, Bartlett, Robinson and Kesarwani |
| <a href="#">\$30,000 to UC Theater Concert Career Pathways</a> <sup>28</sup>                                  | 03/26/19     | Refer to the FY2020-2021 budget process the allocation of \$30,000 from excess unallocated General Fund revenues to the UC Theater Concert Career Pathways Education Program.                                                                                                                                                         | \$30,000 | Mayor Arreguin and Davila                |
| <a href="#">Missing Middle Report</a> <sup>29</sup>                                                           | 03/26/19     | <i>(Continued from February 26, 2019. Contains revised materials.)</i>                                                                                                                                                                                                                                                                |          | Droste, Bartlett, Robinson and Kesarwani |
| <a href="#">Referral to City Manager to Scope Process and Estimate Cost of New General Plan</a> <sup>30</sup> | 03/26/19     | Referral to the City Manager to return to City Council with an outline of the process for creating a new City of Berkeley General Plan. The cost for the first two years of work will be included in the report for consideration during the upcoming 2020-2021 Budget Process.                                                       | unknown  | Hahn, Wengraf and Mayor Arreguin         |

<sup>27</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/02\\_Feb/Documents/2019-02-26\\_Item\\_21\\_Missing\\_Middle\\_Report.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/02_Feb/Documents/2019-02-26_Item_21_Missing_Middle_Report.aspx)

<sup>28</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/Documents/2019-03-26\\_Item\\_12\\_Budget\\_Referral\\_30,000\\_to\\_UC\\_Theater\\_Concert.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/Documents/2019-03-26_Item_12_Budget_Referral_30,000_to_UC_Theater_Concert.aspx)

<sup>29</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/Documents/2019-03-26\\_Item\\_22\\_Missing\\_Middle\\_Report.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/Documents/2019-03-26_Item_22_Missing_Middle_Report.aspx)

<sup>30</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/Documents/2019-03-26\\_Item\\_23\\_Referral\\_to\\_City\\_Manager\\_to\\_Scope\\_Process.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/Documents/2019-03-26_Item_23_Referral_to_City_Manager_to_Scope_Process.aspx)

| Title and Item #                                                                                     | Council Date | Description (Purpose)                                                                                                                                                                                                                                                                                                                                                                | Amount             | Referred by:<br>Council Member<br>Name       |
|------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| <a href="#">Opening the West Campus Pool Year-Round</a> <sup>31</sup>                                | 04/02/19     | Refer to the Fy2020 Budget Process at least \$213,000 and up to \$481,745 to reinstate the year-round opening of the West Campus Pool.                                                                                                                                                                                                                                               | \$481,745          | Mayor Arreguin and Davila                    |
| <a href="#">Co-Sponsorship and Budget Referral for the 2019 Bay Area Book Festival</a> <sup>32</sup> | 04/02/19     | Refer an allocation of \$50,000 for the Bay Area Book Festival to the FY 2020/2021 Budget Process                                                                                                                                                                                                                                                                                    | \$50,000           | Mayor Arreguin, Wengraf, Harrison and Davila |
| <a href="#">Good Government Ombudsman</a> <sup>33</sup>                                              | 04/23/19     | Refer to the 2019/2020 budget process to establish a Good Government Ombudsman to facilitate enforcement of Berkeley's good government laws through the City Clerk and City Attorney's Office.                                                                                                                                                                                       | \$240,000 annually | Harrison and Davila                          |
| <a href="#">Rebuilding Together</a> <sup>34</sup>                                                    | 05/14/19     | Refer to the budget process a two-year allocation to fund Rebuilding Together East Bay North from the General Fund according to the Housing Advisory Commission recommendations, with an evaluation after the first 18 months to determine whether the organization's fiscal reporting would be in compliance with CDBG reporting requirements were the organization to apply again. | \$245,700          | Harrison, Wengraf and Mayor Arreguin         |

<sup>31</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/04\\_Apr/Documents/2019-04-02\\_Item\\_03\\_Budget\\_Referral\\_Opening\\_the\\_West.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/04_Apr/Documents/2019-04-02_Item_03_Budget_Referral_Opening_the_West.aspx)

<sup>32</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/04\\_Apr/Documents/2019-04-02\\_Item\\_04\\_Co-Sponsorship\\_and\\_Budget\\_Referral.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/04_Apr/Documents/2019-04-02_Item_04_Co-Sponsorship_and_Budget_Referral.aspx)

<sup>33</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/04\\_Apr/Documents/2019-04-23\\_Item\\_20\\_Budget\\_Referral\\_Good\\_Government.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/04_Apr/Documents/2019-04-23_Item_20_Budget_Referral_Good_Government.aspx)

<sup>34</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-14\\_Item\\_34\\_Rebuilding\\_Together\\_Budget\\_Referral.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-14_Item_34_Rebuilding_Together_Budget_Referral.aspx)



| Title and Item #                                                                                 | Council Date | Description (Purpose)                                                                                                                                                                                                                                                                                    | Amount    | Referred by:<br>Council Member<br>Name |
|--------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------|
| <a href="#">Acton and University Traffic Light</a> <sup>35</sup>                                 | 05/14/19     | Refer to the budget process a one-time allocation for an overhanging street light at Acton and University                                                                                                                                                                                                | \$400,000 | Harrison                               |
| <a href="#">Increased Funding for Neighborhood Traffic Calming</a> <sup>36</sup>                 | 05/14/19     | Refer to the Fiscal Year 2020/2021 Budget Process an increase in allocation for neighborhood traffic calming from the current 50 thousand dollars to 150 thousand dollars.                                                                                                                               | \$150,000 | Wengraf,<br>Harrison and<br>Droste     |
| <a href="#">Missing Middle Report</a> <sup>37</sup>                                              | 05/14/19     | Refer to the budget process \$125,000 for consultant costs to complete the Missing Middle Housing Report, which was passed by City Council on April 23, 2019.                                                                                                                                            | \$125,000 | Droste,<br>Kesarwani and<br>Robinson   |
| <a href="#">Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way</a> <sup>38</sup> | 05/14/19     | Refer to the FY20 (2020/2021) RRV Budget Process for consideration of at least \$150,000 and up to remediate the Lawn Bowlers, North Green and Santa Fe Right-of-Way in advance of Request for Proposal (RFP) for these areas that potentially could provide much needed affordable alternative housing. | \$150,000 | Davila                                 |

<sup>35</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-14\\_Item\\_35\\_Acton\\_and\\_University\\_Traffic\\_Light.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-14_Item_35_Acton_and_University_Traffic_Light.aspx)

<sup>36</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-14\\_Item\\_39\\_Referral\\_to\\_the\\_Budget\\_Process\\_Increased.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-14_Item_39_Referral_to_the_Budget_Process_Increased.aspx)

<sup>37</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-14\\_Item\\_41\\_Budget\\_Referral\\_Missing\\_Middle\\_Housing.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-14_Item_41_Budget_Referral_Missing_Middle_Housing.aspx)

<sup>38</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-14\\_Item\\_55\\_Budget\\_Referral\\_Remediation\\_of\\_Lawn.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-14_Item_55_Budget_Referral_Remediation_of_Lawn.aspx)

| Title and Item #                                                                                                                            | Council Date | Description (Purpose)                                                                                                                                                                                                                                                                                            | Amount      | Referred by:<br>Council Member Name                        |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------|
| <a href="#">Install an Outdoor Public Warning Systems (Sirens) and Incorporate It Into a Holistic Emergency Alerting Plan</a> <sup>39</sup> | 05/14/19     | Recommends that the City of Berkeley immediately begin the process to purchase, install, and maintain an outdoor public warning system (sirens) as a supplement to other alert and warning technologies within our boundaries and coordinated with abutting jurisdictions and Alameda County.                    | \$1,100,000 | <i>Gradiva Couzin, Disaster and Fire Safety Commission</i> |
| <a href="#">Cesar Chavez Solar Calendar</a> <sup>40</sup>                                                                                   | 05/28/19     | Refer to the FY2020-2021 budget process the allocation of \$5,000 to the Kala Art Institute for the purpose of maintaining the Solar Calendar/ Cesar Chavez Memorial.                                                                                                                                            | \$5,000     | Mayor Arreguin                                             |
| <a href="#">Support Technical Assistance for Succession Planning, Worker Cooperative Conversion and Development</a> <sup>41</sup>           | 05/28/19     | Refer to the budget process to extend the \$30,000 contract to Project Equity for two years and increase the amount to \$80,000 to support and build on the important work done to-date and expand the technical assistance beyond succession planning to include supporting new worker cooperative development. | \$80,000    | Mayor Arreguin                                             |
| <a href="#">Funding for a Traffic Safety and Mitigation Study and Investments on Alcatraz Avenue</a> <sup>42</sup>                          | 05/28/19     | Refer to the budget process funding of a traffic safety and mitigation study for Alcatraz Avenue to address high volume of traffic accidents along this roadway due to inadequate street lighting and traffic controls.                                                                                          | unknown     | Bartlett                                                   |

<sup>39</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-14\\_Item\\_27\\_Recommendation\\_to\\_Install\\_an\\_Outdoor.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-14_Item_27_Recommendation_to_Install_an_Outdoor.aspx)

<sup>40</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_21\\_Budget\\_Referral\\_5,000\\_for\\_the\\_César\\_Chávez.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_21_Budget_Referral_5,000_for_the_César_Chávez.aspx)

<sup>41</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_22\\_Budget\\_Referral\\_80,000\\_to\\_Support.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_22_Budget_Referral_80,000_to_Support.aspx)

<sup>42</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_26\\_Budget\\_Referral\\_Funding\\_for\\_a\\_Traffic.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_26_Budget_Referral_Funding_for_a_Traffic.aspx)

| Title and Item #                                                                                                                                           | Council Date | Description (Purpose)                                                                                                                                                                                                                                                                                                                    | Amount    | Referred by:<br>Council Member<br>Name |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------|
| <a href="#">Funding for Street Lights Development at Martin Luther King Jr. Way and Stuart Street</a> <sup>43</sup>                                        | 05/28/19     | Refer to the budget process to fund traffic lights on Martin Luther King Jr. way and Stuart Street in order to prevent auto-related accidents and traffic deaths and injuries.                                                                                                                                                           | Unknown   | Bartlett                               |
| <a href="#">Funding Stop Signs on Carleton and Fulton Street</a> <sup>44</sup>                                                                             | 05/28/19     | Refer to the budget process of funding a 4-way stop at the intersection of Carleton and Fulton                                                                                                                                                                                                                                           | Unknown   | Bartlett                               |
| <a href="#">"Berkeley Inclusion in Opportunity Index" – Funding Firm to Perform Availability Study to Achieve Equity in City Contracting</a> <sup>45</sup> | 05/28/19     | Refer to the FY 2019-2020 budget and allocate \$200,000 to fund Mason Tillman Associates Ltd. (MTA) to perform and Availability Study to analyze the City's use of local, small, emerging enterprises with barriers to access in City construction, architecture, engineering, professional services, good and other services contracts. | \$200,000 | Bartlett and Davila                    |
| <a href="#">Solano Avenue Revitalization Plan</a> <sup>46</sup>                                                                                            | 05/28/19     | Refer to FY2020-2021 budget process, \$300,000 for the development of a two-part Solano Avenue "Master" Revitalization Plan; Part A for the Upper/Eastern end of Solano Avenue and Part B for mid-corridor blocks within the City of Berkeley, to coordinate with the City of Albany's mid-corridor Solano Avenue Reconfiguration Plan.  | \$300,000 | Bartlett                               |

<sup>43</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_27\\_Budget\\_Referral\\_Funding\\_for\\_Street.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_27_Budget_Referral_Funding_for_Street.aspx)

<sup>44</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_25\\_Budget\\_Referral\\_Funding\\_Stop\\_Signs.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_25_Budget_Referral_Funding_Stop_Signs.aspx)

<sup>45</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_28\\_Budget\\_Referral\\_Berkeley\\_Inclusion.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_28_Budget_Referral_Berkeley_Inclusion.aspx)

<sup>46</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_33\\_Budget\\_Referral\\_Solano\\_Avenue\\_Revitalization.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_33_Budget_Referral_Solano_Avenue_Revitalization.aspx)

| Title and Item #                                                                                                                       | Council Date | Description (Purpose)                                                                                                                                                                                                                                           | Amount             | Referred by:<br>Council Member<br>Name |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------|
| <a href="#">Increase Staffing Level of Transportation Division to Expedite City's Vision Zero Goal<sup>47</sup></a>                    | 05/28/19     | Add six permanent positions to the Transportation Division as part of the City's FY 2020-2021 biennial budget. These positions should include 4 Engineers, a permanent Senior Planner (to coordinate Vision Zero), and an Administrative Professional.          | \$1,433,410.40     | Bartlett and Droste                    |
| <a href="#">SupplyBank.Org to Expand School Supply Distribution<sup>48</sup></a>                                                       | 05/28/19     | Refer to the budget process \$25,000 to expand Berkeley school supplies distribution and ensure every low-income Berkeley student has the appropriate school and dental supplies they need to be successful.                                                    | \$25,000           | Mayor Arreguin                         |
| <a href="#">Paid Internship Program for Interns of City of Berkeley Councilmembers<sup>49</sup></a>                                    | 05/28/19     | Refer to the budget process to consider an office allowance which would provide stipends to the City of Berkeley Interns.                                                                                                                                       | \$15,000 annually  | Robinson and Bartlett                  |
| <a href="#">Funding for Development of a Traffic Circle at the Intersection of 62<sup>nd</sup> Street and King Street<sup>50</sup></a> | 05/28/19     | Refer to the budget process to allocate funds to implement the City Manager's recommendation of a traffic circle or other traffic calming and public safety measure at the intersection of 62 <sup>nd</sup> Street and King Street.                             | Unknown            | Bartlett                               |
| <a href="#">FY 2020-23 Funding for Berkeley Drop-In Center<sup>51</sup></a>                                                            | 06/11/19     | That the City Council grant \$190,015 annually to the FY 2020 – FY 2023 budgets to support homeless people in a very-low income residents of Berkeley by funding the Berkeley Drop-In Center, a program of the Alameda County Network of Mental Health Clients. | \$190,015 annually | Bartlett and Davila                    |

<sup>47</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_30\\_Budget\\_Referral\\_Increase\\_Staffing\\_Level.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_30_Budget_Referral_Increase_Staffing_Level.aspx)

<sup>48</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_20\\_Budget\\_Referral\\_25,000\\_to\\_the\\_FY\\_2020.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_20_Budget_Referral_25,000_to_the_FY_2020.aspx)

<sup>49</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_35\\_Budget\\_Referral\\_Paid\\_Internship\\_Program.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_35_Budget_Referral_Paid_Internship_Program.aspx)

<sup>50</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/05\\_May/Documents/2019-05-28\\_Item\\_31\\_Budget\\_Referral\\_Funding\\_for\\_Development.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/05_May/Documents/2019-05-28_Item_31_Budget_Referral_Funding_for_Development.aspx)

<sup>51</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/06\\_June/Documents/2019-06-11\\_Item\\_36\\_Budget\\_Referral\\_Funding\\_for\\_Berkeley\\_Drop-In.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/06_June/Documents/2019-06-11_Item_36_Budget_Referral_Funding_for_Berkeley_Drop-In.aspx)

| Title and Item #                                                                                 | Council Date | Description (Purpose)                                                                                                                                   | Amount                | Referred by:<br>Council Member<br>Name |
|--------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|
| <a href="#">FY 2020-23 General Fund Allocation: Funding for Intercity Services</a> <sup>52</sup> | 06/11/19     | That the City Council grant \$190,015 annually to the FY 2020 – FY 2023 budgets to support the Intercity Services.                                      | \$203,286 annually    | Bartlett and Davila                    |
| <a href="#">FY 2020-23 Fund Allocation: Funding for Youth Spirit Artworks</a> <sup>53</sup>      | 06/11/19     | That the City Council grant \$198,000 annually to the FY 2020 – FY 2023 budgets to support Youth Spirit Artworks for the BUSD Homeless Student Program. | \$198,000 annually    | Bartlett and Davila                    |
| <a href="#">Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way</a> <sup>54</sup> | 05/14/19     | <i>(Continued from May 14, 2019)</i>                                                                                                                    |                       | Davila                                 |
| <b>TOTAL</b>                                                                                     |              |                                                                                                                                                         | <b>\$7,740,150.40</b> |                                        |

### Council's Fiscal Policies

The Council has adopted budget development policies which have served us well over the long term and has also established several budget policies that begin to address some of the long-term problems.

The fiscal policies adopted by the Council include:

- ❖ Focusing on the long-term fiscal health of the City by adopting a two-year budget and conducting multi-year planning;
- ❖ Building a prudent reserve;
- ❖ Developing long-term strategies to reduce unfunded liabilities;
- ❖ Controlling labor costs while minimizing layoffs;
- ❖ Allocating one-time revenue for one-time expenses;

<sup>52</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/06\\_June/Documents/2019-06-11\\_Item\\_38\\_FY\\_2020-21\\_Budget\\_Referral\\_Funding\\_for\\_Intercity.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/06_June/Documents/2019-06-11_Item_38_FY_2020-21_Budget_Referral_Funding_for_Intercity.aspx)

<sup>53</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/06\\_June/Documents/2019-06-11\\_Item\\_37\\_Budget\\_Referral\\_Funding\\_for\\_Youth\\_Spirit\\_Artworks.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/06_June/Documents/2019-06-11_Item_37_Budget_Referral_Funding_for_Youth_Spirit_Artworks.aspx)

<sup>54</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/06\\_June/Documents/2019-06-11\\_Item\\_47\\_Budget\\_Referral\\_Remediation\\_of\\_Lawn\\_Bowling.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/06_June/Documents/2019-06-11_Item_47_Budget_Referral_Remediation_of_Lawn_Bowling.aspx)

- ❖ Requiring enterprise and grant funds to balance and new programs to pay for themselves; and
- ❖ Any new expenditure requires new revenue or expenditure reductions.
- ❖ Transfer Tax in excess of \$12.5 million will be treated as one-time revenue to be used for the City's capital infrastructure needs (Fund 501).
- ❖ As the General Fund subsidy to the Safety Members Pension Fund declines over the next several years, the amount of the annual decrease will be used to help fund the new Police Employee Retiree Health Plan (Fund 731).
- ❖ Starting in FY 2019, staff costs as approved by the City Council that exceed the enforcement fees and penalties shall be appropriated from the short term rental taxes collected pursuant to BMC Section 23C.22.050, Section H, with the primary allocation of the rental tax to the purposes listed below:
  - Two thirds (66.7%) allocated to the Affordable Housing Trust Fund.
  - One third (33.3%) allocated to the Civic Arts Grant Fund.

Staff referred to these fiscal policies throughout the budget development process.

### **Conclusion**

The budget process assigns resources to address the goals, objectives, and community priorities set by the City Council. The Proposed Budget reflects a balanced budget that supports the City's ability to deliver services to the community as well as our commitment to stewarding the public's resources for their benefit and that of future generations.

City staff continues to look forward to working collaboratively with the City Council, boards and commissions, labor, community agencies, and the community to ensure the City of Berkeley continues to maintain priority programs and services within the parameters of our fiscal constraints. Preserving a fiscally healthy organization has always been a City value as we work to balance the immediate and long-term service needs of our residents.

Council is asked to take action on the Proposed Budget on June 25, 2019.

### ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the act of adopting the budget. Actions included in the budget will be developed and implemented in a manner that is consistent with the City's environmental sustainability goals and requirements

### CONTACT PERSON

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

Attachments:

1. Resolution: Adopting FY 2020 & FY 2021 Biennial Budget
  - Exhibit A: FY 2020 & FY 2021 Proposed Biennial Budget (May 7, 2019)
  - Exhibit B: Schedule of Changes to the FY 2020 & FY 2021 Proposed Biennial Budget
  - Exhibit C: Mayor's Supplemental Budget Recommendations
2. Community Agency Contracts Advances

RESOLUTION NO.

ADOPTING THE CITY OF BERKELEY BIENNIAL BUDGET FOR  
FISCAL YEARS 2020 and 2021

WHEREAS, on May 7, 2019, the City Manager presented to the City Council the FY 2020 & FY 2021 Proposed Biennial Budget; and

WHEREAS, the City Council held a series of meetings to consider the Proposed Biennial Budget, including public hearings held on May 14, 2019, and May 28, 2019, and

WHEREAS, members of the City Council presented recommended revisions to the Proposed Biennial Budget at the Council meetings on June 11, 2019, and June 25, 2019; and

WHEREAS, in addition to formal budget adoption, City Council action is required to authorize advances for select community agencies receiving funds in FY 2020. The advances are to be equivalent to 25% of the agency's allocation.

NOW THEREFORE, BE IT RESOLVED, that the Council of the City of Berkeley adopted the FY 2020 and FY 2021 Biennial Budget contained in the City Manager's Proposed FY 2020 and FY 2021 Proposed Biennial Budget, as well as the Proposed Capital Budget, presented to Council on May 7, 2019 (Exhibit A) and as amended by subsequent Council action on June 25, 2019 (Exhibit B and C).

BE IT FURTHER RESOLVED that the appropriations constituting the FY 2020 Adopted Budget will be reflected in a separate FY 2020 Annual Appropriation Ordinance, as required by Charter.

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute contracts and /or amendments, as necessary, to provide advances to selected community agencies receiving City funds in FY 2020, as reflected in Attachment 2.

BE IT FURTHER RESOLVED, that the City Manager is authorized to use the following invoicing/reporting system in contract administration, but maintains the discretion to amend these requirements depending on risk factors associated with past performance, the amount and type of funding an agency receives, and/or whether or not an agency is a new grantee:



Agencies receiving under \$50,000 in General Fund to provide the following services:

1. Drop-In services only with no intensive case management, meal programs, outreach programs, or recreation programs:
  - Statements of Expense are required quarterly and a General Ledger is required at fiscal year-end; and
  - An end-of-year narrative summary of accomplishments.
2. All other agencies receiving General Fund only:
  - Statements of Expense are required quarterly and a General Ledger is required at fiscal year-end; and
  - Program Reports are required semi-annually.
3. Agencies with State and/or Federal Funding:
  - Statements of Expense are required quarterly and a General Ledger is required at fiscal year-end; and
  - Program Reports are required quarterly.

BE IT FURTHER RESOLVED, that the City Manager is authorized to refuse to execute or amend a contract with any agency that has not provided required contract exhibits and documentation within 60 days of award of funding.

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute other resultant agreement and amendments with other agencies relating to receipt and expenditure under CDBG or CSBG Program in accordance with the proposals for community agency funding approved through the budget process and as outlined in Exhibit E. A record copy of said contracts and any amendments are on file with the Office of the City Clerk.

#### Exhibits

A: FY 2020 & FY 2021 Proposed Biennial Budget (May 7, 2019)

B. Schedule of Changes to the FY 2020 & FY 2021 Proposed Biennial Budget

C: Mayor's Supplemental Budget Recommendations

#### Attachment 2

Community Agency Contracts Advances

# CITY OF BERKELEY FISCAL YEARS 2020 & 2021 PROPOSED BIENNIAL BUDGET



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**CITY OF BERKELEY**  
**FY 2020 & FY 2021 PROPOSED BIENNIAL BUDGET**

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**ELECTED OFFICIALS**

**Mayor**

Jesse Arreguin

**Councilmembers**

Rashi Kersarwani (District 1)  
Cheryl Davila (District 2)  
Ben Bartlett (District 3)  
Kate Harrison (District 4)  
Sophie Hahn (District 5)  
Susan Wengraf (District 6)  
Rigel Robinson (District 7)  
Lori Droste (District 8)

**City Auditor**

Jenny Wong

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**City Manager**

Dee Williams-Ridley

**Deputy City Managers**

Paul Buddenhagen  
David White

---

Research and Preparation by:  
The Office of Budget & Fiscal Management

Teresa Berkeley-Simmons, Budget Manager  
Rama Murty, Senior Management Analyst  
Danita Hardaway, Senior Management Analyst  
Michelle Rosete, Administrative Assistant

*Special thanks to: Melissa McDonough, Department Directors, and their staffs for their assistance and contributions in preparing this document.*





**Jesse Arreguin**  
Mayor



**Rashi Kesarwani**  
Councilmember  
District 1



**Cheryl Davila**  
Councilmember  
District 2



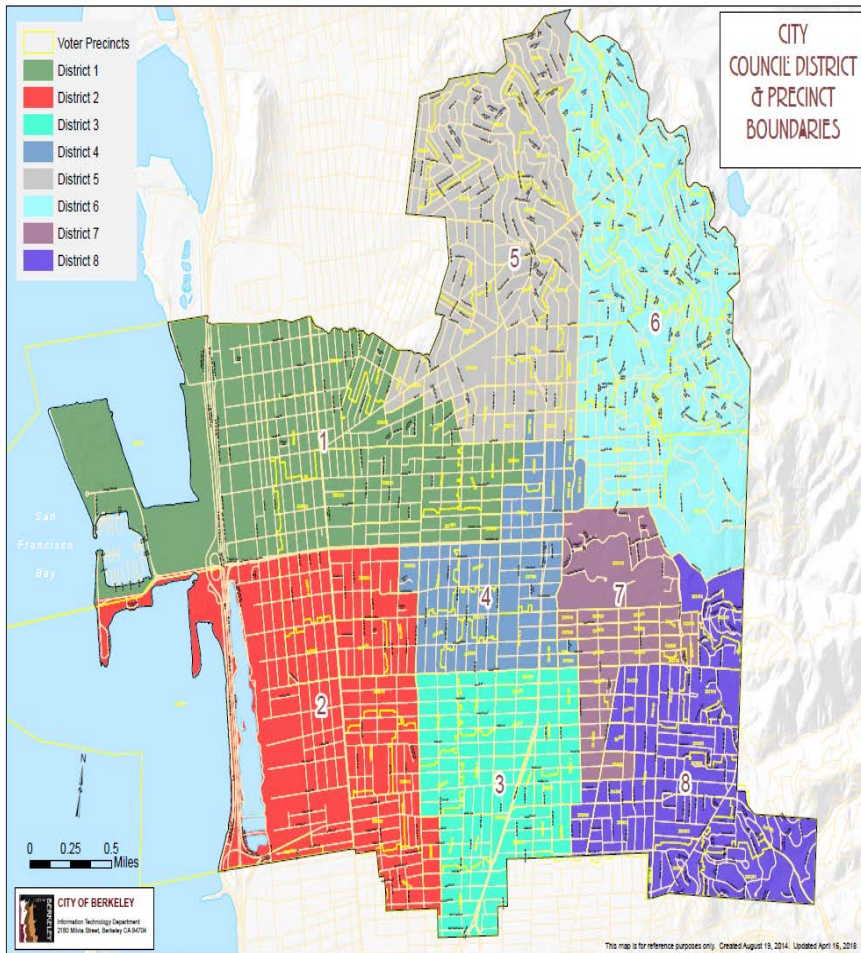
**Ben Bartlett**  
Councilmember  
District 3



**Rigel Robinson**  
Councilmember  
District 7



**Lori Droste**  
Councilmember  
District 8



**Kate Harrison**  
Councilmember  
District 4



**Sophie Hahn**  
Councilmember  
District 5



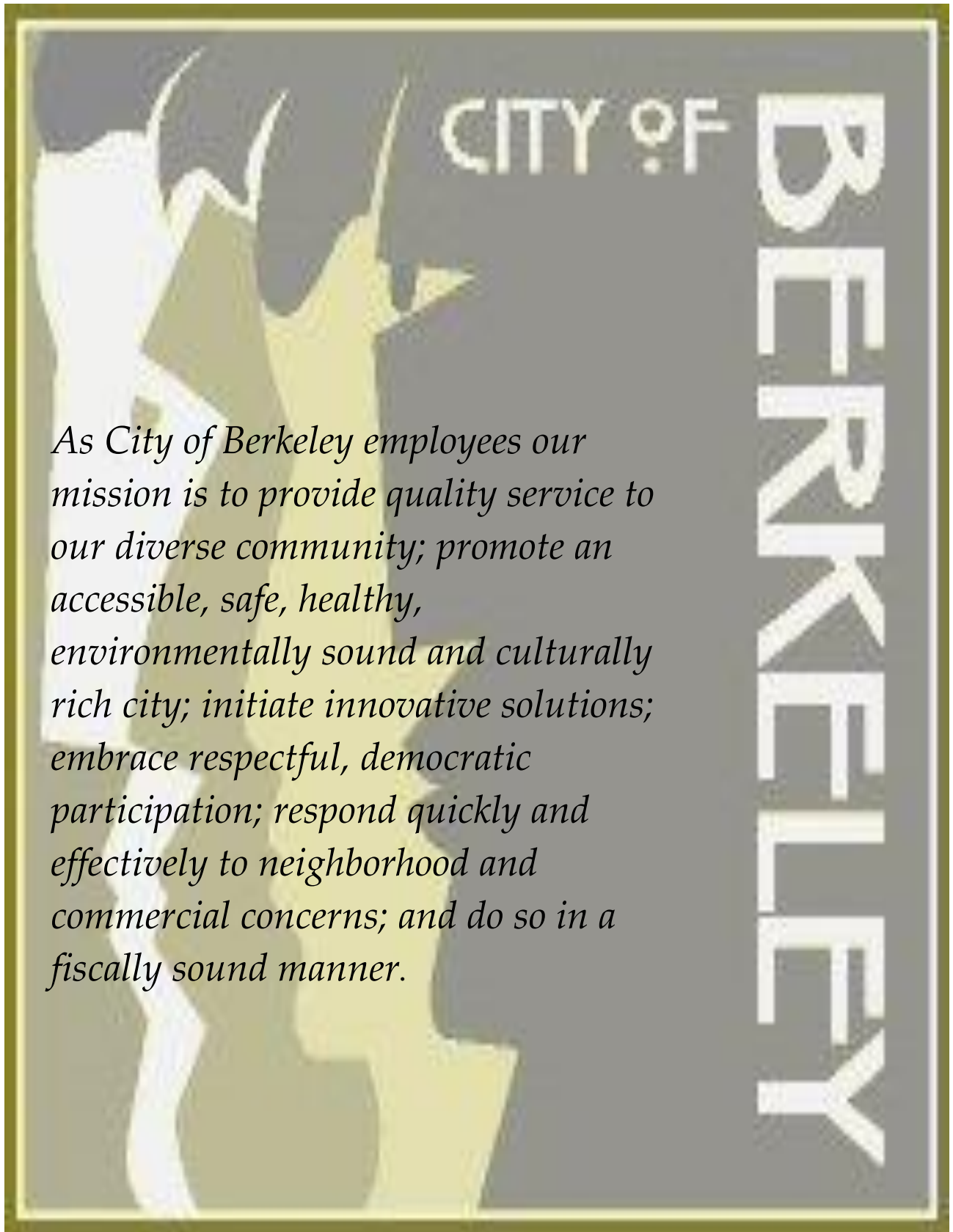
**Susan Wengraf**  
Councilmember  
District 6



**Jenny Wong**  
Auditor

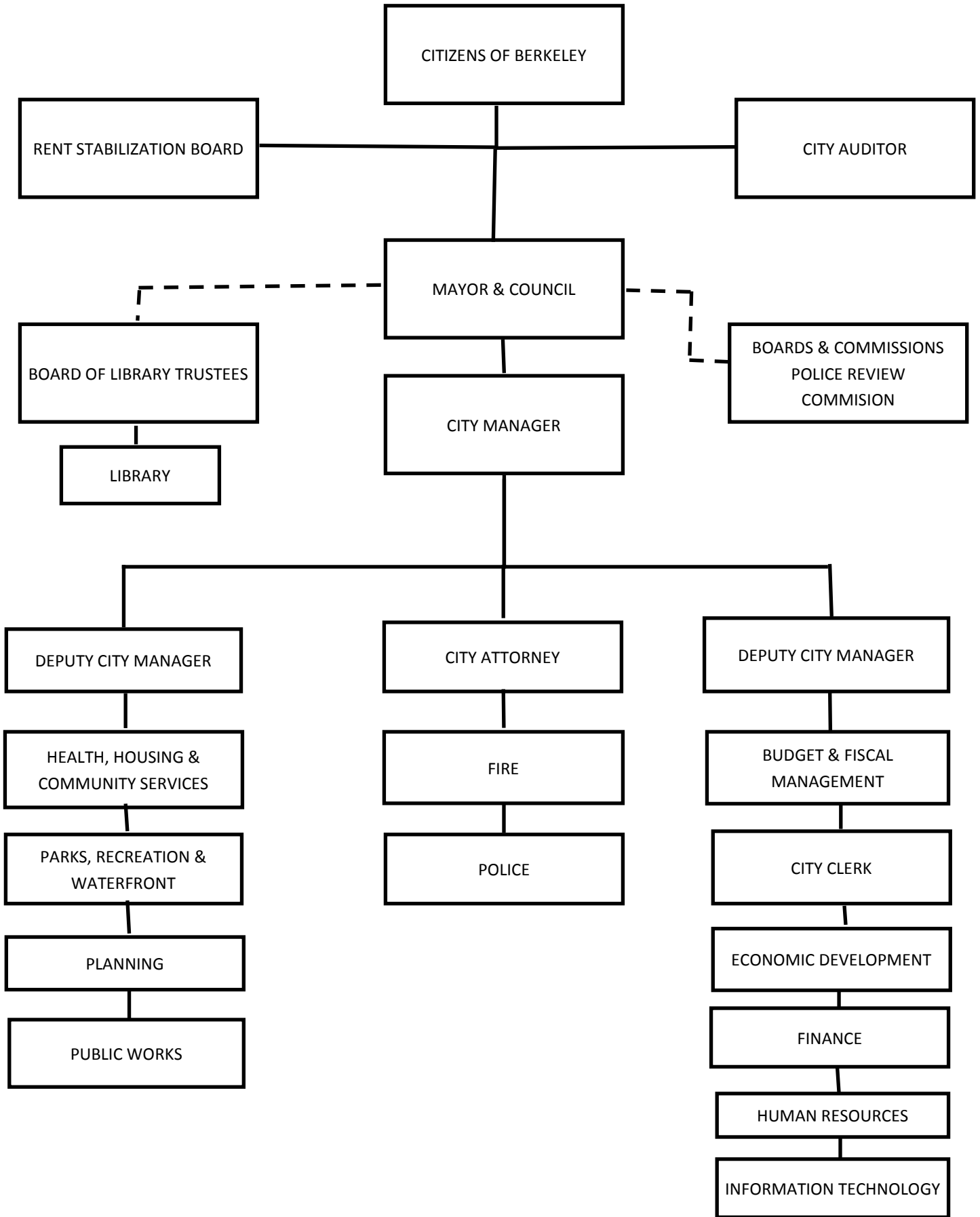


**Dee Williams-Ridley**  
City Manager



*As City of Berkeley employees our mission is to provide quality service to our diverse community; promote an accessible, safe, healthy, environmentally sound and culturally rich city; initiate innovative solutions; embrace respectful, democratic participation; respond quickly and effectively to neighborhood and commercial concerns; and do so in a fiscally sound manner.*

Page 23 of 57  
**CITY OF BERKELEY**  
 ORGANIZATION CHART





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Berkeley  
California**

For the Biennium Beginning

**July 1, 2017**

A handwritten signature in black ink that reads "Christopher P. Morill". The signature is written in a cursive, flowing style.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Berkeley, California for its biennial budget for the biennium beginning July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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## ***BUDGET BOOK GUIDE***

The purpose of the City of Berkeley's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which, City policies, priorities, and programs are implemented. The budget provides the means to communicate to the residents, businesses, and employees how the City's financial sources are used to provide services to the community. The budget includes both the operating costs to manage the City and the capital improvement projects that the City plans to undertake during the fiscal year.

Below is a brief outline of the contents of the budget book:

**Budget Message:** City Manager's transmittal letter to the City Council that details the budget, including budget issues and policies that lead to the development of the budget

**Community Profile:** Overview and information about the City of Berkeley

**Budget Guide:** Information on the Budget Policies, the Strategic Plan, Budget Development Process, and the FY 2020 & FY 2021 Budget Development Calendar

**Financial Summary:** Summary financial analyses and provides a summary of assumptions used in creating the Five-Year Forecasts

**General Fund:** City's discretionary General Fund summaries of expenditures and revenues and detailed summaries of key General Fund revenues

**Other Funds:** Financial Forecasts for the City's key non-General Fund operating funds.

**Staffing:** Detailed staffing information, both at a summary level and by department.

**Strategic Plan:** A summary review of the City of Berkeley Strategic Plan

**Department Budgets:** For each City department, includes departments' mission statement, organization chart, department overview, strategic plan priorities for FY 2020 & FY 2021 projects and programs, challenges, accomplishments, significant changes from prior fiscal year' budget, and detailed expenditure and financial data

**Community Agencies:** Summary of the community-based organization funding process and the proposed allocation schedule for FY 2020

**Glossary:** A list of terms used in the book and definitions for them



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Office of the City Manager

WORKSESSION  
May 7, 2019

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Teresa Berkeley-Simmons, Budget Manager  
Subject: FY 2020 and FY 2021 Proposed Budget

### INTRODUCTION

Tonight we will present the *Proposed FY 2020 & FY 2021 Biennial Budget* (Proposed Budget) for the City of Berkeley. This Proposed Budget is presented for your review and consideration over the next two months. During this time, the City Council is scheduled to hold several public workshops and public hearings on the contents of the Proposed Budget. Below is a list of the dates and topics that will be discussed at each public meeting.

#### May 7, 2019

- Worksession: FY 2020 and FY 2021 Proposed Biennial Budget

#### May 14, 2019

- Regular Agenda: Proposed Biennial Budget Public Hearing #1 and Proposed Fee Increases
- Regular Agenda: FY 2019 Annual Appropriation Ordinance Amendment #2
- Regular Agenda: Final Council Budget Referrals for the Biennial Budget Due

#### May 28, 2019

- Regular Agenda: Proposed Biennial Budget Public Hearing #2
- Regular Agenda: Council's Recommendations on the Biennial Budget Due

#### June 11, 2019

- Regular Agenda: Council Discussion on Budget Recommendations

#### June 25, 2019

- Regular Agenda: Final discussions and action on the FY 2020 and FY 2021 Biennial Budget: Capital Improvement Program, and Tax Rates

- Regular Agenda: Adoption of the FY 2020 Appropriation Ordinance

State law requires that City's adopt a budget prior to June 30<sup>th</sup>. It is anticipated that the Council will adopt the Biennial Budget on June 25, 2019.

Staff has been hard at work developing the Proposed Budget since November 2018. In addition to the upcoming public meetings on the Proposed Budget, staff has presented information and received feedback from Council on the City's fiscal position and the financial challenges that influenced the development of the Proposed Budget throughout FY 2019. Below is a list of these meetings and the topics that were discussed.

#### November 27, 2018

- Regular Agenda: [FY 2018 Year-End Results and FY 2019 First Quarter Budget Update](#)<sup>1</sup>

#### March 19, 2019

- Worksession: [Projections of Future Liabilities](#) and [FY 2019 Mid-Year Budget Update](#)<sup>2</sup>

#### April 23, 2019

- Worksession: [Submission of the FY 2019 Annual Action Plan Including Allocations of Federal Funds to Community Agencies](#)<sup>3</sup>

In addition, Department Directors presented their department's budget and Capital Improvement Projects (CIP) to the [Budget & Finance Policy Committee](#) over a 2-day span, May 1 & May 3, 2019<sup>4</sup>.

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<sup>1</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/City\\_Council\\_11-27-2018\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/City_Council_11-27-2018_-_Regular_Meeting_Agenda.aspx)

<sup>2</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/City\\_Council\\_03-19-2019\\_-\\_Special\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/City_Council_03-19-2019_-_Special_Meeting_Agenda.aspx)

<sup>3</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/04\\_Apr/City\\_Council\\_04-23-2019\\_Special\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/04_Apr/City_Council_04-23-2019_Special_Meeting_Agenda.aspx)

<sup>4</sup> [https://www.cityofberkeley.info/Clerk/Home/Policy\\_Committee\\_Budget\\_Finance.aspx](https://www.cityofberkeley.info/Clerk/Home/Policy_Committee_Budget_Finance.aspx)

The budget process assigns resources to address the goals, objectives and community priorities set by the City Council. The City successfully weathered the recession and, while enjoying the economic growth, has continued to be a responsible fiscal agent by preparing for the inevitable downturn and establishing and funding the General Fund Reserves (Reserves). These Reserves serve as a financial safety net during an economic downturn or in the event of a catastrophic loss.

The City is also working to address our unfunded liabilities. On March 19, 2019, staff presented the report on the [Projections of Future Liabilities](#). This report identified \$1.5 billion in unfunded liabilities tied to employee benefits and infrastructure. The City is continuing to identify ways to reduce unfunded liabilities. Council is tackling the unfunded liabilities tied to employee benefits by establishing the Section 115 Pension Trust Fund (Trust). Staff will be developing recommendations to provide ongoing funding to the Trust. The Trust is scheduled to go to Council on May 14, 2019, for approval.

There are also opportunities to address our unfunded liabilities through collaborative efforts with labor during negotiations. All labor groups now have contracts that are set to expire in June 2020. Salary and benefit costs make up approximately 55 percent of the citywide budget on an all-funds basis and 74 percent of the General Fund. Controlling labor cost is a key component of managing our projected unfunded liabilities.

The report on the [Projections of Future Liabilities](#) identified unfunded liabilities tied to infrastructure totaling \$786 million. Several recent actions by the voters have provided an important boost to the resources available to improve the City's capital assets and infrastructure. In November 2016, Berkeley voters approved Measure T1<sup>5</sup> authorizing the City to sell \$100 million of General Obligation Bonds to improve existing City Infrastructure and Facilities.

The City is facing several other challenges including homelessness and affordable housing. Taking action to address these challenges, in November 2018 voters approved the passage of Measure O and Measure P, and in November 2016 the voters approved the passage of Measure U1. Measure O authorized the City to issue \$135 million in general obligation bonds to create and preserve affordable housing for low-income households, working families, and individuals including teachers, seniors, veterans, the homeless, and persons with disabilities. Measure P increased funding for general municipal purposes such as navigation centers, mental health support, rehousing and

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<sup>5</sup> <https://www.cityofberkeley.info/MeasureT1/>

other services for the homeless, including homeless seniors and youth. Measure U1 also makes available funding to support affordable housing<sup>6</sup>.

In addition, in April 2017, Council directed staff to implement emergency interim measures to address the homeless crisis in Berkeley and to mitigate impacts on Berkeley's streets, parks, commercial areas, and neighborhoods. This became the [Pathways Project](#).<sup>7</sup> The centerpiece of the Pathways Project is the 1000 Person Plan, which directs staff to develop a comprehensive, innovative and meaningful plan to house and serve Berkeley's 1000 homeless.

The City has also been challenged by our antiquated core enterprise financial system (FUND\$). This system is over 25 years old and is currently being replaced. The conversion is currently well underway but is a massive undertaking and impacts every member of City staff. The City set aside \$15.1 million over time to fund the replacement of FUND\$ with the City's new Enterprise Resource Management System.

As the economy continues to improve so does the City's budgetary outlook. It is important that we continue making fiscally prudent decisions with the future in mind. By staying focused on priority services and long-term responsibilities, we can sustain the City's fiscal health into the future and be better able to meet the needs of the community. We should continue to budget cautiously and spend within our means. This will allow the organization to steadily continue to deliver quality service to the community and to plan carefully for the future.

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<sup>6</sup> [https://www.cityofberkeley.info/Clerk/Elections/Ballot\\_Measure\\_Archive\\_Page.aspx](https://www.cityofberkeley.info/Clerk/Elections/Ballot_Measure_Archive_Page.aspx)

<sup>7</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2017/04\\_Apr/City\\_Council\\_04-04-2017\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2017/04_Apr/City_Council_04-04-2017_-_Regular_Meeting_Agenda.aspx) (Item #27)

CURRENT SITUATION AND ITS EFFECTS**Council Budget Development Policies**

The Council has adopted budget development policies which have served us well over the long-term and has also established several budget policies that begin to address some of the long-term problems.

The fiscal policies adopted by the Council include:

- ❖ Focusing on the long-term fiscal health of the City by adopting a two-year budget and conducting multi-year planning;
- ❖ Building a prudent reserve;
- ❖ Developing long-term strategies to reduce unfunded liabilities;
- ❖ Controlling labor costs while minimizing layoffs;
- ❖ Allocating one-time revenue for one-time expenses;
- ❖ Requiring enterprise and grant funds to balance and new programs to pay for themselves; and
- ❖ Any new expenditure requires new revenue or expenditure reductions.
- ❖ Transfer Tax in excess of \$12.5 million will be treated as one-time revenue to be used for the City's capital infrastructure needs (Fund 501).
- ❖ As the General Fund subsidy to the Safety Members Pension Fund declines over the next several years, the amount of the annual decrease will be used to help fund the new Police Employee Retiree Health Plan (Fund 731).
- ❖ Starting in FY 2019, staff costs as approved by the City Council that exceed the enforcement fees and penalties shall be appropriated from the short term rental taxes collected pursuant to BMC Section 23C.22.050, Section H, with the primary allocation of the rental tax to the purposes listed below:
  - Two thirds (66.7%) allocated to the Affordable Housing Trust Fund.
  - One third (33.3%) allocated to the Civic Arts Grant Fund.

Also, used as a guide to developing the budget is the "fix it first" approach in which we fund current capital improvements before funding new projects.

The Proposed Budget provides a plan to control costs and maximize the use of City resources. However, additional resources are being requested to support new legislative mandates, enhance public safety, and improve communications with Council and the public. There are also Special Funds that are strained or struggling that are requesting additional support from the General Fund. Although the General Fund is an unrestricted fund, it is also less than half of the City’s total budget.

**FY 2020 & FY 2021 Biennial Budget Financial Summary (General Fund)**

Included in the report on the [Projections of Future Liabilities](#) was a 10-year projection of the General Fund revenues and expenditures. The FY 2020 and FY 2021 revenue numbers have been updated based on the most recent information provided by the County and are reflected in the charts below<sup>8</sup>.

| General Fund<br>FY 2020 |              | General Fund<br>FY 2021 |              |
|-------------------------|--------------|-------------------------|--------------|
| Revenues                | Expenditures | Revenues                | Expenditures |
| \$194.5M                | \$191.2M*    | \$198.0M                | \$194.9M*    |

\*Includes funding for the Census Project (FY 2020 -\$190,000) and Elections (FY 2020 & FY 2021 -\$113,000),

The table below summarizes the proposed City expenditure budget for FY 2020 and FY 2021 for all funds, as well as for the General Fund, in comparison with the FY 2019 Adopted Budget. The City’s FY 2020 operating budget shows a decrease of 6.4% on an All Funds basis when compared with FY 2019. However, the capital budget increases by 180.7%. The large increase in the proposed FY 2020 capital budget is primarily due to the \$50.7 million programmed for the rebuild of Berkeley Tuolumne Camp which is set to bid and start construction in FY 2020. In addition, \$17.3 million is programed for Sanitary Sewer rehabilitation and \$14.1 million is programed for projects tied to Measure T1. The FY 2021 General Fund budget projects mild growth from FY 2019 with a change over the 2-year period of 5.8%.

<sup>8</sup> The General Fund revenue numbers do not include U1 Revenues of \$5 million and Measure P revenues of \$6 million.



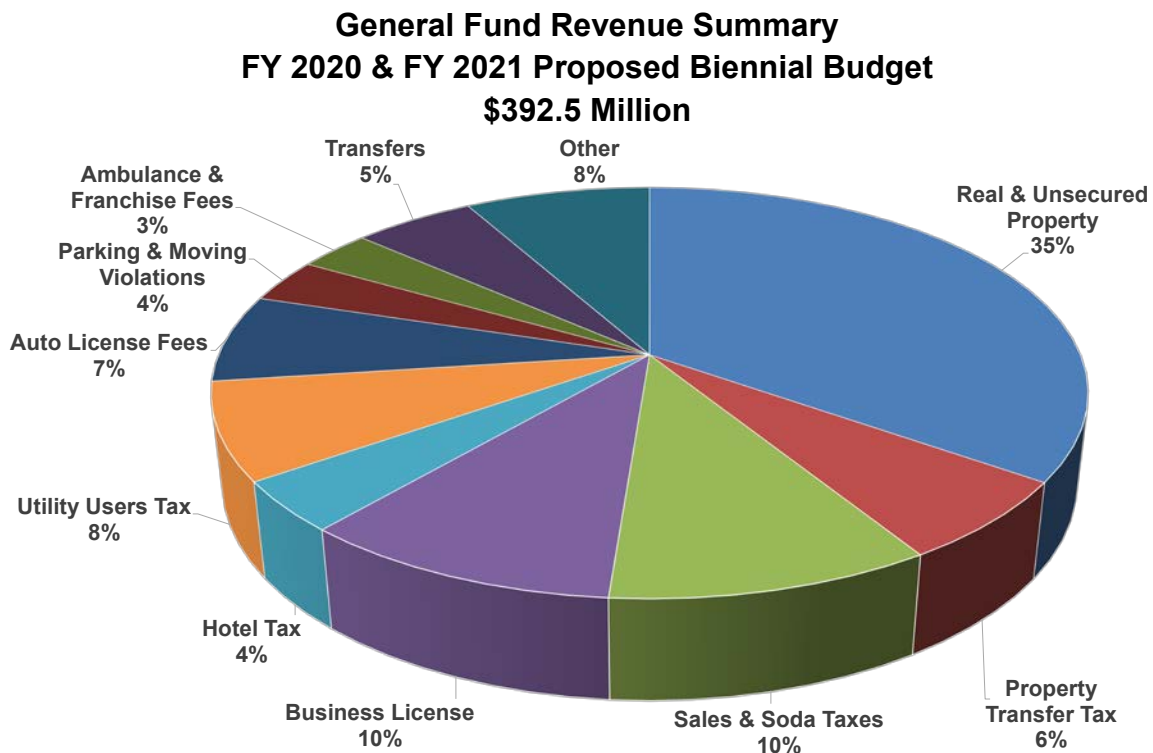
| <b>All Funds<br/>(in millions)</b>        | <b>Adopted<br/>FY 2019</b> | <b>Proposed<br/>FY 2020</b> | <b>%<br/>Change</b> | <b>Proposed<br/>FY 2021</b> | <b>%<br/>Change</b> |
|-------------------------------------------|----------------------------|-----------------------------|---------------------|-----------------------------|---------------------|
| Operating Budget                          | \$ 366.9                   | \$ 343.3                    | -6.4%               | \$ 380.6                    | 3.7%                |
| Capital Budget                            | \$ 39.9                    | \$ 112.0                    | 180.7%              | \$ 59.8                     | 49.9%               |
| <b>Total:</b>                             | <b>\$ 406.8</b>            | <b>\$ 455.3</b>             | 11.9%               | <b>\$ 440.4</b>             | 8.3%                |
|                                           |                            |                             |                     |                             |                     |
| <b>General<br/>Fund<br/>(in millions)</b> | <b>Adopted<br/>FY 2019</b> | <b>Proposed<br/>FY 2020</b> | <b>%<br/>Change</b> | <b>Proposed<br/>FY 2021</b> | <b>%<br/>Change</b> |
| Operating Budget                          | \$ 176.6                   | \$ 182.6                    | 3.4%                | \$ 187.0                    | 5.9%                |
| Capital Budget                            | \$ 7.7                     | \$ 8.6                      | 11.7%               | \$ 7.9                      | 2.6%                |
| <b>Total:</b>                             | <b>\$ 184.3</b>            | <b>\$ 191.2</b>             | 3.7%                | <b>\$ 194.9</b>             | 5.8%                |

### General Fund Revenues

Staff has developed a model for revenue projections, assisted by consultants who are familiar with the City's historical revenue growth and economic conditions that have impacted that growth. This information was included in the [Projections of Future Liabilities report](#). The revenue projections presented in the chart below are limited to the General Fund as those funds are the most discretionary in terms of allocation, and also highly subject to economic conditions. The General Fund is less than one-half of the City's total budget, the remainder of the budget consists of various Special Funds which are restricted in purpose (e.g. Zero Waste, Permit Center, Sewer, Public Health, Mental Health). The chart below provides a summary of total General Fund Revenues projected through FY 2029.

| General Fund Revenue Projections <sup>9</sup>  |                           |               |               |               |               |               |               |               |               |               |               |
|------------------------------------------------|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                                | FY19<br>Adopted<br>Budget | FY20          | FY21          | FY22          | FY23          | FY24          | FY25          | FY26          | FY27          | FY28          | FY29          |
| <b>Total<br/>General<br/>Fund<br/>Revenues</b> | <b>184.76</b>             | <b>194.50</b> | <b>198.00</b> | <b>201.53</b> | <b>205.21</b> | <b>209.00</b> | <b>212.93</b> | <b>216.97</b> | <b>220.51</b> | <b>224.17</b> | <b>228.59</b> |

The chart below shows the percent contribution of the various sources of General Fund revenue streams included in the FY 2020 and FY 2021 General Fund Budget. Fifty-five percent (55%) of the City’s General Fund revenue is derived from real and unsecured property, sales and soda taxes, and business license taxes. The following pie chart includes total proposed revenues for both years of \$392.5 million. The annual General Fund revenue is \$194.5 million in FY 2020 and \$198.0 million in FY 2021.



<sup>9</sup> FY 2020 and FY 2021 revenues are updated to reflect the most recent information provided by the County.

Real Property Tax

Real Property Taxes are applied to all taxable real and personal property and are set at 1% of the assessed value. Proposition 13 limits increases by a change in the California Consumer Price Index up to a maximum of 2% per year. The Alameda County Assessor maintains property tax assessment rolls that account for all property. The City's Property Tax is collected by Alameda County. The City receives approximately 32.57% of the real property tax dollar generated within the City limits. (Berkeley receives a comparatively higher share of the property tax dollar than other cities in Alameda County, many of whom receive about 15% of the tax dollar due to the way that Proposition 13 was implemented in 1978.) The projections assume a 5% increase in property tax in FY 2019, an increase of 4.5% in FY 2020 and FY 2021, and an annual increase averaging 3.5% from 2022 through 2029. Staff updates the original Adopted Budget projections quarterly.

Sales Tax

Sales Tax is an excise tax imposed on retailers. The proceeds of sales and use taxes imposed within the boundaries of Berkeley are distributed by the State to various agencies, with the City of Berkeley receiving 1% of the amount collected. City staff review sales tax revenues regularly and compares Berkeley's performance with other cities in Alameda County, as well as statewide trends. Sales tax is a relatively stable revenue source for Berkeley. Berkeley is somewhat unique in that 24.5% of its sales tax is from restaurants compared to 16.2% statewide (SF Bay Area is 15.1%). Berkeley otherwise has a generally well-diversified sales tax base that is projected to continue to modestly improve over time. Annual Sales Tax revenue is projected to increase by 4.04% in FY 2019, increase by .53% in FY 2020 and increase by 1.8% in FY 2021.

Business License Tax

A tax receipt (colloquially called a "business license") is issued each year upon payment of a Business License Tax (BLT), which is either a fixed amount or based on a varying percentage of the prior year's gross receipts, depending on the type of business. The Business License must be renewed on January 1<sup>st</sup> each year, and the required tax is delinquent if paid after February 28<sup>th</sup>.

Business License Taxes Revenues increased by \$1,064,921 or 5.65% in FY 2018 to \$19,894,665 from \$18,829,744 in FY 2017. Approximately \$1,300,000 of this increase resulted primarily from the following:

- (1) An increase of approximately \$600,000 in cannabis revenue.
- (2) An increase of approximately \$700,000 in Business License Tax-Residential Units: On November 8, 2016, Berkeley voters passed a measure to permanently increase the business license tax from gross receipts on owners of five or more residential rental units. The original 1.081% tax applies to parcels with three or more dwelling units as well as

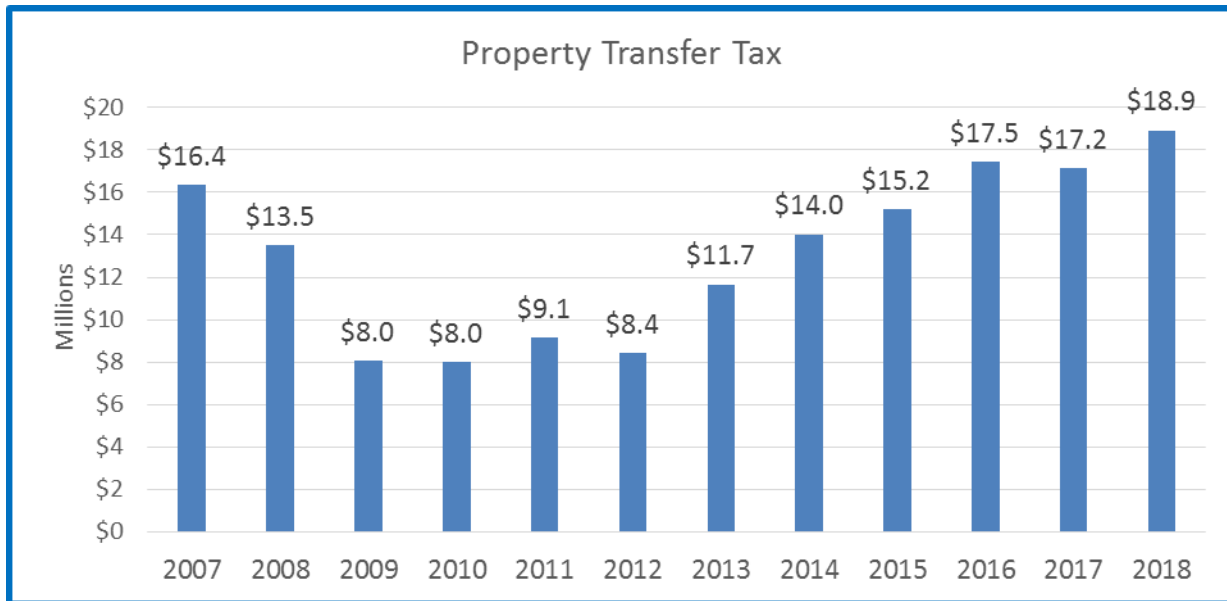
commercial rental property. The enhanced license tax increased by 1.799%, from 1.081% to 2.880%.

In addition, to the 1.799% rate increase, the business license tax expanded the number of taxable properties in the City. Prior to the implementation, single-family homes and duplexes were not subject to a business license tax. After implementation, if an owner directly or indirectly owned five or more residential rental units, all units and parcels are subject to both the original and enhanced taxes. The BLT revenues were projected to decrease by 3.49% in FY2019, increase by 2% in FY 2020, and increase by 1.43% in 2021.

### Property Transfer Tax

The Property Transfer Tax (Transfer Tax) rates are set by the City of Berkeley. As of December 21, 2018, the City's transfer tax rate is 1.5% for properties with consideration of up to \$1.5M and 2.5% for transferred properties with a consideration of over \$1.5M. The \$1.5M threshold will be adjusted annually to capture approximately the top 33% of such transfers based on transfers that occurred in the 12 months preceding September 1, of the preceding year. However, the threshold cannot be reduced below \$1.5M, meaning that the tax on properties transferred for \$1.5M or less would remain at 1.5%, notwithstanding any adjustment.

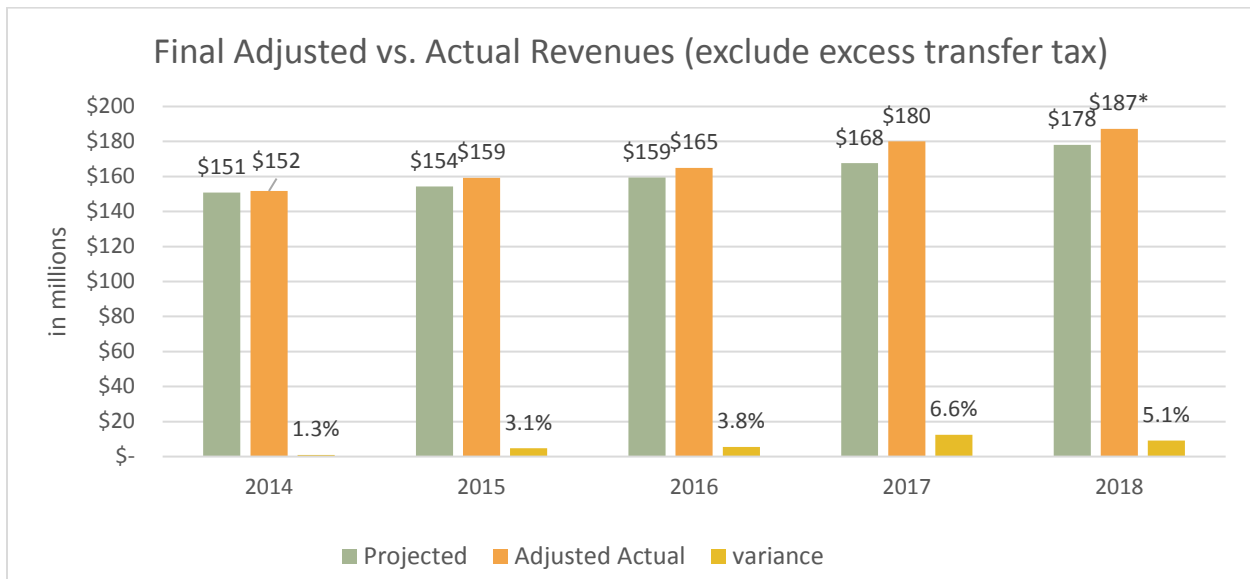
The tax is due when the documents of transfer are recorded with the County. Title companies collect the tax as part of the sale closing process and remit the funds to Alameda County when sales or transfers are finalized. Penalties are imposed on delinquent payments, and interest is charged from the date of delinquency until paid. Alameda County remits the amounts due monthly, and the amounts are credited to the General Fund. Since FY 2007 Property Transfer Tax has averaged \$13.2 million a year. The chart below displays the historical trend of the City's Property Transfer Tax from FY 2007 through FY 2018.



Because Property Transfer Tax is tied directly to real property sales, it is a volatile revenue source, and difficult to predict more than one year at a time. Understanding the volatility of this General Fund revenue stream, Council adopted a policy that \$12.5 million of the Transfer Tax is included in the baseline. Property Transfer Tax in excess of \$12.5 million is treated as one-time revenue to be transferred to the Capital Improvement Fund for capital infrastructure needs

Historical Trend

The variance between the adjusted revenue forecast and the actual year-end General Fund revenues ranges from 1.3% to 5.1%. The chart below shows the 5-year historical General Fund revenue trend comparing the adjusted forecast to actual. Included in the chart below is the \$12.5 million baseline for Property Transfer Tax.



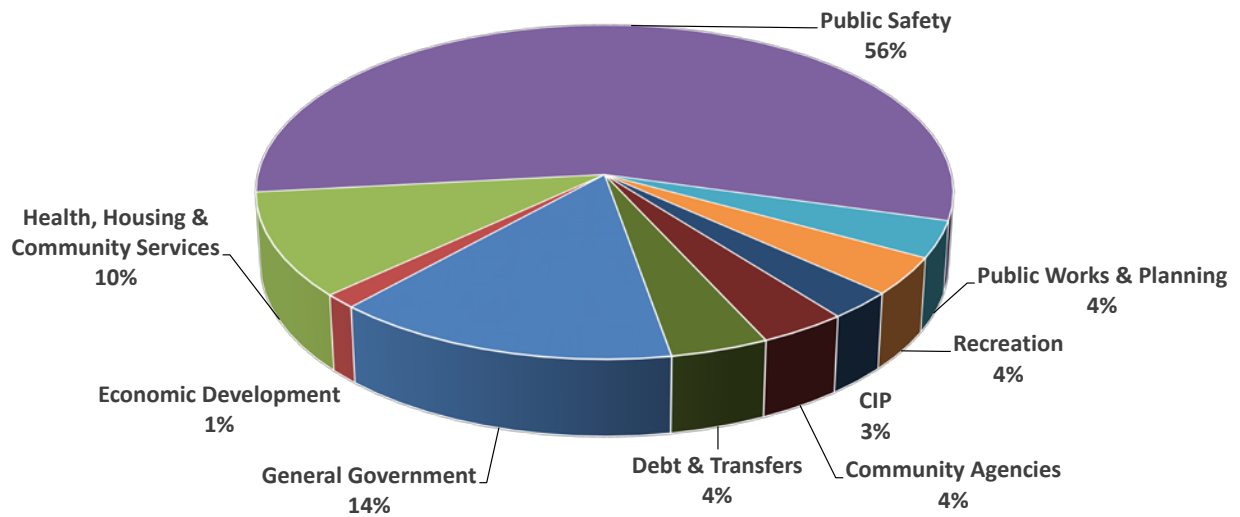
- Excludes both excess property transfer tax and Measure U1.

Not included in the General Fund revenue chart above are revenues generated from Measure U1 and the excess property transfer tax since these two General Fund revenue streams have been earmarked to support capital improvements and affordable housing.

### General Fund Expenditure

The chart below shows the percent allocation of the General Fund expenditures for both FY 2020 and FY 2021 by service area. Fifty-six percent of the General Fund biennial budget is allocated to Public Safety. The following pie chart includes total proposed General Fund expenditures for both years of \$386.1 million. The annual General Fund expenditures are \$191.2 million in FY 2020 and \$194.9 million in FY 2021.

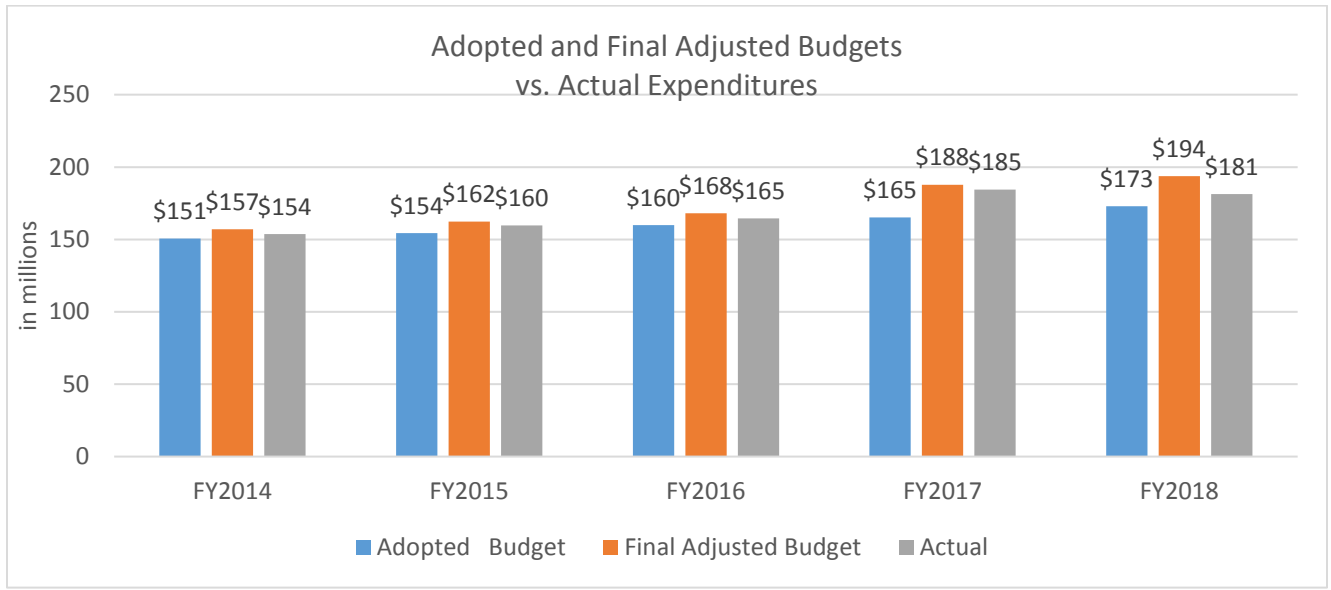
**General Fund Expenditures by Service Area  
FY 2020 & FY 2021 Proposed Biennial Budget  
\$386,094,187**



**Historical Trend**

The variance between the adopted budget and the adjusted budget is tied to the budget augmentations resulting from the Annual Amendments to the Appropriation Ordinance. Generally, actual year-end savings come in below the adjusted budget due to salary savings and unspent allocations tied to ongoing capital projects. Departments submit funding requests to re-appropriate the available funds resulting from the underspending. These requests, once reviewed and approved by the City Manager, are incorporated into the First Amendment to the Annual Appropriation Ordinances (AAO#1) for Council approval. The requested carryover, rollovers, and adjustments tied to FY 2018 underspending totaled \$13 million and are detailed in the FY 2019 AAO#1 approved by Council on November 27, 2018<sup>10</sup>.

<sup>10</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/City\\_Council\\_11-27-2018\\_-\\_Regular\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/City_Council_11-27-2018_-_Regular_Meeting_Agenda.aspx) (Item #45)



**California Public Employee Retirement System (CalPERS)**

Retirement rates continue to represent one of the most significant citywide budgetary pressures. The City provides retirement benefits for employees through its participation in the California Public Employees’ Retirement System (CalPERS). This is a defined benefit pension plan funded by a combination of employee contributions that are set by statute and employer contributions that fluctuate from year to year based on an annual actuarial valuation performed by CalPERS.

The City contributes to three plans in the CalPERS system: Miscellaneous Employee Plan, Police Safety Plan, and Fire Safety Plan. Benefits vest after five years of service and are based on the employee’s years of service, age at the time of retirement and single highest year of compensation. The three plans are independent of one another with different contract plan amendments negotiated over the years through the collective bargaining process. Assets and liabilities of each plan are segregated with no cross-subsidization from one plan to another. Each of the plans has different rates for the City’s annual employer contribution which are generally based on the demographics of the plan participants and the value of investment returns of the City’s assets in the CalPERS system.



The City is using CalPERS' actuarial rates for the periods FY 2019 through FY 2021.

|                                                      | <b>CalPERS<br/>Actuals<br/>FY 2019</b> | <b>CalPERS<br/>Actuals<br/>FY 2020</b> | <b>CalPERS<br/>Projections for<br/>FY 2021</b> | <b>CalPERS<br/>projections for<br/>FY 2022</b> |
|------------------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------------|------------------------------------------------|
| Police                                               | 60.8%                                  | 66.6%                                  | 70.7%                                          | 73.6%                                          |
| Fire                                                 | 44.0%                                  | 48.2%                                  | 51.2%                                          | 54.0%                                          |
| Miscellaneous                                        | 30.5%                                  | 32.5%                                  | 34.7%                                          | 36.4%                                          |
| <i>Rates are based on CalPERS' projected payroll</i> |                                        |                                        |                                                |                                                |

With respect to future liabilities for the costs of these plans, the City has regularly retained an outside actuary to review the CalPERS' estimates and provide independent actuary estimates that the City can use in budget planning. Additional details on the CalPERS' rates and its impacts on the City's budget can be found in the [Projections of Future Liabilities report](#)<sup>11</sup>

### **Staffing**

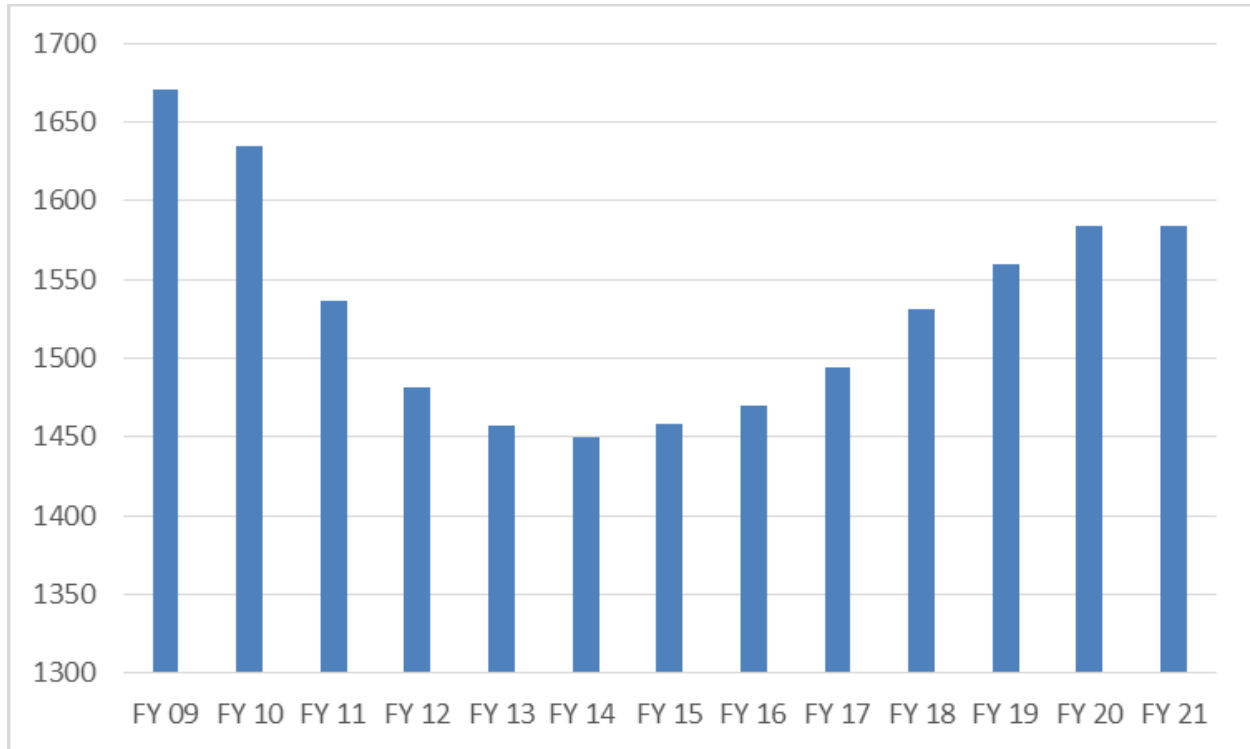
As a service organization, the majority of our costs are tied to staffing. Salary and benefit costs make up approximately 55 percent of the citywide budget on an all-funds basis and 74 percent of the General Fund. Twenty-three new FTEs were added to the budget since the adoption of the FY 2019 Budget Update. These new FTEs are tied to grants, departmental reorganizations, efficiencies, and safety.

<sup>11</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/City\\_Council\\_03-19-2019\\_-\\_Special\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/City_Council_03-19-2019_-_Special_Meeting_Agenda.aspx)

|                                      | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|--------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| City Attorney                        | 13.00             | 13.00             | 13.00              | 13.00               | 13.00               |
| City Auditor                         | 13.50             | 13.50             | 13.50              | 13.50               | 13.50               |
| City Clerk                           | 9.78              | 9.47              | 10.00              | 10.00               | 10.00               |
| City Manager                         | 28.75             | 34.25             | 35.25              | 35.25               | 35.25               |
| Economic Development                 | 7.85              | 7.00              | 7.00               | 7.00                | 7.00                |
| Finance                              | 45.50             | 45.00             | 48.00              | 48.00               | 48.00               |
| Fire Department                      | 141.00            | 148.00            | 149.00             | 152.00              | 152.00              |
| Health, Housing & Community Services | 216.13            | 224.38            | 233.18             | 246.18              | 246.18              |
| Human Resources                      | 23.00             | 21.00             | 21.00              | 21.00               | 21.00               |
| Information Technology               | 40.50             | 42.50             | 44.50              | 45.00               | 45.00               |
| Library                              | 112.28            | 114.10            | 116.10             | 116.10              | 116.10              |
| Mayor and Council                    | 12.00             | 12.00             | 12.00              | 12.00               | 12.00               |
| Parks, Recreation & Waterfront       | 147.35            | 154.12            | 156.12             | 155.37              | 155.37              |
| Planning                             | 83.95             | 92.08             | 94.80              | 101.40              | 101.40              |
| Police Department                    | 280.20            | 280.20            | 280.20             | 280.20              | 280.20              |
| Police Review Commission             | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Public Works                         | 293.60            | 295.60            | 300.60             | 302.00              | 302.00              |
| Rent Board                           | 22.35             | 22.35             | 22.35              | 22.35               | 22.35               |
| <b>FTE Total</b>                     | <b>1493.74</b>    | <b>1531.55</b>    | <b>1559.60</b>     | <b>1583.35</b>      | <b>1583.35</b>      |

\*It should be noted that the FTE totals may not include all hourly FTEs and may vary. Changes that have occurred during FY 2019 are reflected in the FY 2020 Proposed figures.

Even with the additional 23 FTEs staffing levels are still 5.2% lower than the staffing levels of FY 2009.



In addition, the City, similar to other jurisdictions surrounding Berkeley, continues to have difficulty hiring staff due to the unemployment rate being at an all-time low, retirements, and oftentimes long-commutes. The following are the vacancy rates for the past three years: FY 2018 – 9.7%, FY 2017 – 11.41%, and FY 2016 – 8.96%.

### Capital Improvement Program

The purpose of the Capital Improvement Program (CIP) is to provide a tool that captures the detail of the City's CIP in order to assist Council with their long-range planning efforts and decisions around capital expenditures. The CIP is the City's spending plan for infrastructure improvements and other specific large-scale recurring infrastructure projects. The City's ability to fund its CIP program is limited by the total available resources that are competing with other community priorities. CIP funding resources include the General Fund and a number of other special revenue funds, as well as grants and loans. The separate CIP book contains more detail about the City's Capital Improvement Program. The chart below reflects only the General Fund contribution to the CIP.

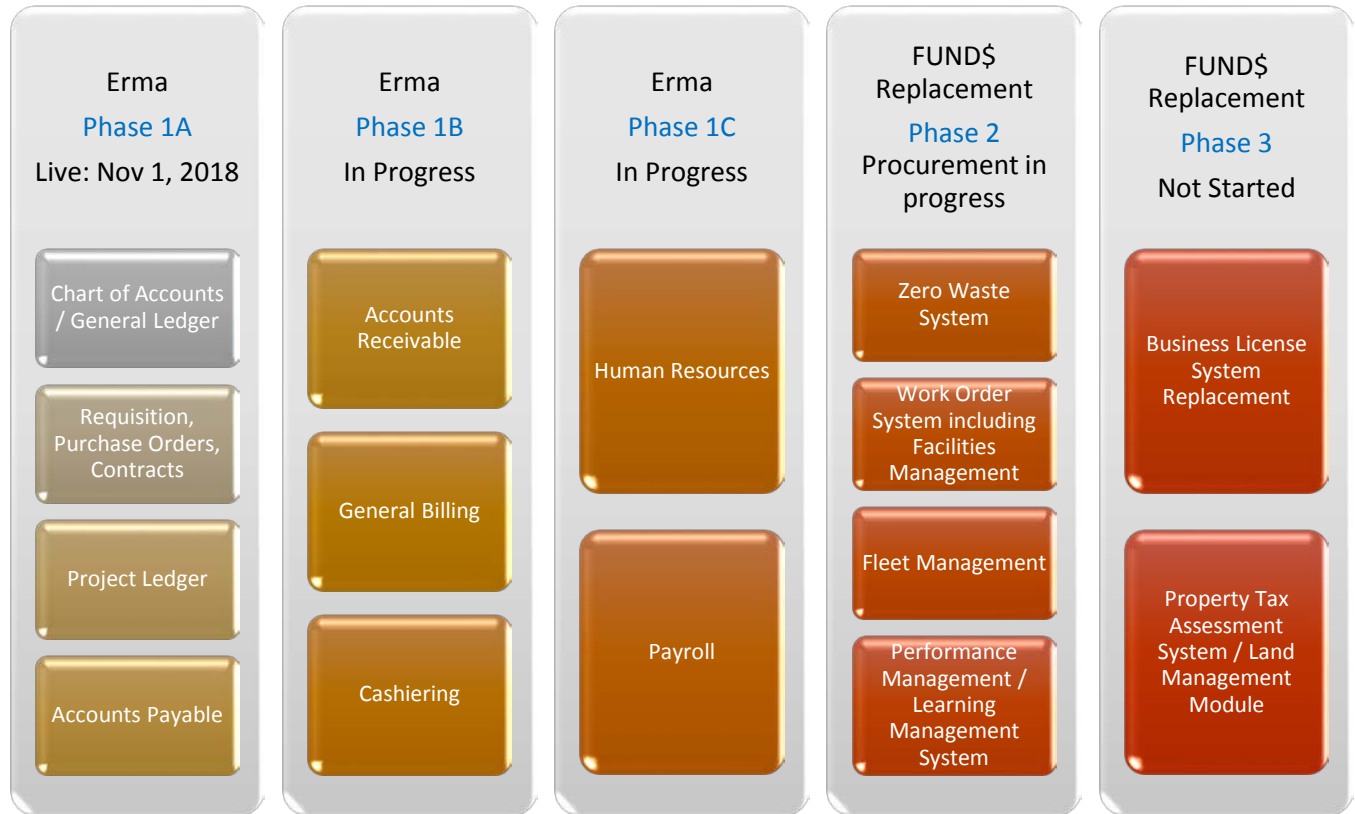
#### Use of General Fund Capital Improvement Fund

| <i>(dollars in millions)</i>    | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Planned<br/>FY 2022</b> | <b>Planned<br/>FY 2023</b> | <b>Planned<br/>FY 2024</b> | <b>Total</b> |
|---------------------------------|-----------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|--------------|
| <b>Facilities</b>               | 1.6                         | 0.9                         | 0.9                        | 0.9                        | 0.9                        |              |
| <b>Parks and Marina</b>         | 0.4                         | 0.4                         | 0.4                        | 0.4                        | 0.4                        |              |
| <b>Sidewalks</b>                | 1.6                         | 2.6                         | 1.6                        | 1.6                        | 1.6                        |              |
| <b>Streets</b>                  | 1.9                         | 1.9                         | 1.9                        | 1.9                        | 1.9                        |              |
| <b>Transportation</b>           | 0.7                         | -                           | -                          | -                          | -                          |              |
| <b>Other<br/>Infrastructure</b> | 1.1                         | 0.8                         | 0.3                        | 0.5                        | 0.5                        |              |
| <b>Debt Service</b>             | 1.3                         | 1.3                         | 1.3                        | 1.3                        | 1.3                        |              |
| <b>Total General<br/>Fund</b>   | <b>8.6</b>                  | <b>7.9</b>                  | <b>6.4</b>                 | <b>6.6</b>                 | <b>6.6</b>                 | <b>36.1</b>  |

Note: Not included in the chart above are personnel costs in excess of \$1 million per year that will ultimately be charged to projects supported by other funds.

### Enterprise Resource Planning (ERP) Software (FUND\$ Replacement)

The \$15.1 million to replace FUND\$ with Enterprise Resource Planning (ERP) Software core financial and human resource components of City work was funded by excess Property Transfer Taxes. The implementation of the new system provides the City with a suite of modern software that will work in harmony to support efficiency and transparency in our work and allow staff to dedicate more time addressing community priorities. This is a massive project that will touch every employee in the City. The chart below illustrated the various phases of the ERP project.



**Tax Rates**

The established growth index for the Emergency Medical Services Tax (Paramedic Tax) is the April Consumer Price Index (CPI). The Emergency Services for the Disabled Tax, the Library Tax, Parks Tax, and the Measure GG Fire Services and Disaster Preparedness Tax growth is either the higher of the CPI or the Personal Income Growth (PIG). For FY 2020, an increase of 2% is assumed for all tax rates. The April CPI numbers will not be available until the middle of May and PIG numbers usually come out in early May. Once these figures are available, staff will inform the Council on the fiscal impact on the Proposed Budget. Rates will be proposed for Council adoption in June.

**The Strategic Plan**

City Council approved a citywide Strategic Plan on January 31, 2018. The Strategic Plan articulates nine long-term goals for the City government, on behalf of the community and includes numerous priorities. Priorities are short term projects or programs which support a goal, where a significant phase of work is expected to be done by the end of a budget cycle. Priorities are refreshed each budget cycle.

The City's budget is a reflection of the FY 2020 and FY 2021 Strategic Plan. The Plan serves as a guide for the City's staff to ensure that the priorities of the Mayor and Council are met. It was developed with Council's input and guidance, as well as with input from our community and from staff at all levels of our organization. The Strategic Plan is designed to reflect our work and who we are as an organization, and to help us be as effective as possible.

## Goals



Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.



Create affordable housing and housing support services for our most vulnerable community members.



Provide an efficient and financially-healthy City government.



Foster a dynamic, sustainable, and locally-based economy.



Create a resilient, safe, connected, and prepared City.



Champion and demonstrate social and racial equity.



Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment.



Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.



Attract and retain a talented and diverse City government workforce.

The Proposed Budget and the Strategic Plan are closely connected in several ways:

- ❖ For a priority initiative to be included in the Strategic Plan, there must be adequate resources in the City's budget to get the work done.

- ❖ Priority initiatives in the Strategic Plan must be completed (or at least a clear phase of the work must be completed) within the two-year budget cycle.
- ❖ The priority initiatives proposed to be implemented in FY 2020 and FY 2021 are articulated in this Proposed Budget Book (see priority initiatives in each City department budget section).

We will continue to work to improve our efforts and to meet the goals and priorities identified in the Strategic Plan, within the resources available to us in our Proposed Budget.

### CONCLUSION

As priorities change we should strive to comply with Council's fiscal policy that new expenditures must be met with new revenue or expenditure reductions. This is especially true when establishing new programs and services. As Council moves forward, we will look to Council to identify either new resources or available resources to reallocate in support of new mandates. The proposed budget reflects our continued commitment to stewarding the public's resources for their benefit and that of future generations.

### POSSIBLE FUTURE ACTION

The information contained in this report will be referenced throughout the budget planning meetings in advance of the FY 2020 and FY 2021 biennial budget adoption.

### FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

See the information described above.

### ENVIRONMENTAL SUSTAINABILITY

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

### CONTACT PERSON

Teresa Berkeley-Simmons, Budget Manager, 981-7000



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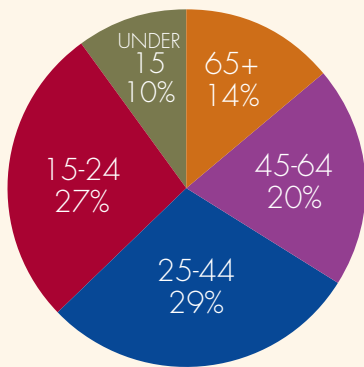
# Community Profile Data

## Budget Book FY 2020 & FY 2021

**Berkeley Population** 120,179

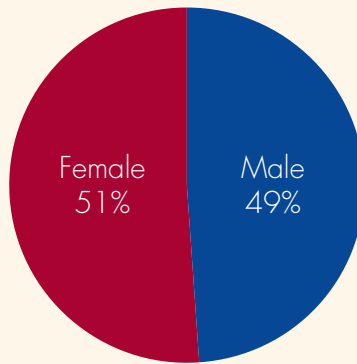
(Data from 2013-2017 American Community Survey (ACS) 5-Year Estimates)

By Age

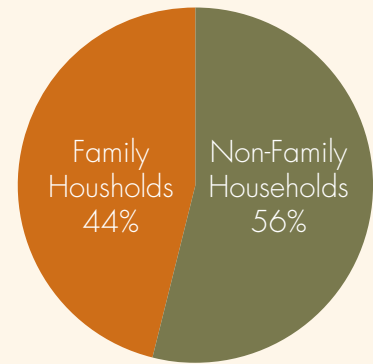


Median Age: 31.0 years

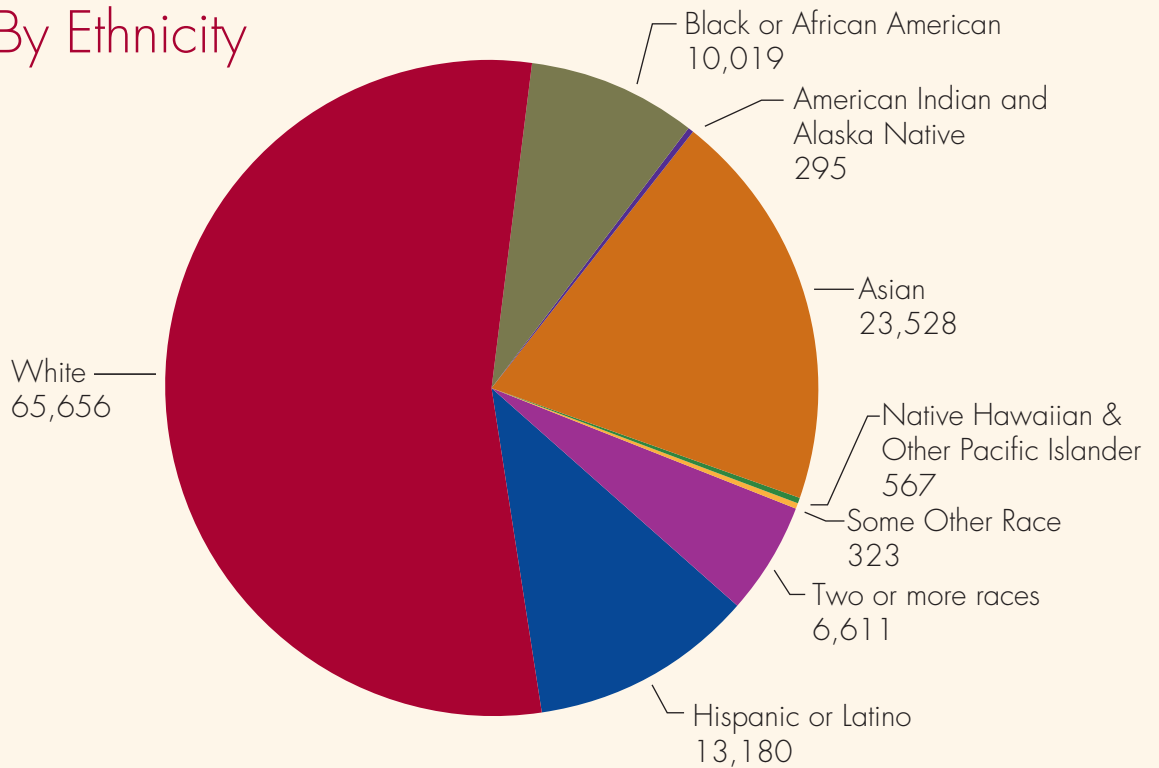
Male/Female



Type of Households



By Ethnicity



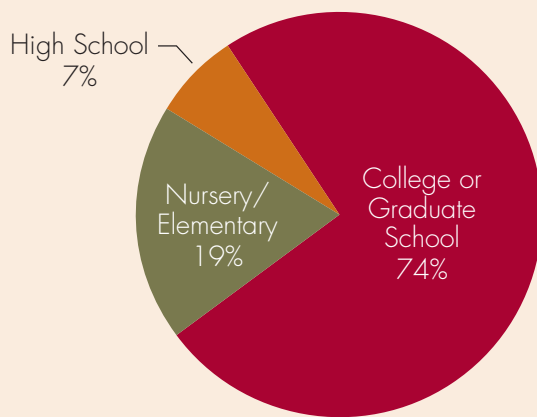
## Education (ACS)

### Schools in Berkeley\*

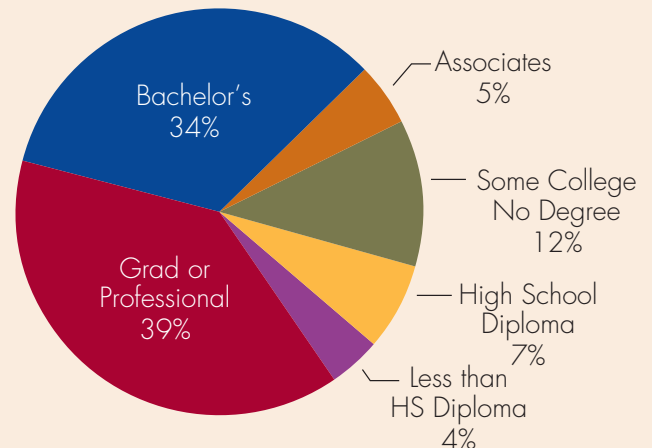
- 11 public elementary schools
- 3 public middle schools
- 2 public high schools (Berkeley High School & B-Tech)
- 1 adult school
- 1 public charter school
- 6 WASC-accredited private elementary/secondary schools (4 Private; 2 Religious)
- University of California, Berkeley
- Berkeley City College
- 5 WASC-accredited colleges (in addition to UC Berkeley and Berkeley City College)

\*Source: BUSD, California Department of Education, WASC

Population 3+ years  
enrolled in school: 46,749



Educational Attainment of  
Population Over 25 Years Old:  
72,998 (ACS)



## Transit and the Environment

- As of October 2018, the GIG car share fleet size is 475 vehicles in Berkeley and Oakland. The result is a designated service area of 26.2 square miles (6.7 square miles in Berkeley) for coverage of about eighteen vehicles per square mile.
- The first bike share station was launched in Berkeley July 2017 and the initial rollout of the station based network was completed July 2018. During that time, 37 stations were deployed and currently we operate with a 400 bike fleet (this number fluctuates due to the regional nature of the program, but we generally hover around 400 bikes).
- Berkeley has seen an 82.5% increase in biking between 2000-2018 (based on counts at 5 of the busiest cycling intersections).
- Berkeley has the second highest percent of bike commuters (8% in 2017) among U.S. cities with more than 100,000 residents, and the third highest of any city in the U.S.
- There were 2,175 electric vehicles (EVs) registered in Berkeley as of 2017 – that's an EV for every 56 residents.
- Through our innovative Residential Curbside EV Charging Pilot Program, 12 Berkeley households without off-street parking can now charge an EV at home.
- Residential electricity consumption decreased 19% and natural gas consumption decreased 27% between 2000 and 2016.
- Commercial electricity consumption decreased 24% between 2000 and 2016.
- Approximately 2,090 solar photovoltaic systems were installed in Berkeley between 2000 and 2016.
- 10% of residents bike to work. Highest bike commute rate in nation for cities with populations over 100,000.
- Berkeley residents and businesses have reduced their landfilled waste by 36% between 2000 and 2017.
- Over 147,000 tons of construction and demolition waste has been diverted from landfills between 2008 and 2018.
- There are 132 Green Certified businesses in Berkeley

# Employment, Economy, Housing (ACS)

## Employment

|                                                             |          |
|-------------------------------------------------------------|----------|
| Median Household income:                                    | \$75,709 |
| Residents 16 and older:                                     | 106,822  |
| In labor force                                              | 62.4%    |
| Employed:                                                   | 58.1%    |
| Unemployed:                                                 | 4.2%     |
| Armed Forces                                                | 0.1%     |
| Not in labor force:<br>(e.g. students not looking for work) | 37.6%    |

## Occupation (ACS)

|                                                      |     |
|------------------------------------------------------|-----|
| Management, business, science,<br>and arts:          | 66% |
| Service:                                             | 12% |
| Sales & Office:                                      | 16% |
| Natural Resources, construction,<br>and maintenance: | 2%  |
| Production:                                          | 4%  |

## Largest Employers\*

|                                  |                                    |
|----------------------------------|------------------------------------|
| Ansys, Inc.                      | Meyer Sound Laboratories           |
| Backroads Active Travel          | OC Jones & Sons                    |
| Bayer Healthcare LLC             | Siemens Corporation                |
| Berkeley Bowl Produce            | Solar Mosaic Inc.                  |
| Berkeley Cement Inc.             | Sutter Bay Hospitals               |
| Berkeley City College            | Target                             |
| Berkeley Marina Doubletree       | ThistleHealth Inc.                 |
| Berkeley Repertory Theatre       | Recreational Equipment Inc.        |
| Berkeley Unified School District | University of California, Berkeley |
| City of Berkeley                 | US Postal Service                  |
| Genji Pacific                    | Whole Foods Market California Inc. |
| Kaiser Permanente                | YMCA of the Central Bay Area       |
| Lawrence Berkeley Laboratory     |                                    |

Source: EDD, QCEW Data Q1 2018

## Housing (ACS)

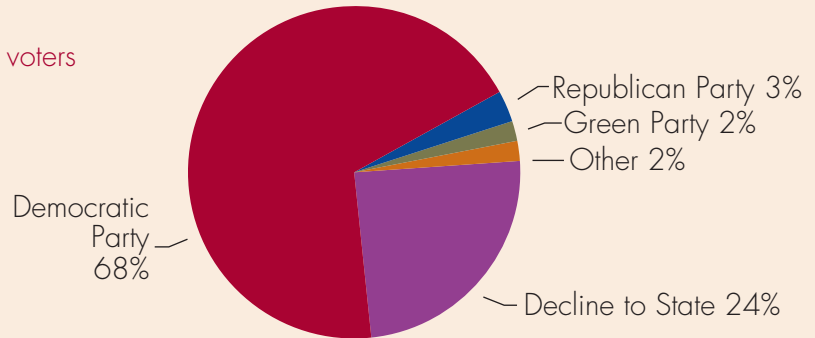
|                                                           |              |
|-----------------------------------------------------------|--------------|
| Average sale price of new & existing single-family homes: | \$1,355,894  |
| Average sale price of new & existing condos:              | \$757,884    |
| Total housing units:                                      | 49,137       |
| Vacant housing units:                                     | 3,622        |
| Occupied housing units:                                   | 45,515       |
| Owner-occupied:                                           | 19,517 (43%) |
| Renter-occupied:                                          | 25,998 (57%) |
| Median Rental Market Rates:*                              |              |
| Studio                                                    | \$1,800      |
| 1 Bedroom                                                 | \$2,195      |
| 2 Bedroom                                                 | \$2,995      |
| 3 Bedroom                                                 | \$3,595      |

\* 2018 data provided by the Berkeley Rent Stabilization Board

# Community Engagement

Berkeley has  
79,485 registered voters

California Secretary of State,  
October 2018



- There are 118 Disaster Caches in neighborhood groups and 8 in community resilience centers
- Public meeting notices, agendas and meeting-related documents are online, and audio and DVD recordings are also available
- Live and archived Council meetings can be watched on the City's website. They are also broadcast by KPFB, 89.3 FM and cable channel 33

## Other Amenities

Berkeley has:

- 2 public swimming pools;
- 3 resident summer camps;
- 105 walking trails;
- 2 skateboard park;
- 1 Adventure Playground;
- A municipal urban forest of 35,000 public street and park trees;
- 15 sports fields;
- 49 sports courts;
- 36 picnic areas;
- 63 play areas;
- 17 acres of off leash dog parks;
- 242 acres of public open space;
- 152 landscaped street medians and triangles;
- 263 irrigation systems;
- 52 parks, 4 community centers, 2 clubhouse, and 6 community gardens;
- A public marina with berths for 1,000 boats, a small-boat launch ramp, 3 public small boat docks;
- Portions of the San Francisco Bay Trail;
- Shorebird Nature Center and Classroom;
- More than 80 acres of state park and easy access to 2,077-acre Tilden Park;
- 2 senior-service facilities that provide activities, meals, and social services.

Berkeley is home to more than 150 arts and cultural organizations, making it one of the most artistically dense cities in the Bay Area. Those diverse organizations include museums, art galleries, dance, music and performance groups, and many more.

For information about the programs and services offered by the City of Berkeley, please call (510) 981-CITY or visit us online at:

[www.CityofBerkeley.info](http://www.CityofBerkeley.info)

## **BUDGET POLICIES & PROCESS**

Fiscal policies adopted by the Council provide the framework for the City's budget development, and include:

1. Focusing on the long-term fiscal health of the City by adopting a two-year budget and conducting multi-year planning;
2. Building a prudent reserve;
3. Developing long-term strategies to reduce unfunded liabilities;
4. Controlling labor costs while minimizing layoffs;
5. Allocating one-time revenue for one-time expenditures (e.g., capital investments and deferred maintenance);
6. Requiring enterprise and grant funds to balance and new programs to pay for themselves; and
7. Any new expenditure requires new revenue or expenditure reductions.
8. Transfer Tax revenue in excess of \$12.5 million dollars will be treated as one-time revenue to be used for the City's capital infrastructure needs.
9. As the General Fund subsidy to the Safety Members Pension fund declines over the next several years, the amount of the annual decrease will be used to help fund the new Police Employee Retiree Health Plan.
10. Starting in FY 2019, staff costs as approved by the City Council that exceed the enforcement fees and penalties shall be appropriated from the short term rental taxes collected pursuant to BMC Section 23C.22.050, Section H, with primary allocation of the rental tax to the purposes listed below:
  - Two thirds (66.7%) allocated to the Affordable Housing Trust Fund.
  - One third (33.3%) allocated to the Civic Arts Grant Fund.

### **The Budget Reflects the City's Strategic Goals and Priorities**

The City's budget is a reflection of the City of Berkeley Strategic Plan, which identifies the long-term goals that the City government will achieve on behalf of the community, and the specific, short-term, two-year priority projects designed to advance those goals. The Plan serves as a guide for the City's staff to ensure that the priorities of the Mayor and City Council are met, all regulatory and financial obligations are fulfilled, and that the City continuously improves the services it provides for the community. The Plan helps employees throughout the organization to prioritize limited time and resources and to connect short-term, week-to-week work with longer-term goals for our city.

The City of Berkeley Strategic Plan reflects Berkeley's values and provides a strategic framework for the work that our employees accomplish. The specific priorities associated with each goal are updated every two years along with the City's biennial budget.

For a project or program to be included as a two-year priority in the Strategic Plan, it must:

- Help to advance one or more City Council priorities
- Be completed within the Plan's two-year cycle (or at least a clear phase of the work must be completed)

## **BUDGET POLICIES & PROCESS**

- Have adequate resources in the City's budget to get the work done
- Engage multiple City departments collaborating to advance a shared priority

### **Budget Development Process**

The budget process assigns resources to the goals and priorities set by the City Council. New programs are added based on Council service and program priorities. Under the City Charter, the City Manager prepares and recommends to the City Council an operating budget and a capital improvements budget for consideration and adoption

Since FY 2000, the City of Berkeley has prepared and adopted a Biennial Budget. The biennial budget cycle begins with the development of the Budget Development Instructions, including a process for identifying short-term priority initiatives that will be accomplished in a given budget cycle. A budget development calendar is also prepared and presented to Council for the subsequent year's budget preparation. The City Manager reviews and evaluates the baseline budgets and supplemental requests to determine whether they fulfill City Council goals and objectives, improve management effectiveness and service delivery, increase productivity, and align with the Strategic Plan.

The City Manager then develops a balanced budget proposal for submission to the Mayor and City Council no later than the first Monday in May or at a date set in May through Council authorization. Copies of the City Manager's Proposed Budget are also distributed to all Boards and Commissions and City Departments and are made available to the general public and posted on the City's website.

The City Council holds public meetings to discuss the proposed budget, including two or more formal public hearings. Budget amendments are considered for incorporation into the proposed budget prior to the formal budget adoption. A Five-Year Forecast is developed to match long-term outcomes with projected resources. This allows for matching resources with long-term policy initiatives that extend beyond the two-year budget cycle.

**BUDGET POLICIES & PROCESS****FY 2020 & FY 2021 Biennial Budget Development Calendar**

| <b>Date</b>     | <b>Agenda</b>                     | <b>Action/Topic</b>                                                                                                          |
|-----------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| March 19, 2019  | Workshop                          | FY 2019 Mid-Year Budget Update & Review of Unfunded Liabilities                                                              |
| April 23, 2019  | Council                           | Public Hearing on CDBG & ESG Annual Action Plan and proposed funding allocations to community agencies                       |
| May 1 & 3, 2019 | Budget & Finance Policy Committee | Department Budget Presentations and Capital Improvement Program Presentation to Budget & Finance Policy Committee            |
| May 7, 2019     | Workshop                          | FY 2020 & FY 2021 Proposed Biennial Budget Presentation                                                                      |
| May 14, 2019    | Council                           | Public Hearing #1: Budget & Fee Increases from Departments, FY 2019 AAO #2, and Council Budget Referrals due to City Manager |
| May 28, 2019    | Council                           | Public Hearing #2: Budget and Council recommendations on budget due to the City Manager                                      |
| June 11, 2019   | Council                           | Council Discussion on Proposed Biennial Budget                                                                               |
| June 25, 2019   | Action                            | Adopt FY 2020 & FY 2021 Biennial Budget & Tax Rates                                                                          |

## **BUDGET PRACTICES**

### **The Reporting Entity**

The City of Berkeley, California was originally incorporated as a town in 1878 and as a City in 1909. On January 30, 1909, the people of the City adopted a City Charter under which it currently operates (as amended). The City maintains a Council-Manager form of government and provides the following services as authorized by the City Charter: public safety (police and fire); highways and streets; sanitation; social services; public improvements; planning and zoning; and general services. The financial responsibilities of the City also include the Successor Agency (formerly the Berkeley Redevelopment Agency) and the Rent Stabilization Board.

### **Fund Accounting**

A fund is a separate fiscal and accounting entity with a separate set of accounting records. City funds are organized within fund groups that include General Funds, Special Revenue Funds, Enterprise Funds, Internal Service Funds, Grant Funds, Bond Funds, Debt Service Funds, and Trust Funds. For example, a separate fund within the Grant Funds category is used to account for the funds received by the City through the Federal Community Development Block Grant (CDBG) Program.

The use of Fund Accounting is one of the basic requirements of generally accepted accounting principles (GAAP) for government and one of the major differences between government and commercial accounting. It requires separate record keeping for each individual fund that a government uses.

### **Accounting Practices**

The accounting and reporting policies of the City conform to generally accepted accounting principles (“GAAP”) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (“GASB”), which includes all statements and interpretations of the National Council on Governmental Accounting unless modified by the GASB, and those principles prescribed by the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units.

Basis of accounting refers to the timing of when revenues and expenditures are reported in the financial statements. The governmental fund types and agency funds use the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available.

All proprietary fund types and pensions trust funds use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

### **Debt Limit**

As a Charter City, the City of Berkeley is not subject to the debt limit restrictions that govern general law cities in California. Nonetheless, the City is well below that debt limit even with the passage of several bond measures:

- Measure Q (2000) for the purchase of Firefighting Equipment;



## **BUDGET PRACTICES**

- Measure I (2002) for a new animal shelter;
- Measure FF (2008) for the renovation, construction, seismic, and disabled access improvements, and expansion of program areas at the City's four neighborhood branch libraries;
- Measure M (2012) for streets and watershed improvements.
- Measure T1 (2016) to repair, renovate, replace, or reconstruct the City's aging infrastructure and facilities, including sidewalks, storm drains, parks, streets, senior and recreation centers, and other important City facilities and buildings;
- Measure O, which authorized the City to issue \$135 million in general obligation bonds to create and preserve affordable housing for low-income households, working families, and individuals including teachers, seniors, veterans, the homeless, and persons with disabilities, was passed by the voters in November 2018 and the bond proceeds have not been issued yet.

Debt Limit information is further detailed in the Financial Summaries section.

### **Bond Rating**

The City currently maintains a tax-backed rating of "Aa2" and "AA+" from Moody's Investors Service and Standard & Poor's respectively. These ratings put the City in the upper echelon of all California cities that maintain tax-backed ratings.

### **Budgetary Basis of Accounting**

The budgetary basis of accounting determines when a government charges expenditures against an adopted budget appropriation, or when it credits revenue to its funds for budgeting purposes. Although the City presents financial statements in its Comprehensive Annual Financial Report (CAFR) in accordance with GAAP, the budget is adopted on a modified cash basis. The major areas of difference between the two basis of accounting are as follows:

- ❑ For budgetary purposes, revenues are recorded when received. Under GAAP, revenues are recorded when earned.
- ❑ For budgetary purposes, interfund loans and repayments (i.e., "interfund transfers") are recorded as expenditures and revenues. Under GAAP, these transactions are reclassified as increases or reductions in the "due to/due from" accounts.
- ❑ In recognition of these differences, companion financial statements are presented in the CAFR according to the budgetary basis of accounting and a detailed schedule is provided that reconciles the results of applying the two different basis of accounting.

### **Appropriation Authority**

The City Council adopts the budget by June 30 through the passage of an Annual Appropriation Ordinance (AAO). This ordinance sets expenditure limits at the fund level for the City's General Fund, special funds, debt service funds, capital projects funds, enterprise funds, and all internal service funds except the Payroll Deduction Trust Fund,

## **BUDGET PRACTICES**

the Catastrophic Loss Trust Fund, Retiree Medical Trust Funds, and the Pension Annuity Fund.

Throughout the year, supplemental appropriations are approved through amendments to the AAO, and require a two-thirds super-majority vote of the City Council. The City Manager is authorized to transfer budgeted amounts between departments or programs within any fund. The Council must approve any transfer that alters the total appropriations of any fund.

All appropriated amounts lapse at year end and are subject to re-appropriation in the following fiscal year by City Council approval.

### **Fiscal Year**

A twelve-month period of time to which the budget applies. For the City of Berkeley, this period is from July 1 through June 30.

### **Biennial Budget**

A budget that spans two year consecutive fiscal years. For the City of Berkeley, the proposed budget covers FY 2019-2020 and FY 2020-2021. These are also referred to as FY 2020 & FY 2021.

### **Encumbrances**

Encumbrance accounting is used to designate funds for purchase orders, contracts and other commitments until actually expended. Encumbrances outstanding at year-end are carried into the next fiscal year, but the related budget authority is subject to re-appropriation by Council.

### **The Budget as a Living Document**

The budget is intended to be a flexible document representing revenue and expenditure data. The current document presents audited actual data for FY 2017 and FY 2018, adopted budget figures for FY 2019, and the proposed budget figures for FY 2020 and FY 2021.

**Page 59 of 570**  
**SUMMARY OF FY 2020 & FY 2021 PROPOSED BUDGET**  
**By Funding Source**

| Fund Description                                        | Proposed FY 2020       |                       | Proposed FY 2021       |                       |
|---------------------------------------------------------|------------------------|-----------------------|------------------------|-----------------------|
|                                                         | Revenue <sup>(b)</sup> | Expenses              | Revenue <sup>(b)</sup> | Expenses              |
| General Fund Discretionary                              | \$ 194,499,665         | \$ 191,235,836        | \$ 198,016,202         | \$ 194,858,351        |
| Special Revenue Funds                                   |                        |                       |                        |                       |
| Emergency Disabled Services                             | 1,291,382              | 1,291,382             | 1,317,210              | 1,317,210             |
| Paramedic Tax <sup>(a)</sup>                            | 3,711,829              | 3,872,044             | 3,773,812              | 3,975,138             |
| Parks Tax                                               | 13,709,037             | 16,413,511            | 13,969,718             | 13,955,060            |
| Downtown Berkeley Prop & Improv. District               | 1,281,760              | 1,281,760             | 1,281,760              | 1,281,760             |
| Measure GG - Fire Prep Tax                              | 5,182,625              | 4,793,467             | 5,285,357              | 4,830,203             |
| Street Light Assess. District <sup>(a)</sup>            | 1,925,489              | 2,620,883             | 2,240,939              | 2,675,066             |
| Solano Avenue Bus. Imp Dist.                            | 25,000                 | 25,000                | 25,000                 | 25,000                |
| Telegraph Pro Bus. Imp. Dist.                           | 503,670                | 503,670               | 503,670                | 503,670               |
| N. Shattuck Bus. Imp. Dist.                             | 182,647                | 182,647               | 182,647                | 182,647               |
| Berkeley Tourism BID                                    | 650,000                | 650,000               | 650,000                | 650,000               |
| Elmwood BID                                             | 30,000                 | 30,000                | 30,000                 | 30,000                |
| Enterprise Funds                                        |                        |                       |                        |                       |
| Zero Waste <sup>(a)</sup>                               | 48,442,782             | 48,962,247            | 48,651,251             | 50,437,150            |
| Marina Operation <sup>(a)</sup>                         | 6,243,295              | 7,118,243             | 6,278,344              | 7,606,750             |
| Sewer                                                   | 27,629,838             | 23,524,301            | 27,656,012             | 23,778,693            |
| Clean Storm Water                                       | 4,832,668              | 4,171,366             | 4,977,648              | 4,662,824             |
| Private Sewer Lateral                                   | 240,501                | 197,441               | 240,501                | 202,967               |
| Permit Service Center <sup>(a)</sup>                    | 16,764,893             | 19,405,470            | 17,527,428             | 19,829,496            |
| Off Street Parking                                      | 6,397,291              | 6,226,848             | 7,352,169              | 6,499,568             |
| Parking Meter                                           | 10,685,985             | 9,401,361             | 11,061,390             | 9,633,603             |
| Unified Program - Toxics <sup>(a)</sup>                 | 894,180                | 918,190               | 915,150                | 938,279               |
| Building Management (1947 Center St.) <sup>(a)</sup>    | 3,056,813              | 3,205,142             | 3,056,813              | 3,226,146             |
| Gas / Sales Tax Street Improvement Funds <sup>(a)</sup> | 12,911,441             | 14,098,752            | 12,911,441             | 15,769,282            |
| Bonds <sup>(b)</sup>                                    | 100,000                | 16,091,524            | 100,000                | 1,303,350             |
| Debt Service Funds <sup>(a)</sup>                       | 7,843,208              | 11,538,860            | 7,843,208              | 10,778,460            |
| Grant Funds <sup>(c)</sup>                              | 33,787,559             | 36,225,990            | 31,618,529             | 34,884,583            |
| Internal Service Funds                                  | 40,089,993             | 37,543,530            | 40,310,942             | 38,813,812            |
| Other Funds                                             |                        |                       |                        |                       |
| Capital Improvement Fund <sup>(a)</sup>                 | 4,950,905              | 7,442,802             | 4,950,905              | 6,793,845             |
| Public Liability <sup>(a)</sup>                         | 1,695,888              | 1,995,642             | 1,695,888              | 2,018,826             |
| Library <sup>(a)</sup>                                  | 20,128,598             | 25,541,832            | 20,529,730             | 21,262,421            |
| Rent Board <sup>(a)</sup>                               | 5,500,000              | 5,334,943             | 5,500,000              | 5,446,666             |
| Successor Agency                                        | -                      | 56,960                | -                      | 57,120                |
| Playground Camp <sup>(a)</sup>                          | 1,000,832              | 1,956,129             | 1,000,832              | 1,969,906             |
| Health State Aid Realignment Trust <sup>(c)</sup>       | 3,747,761              | 4,125,651             | 3,703,018              | 4,110,373             |
| Other Funds <sup>(a)</sup>                              | 5,833,628              | 12,991,531            | 6,009,919              | 12,896,574            |
| <b>Revenue &amp; Expenditure Totals:</b>                | <b>\$ 485,771,163</b>  | <b>\$ 520,974,955</b> | <b>\$ 491,167,433</b>  | <b>\$ 507,204,799</b> |

**(a) Revenues do not reflect use of fund balances which are added to balance revenues with appropriations.**

**(b) Revenues for Bond Projects collected in prior fiscal years.**

**(c) FY 2020 & FY 2021 grant revenues and expenditures will be adjusted to match once award amounts are known.**

## Summary of Expenditures by Department - All Funds

|                                                         | FY 2017<br>Actual     | FY 2018<br>Actual     | FY 2019<br>Adopted    | FY 2020<br>Proposed   | FY 2021<br>Proposed   |
|---------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Mayor & Council                                         | 1,761,098             | 1,938,448             | 2,020,693             | 2,195,919             | 2,240,947             |
| Auditor                                                 | 2,112,477             | 2,157,055             | 2,419,749             | 2,714,111             | 2,781,597             |
| Police Review Commission                                | 602,055               | 720,978               | 731,132               | 778,165               | 795,021               |
| City Manager                                            | 6,113,487             | 6,501,609             | 7,638,613             | 8,024,880             | 8,051,513             |
| Office of Economic Development                          | 4,348,174             | 5,783,523             | 5,397,704             | 5,603,025             | 5,633,890             |
| Information Technology <sup>(a)</sup>                   | 10,962,328            | 13,279,709            | 17,537,825            | 19,404,413            | 19,725,905            |
| City Attorney                                           | 3,450,054             | 4,737,620             | 4,224,401             | 4,594,533             | 4,676,381             |
| City Clerk                                              | 2,499,350             | 1,658,990             | 2,534,266             | 3,004,901             | 2,859,283             |
| Finance                                                 | 6,450,770             | 6,653,713             | 7,924,435             | 8,766,934             | 8,968,578             |
| Human Resources                                         | 3,922,257             | 3,796,400             | 3,888,726             | 4,240,103             | 4,342,003             |
| Health, Housing & Community Services                    | 42,950,327            | 45,328,006            | 49,197,874            | 54,565,114            | 54,545,071            |
| Police                                                  | 66,428,530            | 66,351,534            | 67,277,591            | 74,979,834            | 77,223,242            |
| Fire                                                    | 39,124,707            | 40,329,408            | 40,008,265            | 44,379,144            | 45,434,206            |
| Public Works                                            | 120,952,957           | 142,401,016           | 115,819,678           | 133,130,527           | 135,473,725           |
| Parks, Recreation & Waterfront                          | 28,275,284            | 31,875,289            | 28,150,223            | 47,321,523            | 31,801,449            |
| Planning                                                | 16,700,110            | 18,917,631            | 21,372,934            | 24,506,913            | 25,032,888            |
| Library                                                 | 17,458,877            | 17,541,858            | 23,333,610            | 26,139,932            | 21,859,716            |
| Rent Board                                              | 4,857,543             | 5,057,290             | 5,231,605             | 5,334,943             | 5,446,666             |
| Non-Departmental <sup>(b)</sup>                         | 102,451,886           | 101,847,696           | 56,940,782            | 51,290,041            | 50,312,718            |
| Gross Appropriations:                                   | 481,422,271           | 516,877,773           | 461,650,106           | 520,974,955           | 507,204,799           |
| Less: Dual Appropriations <sup>(c)</sup>                | (67,619,534)          | (79,934,299)          | (27,061,214)          | (26,171,544)          | (25,955,764)          |
| Less: Revolving & Internal Service Funds <sup>(d)</sup> | (30,403,924)          | (25,910,362)          | (27,741,227)          | (39,539,172)          | (40,832,638)          |
| <b>Net Expenditure:</b>                                 | <b>\$ 383,398,813</b> | <b>\$ 411,033,112</b> | <b>\$ 406,847,665</b> | <b>\$ 455,264,239</b> | <b>\$ 440,416,397</b> |

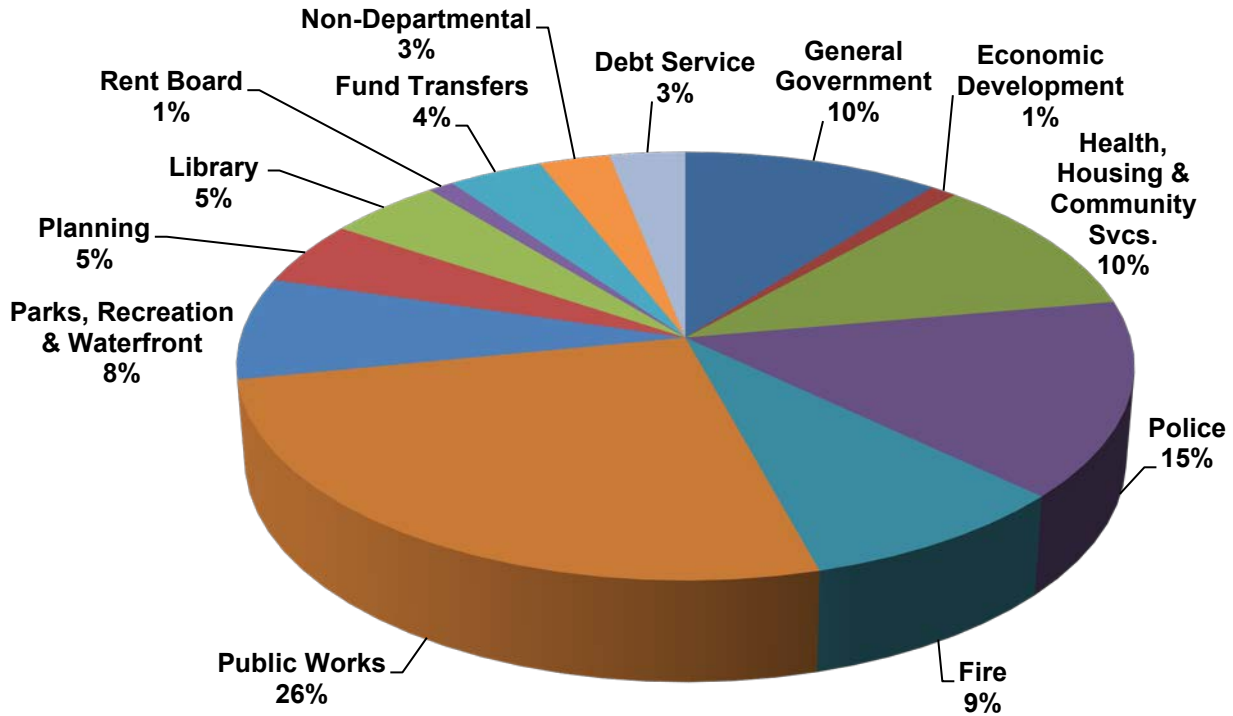
(a) Information Technology budget includes \$5,602,307 in FY 2020 and \$5,630,530 in FY 2021 for FUNDS Replacement and \$12,965,536 in FY 2020 and \$13,258,605 in FY 2021 for the new IT Cost Allocation Plan Fund

(b) Non-Departmental consists of operational overhead costs such as Property Insurance and School Board Salaries, General Fund allocation for Community Based Organizations, Workers' Compensation costs, Debt Service, and Interfund Transfers.

(c) Dual Appropriations are revenues that are initially budgeted for receipt in one fund and subsequently transferred for expenditure in another fund.

(d) Revolving & Internal Service Funds are funds that derive revenue by virtue of payment from other fund sources as benefits are received by such funds.

**All Funds Expenditures by Department  
FY 2020 & FY 2021  
Biennial Budget  
\$1,028,179,754 (Gross)  
\$895,680,636 (Net)**



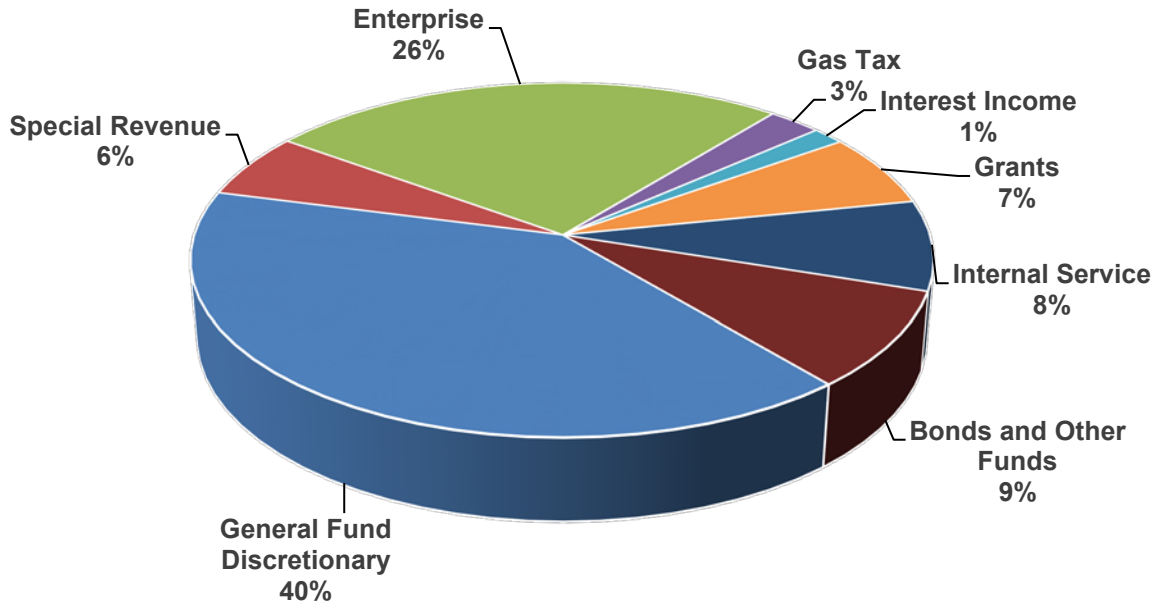
## REVENUE BY FUNDING SOURCE

| Fund Description                                             | Actual Revenue<br>FY 2018 | Adopted Revenue<br>FY 2019 | Proposed Revenue<br>FY 2020 | Proposed Revenue<br>FY 2021 |
|--------------------------------------------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| 10 General Fund Discretionary                                | \$198,642,216             | \$184,756,040              | \$ 194,499,665              | \$ 198,016,202              |
| Special Revenue Funds                                        |                           |                            |                             |                             |
| 18 Emergency Disabled Services <sup>(a)</sup>                | 1,234,909                 | 1,270,257                  | 1,291,382                   | 1,317,210                   |
| 160 Paramedic Assessment/Tax <sup>(a)</sup>                  | 3,489,594                 | 3,659,961                  | 3,711,829                   | 3,773,812                   |
| 450 Parks Tax <sup>(a)</sup>                                 | 13,166,189                | 13,474,968                 | 13,709,037                  | 13,969,718                  |
| 451 Downtown Berkeley Prop & Improv. District <sup>(b)</sup> | 1,234,175                 | 1,281,760                  | 1,281,760                   | 1,281,760                   |
| 456 Measure GG - Fire Prep Tax <sup>(a)</sup>                | 5,212,511                 | 5,058,273                  | 5,182,625                   | 5,285,357                   |
| 470 Streetlight Assessment District                          | 1,433,761                 | 1,410,489                  | 1,925,489                   | 2,240,939                   |
| 474 Solano Avenue Business Imp. District <sup>(b)</sup>      | 34,182                    | 25,000                     | 25,000                      | 25,000                      |
| 477 Telegraph Bus Pro Imp District <sup>(b)</sup>            | 457,583                   | 489,000                    | 503,670                     | 503,670                     |
| 478 N. Shattuck Bus. Imp. Dist. <sup>(b)</sup>               | 178,746                   | 174,011                    | 182,647                     | 182,647                     |
| 971 Berkeley Tourism BID <sup>(b)</sup>                      | 650,574                   | 650,000                    | 650,000                     | 650,000                     |
| 972 Elmwood BID <sup>(b)</sup>                               | 31,480                    | 30,000                     | 30,000                      | 30,000                      |
| Enterprise Funds                                             |                           |                            |                             |                             |
| 820 Refuse                                                   | 44,738,973                | 41,242,753                 | 48,442,782                  | 48,651,251                  |
| 825 Marina Operation                                         | 6,296,533                 | 6,270,459                  | 6,243,295                   | 6,278,344                   |
| 830 Sewer                                                    | 25,899,335                | 22,827,768                 | 27,629,838                  | 27,656,012                  |
| 831 Clean Storm Water                                        | 2,348,431                 | 2,396,937                  | 4,832,668                   | 4,977,648                   |
| 832 Private Sewer Lateral                                    | 90,501                    | 240,501                    | 240,501                     | 240,501                     |
| 833 Permit Service Center                                    | 16,855,271                | 15,003,859                 | 16,764,893                  | 17,527,428                  |
| 835 Off Street Parking                                       | 5,435,994                 | 3,496,428                  | 6,397,291                   | 7,352,169                   |
| 840 Parking Meter                                            | 10,168,932                | 9,191,713                  | 10,685,985                  | 11,061,390                  |
| 845 Unified Program - Toxics                                 | 975,298                   | 780,500                    | 894,180                     | 915,150                     |
| 850 Building Management - 1947 Center St.                    | 2,833,188                 | 3,056,813                  | 3,056,813                   | 3,056,813                   |
| Gas / SalesTax Street Improvement Funds                      | 10,531,590                | 12,082,501                 | 12,911,441                  | 12,911,441                  |
| Bond Funds                                                   |                           |                            |                             |                             |
| Measure FF - Branch Libraries                                | 0                         | 0                          | -                           | -                           |
| Measure T1                                                   | 35,120,447                |                            |                             |                             |
| Measure G Bond Capital Imprvmnts                             | 1,186                     | 0                          | -                           | -                           |
| Measure M - GO St & Wtr Imps                                 | 0                         | 0                          |                             |                             |
| 640 BJPFA Lease Revenue Bonds                                | 0                         | 103,336                    | -                           | -                           |
| 656 00 Mello-Roos - Fire Equipment                           | 100,000                   | 100,000                    | 100,000                     | 100,000                     |
| 676 Meas I - Animal Shelter                                  | 47                        | 0                          | -                           | -                           |
| Debt Service Funds                                           |                           |                            |                             |                             |
| 710 Debt Service Fund                                        | 265,115                   | 0                          | -                           | -                           |
| 714 09 Measure FF Library Debt Service                       | 1,642,115                 | 1,604,969                  | 1,604,969                   | 1,604,969                   |
| 718 2015 GORBS                                               | 2,821,228                 | 3,309,864                  | 3,309,864                   | 3,309,864                   |
| 720 99 Lease Re Bds BJPFA \$9M                               | 500,139                   | 498,935                    | 499,802                     | 499,802                     |
| 721 SPL Tax Bds CFD#1 ML-ROOS                                | 1,021,605                 | 0                          | -                           | -                           |
| 723 2002 G.O. Refunding Bonds                                | 514,845                   | 1,463,321                  | 1,463,321                   | 1,463,321                   |
| 730 Measure M GO St. & Water Imp                             | 1,906,114                 | 0                          |                             |                             |
| 731 Infrs & Facil Meas T1                                    | 38,784,533                | 0                          |                             |                             |
| Other Debt Service                                           | 1,402,237                 | 965,552                    | 965,252                     | 965,252                     |
| Grant Funds                                                  |                           |                            |                             |                             |
| Federal Grants                                               | 8,759,168                 | 9,955,969                  | 12,028,486                  | 11,780,597                  |
| State/County Grants                                          | 26,490,096                | 19,662,138                 | 19,943,824                  | 19,541,432                  |
| Other Grants                                                 | 799,657                   | 296,500                    | 1,815,249                   | 296,500                     |
| Internal Service Funds                                       |                           |                            |                             |                             |
| 488 Employee Training Fund                                   | 750,000                   | 750,000                    | 750,000                     | 750,000                     |
| 860 Equipment Replacement                                    | 5,835,316                 | 4,163,406                  | 5,908,743                   | 5,836,625                   |
| 865 Equipment Maintenance                                    | 7,534,609                 | 6,461,013                  | 6,461,013                   | 6,461,013                   |
| 866 Building Maintenance Fund                                | 3,913,215                 | 3,588,738                  | 3,821,039                   | 3,821,039                   |
| 870 Warehouse                                                | 328,166                   | 225,000                    | 225,000                     | 225,000                     |
| 873 Computer & Server Replacement                            | 371,605                   | 382,998                    | -                           | -                           |
| 875 Workers Compensation                                     | 9,923,667                 | 9,681,972                  | 9,703,169                   | 9,717,267                   |
| 891 IT Cost Allocation                                       |                           |                            | 13,221,029                  | 13,499,998                  |
| Other Funds                                                  |                           |                            |                             |                             |
| 610 Capital Improvement Fund                                 | 10,634,045                | 5,348,269                  | 4,950,905                   | 4,950,905                   |
| 881 Public Liability                                         | 1,711,657                 | 1,695,888                  | 1,695,888                   | 1,695,888                   |
| 301 Library <sup>(a)</sup>                                   | 19,416,647                | 19,893,213                 | 20,128,598                  | 20,529,730                  |
| 440 Rent Board                                               | 5,536,715                 | 5,500,000                  | 5,500,000                   | 5,500,000                   |
| Successor Agency                                             | 800,834                   | 0                          | 0                           | 0                           |
| 330 Playground Camp                                          | 2,008,239                 | 1,000,832                  | 1,000,832                   | 1,000,832                   |
| 958 Hlth State Aid Realign Trust                             | 3,770,841                 | 3,703,018                  | 3,747,761                   | 3,703,018                   |
| Other Funds                                                  | 13,237,635                | 5,429,922                  | 5,833,628                   | 6,009,919                   |
| <b>Revenue Totals</b>                                        | <b>\$557,841,689</b>      | <b>\$434,654,844</b>       | <b>\$485,771,163</b>        | <b>\$491,167,433</b>        |

(a) The established growth index for the Emergency Medical Services Tax (Paramedic Tax) is the April Consumer Price Index (CPI). The Emergency Services for the Disabled Tax, the Library Tax, Parks Tax, and the Measure GG Fire Services and Disaster Preparedness Tax growth is either the higher of the CPI or the Personal Income Growth (PIG).

(b) Business Improvement District Revenues will be adjusted based on approved increases

**Revenue By Funding Source  
FY 2020 & FY 2021  
Biennial Budget  
\$976,938,596  
(Excludes Use of Fund Balances)**



**DEBT LIMIT COMPUTATION (June 30, 2018)**

The City of Berkeley is a charter city and, as such, does not have a debt limit. However, if it were a general law city, its legal debt limit and debt limit margin would be the following:

|                                                          |                        |
|----------------------------------------------------------|------------------------|
| Total FY 2018 assessed valuation (less other exemptions) | \$17,376,516,658       |
| Debt limit (15% of assessed value)                       | 2,606,477,499          |
| Amount of debt applicable to the debt limit              | <u>117,520,000</u>     |
| Legal debt margin (if Berkeley were a general law city)  | <u>\$2,488,957,499</u> |

**Effects of Existing Non-Tax-Supported Debt levels on Current and Future City Operations**

The City's existing debt levels are not expected to significantly impact current operations since the general obligation bonds (please see notes below for 2015 G.O. Refunding Bonds) are entirely tax-supported and the City has identifiable sources of debt repayment for its governmental revenue bonds, certificates of participation, and its enterprise lease revenue bonds, as follows:

**Governmental Revenue Bonds and Certificate of Participation**

| Description                                                                      | Principal Outstanding at June 30, 2018 | Year of Final Maturity | Debt Service Due in FY 2019 | Debt Service Due in FY 2020 |
|----------------------------------------------------------------------------------|----------------------------------------|------------------------|-----------------------------|-----------------------------|
| Theatre Facility and Park Land Acquisition on Bonds                              | \$ 4,419,703                           | 2030                   | \$ 498,935                  | \$ 499,802                  |
| Certificates of Participation for Acquisition and Construction of Animal Shelter | 5,125,000                              | 2040                   | 402,913                     | 402,613                     |
| <b>Total Governmental Revenue Bonds</b>                                          | <b>\$ 9,544,703</b>                    |                        | <b>\$ 901,848</b>           | <b>\$ 902,415</b>           |

- Theatre Facility and Park Land Acquisition Bonds: These bonds will not negatively impact current or future City operations since they have been supported by Capital Improvement Fund transfers since FY 2001. The bonds were issued to help address two City priorities: (1) Obtaining land to build playgrounds and (2) supporting the arts, through the construction of a new Berkeley Repertory Theatre.



**DEBT LIMIT COMPUTATION (June 30, 2018)**

Also, it should be pointed out that on June 9, 2015, the 2015 General Obligation Refunding Bonds were issued by the City of Berkeley, under provisions of the California Government Code and under a Resolution adopted by the City Council. The Refunding Bonds were issued to refinance the City's outstanding (i) 2002 General Obligation Refunding Bonds, (ii) 2007 Series A General Obligation Refunding Bonds, (iii) City of Berkeley 2007 General Obligation Refunding Bonds, 2007 Series B, and (iv) General Obligation Bonds, Series 2008 (Measure I – Animal Shelter Project). It is anticipated that the Refunding Bonds, in book entry form, will be available for delivery through the facilities of DTC in New York, on or about July 15, 2015.

**Enterprise Funds Lease Revenue Bonds**

| Description                                                         | Principal Outstanding at June 30, 2018 | Year of Final Maturity                                                         | Debt Service Due in FY 2019 | Debt Service Due in FY 2020 |
|---------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| Garage Improvement Bonds                                            | \$ -                                   | 2022 but the City elected to pay it off on March 2015. Please see notes below. | \$ -                        | \$ -                        |
| Certificates of Participation for Acquisition of 1947 Center Street | 17,400,297                             | 2032                                                                           | 1,631,278                   | 1,634,111                   |
| 2016 Parking Revenue Bonds                                          | 33,970,000                             | 2046                                                                           | 1,153,050                   | 1,913,050                   |
| <b>Total Enterprise Funds Lease Revenue Bonds and COP's</b>         | <b>\$ 51,370,297</b>                   |                                                                                | <b>\$ 2,784,328</b>         | <b>\$ 3,547,161</b>         |

- Garage Improvement Bonds: These bonds won't negatively impact current or future City operations since they are entirely supported by fees from the parking garages and mall leases. The City elected to pay off these bonds in March 2015.

On March 1, 2015, in accordance with the provisions of Article IV of the indenture of Trust dated August 1, 2005, by and among the City of Berkeley (the "City"), the Berkeley Joint Powers Financing Authority (the "Authority") and then Bank of New York Mellon Trust Company (the "Trustee"), the City called for the full optional redemption of all the outstanding principal amount of the \$5,620,000 City of Berkeley Revenue Bonds, 2005 (Garage Improvement Bonds) (the "Bonds") to occur on March 1, 2015 (the "Redemption Date") at the redemption price (the "Price") of 100% of the principal amount thereof together with accrued interest to said Redemption Date. The indentures of Trust allows the City to notify the Trustee, on or before the Redemption Date, of its decision to rescind the proposed redemption if for any reason sufficient funds will not be or are not available on the Redemption Date.

***DEBT LIMIT COMPUTATION (June 30, 2018)***

- Certificates of Participation for Acquisition of 1947 Center Street Building: The purchase of this building was viewed as a prudent financial decision because it gave the City the opportunity to house several City departments that were leasing space. The elimination of these lease costs plus the lease income from other tenants in the building offsets the debt service costs on the COP's. In addition, the City is earning equity in the building. For these reasons, these bonds won't negatively impact current or future City operations.
  
- Parking Revenue Bonds, Series 2016: On August 9, 2016, the BJPFA issued \$33,970,000 in parking revenue bonds, on behalf of the City, to provide funds to (1) finance the demolition of the current Center Street garage, the construction of a new downtown Center Street Garage and other related work; (2) purchase a reserve fund insurance policy for the bonds; and (3) pay capitalized interest through June 1, 2019. Interest rates ranging from 3.00%-4.00% are payable semi-annually on June 1 and December 1. Principal is due annually on June 1 starting in FY 2019-20. The bonds mature June 1, 2046 and are collateralized solely by all the installment payments received by BJPFA from the City under the installment sale agreement, any business interruption insurance proceeds paid to the Trustee pursuant to the installment sale agreement, and certain moneys derived from certain other funds and accounts held by the Trustee pursuant to the indenture. This bond has an underlying rating of A from S&P, and an insured rating of AA.

**City of Berkeley**  
**FY 2019 - FY 2021 Debt Service Details**

| <b>Account Description</b>                                                         | <b>FY 2019</b>   | <b>FY 2020</b>   | <b>FY 2021</b>   | <b>Total</b>     |
|------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|
| Principal Payment                                                                  | 640,000          | 670,000          | 700,000          | 2,010,000        |
| Interest Payment                                                                   | 114,788          | 84,075           | 51,538           | 250,401          |
| <b>2002 Measure Q (Mello Roos)</b>                                                 | <b>754,788</b>   | <b>754,075</b>   | <b>751,538</b>   | <b>2,260,401</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 40,000           | 45,000           | 45,000           | 130,000          |
| Interest Payment                                                                   | 54,933           | 52,912           | 50,739           | 158,584          |
| <b>2004 TOH Improvement Bonds</b>                                                  | <b>94,933</b>    | <b>97,912</b>    | <b>95,739</b>    | <b>288,584</b>   |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 12,662           | 13,516           | 14,429           | 40,607           |
| Interest Payment                                                                   | 14,638           | 13,754           | 12,812           | 41,204           |
| <b>2008 Sustainable Energy District</b>                                            | <b>27,300</b>    | <b>27,270</b>    | <b>27,241</b>    | <b>81,811</b>    |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 215,000          | 225,000          | 240,000          | 680,000          |
| Interest Payment                                                                   | 455,844          | 447,875          | 436,138          | 1,339,857        |
| <b>2009 GO Measure FF - Branch Libraries</b>                                       | <b>670,844</b>   | <b>672,875</b>   | <b>676,138</b>   | <b>2,019,857</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 395,000          | 415,000          | 435,000          | 1,245,000        |
| Interest Payment                                                                   | 551,131          | 530,881          | 509,632          | 1,591,644        |
| <b>2010 GO Measure FF - Branch Libraries</b>                                       | <b>946,131</b>   | <b>945,881</b>   | <b>944,632</b>   | <b>2,836,644</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 115,000          | 120,000          | 125,000          | 360,000          |
| Interest Payment                                                                   | 287,913          | 282,613          | 276,800          | 847,326          |
| <b>2010 COP (Animal Shelter)</b>                                                   | <b>402,913</b>   | <b>402,613</b>   | <b>401,800</b>   | <b>1,207,326</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 293,944          | 306,826          | 320,880          | 921,650          |
| Interest Payment                                                                   | 204,991          | 192,976          | 178,818          | 576,785          |
| <b>2012 Refunding Lease Revenue Bonds( Refunding of 1999 Lease Revenue Bonds)</b>  | <b>498,935</b>   | <b>499,802</b>   | <b>499,698</b>   | <b>2,498,657</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 961,056          | 1,003,174        | 1,049,121        | 3,013,351        |
| Interest Payment                                                                   | 670,222          | 630,937          | 584,646          | 1,885,805        |
| <b>2012 Refunding Lease Revenue Bonds( Refunding of 2003 COP)</b>                  | <b>1,631,278</b> | <b>1,634,111</b> | <b>1,633,767</b> | <b>4,899,156</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 305,000          | 320,000          | 335,000          | 960,000          |
| Interest Payment                                                                   | 593,125          | 577,500          | 561,125          | 1,731,750        |
| <b>2014 GO Bonds - Measure M - Street &amp; Intergrated Watershed Improvements</b> | <b>898,125</b>   | <b>897,500</b>   | <b>896,125</b>   | <b>2,691,750</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 280,000          | 285,000          | 295,000          | 860,000          |
| Interest Payment                                                                   | 477,963          | 465,238          | 450,738          | 1,393,938        |
| <b>2016 GO Bonds - Measure M - Street &amp; Intergrated Watershed Improvements</b> | <b>757,963</b>   | <b>750,238</b>   | <b>745,738</b>   | <b>2,253,938</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 1,741,433        | 1,825,479        | 1,916,249        | 5,483,161        |
| Interest Payment                                                                   | 875,314          | 786,141          | 687,808          | 2,349,263        |
| <b>2015 GO Bonds Refunding (2002, 2007, 2008)</b>                                  | <b>2,616,747</b> | <b>2,611,620</b> | <b>2,604,057</b> | <b>7,832,424</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 320,132          | 335,582          | 352,269          | 1,007,983        |
| Interest Payment                                                                   | 160,911          | 144,518          | 126,442          | 431,871          |
| <b>2015 GO Bonds Refunding (2002, 2007, 2008)</b>                                  | <b>481,043</b>   | <b>480,100</b>   | <b>478,711</b>   | <b>1,439,854</b> |
|                                                                                    |                  |                  |                  | -                |
| Principal Payment                                                                  | 120,575          | 126,394          | 132,679          | 379,648          |

**City of Berkeley**  
**FY 2019 - FY 2021 Debt Service Details**

| <b>Account Description</b>                                        | <b>FY 2019</b>    | <b>FY 2020</b>    | <b>FY 2021</b>    | <b>Total</b>      |
|-------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <u>Interest Payment</u>                                           | 60,606            | 54,432            | 47,623            | 162,661           |
| <b>2015 GO Bonds Refunding (2002, 2007, 2008)</b>                 | <b>181,181</b>    | <b>180,826</b>    | <b>180,302</b>    | <b>542,309</b>    |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 407,860           | 427,545           | 448,804           | 1,284,209         |
| <u>Interest Payment</u>                                           | 205,007           | 184,122           | 161,092           | 550,221           |
| <b>2015 GO Bonds Refunding (2002, 2007, 2008)</b>                 | <b>612,867</b>    | <b>611,667</b>    | <b>609,896</b>    | <b>2,720,648</b>  |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 394,341           | 402,028           | 409,866           | 1,206,235         |
| <u>Interest Payment</u>                                           | 33,716            | 26,029            | 18,193            | 77,938            |
| <b>2016 Fire Truck</b>                                            | <b>428,057</b>    | <b>428,057</b>    | <b>428,059</b>    | <b>1,284,173</b>  |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 172,633           | 180,579           | 188,059           | 541,271           |
| <u>Interest Payment</u>                                           | 313,086           | 305,140           | 297,660           | 915,886           |
| <b>Notes Payable Harbor Construction # 5</b>                      | <b>485,719</b>    | <b>485,719</b>    | <b>485,719</b>    | <b>1,457,157</b>  |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 347,754           | 351,190           | 354,761           | 1,053,706         |
| <u>Interest Payment</u>                                           | 22,697            | 19,261            | 15,690            | 57,647            |
| <b>CA Energy Conservation Commission</b>                          | <b>370,451</b>    | <b>370,451</b>    | <b>370,451</b>    | <b>1,481,804</b>  |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 1,815,000         | 1,350,000         | 660,000           | 3,825,000         |
| <u>Interest Payment</u>                                           | 1,199,433         | 1,120,306         | 1,070,057         | 3,389,796         |
| <b>2017 GO Bonds - Measure T1 Infrastructure &amp; Facilities</b> | <b>3,014,433</b>  | <b>2,470,306</b>  | <b>1,730,057</b>  | <b>7,214,796</b>  |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 26,000            | 26,000            | 26,000            | 78,000            |
| <u>Interest Payment</u>                                           | 6,815             | 5,406             | 3,977             | 16,198            |
| <b>HUD 108 Loan - Adeline Apartments</b>                          | <b>32,815</b>     | <b>31,406</b>     | <b>29,977</b>     | <b>94,198</b>     |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 350,000           | 360,000           | 375,000           | 1,085,000         |
| <u>Interest Payment</u>                                           | 141,583           | 135,872           | 128,775           | 672,361           |
| <b>HUD 108 Loan - Ed Roberts Campus</b>                           | <b>491,583</b>    | <b>495,872</b>    |                   | <b>2,042,361</b>  |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 2,000             | 2,000             | 2,000             | 10,000            |
| <u>Interest Payment</u>                                           | 17,439            | 17,401            | 17,356            | 87,333            |
| <b>HUD 108 Loan-UNA</b>                                           | <b>19,439</b>     | <b>19,401</b>     | <b>19,356</b>     | <b>97,333</b>     |
|                                                                   |                   |                   |                   | -                 |
|                                                                   |                   |                   |                   | -                 |
| Principal Payment                                                 | 32,000            | 34,000            | 37,000            | 147,000           |
| <u>Interest Payment</u>                                           | 25,600            | 22,960            | 20,120            | 139,240           |
| <b>Savo Island Debt Service</b>                                   | <b>57,600</b>     | <b>56,960</b>     | <b>57,120</b>     | <b>286,240</b>    |
|                                                                   |                   |                   |                   | -                 |
| <b>Total Principal</b>                                            | <b>8,987,390</b>  | <b>8,824,313</b>  | <b>8,462,117</b>  | <b>26,273,821</b> |
| <b>Total Interest</b>                                             | <b>6,487,753</b>  | <b>6,100,347</b>  | <b>5,707,779</b>  | <b>18,295,879</b> |
| <b>Total Debt Service</b>                                         | <b>15,475,143</b> | <b>14,924,661</b> | <b>14,169,896</b> | <b>44,569,700</b> |

**GANN APPROPRIATIONS LIMITATION****Actual for FY 2019, Projected For FY 2020 AND FY 2021**

|                                                            |                            |
|------------------------------------------------------------|----------------------------|
| Fiscal 2018 Gann Appropriatic                              | \$219,090,370              |
| Add: Fiscal Library Relief Tax                             | 19,746,463                 |
| Emergency Medical Services Special Tax                     | 3,047,265                  |
| Park Maintenance, City Trees and Landscaping Special Tax   | 13,411,968                 |
| Emergency Paratransit Tax                                  | 1,270,257                  |
| Disaster Fire Protection Tax                               | 985,734                    |
| Fire Protection and Emergency Response and Preparedness    | <u>5,058,273</u>           |
| Total Gann Appropriations Limitation FY 2019               | 262,610,330                |
| Appropriation Subject to Gann Limitation FY 2019           | <u>195,646,177</u>         |
| Excess of Limitation Over Appropriation FY 2019            | <u><u>\$66,964,153</u></u> |
| % Under Gann Limit-for FY 2019                             | <u>25.50%</u>              |
| Fiscal 2019 Gann Appropriation Limitation                  | \$223,472,177              |
| Add: Fiscal Library Relief Tax                             | 20,056,598                 |
| Emergency Medical Services Special Tax                     | 3,099,133                  |
| Park Maintenance, City Trees and Landscaping Special Tax   | 13,634,037                 |
| Emergency Paratransit Tax                                  | 1,291,382                  |
| Disaster Fire Protection Tax                               | 985,734                    |
| Fire Protection and Emergency Response and Preparedness    | <u>5,136,625</u>           |
| Total Projected Gann Appropriations Limitation FY 2020     | 267,675,686                |
| Appropriation Subject to Gann Limitation FY 2020           | <u>199,877,327</u>         |
| Excess of Limitation Over Appropriation FY 2020            | <u><u>\$67,798,359</u></u> |
| Projected % Under Gann Limit-Projected for FY 2020         | <u>25.33%</u>              |
| Fiscal 2020 Gann Appropriation Limitation                  | \$227,941,621              |
| Add: Fiscal Library Relief Tax                             | 20,457,730                 |
| Emergency Medical Services Special Tax                     | 3,161,116                  |
| Park Maintenance, City Trees and Landscaping Special Tax   | 13,906,718                 |
| Emergency Paratransit Tax                                  | 1,317,210                  |
| Disaster Fire Protection Tax                               | 985,734                    |
| Fire Protection and Emergency Response and Preparedness    | <u>5,239,357</u>           |
| Total Projected Gann Appropriations Limitation FY 2021     | 273,009,486                |
| Projected Appropriation Subject to Gann Limitation FY 2021 | <u>204,897,927</u>         |
| Projected Excess of Limitation Over Appropriation FY 2021  | <u><u>\$68,111,559</u></u> |
| Projected % Under Gann Limit-Projected for FY 2021         | 24.95%                     |

(1) The GANN Limit override to raise the spending limit for the special taxes are required to be renewed by voters every four years. The date the next GANN Limit override is to be submitted to voters is November, 2020.

**ANNUAL IMPACT OF CITY OF BERKELEY FEES TAXES ON HOMEOWNER  
FY 2015 - FY 2021**

*(excludes other jurisdictions: School District, Peralta College, etc.)*

| Home average square feet = 1900 SF<br>Average Home Assessed Value<br>Exemption: | ACTUAL           |                  |                  |                  | PROJECTION       |                  |                  |
|---------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                                                                 | 2015             | 2016             | 2017             | 2018             | 2019             | 2020             | 2021             |
| Average Home Assessed Value                                                     | \$395,450        | \$413,245        | \$431,841        | \$451,274        | \$471,581        | \$492,803        | \$514,979        |
| Exemption:                                                                      | -7,000           | -7,000           | -7,000           | -7,000           | -7,000           | -7,000           | -7,000           |
| <b>Average Home Assessed Value (Net)</b>                                        | <b>\$388,450</b> | <b>\$406,245</b> | <b>\$424,841</b> | <b>\$444,274</b> | <b>\$464,581</b> | <b>\$485,803</b> | <b>\$507,979</b> |
| <b>Property Tax</b>                                                             | <b>\$3,884</b>   | <b>\$4,062</b>   | <b>\$4,248</b>   | <b>\$4,443</b>   | <b>\$4,646</b>   | <b>\$4,858</b>   | <b>\$5,080</b>   |
| Measure S - Civic Center<br>Seismic Improvements                                | 74               | 66               |                  |                  |                  |                  |                  |
| Measure G - Safety Bldgs<br>Seismic Improvements                                | 49               | 32               |                  |                  |                  |                  |                  |
| Measure I - Animal Shelter                                                      | 8                | 8                |                  |                  |                  |                  |                  |
| Rebonded Measure G,S I-Consolidated                                             |                  |                  | 106              | 98               | 95               | 100              | 104              |
| Measure FF - Library Seismic<br>Seismic Improvements                            | 39               | 32               | 38               | 7                | 39               | 41               | 43               |
| Measure Q - Fire Equipment -MelloRo                                             | 24               | 24               | 24               | 24               | 24               | 24               | 24               |
| Measure M - Streets/Watershed                                                   | 27               | 37               | 45               | 44               | 42               | 44               | 46               |
| Measure T1 - Infrastructure/Facilities                                          | 0                | 0                | 0                | 70               | 59               | 62               | 65               |
| Measure T1 - Infra./Fac.(Series B)                                              | 0                | 0                | 0                | 0                | 0                | 0                | 65               |
| Measure O - Affordable Housing                                                  | 0                | 0                | 0                | 0                | 0                | 62               | 65               |
| <b>TOTAL</b>                                                                    | <b>220</b>       | <b>200</b>       | <b>213</b>       | <b>242</b>       | <b>259</b>       | <b>332</b>       | <b>410</b>       |
| Sanitary Sewer Fee                                                              | 245              | 358              | 444              | 507              | 543              | 562              | 583              |
| City Landscaping & Parks Tax                                                    | 239              | 279              | 293              | 305              | 316              | 322              | 329              |
| Emergency Disabled Services                                                     | 25               | 26               | 28               | 29               | 29               | 30               | 31               |
| Street Light Assessment District                                                | 21               | 21               | 21               | 21               | 21               | 21               | 21               |
| Zero Waste Fees                                                                 | 443              | 457              | 470              | 484              | 499              | 514              | 529              |
| Library Tax                                                                     | 353              | 366              | 386              | 400              | 408              | 416              | 424              |
| Paramedic Tax                                                                   | 64               | 65               | 65               | 68               | 69               | 70               | 72               |
| Fire Protection/Emergency Response                                              | 90               | 94               | 99               | 103              | 105              | 107              | 109              |
| Stormwater Program Fee                                                          | 34               | 34               | 34               | 34               | 34               | 34               | 34               |
| <b>TOTAL</b>                                                                    | <b>1,513</b>     | <b>1,699</b>     | <b>1,840</b>     | <b>1,950</b>     | <b>2,023</b>     | <b>2,076</b>     | <b>2,130</b>     |
| <b>TOTAL</b>                                                                    | <b>\$5,618</b>   | <b>\$5,961</b>   | <b>\$6,301</b>   | <b>\$6,635</b>   | <b>\$6,928</b>   | <b>\$7,265</b>   | <b>\$7,620</b>   |

**GENERAL ASSUMPTIONS**

**Basic 1% County Property Tax:** based on an average assessed value (City receives 32.5% of the 1%)

**Sanitary Sewer Fee:** 7.0% increase in FY 2019, & 3.6% increase in FY 2020

**City Landscaping & Parks Tax:** 3.67% increase in FY 2019, 2% increase thereafter

**Emergency Disabled Services:** 3.67% increase in FY 2019, 2% increase thereafter

**Street Light Assessment District:** no increase in FY 2019 and thereafter

**Zero Waste Fees:** 3% increase in FY 2019; 3% increase thereafter

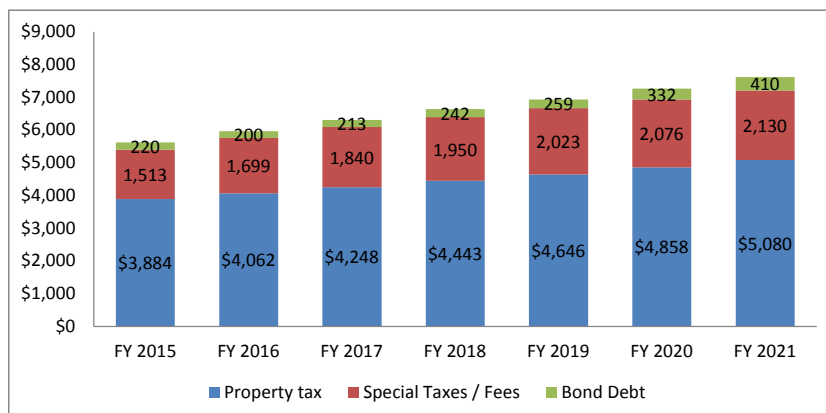
**Library Tax:** 3.67% increase in FY 2019, 2% increase thereafter

**Paramedic Tax:** 3.217% increase in FY 2019, 2% increase thereafter

**Fire Protection/Emergency Response Tax:** 3.67% increase in FY 2019, 2% increase thereafter

**Stormwater Program Fee:** no increase in FY 2019 and thereafter

**Very low income households refund applies to:** Sanitary Sewer Fee, Library, Paramedic, Parks, CFD-1,



## **FIVE-YEAR FORECAST ASSUMPTIONS (ALL FUNDS)**

### **Projected Outlook**

The FY 2020 & FY 2021 Biennial General Fund Budget is currently a balanced budget for the two years. The City was facing a Biennial Budget in deficit position; however, the passage of Measure O<sup>1</sup> and Measure P<sup>2</sup> helped to alleviate the pressure that was being placed on the General Fund and provides funding that supports some of the most vulnerable members of the community we serve.

The Marina Enterprise Fund – the mechanism for managing all Waterfront revenues and expenditures – has annual revenues of approximately \$6.2 million and annual expenditures of approximately \$7.2 million, with an annual structural deficit in excess of \$1 million. The Fund is projected to exhaust all reserves within the next two years (by FY 2021) as can be seen in more detail in the Other Funds Section.

Controlling expenditures has been and will continue to be a necessity in managing the City's budget, and labor costs are a critical factor in that approach. Achieving a sustainable balance of both personnel and non-personnel expenditures against reasonable revenue projections will continue to require close attention, especially as we move into new labor negotiations. Over the next fiscal year, staff will work with Council, labor, and the community to address the ongoing structural deficits and bring projected expenditures in line with projected revenues. This may involve a combination of expenditure reductions, identification of new revenues, or realignment of current services or programs.

A variety of assumptions and factors drive the forecast, such as labor costs, inflation, federal and state initiatives, and unforeseen events and emergencies. These assumptions impact revenue and expenditure projections and variations can cause unanticipated swings in budget balancing strategies.

### **Inflation**

Inflation is an important factor, directly impacting City revenues and expenditures. Inflation-sensitive revenue, such as sales and business license taxes, make up a significant portion of the General Fund budget. Inflation in the Bay Area has increased on the average of 3.08% over the last five years.

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<sup>1</sup> \$135 million in general obligation bonds to create and preserve affordable housing for low-income households, working families, and individuals including teachers, seniors, veterans, the homeless, and persons with disabilities. <https://www.cityofberkeley.info/uploadedFiles/Clerk/Elections/Berkeley%20Bond%20Measure%20-%20All%20Ballot%20Question%20and%20Full%20Text%20and%20Tax%20Rate%20Statement.pdf>

<sup>2</sup> Funding for general municipal purposes such as navigation centers, mental health support, rehousing and other services for the homeless, including homeless seniors and youth. <https://www.cityofberkeley.info/uploadedFiles/Clerk/Elections/Transfer%20Tax%20-%20All%20Ballot%20Question%20and%20Full%20Text.pdf>

**FIVE-YEAR FORECAST ASSUMPTIONS (ALL FUNDS)****CONSUMER PRICE INDEX***Change from previous year (April to April)*

| <b>YEAR</b>             | <b>% INCREASE</b> |
|-------------------------|-------------------|
| 2008                    | 2.9               |
| 2009                    | 0.8               |
| 2010                    | 1.7               |
| 2011                    | 2.8               |
| 2012                    | 2.1               |
| 2013                    | 2.4               |
| 2014                    | 2.8               |
| 2015                    | 2.4               |
| 2016                    | 2.7               |
| 2017                    | 3.8               |
| 2018                    | 3.7               |
| <b>5 – Year Average</b> | <b>3.08</b>       |

*U.S. Bureau of Labor Consumer Price Index All Urban Consumer*

The established growth index for the Emergency Medical Services Tax (Paramedic Tax) is the April Consumer Price Index (CPI). The Emergency Services for the Disabled Tax, the Library Tax, Parks Tax, and the Measure GG Fire Services and Disaster Preparedness Tax growth is either the higher of the CPI or the Personal Income Growth (PIG). For FY 2020 & FY 2021, all of the tax rates assumed an increase of 2% in each year. The tax rates are adjusted once the City has the CPI and PIG figures in May and then officially approved by the Council in June.

**Population**

Based on data from the 2010 Census, Berkeley's population grew by over 6 percent compared to the 2013 - 2017 American Community Survey (ACS) 5 Year Estimates data. Berkeley is estimated to have a population of 120,179. Some revenues, such as Motor Vehicle In-Lieu, are based on population.

**Managing Escalating Costs**

Salary and benefit costs make up approximately 55 percent of the citywide budget on an all funds basis and 74 percent of the General Fund. Five-year forecasts do not include assumptions on future cost of living adjustments but do assume an annual increase in benefit costs.

**California Public Employee Retirement System (CalPERS)**

The updated CalPERS employer contribution rates for FY 2020 & FY 2021 are shown below. In the past, the City was provided with PERS rates for Miscellaneous, Police, and Fire employees. PERS has now implemented three policy changes. PERS lowered the discount rate, reduced the smoothing from 30 to 20 years, and is billing a specific dollar value of required contribution instead of a percentage of the actual payroll cost. The rates below have been updated and reflect the reduced rates resulting from the employees' contributions to the Employer PERS rate, 8% for Miscellaneous Employee and 2% each for Police and Fire.



**FIVE-YEAR FORECAST ASSUMPTIONS (ALL FUNDS)**

|                                                      | <b>CalPERS<br/>Actuals<br/>FY 2019</b> | <b>CalPERS<br/>Actuals<br/>FY 2020</b> | <b>CalPERS<br/>Projections for<br/>FY 2021</b> | <b>CalPERS<br/>projections for<br/>FY 2022</b> |
|------------------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------------|------------------------------------------------|
| Police                                               | 60.8%                                  | 66.6%                                  | 70.7%                                          | 73.6%                                          |
| Fire                                                 | 44.0%                                  | 48.2%                                  | 51.2%                                          | 54.0%                                          |
| Miscellaneous                                        | 30.5%                                  | 32.5%                                  | 34.7%                                          | 36.4%                                          |
| <i>Rates are based on CalPERS' projected payroll</i> |                                        |                                        |                                                |                                                |

**Medical Health Care & Dental Rates**

The City funds medical benefits up to the Kaiser family rate. For those employees that chose Sutter Health as their provider, the employee pays the difference between the Kaiser and Sutter Health rate.

The proposed budgets for FY 2020 & FY 2021 reflect rate increases based on the Kaiser medical plan at a 0.44% decrease for Calendar Year 2019 and projected 12% increases for Calendar Years 2020 and 2021.

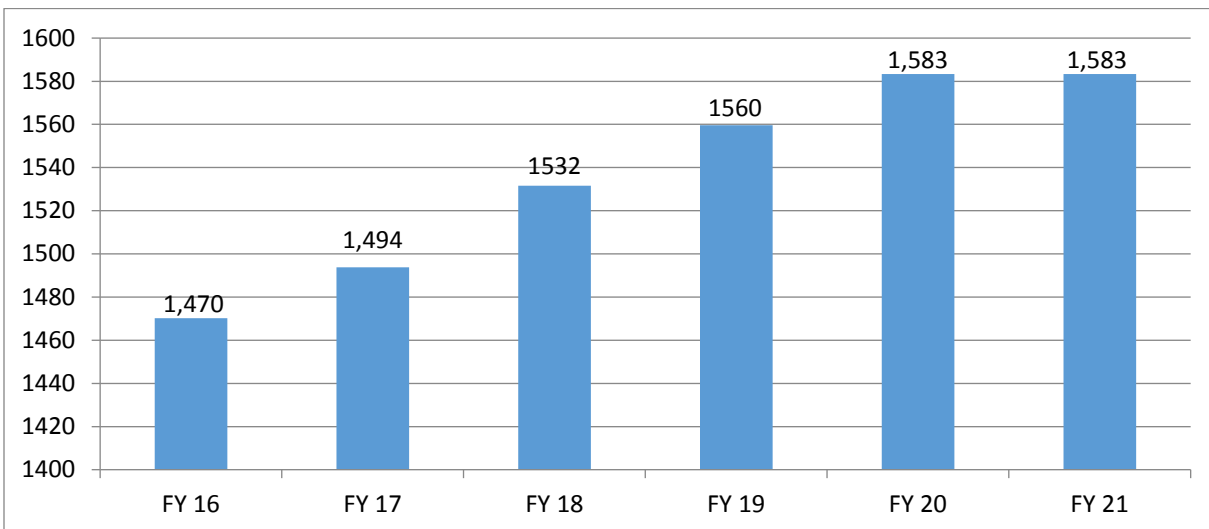
The City's is estimated to pay \$24.5 million in FY 2020 and \$27.3 million in FY 2021 for medical health insurance for active employees.

The FY 2020 & FY 2021 proposed budgets reflect an increase in dental costs of 0% in Calendar Year 2019 and 2020 and 10% in Calendar Year 2021.

**Staffing**

The balancing act between projected revenues and escalating expenditures has been challenging. In FY 2020, salary and benefit costs make up approximately 55 percent of the citywide budget on an all funds basis and 74 percent of the General Fund operating budget. Between FY 2016 and FY 2019, staffing increased by 90 FTEs. Between FY 2019 and FY 2020 staffing is budgeted to increase by 23 FTEs.

**Number of Full Time Equivalent Employees (FTEs)  
FY 2016 to 2021**



## ***FIVE-YEAR FORECAST ASSUMPTIONS (ALL FUNDS)***

A detail chart showing the positions added in FY 2020 & FY 2021 can be found in the Staffing Section.

It is important that we continue making fiscally prudent strategic decisions with the future in mind. Achieving a sustainable balance of both personnel and non-personnel expenditures against reasonable revenue projections will require close attention to ensure the fiscal stability of the City.

### **New Revenue Streams**

Several recent actions by the voters have improved the picture for Berkeley. Most recent, in November 2018, Berkeley voters passed Measure O and Measure P.

Measure O authorizes the City to issue \$135 million in general obligation bonds to finance the acquisition and improvement of real property to create and preserve affordable housing. The bond law and bond measure language require the City to use the funds for affordable housing development costs, including design, and construction, and certain soft costs, including program management.

Measure P raised transfer taxes from 1.5% to 2.5% for property sales and transfers over \$1,500,000, adjusted annually to capture the top approximately 33% of transfers. The legislation indicates that the money will be used for “general municipal purposes such as navigation centers, mental health support, rehousing and other services for the homeless, including homeless seniors and youth,” including staffing costs associated with implementing such programs. Based on a five-year transfer tax analysis, this measure is estimated to generate \$6-\$8 million dollars annually.

These two measures have helped to provide funding for important community needs and services that would have otherwise had to come from the General Fund.

The Other Funds sections of this book include detailed discussions of five-year forecasts for the key operating funds supported by special taxes, assessments, and fees. A five-year forecasting model enables the Council to act more strategically and to understand the long-term impact of its decisions.

**UNFUNDED LIABILITIES (employee benefits) SUMMARY**

Unfunded liabilities are defined as identifiable obligations of an organization for which the organization does not have 100% of the funding (cash or other assets) set aside to cover the cost should all obligations become immediately due. Generally, an organization manages a balance between funding a portion of the entire obligation and the associated risk that the obligation will be due at the same time. This balance is considered the practical and responsible approach since payment demands of these obligations rarely, if ever, occur simultaneously. The alternative would be to fund 100% of the obligations causing a great portion of cash to be reserved and not available for providing services or meeting other immediate obligations, needs, or desires of the community. Maintaining a careful balance between cash on hand to fund daily operations and liquidity to cover unfunded liabilities is a key challenge for all governments. The City has a history of prudently balancing its approach to future obligations with its response to current economic variables and will continue to do so.

The City actively manages its unfunded or under-funded liabilities, and completes annual actuarial valuations for most of the benefits. These valuations consider the economic, demographic, and historical composition of the benefit programs and establish amounts that the City should set aside each year to fund its benefit-related financial obligations. In today's economic climate it is critical that the City continue to manage its liabilities to ensure long-term fiscal stability. On May 29, 2012, the City Council adopted Resolution No. 65,748-N.S. "Requiring that the City Manager Develop and Publish a Biennial Report of Current Liabilities and Projections of Future Liabilities." This report was updated and presented at the March 19, 2019, Council Worksession<sup>1</sup>. The following chart shows the funded status of the City's various benefits based on the most recent actuarial valuations.

| <b>Name of Plan<br/>(dollars in millions)</b> | <b>Valuation<br/>Date</b> | <b>Plan<br/>Assets</b> | <b>Estimated<br/>Liabilities</b> | <b>Unfunded<br/>Liability</b> | <b>%<br/>Funded</b> |
|-----------------------------------------------|---------------------------|------------------------|----------------------------------|-------------------------------|---------------------|
| CalPERS (all plans)                           | 6/30/17                   | 1127.4                 | 1631.1                           | 503.7                         | 69%                 |
| Police Retiree Income Plan<br>(closed)        | 6/30/18                   | 6.4                    | 73.0                             | 66.7                          | 9%                  |
| Police Retiree Health (new)                   | 6/30/18                   | 1.8                    | 43.5                             | 41.7                          | 4%                  |
| Fire Retiree Medical                          | 6/30/18                   | 10.2                   | 27.5                             | 17.3                          | 37%                 |
| Non-sworn Retiree Medical                     | 6/30/18                   | 25.2                   | 59.4                             | 34.2                          | 42%                 |
| Safety Members Pension<br>Fund                | 6/30/18                   | 0.97                   | 2.49                             | 1.5                           | 39%                 |
| <b>TOTAL</b>                                  |                           | <b>1171.9</b>          | <b>1836.9</b>                    | <b>665.1</b>                  | <b>64%</b>          |

Overall, the cumulative total of the City's funding level for its benefit is 64%. The table above lists the City's key benefit categories as well as the unfunded or underfunded liability. Each of these benefits differ in how their funding methodology is structured; some are considered "pay as you go" and others are pre-funded to achieve a certain level of funding within a specified period of time.

Several of the benefit programs are closed to new enrollees and are being phased out such as the SRIP I Disability, the Safety Members Pension Fund, and the Police Sick

<sup>1</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/Documents/2019-03-19\\_WS\\_Item\\_01\\_Projections\\_of\\_Future\\_Liabilities\\_pdf.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/Documents/2019-03-19_WS_Item_01_Projections_of_Future_Liabilities_pdf.aspx)

## ***UNFUNDED LIABILITIES (employee benefits) SUMMARY***

Leave Entitlement. These programs are discussed later in this section of the Proposed Budget Book.

### **California Public Employee Retirement System (CalPERS)**

#### Benefit History & Summary

The City provides retirement benefits for employees through its participation in the California Public Employees' Retirement System (CalPERS). This is a defined benefit pension plan funded by a combination of employee contributions that are set by statute and employer contributions that fluctuate from year to year based on an annual actuarial valuation performed by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Benefits are based on years of credit service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits.

On January 1, 2013, the Public Employee Pension Reform Act (PEPRA) went into effect. The State law applies to employees hired after January 1, 2013, who are new to CalPERS. These employees are termed PEPRA members and employees that were enrolled in CalPERS (without significant separation) prior to January 1, 2013, are now referred to as "classic" members.<sup>2</sup>

The City contributes to three plans in the CalPERS system: Police Safety Plan, Fire Safety Plan, and Miscellaneous Employee Plan. Each plan has a different rate for the City's annual employer contribution which is generally based on the demographics of the plan participants and the value of investment returns of the City's assets in the CalPERS system. In addition, employees' contributions vary by plan based on negotiated Memorandum of Understandings (MOU).

In 2013, the CalPERS Board voted to change the actuarial model for the pension plans along with certain actuarial assumptions upon which rates are based. First, the model anticipated that the plans would be 100 percent funded in a fixed 30-year time period. Second, the time period to "smooth out" the impacts of CalPERS' investment losses due to the recession was reduced from 15 years to 5 years. Finally, the rates were structured in such a way that the first five years were considered to be a "ramp up" period to improve the plans funded percentage. That meant that FY 2016, 2017, 2018, 2019, and 2020 were expected to have higher rates, and the years following were projected to plateau for some time before decreasing in the last five years of the 30 year funding period.

In February 2014, the CalPERS Board voted to retain its current long-term assumed rate of return of 7.5 percent but adopted new mortality assumptions due to the fact that retirees are living longer. As a result of the new assumptions, the cost of employer contributions increased, again.

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<sup>2</sup> PEPRA miscellaneous members are enrolled in a 2% at 62 plan and PEPRA safety members (Fire and Police) are enrolled in a 2.7% at 57 plan. PEPRA members are required to pay half the normal cost of their plans.

## **UNFUNDED LIABILITIES (employee benefits) SUMMARY**

In December 2016, the CalPERS Board lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase in beginning with the June 30, 2016, actuarial valuation<sup>3</sup>. The employer contribution for FY 2020 was calculated using a discount rate of 7.25 percent. CalPERS reduced the return rate to 7.25 percent in July 2018 and will reduce it further to 7.0 percent this year. CalPERS lowered the discount rate because they determined that achieving a 7.5 percent rate of return was now far less likely. The result of this lowered discount rate is that liabilities will grow and that the City will have to increase pension contributions.

Currently, changes to the Unfunded Actuarial Liability (UAL) due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. This method phases in the impact of changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result, however, required contributions can change gradually but significantly over the next five years.

Effective with the June 30, 2019, actuarial valuation, the CalPERS Board adopted a new amortization policy. The new policy shortens the period over which actuarial gains or losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains or losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

The impact of the changes described above is that the required contributions are expected to continue to increase for the next six years, Fiscal Year 2020 through Fiscal Year 2025.

|                                                      | <b>CalPERS<br/>Actuals<br/>FY 2019</b> | <b>CalPERS<br/>Actuals<br/>FY 2020</b> | <b>CalPERS<br/>Projections for<br/>FY 2021</b> | <b>CalPERS<br/>projections for<br/>FY 2022</b> |
|------------------------------------------------------|----------------------------------------|----------------------------------------|------------------------------------------------|------------------------------------------------|
| Police                                               | 60.8%                                  | 66.6%                                  | 70.7%                                          | 73.6%                                          |
| Fire                                                 | 44.0%                                  | 48.2%                                  | 51.2%                                          | 54.0%                                          |
| Miscellaneous                                        | 30.5%                                  | 32.5%                                  | 34.7%                                          | 36.4%                                          |
| <i>Rates are based on CalPERS' projected payroll</i> |                                        |                                        |                                                |                                                |

The two tables below translate the rates into dollars. The following payments will be made by the City into the CalPERS system for the years indicated. The first chart demonstrates the required contribution by Plan. For illustrative purposes only, the second chart presents projected contributions based on a 1% COLA increase in employees' salaries.

With respect to future liabilities for the costs of these plans, the City has regularly retained an outside actuary to review the CalPERS' estimates and provide independent actuary estimates that the City can use in budget planning. This report uses CalPERS' actual rates for FY 2019

<sup>3</sup> [https://www.calpers.ca.gov/page/newsroom/for-the-record/2017/action-prudent-smart-decision?utm\\_source=newsroom&utm\\_medium=banner&utm\\_campaign=FTR-Discount-Rate](https://www.calpers.ca.gov/page/newsroom/for-the-record/2017/action-prudent-smart-decision?utm_source=newsroom&utm_medium=banner&utm_campaign=FTR-Discount-Rate)

**UNFUNDED LIABILITIES (employee benefits) SUMMARY**

and FY 2020 as well as CalPERS' projected rates through FY 2025. This report incorporates the outside actuary's projections for FY 2026 through FY 2029 since CalPERS did not provide projected rates for those years.

| <b>Future Payments to California Public Employees Retirement System All Plans and All Funds Zero COLA By Plan (dollars in millions)</b>                                                                    |                                    |              |              |              |              |              |              |              |              |              |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                                                                                                                                                                                                            | <b>FY19<br/>Adopted<br/>Budget</b> | <b>FY20</b>  | <b>FY21</b>  | <b>FY22</b>  | <b>FY23</b>  | <b>FY24</b>  | <b>FY25</b>  | <b>FY26</b>  | <b>FY27</b>  | <b>FY28</b>  | <b>FY29</b>  |
| Misc.                                                                                                                                                                                                      | 29.96                              | 33.67        | 36.55        | 41.83        | 43.30        | 43.86        | 44.54        | 46.13        | 47.14        | 48.50        | 47.60        |
| Police                                                                                                                                                                                                     | 14.57                              | 16.27        | 17.60        | 18.58        | 19.16        | 19.43        | 19.69        | 20.12        | 20.32        | 20.52        | 20.65        |
| Fire                                                                                                                                                                                                       | 7.33                               | 8.78         | 9.46         | 9.55         | 9.90         | 10.02        | 10.18        | 10.37        | 10.65        | 10.84        | 10.89        |
| <b>Total</b>                                                                                                                                                                                               | <b>51.86</b>                       | <b>58.72</b> | <b>63.61</b> | <b>69.95</b> | <b>72.35</b> | <b>73.32</b> | <b>74.41</b> | <b>76.61</b> | <b>78.11</b> | <b>79.86</b> | <b>79.13</b> |
| FY 2020 and FY 2025 are based on rates and projections provided by CalPERS.                                                                                                                                |                                    |              |              |              |              |              |              |              |              |              |              |
| FY 2026 through FY 2029 are based on actuary's projections.                                                                                                                                                |                                    |              |              |              |              |              |              |              |              |              |              |
| Rates used reflect current MOU agreements: Miscellaneous includes the 8% employee share paid by the City on behalf of the employee as well as the negotiated employee's contribution to the employer rate. |                                    |              |              |              |              |              |              |              |              |              |              |

CalPERS rates are assessed as a percent of salary. Accordingly, as salary increases, pension contributions increase correspondingly. Again, for illustrative purposes, the chart below shows the increases in payments to CalPERS should employees' salaries be increased across the board 1% each year beginning in FY 2020.

| <b>California Public Employees Retirement System All Plans and All Funds Zero COLA vs 1% COLA</b>                                                                                                          |                                    |             |             |             |             |             |             |             |             |             |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                                                                                                                                                                                            | <b>FY19<br/>Adopted<br/>Budget</b> | <b>FY20</b> | <b>FY21</b> | <b>FY22</b> | <b>FY23</b> | <b>FY24</b> | <b>FY25</b> | <b>FY26</b> | <b>FY27</b> | <b>FY28</b> | <b>FY29</b> |
| PERS - No COLA                                                                                                                                                                                             | 51.86                              | 58.72       | 63.61       | 69.95       | 72.35       | 73.32       | 74.41       | 76.61       | 78.11       | 79.86       | 79.13       |
| PERS - 1% COLA                                                                                                                                                                                             | -                                  | 59.57       | 64.70       | 71.97       | 75.19       | 76.95       | 78.77       | 81.90       | 84.34       | 87.08       | 87.14       |
| FY 2020 and FY 2025 are based on rates and projections provided by CalPERS.                                                                                                                                |                                    |             |             |             |             |             |             |             |             |             |             |
| FY 2026 through FY 2029 are based on actuary's projections.                                                                                                                                                |                                    |             |             |             |             |             |             |             |             |             |             |
| Rates used reflect current MOU agreements: Miscellaneous includes the 8% employee share paid by the City on behalf of the employee as well as the negotiated employee's contribution to the employer rate. |                                    |             |             |             |             |             |             |             |             |             |             |

The changes made by CalPERS in the last few years are planned to achieve 100% funding for all plans within a 30-year time period. This means that there will be sufficient funds held in each plan to pay obligations for all inactive participants (including retirees) and benefits as a result of prior service for actives.

**Funding Status**

The funded status of a pension plan is defined as the ratio of assets to a plans accrued liabilities. Based on the CalPERS' actuarial valuations as of June 30, 2017, the City's plans

**UNFUNDED LIABILITIES (employee benefits) SUMMARY**

are currently funded as follows: Miscellaneous 71.6%; Police Safety 61.2%; and Fire Safety 71.8%.

| California Public Employees Retirement System Funded Status |                |                  |                     |                   |                    |              |
|-------------------------------------------------------------|----------------|------------------|---------------------|-------------------|--------------------|--------------|
| Fund Name                                                   | Valuation Date | Actuarial Source | Estimated Liability | Plan Assets       | Unfunded Liability | % Funded     |
| Miscellaneous                                               | 6/30/2017      | CalPERS          | \$ 969.5            | \$ 694.6          | \$ 274.9           | 71.6%        |
| Police                                                      | 6/30/2017      | CalPERS          | \$ 399.2            | \$ 244.3          | \$ 154.9           | 61.2%        |
| Fire                                                        | 6/30/2017      | CalPERS          | \$ 262.4            | \$ 188.5          | \$ 73.90           | 71.8%        |
| <b>TOTAL</b>                                                |                |                  | <b>\$ 1,631.1</b>   | <b>\$ 1,127.4</b> | <b>\$ 503.70</b>   | <b>69.1%</b> |

Council has already taken the following actions to address the City's unfunded liabilities.

- Council has directed staff to establish an IRS Section 115 Pension Trust Fund to be used to help pre-fund pension obligations. The contract to establish the Trust is scheduled to go to Council in April 2019.
- Council allocated an additional \$4 million in November 2018 to fund the new IRS Section 115 Pension Trust Fund. The total funding assigned to establish the new Trust is \$7.9 million.
- The City prefunded the unfunded liability portion of the FY 2019 CalPERS pension resulting in savings totaling \$1.1 million.

The City continues to consider how to prioritize expenditures to address its long term obligations in order to maintain a healthy future. Establishing an IRS Section 115 Pension Trust Fund (Trust) to be used to help pre-fund pension obligations will assist in these efforts.

**Retiree Medical Benefits**

The City provides post-retirement health insurance benefits in accordance with the Memoranda Agreements between the City and the various collective bargaining units (and to unrepresented employees via Council adopted resolutions). The City has individual trusts for each bargaining unit that fund the medical plans, as well as the closed plan for Police that provides a cash benefit. In 2012 the City and the Berkeley Police Association agreed to a new Retiree Medical plan that provides health insurance premium payments, rather than the pre-existing cash payments, to retirees. The original plan is now a "closed" plan meaning that employees who retire after September 2012 will receive benefits from the new plan. However, the original plan must still make benefit payments to existing retirees and thus must continue to be funded until those payment obligations cease.

The City obtains actuarial reports for each of these plans at least every two years and the City is responsible for investing the assets in these plans. The results of that investment activity are provided to the City Council in the regular Investment Report.

## **UNFUNDED LIABILITIES (employee benefits) SUMMARY**

In some cases, the City's actual contribution to each plan on an annual basis is based on the actuarially established "Annual Required Contribution" or as a percent of payroll. However, some of the plans are funded on a "pay-as-you-go" basis. Funding on a pay-as-you-go basis is sufficient to cover the annual benefit payments made from the plan assets but impacts the ability to achieve the long term funding targets.

On April 24, 2017, the City actuary presented various options that would reduce the City's unfunded liabilities tied to post-employee benefits to meet the long-term funding targets. Recommended for Council's consideration were fully prefunding annual actuarially determined contributions, investment reallocations to increase returns, and establishing an irrevocable supplemental trust<sup>4</sup>. Council has already taken action on some of these recommendations.

The following retiree medical plans are discussed in detailed below:

- Police Retiree Income Benefit Plan (closed plan)
- Police Retiree Health Premium Assistance Plan
- Fire Employees Retiree Health Plan
- Retiree Health Premium Assistance Plan (Non-safety Members)

### **Police Retiree Income Benefit Plan (closed plan)**

#### Benefit History & Summary

The City provides a Retiree Income Benefit Plan for prior Police retirees. To be eligible for benefits, Police employees must retire from the City on or after July 1, 1989 and before September 19, 2012, be vested in a CalPERS pension, have ten years of service with the Berkeley Police department, and retire from the City on or after age 50 or with a disability benefit. Benefits commence 10 years after retirement for retirements before July 6, 1997, 5 years after retirement for retirements before July 1, 2007, and 2 years after retirement for retirements on or after July 1, 2007.

#### Funding Status

Benefits are payable for the retiree's lifetime and continue for the life of the surviving spouse. For employees retiring before September 19, 2012, the City pays a monthly income benefit equal to the City's Active 2-party Kaiser premium regardless of marital status. In 2018, the City's monthly payment per participant for this benefit ranged from \$389.98 to \$1,559.93, depending on the retirees' years of service at retirement. The monthly benefit is pro-rated based on years of service.

As of June 30, 2018, the most recent actuarial valuation date, the plan was 8.7% funded. The actuarial accrued liability for benefits in this plan was \$73.0 million, and the actuarial value of assets was \$6.35 million, resulting in an unfunded accrued liability of \$66.65 million. Since the implementation of GASB 67 and 68, the Annual Required Contribution (ARC) is no longer provided. In addition, the Police Retiree Income benefit Plan is a closed plan and therefore no "Actuarially Determined Contribution" is provided due to no new members and no payroll information.

<sup>4</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2017/04\\_Apr/City\\_Council\\_04-04-2017\\_-\\_Special\\_Meeting\\_Agenda.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2017/04_Apr/City_Council_04-04-2017_-_Special_Meeting_Agenda.aspx)



## ***UNFUNDED LIABILITIES (employee benefits) SUMMARY***

### **Police Retiree Health Premium Assistance Plan (new plan)**

#### Benefit History & Summary

Effective September 19, 2012, the City replaced the “Berkeley Police Retirement Income benefit Plan” with the “Retiree Health Premium Assistance Coverage Plan” for any police employees hired on or after that date, as well as any current employees who retire on or after such date. Under the newly established retiree health premium assistance plan, benefits will be paid by the City directly to the provider who is providing retiree health coverage to the retiree or his or her surviving spouse. The maximum amount will be equal in value to the City sponsored health plan.

To be eligible for benefits, Police employees must retire from the City on or after September 19, 2012, be vested in a CalPERS pension, have ten years of service with the Berkeley Police department, and retire from the City on or after age 50. Benefits commence immediately upon retirement, but may also be deferred for a period during which the member is covered under another health insurance plan. Benefits are payable for the retiree’s lifetime. In 2018 the City paid for employees retiring on or after September 19, 2012, a maximum of \$762.80/month toward the cost of single-party coverage and up to \$1,525.60/month toward the cost of two-party coverage for retirees under age 65 enrolled in the City’s Retiree Health Plan. For retirees over age 65 the City’s share of single/two-party coverage is a maximum of \$422.70/\$845.39 per month and retirees must pay the difference of the actual premium cost. The City’s share will increase by either the amount Kaiser increases the retiree medical premium for that year or 6%, whichever is less. The monthly benefit is pro-rated based on years of service. The City pays this benefit plan on a pay-as-you-go basis.

#### Funding Status

As of June 30, 2018, the most recent actuarial valuation date, the Actuarially Determines Contribution (ACD) was \$4.93 million and the plan was 4.1% funded. The actuarial accrued liability for benefits was \$43.46 million, and the actuarial value of assets was \$1.8 million, resulting in an unfunded accrued liability of \$41.66 million

### **Fire Retiree Health Benefit Plan Sworn Fire Members**

#### Benefit History & Summary

The City sponsors a retiree health benefit plan for its Fire employees. To be eligible for benefits, Fire employees must retire from the City on or after July 1, 1997, be vested in a CalPERS pension, and retire from the City on or after age 50. Retirees can select from among any of the health plans offered to active employees. Benefits commence immediately upon retirement, but may also be deferred for a period during which the member is covered under another health insurance plan.

#### Funding Status

Benefits are payable for the retiree’s lifetime and continue for his or her covered spouse’s/domestic partner’s lifetime. The City makes a contribution toward the medical premium depending on whether the retiree has dependent coverage, and date of retirement. The City’s contribution increases by 4.5% per year regardless of the amount of increase in the underlying premium rate. The City’s contribution is prorated based on

**UNFUNDED LIABILITIES (employee benefits) SUMMARY**

years of service. In 2018, the City's monthly premium cost per participant for this benefit was a maximum of \$555.84 for single party and \$1,108.87 for two-party

As of June 30, 2018, the most recent actuarial valuation date, the plan was 37.1% funded. The actuarial accrued liability for benefits was \$27.5 million, and the actuarial value of assets was \$10.2 million, resulting in an unfunded accrued liability of \$17.3 million.

**Retiree Medical Benefit Plan (Non-safety Members)**Benefit History & Summary

Effective June 28, 1998, the City adopted the City of Berkeley Retiree Health Premium Assistance Plan (for Non-Safety Members). Employees who retire from the City are eligible for retiree health benefits beginning on or after age 55 if they terminate employment with the City on or after age 50 with at least 8 years of service. Retirees can select a non-City sponsored health plan or enroll in any of the health plans offered to active employees. A retiree living outside the coverage area of the City's health plans can select an out-of-area health plan.

Benefits are payable for the retiree's lifetime and continue for his or her covered spouse's/domestic partner's lifetime. The City pays the monthly cost of the monthly premiums up to a Participant's applicable percentage of the Base Dollar Amount and subject to annual 4.5% increases as specified in the Retiree Health Premium Assistance Plan document. In 2018, the City's monthly premium cost per participant for this benefit was a maximum of \$513.17 for single party and \$882.93 for two-party. A Participant's applicable percentage is based on years of service with the City. The City funds the plan based on the MOU. Contribution amounts are negotiated and vary by bargaining unit.

Funding Status

The City funds these post-retirement health insurance benefits in accordance with labor contracts between the City and various collective bargaining units. The labor contracts all have language that provides that if the City's funding of this benefit is insufficient to fully fund the retiree medical benefits, the City shall not be required to increase its funding. In the event that there are insufficient funds in the trust to cover the City's contribution, the City and the unions agree to meet and confer regarding the City's distribution of its contribution. The City's strategy for funding the Retiree Health Premium Assistance Plan is to fund based on a level percentage of payroll. Contribution amounts are negotiated and vary by bargaining unit. The funding variance is driven by different benefit levels contained in each of the labor contracts.

As noted above, the City agreed, as part of collective bargaining, to changes in the benefits among the bargaining units and changes in the dollar amount of the City's contributions. For this reason, the assets and liabilities were segregated based on representation units within bargaining organizations and separate plan documents and trust agreements were created to make the plans more manageable in future years and avoid cross subsidization of benefits.

## ***UNFUNDED LIABILITIES (employee benefits) SUMMARY***

As of June 30, 2018, the most recent actuarial valuation date, the plan was 42.38% funded. The actuarial accrued liability for benefits was \$59.39 million, and the actuarial value of assets was \$25.17 million, resulting in an unfunded accrued liability of \$34.22 million.

### **Safety Members Pension Fund (closed plan)**

#### Benefit History & Summary

The City maintains the Safety Members Pension Fund (SMPF). This plan is a single-employer defined benefit pension plan for fire and police officers that retired before March 1973. In March 1973 all active fire and police officers were transferred from SMPF to CalPERS. Service and disability retirement benefits from the SMPF are based on a percentage of salary at retirement, multiplied by years of service. Benefits are adjusted annually by either:

- Current active salary increases (based on the same rank at retirement) or
- The income in the California Consumer Price Index (with a 1% minimum and a 3% cap). SMPF also provides surviving spouse benefits.

The SMPF Board administers the plan. The authority under which benefit provisions are established or may be amended is the Berkeley Municipal Code chapters 4.20, 4.24, 4.28, and 4.32.

#### Funding Status

The City pays SMPF benefits on a pay-as-you-go basis. In February 1989, the Berkeley Civic Improvement Corporation purchased, on behalf of the City, a Guaranteed Income Contract (GIC) from Mass Mutual. This contract provides annual payments through 2018 and an annual guaranteed 9.68% rate of return (net of expenses).

The City currently pays the difference between the total SMPF benefits and the amount received from the Massachusetts Mutual Guaranteed Income Contract (GIC). The City will receive declining amounts from the GIC through FY 2019. At June 30, 2017, the City recognized benefit payments of \$842,317, with an actuarial accrued liability of \$2.49 million. There were 13 participants remaining in the plan, with ages ranging from 85 to 102, with an average of 93 years.

**UNFUNDED LIABILITIES (employee benefits) SUMMARY**

| Retiree Medical Plan Actuarial Data                            |                  |                                 |             |                       |                                           |                       |          |                    |
|----------------------------------------------------------------|------------------|---------------------------------|-------------|-----------------------|-------------------------------------------|-----------------------|----------|--------------------|
| (dollars in millions)                                          |                  |                                 |             |                       |                                           |                       |          |                    |
| Plan                                                           | Measurement Date | Actuarial Estimated Liabilities | Plan Assets | Net Pension Liability | Actuarially Determined Contribution (ADC) | Actual Contribution * | % Funded | Total Plan Members |
| Police Employee Retiree Income Benefit Plan (closed)           | 6/30/2018        | \$ 73.00                        | \$ 6.35     | \$ 66.65              | \$ -                                      | \$ 1.86               | 8.70%    | 151                |
| Police Employees Retiree Health Premium Assistance Plan (new)  | 6/30/2018        | \$ 43.46                        | \$ 1.80     | \$ 41.66              | \$ 4.93                                   | \$ 0.30               | 4.14%    | 184                |
| Fire Employees Retiree Health Plan                             | 6/30/2018        | \$ 27.50                        | \$ 10.20    | \$ 17.30              | \$ 2.16                                   | \$ 0.74               | 37.09%   | 230                |
| Retiree Health Premium Assistance Plans (Non-Safety Members) * | 6/30/2018        | \$ 59.39                        | \$ 25.17    | \$ 34.22              | \$ 4.73                                   | \$ 2.00               | 42.38%   | 1605               |
| Safety Members Pension Fund                                    | 6/30/2018        | \$ 2.49                         | \$ 0.97     | \$ 1.52               | \$ -                                      | \$ 0.45               | 38.92%   | 11                 |
|                                                                |                  | \$ 205.84                       | \$ 44.49    | \$ 161.35             | \$ 11.82                                  | \$ 5.35               | 21.61%   | 2181               |

\*Actual contribution does not include interest income

Since the implementation of GASB 67 and 68 the Annual Required Contribution (ARC) is no longer provided. In addition, it is a closed plan and therefore no "Actuarially Determined Contribution" is provided due to no new members and no payroll information.

**Supplementary Retirement and Income Plan (SRIP I Disability - closed plan)****Benefit History & Summary**

On January 1, 1983, Ordinance No. 5450-N.S., which was codified in the Berkeley Municipal Code under Chapter 4.36.101 et seq., established SRIP I. The SRIP I plan consists of two components: 1) a defined contribution money purchase pension plan adopted in accordance with Sections 401(a) and 501(a) of the internal revenue code and 2) an employer paid disability benefit.

The City's administrators of the money purchase pension plan are Hartford Life Insurance and Prudential Retirement Services. The plan is a defined contribution plan whereby the City contributed 5.7% of salary up to a salary of \$32,400 into a tax-deferred and self-directed investment account and 1% of salary up to a salary of \$32,400 into a disability reserve account for each permanent City employee. The total assets of SRIP I available for benefits at June 30, 2018, was \$7,992,258, which was comprised of participant accounts. These assets are the property of the individual account holders and not the property of the City. These assets cannot be used to pay disability benefits.

The disability benefit is for employees hired after January 1, 1983 but prior to July 22, 1988, who became disabled and are entitled to receive a disability income benefit equal to 60% of their highest compensation, reduced by any disability payments they receive from Social Security, State Disability Insurance, or Worker's Compensation. Employees hired after July 21, 1988, are not eligible for benefits under this plan which was closed to new enrollees.

**UNFUNDED LIABILITIES (employee benefits) SUMMARY**

Benefits are payable for the disabled participant's lifetime or until recovery from disability. The third-party administrator is Cigna. Currently, the City pays the cost of the monthly disability benefits on a pay-as-you-go basis.

Funding Status

As of June 30, 2018, there were a total of 77 closed group participants, 12 active employees and 65 disabled participants receiving benefits. The unfunded liability for SRIP I at July 1, 2018, the date of the last actuarial study, was \$14,841,000.

**Current contracted actuarial/consultant companies:**

| <b>Benefit Category</b>            | <b>Contractor</b>      | <b>Type of Service</b> |
|------------------------------------|------------------------|------------------------|
| CalPERS                            | Bartel Associates      | Actuary                |
| Workers' Compensation              | Bickmore Risk Services | Actuary                |
| Retiree Medical Health (all plans) | Bartel Associates      | Actuary                |
| Police Retiree SLE                 | Bartel Associates      | Actuary                |
| Safety Members Pension Fund        | Bartel Associates      | Actuary                |
| SRIP                               | Bartel Associates      | Actuary                |
| <b>All plans as needed</b>         | Hansen Bridgett        | Tax Counsel            |

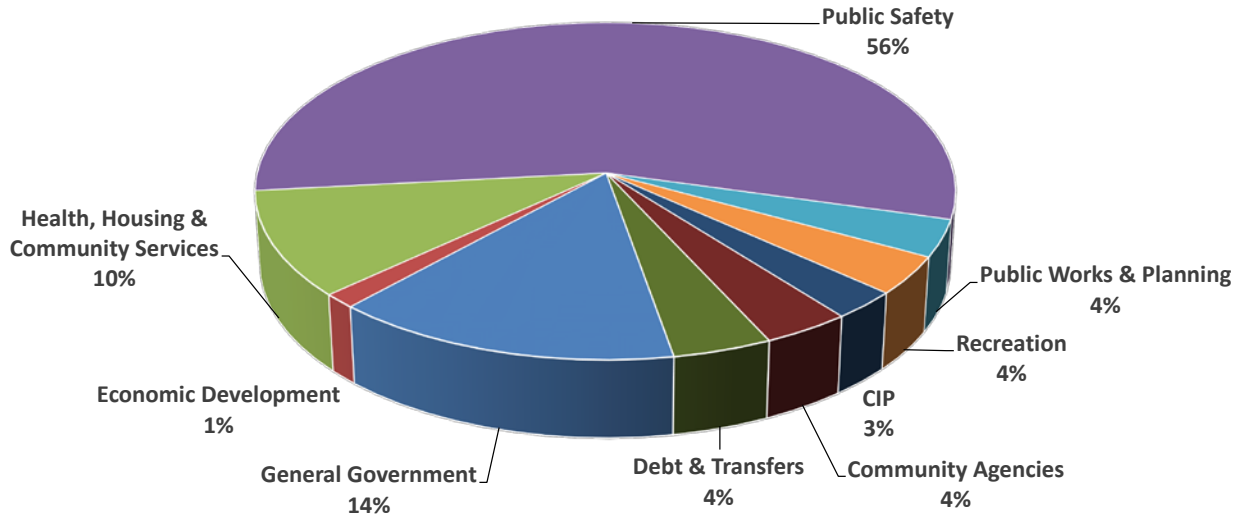


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Summary of Expenditures by Department - General Fund

|                                      | FY 2017<br>Actual    | FY 2018<br>Actual    | FY 2019<br>Adopted   | FY 2020<br>Proposed   | FY 2021<br>Proposed   |
|--------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|
| Mayor & Council                      | 1,761,098            | 1,938,448            | 2,020,693            | 2,195,919             | 2,240,947             |
| Auditor                              | 1,962,038            | 2,025,138            | 2,322,174            | 2,625,103             | 2,690,138             |
| Police Review Commission             | 602,055              | 720,978              | 731,132              | 778,165               | 795,021               |
| City Manager                         | 5,470,970            | 5,857,267            | 6,894,178            | 7,484,247             | 7,504,010             |
| Office of Economic Development       | 2,318,386            | 2,575,749            | 2,484,264            | 2,663,951             | 2,693,779             |
| Information Technology               | 5,682,791            | 5,847,105            | 7,711,017            | 213,210               | 213,210               |
| City Attorney                        | 2,199,910            | 2,275,139            | 2,186,657            | 2,516,581             | 2,572,785             |
| City Clerk                           | 2,499,350            | 1,658,990            | 2,534,266            | 3,004,901             | 2,859,283             |
| Finance                              | 4,769,454            | 4,913,318            | 6,080,806            | 6,797,353             | 6,959,517             |
| Human Resources                      | 2,079,446            | 2,069,530            | 2,016,349            | 2,329,292             | 2,385,052             |
| Health, Housing & Community Services | 13,963,151           | 14,708,068           | 14,766,894           | 17,553,283            | 17,850,408            |
| Police                               | 62,156,096           | 62,628,518           | 62,219,080           | 70,622,557            | 72,774,334            |
| Fire                                 | 29,897,724           | 31,494,300           | 31,800,695           | 36,019,089            | 36,934,854            |
| Public Works                         | 3,325,083            | 3,711,215            | 3,307,978            | 4,404,030             | 4,485,368             |
| Parks, Recreation & Waterfront       | 5,755,400            | 5,491,709            | 5,747,738            | 7,105,343             | 7,182,631             |
| Planning                             | 1,561,673            | 1,691,487            | 1,975,461            | 2,426,051             | 2,475,253             |
| Rent Board                           |                      | 476,161              |                      |                       |                       |
| Community Agencies                   | 6,580,980            | 7,208,744            | 6,660,993            | 7,071,225             | 7,071,225             |
| Non-Departmental                     | 53,090,735           | 24,716,331           | 22,789,671           | 15,425,536            | 15,170,536            |
| <b>Total General Fund</b>            | <b>\$205,676,340</b> | <b>\$182,008,195</b> | <b>\$184,250,046</b> | <b>\$ 191,235,836</b> | <b>\$ 194,858,351</b> |

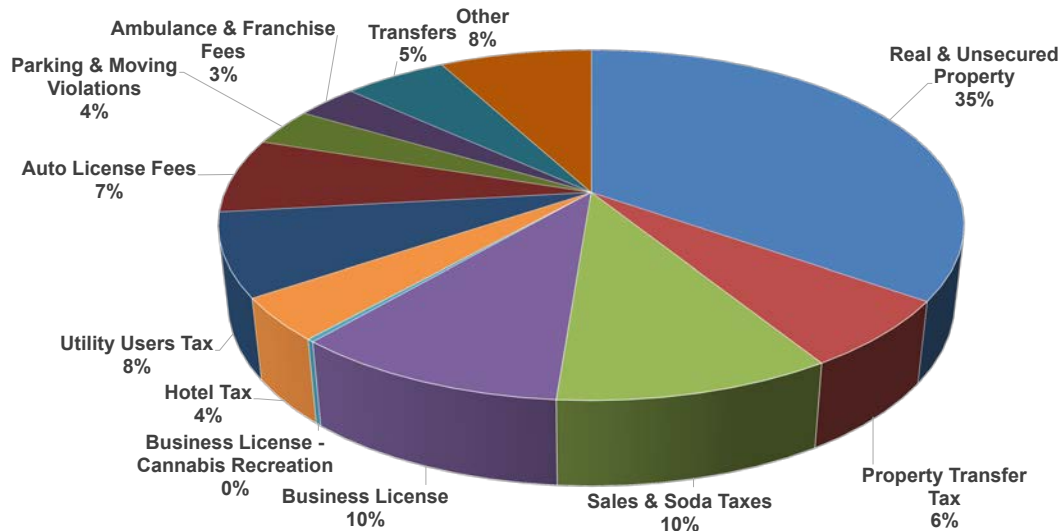
General Fund Expenditures by Service Area  
FY 2020 & FY 2021 Proposed Biennial Budget  
\$386,094,187



**FY 2020 AND FY 2021  
PROPOSED GENERAL FUND REVENUES  
SUMMARY**

|                                        | Actual Revenues<br>FY 2017 | Actual Revenues<br>FY 2018 | Adopted Revenues<br>FY 2019 | Proposed Revenues<br>FY 2020* | Proposed Revenues<br>FY 2021* |
|----------------------------------------|----------------------------|----------------------------|-----------------------------|-------------------------------|-------------------------------|
| Secured Property                       | \$51,474,746               | \$56,038,218               | \$57,966,998                | \$63,199,622                  | \$65,417,599                  |
| Unsecured Property                     | 2,568,891                  | 2,687,198                  | 2,500,000                   | 2,500,000                     | 2,500,000                     |
| Supplemental Taxes                     | 1,874,630                  | 2,237,649                  | 1,400,000                   | 1,400,000                     | 1,400,000                     |
| Property Transfer Tax                  | 17,151,793                 | 18,911,368                 | 12,500,000                  | 12,500,000                    | 12,500,000                    |
| Sales Tax                              | 20,105,287                 | 17,435,591                 | 18,140,977                  | 18,238,000                    | 18,572,000                    |
| Soda Tax                               | 1,550,222                  | 1,457,003                  | 1,500,000                   | 1,459,057                     | 1,429,876                     |
| Business License                       | 18,829,739                 | 19,878,912                 | 19,200,000                  | 19,584,000                    | 19,975,680                    |
| Business License - Cannabis Recreation |                            |                            |                             | 510,000                       | 520,200                       |
| Utility Users Tax                      | 15,109,305                 | 14,828,120                 | 15,000,000                  | 15,000,000                    | 15,000,000                    |
| Hotel Tax                              | 7,810,884                  | 7,807,273                  | 7,800,000                   | 7,800,000                     | 7,800,000                     |
| Vehicle In-Lieu                        | 10,994,452                 | 11,822,917                 | 12,381,128                  | 13,333,826                    | 13,801,774                    |
| Parking Fines                          | 6,120,474                  | 6,608,001                  | 5,818,123                   | 6,600,000                     | 6,600,000                     |
| Moving Violations                      | 232,523                    | 188,443                    | 235,000                     | 190,000                       | 190,000                       |
| Interest                               | 2,385,492                  | 3,636,989                  | 2,500,000                   | 3,500,000                     | 3,500,000                     |
| Ambulance Fees                         | 4,183,673                  | 4,343,453                  | 4,613,194                   | 4,200,000                     | 4,200,000                     |
| Franchise Fees                         | 1,988,589                  | 2,009,931                  | 1,984,643                   | 2,068,928                     | 2,110,307                     |
| Other Revenue                          | 9,414,370                  | 22,958,575                 | 11,878,092                  | 11,930,664                    | 12,013,198                    |
| Transfers                              | 9,417,888                  | 5,792,575                  | 9,337,885                   | 10,485,568                    | 10,485,568                    |
| <b>TOTAL</b>                           | <b>\$181,212,958</b>       | <b>\$198,642,216</b>       | <b>\$184,756,040</b>        | <b>\$194,499,665</b>          | <b>\$198,016,202</b>          |

\*FY 2020 Proposed & FY 2021 Proposed do not include U1 Revenues of \$5.0 Million and Measure P Revenues of \$6.0 Million





**KEY GENERAL FUND REVENUES**

**REAL PROPERTY TAXES**

Under the State Constitution, Real Property Taxes (Property Taxes) are applied to all taxable real and personal property (i.e., possessory interest, and other personal property considered to be permanently attached to the property), and are set at 1% of the assessed value. The Alameda County Assessor maintains property tax assessment rolls that account for all property. Property Taxes are adjusted per the following:

- ❑ The assessed value of real property that has not changed ownership increases by the change in the California Consumer Price Index up to a maximum of 2% per year.
- ❑ Property that changes ownership; is substantially altered; is newly constructed; “state-assessed” rather than “local-assessed” property; and personal property (i.e., possessory interest, and other personal property considered to be permanently attached to the property), is assessed at the full market value in the first year, and subject to the 2% cap, thereafter.

In 1979, in order to mitigate the loss of Property Tax revenues after approval of Proposition 13, the State legislature approved AB 8. This action was approved to provide a permanent method for allocating the proceeds from the 1% property tax rate, by allocating revenues back to local governments based on their historic shares of property tax revenues. As part of the State’s 1993-94 budget, the AB 8 formula was altered requiring another ongoing shift in City Property Tax revenue to K-12 schools and community colleges (Education Revenue Augmentation Fund or ERAF).

Proposition 1A, enacted in November 2004, provides protection for local property taxes, sales taxes, and VLF revenues by prohibiting the State Legislature from taking any action that would:

- ❑ Reduce the local Bradley Burns Uniform sales and Use Tax rate or alter its allocation.
- ❑ Decrease VLF revenue from the 0.65% rate without providing replacement funding.
- ❑ Shift property taxes from cities, counties or special districts except under certain circumstances.

The City’s Property Tax is collected by Alameda County. The City currently receives approximately 32.57% of the 1% countywide real property tax levied within the City limits, and most of the revenue is received in December and April. These percentages do not take into consideration the contributions made to the former redevelopment projects.

| <b>Agency/Jurisdiction Allocation</b>     | <b>% Allocated</b> |
|-------------------------------------------|--------------------|
| City of Berkeley                          | 32.57              |
| County General Fund                       | 15.06              |
| Schools                                   | 42.85              |
| Special Districts                         | 9.52               |
| <b>Total 1% Countywide Tax Allocation</b> | <b>100.00</b>      |

**Allocation  
Of County-  
Wide  
Property  
Tax**

**KEY GENERAL FUND REVENUES**

**REAL PROPERTY TAXES cont'd.**

**Analysis of Real Property Tax**

Factors that affect the revenue generated by property taxes are:

- Changes in assessed values, which are caused by inflation adjustments up to 2%, construction activity, and sales of properties;
- Economic growth in the Bay Area; and
- The rate of collection.

**Changes in Taxable Assessed Values & Collection Rate**

| Description                        | 2015         | 2016         | 2017         | 2018         |
|------------------------------------|--------------|--------------|--------------|--------------|
| Taxable Assessed Value (\$1,000)   | \$14,116,004 | \$15,225,086 | \$16,200,873 | \$18,580,711 |
| \$ Change Assessed Value (\$1,000) | 547,900      | 1,109,082    | 975,787      | 2,379,838    |
| % Change Assessed Value            | 4.04%        | 7.85%        | 6.41%        | 12.81%       |
| % Prop Tax Collected               | 99.01%       | 98.58%       | 98.92%       | 99.14%       |

FY 2018 Secured Property Tax revenues totaled \$56,038,218, which was \$4,563,472 or 8.87% more than the \$51,474,746 received in FY 2017. The FY 2018 total of \$56,038,218 is \$6,019,582 more than the adopted budget amount of \$50,018,636.

The growth in annual property tax revenues is generally close to the growth in annual assessed values. Differences between the two result primarily from reassessment refunds and changes in delinquency rates.

**Forecast of Property Tax Revenue**

The revenue projection for Real Property Tax revenue is primarily based on the annual County Assessor’s Office estimate of assessed values, which is provided in June each year. The difference between the estimate in June and the actual certification in August is generally small. Real Property Tax revenue is currently projected to grow at about 5.5% in FY 2020, and 4.0% in FY 2021. Staff updates these original Adopted Budget projections quarterly.

| REAL PROPERTY TAXES      | Actual Revenue |              |              | Projected Revenue |              |              |
|--------------------------|----------------|--------------|--------------|-------------------|--------------|--------------|
|                          | FY 2016        | FY 2017      | FY 2018      | FY 2019           | FY 2020      | FY 2021      |
| <b>Total Collections</b> | \$48,046,765   | \$51,474,746 | \$56,038,218 | \$59,904,855      | \$63,199,622 | \$65,417,599 |
| <b>\$ Change</b>         | 3,859,426      | 3,427,981    | 4,563,472    | 3,866,637         | 3,294,767    | 2,217,977    |
| <b>% Change</b>          | 8.73%          | 7.13%        | 8.87%        | 6.89%             | 5.50%        | 3.51%        |

**KEY GENERAL FUND REVENUES**

**SUPPLEMENTAL REAL PROPERTY TAXES**

Supplemental Taxes are the result of the reassessment of property as of the 1<sup>st</sup> day of the month following either an ownership change or completion of new construction. In most cases, this reassessment results in one or more supplemental tax bills being sent to the property owner during the year, in addition to the annual property tax bill.

The Assessor determines the new value of the property based on the current market, and then calculates the difference between the new value (set at the time of purchase or completion of new construction) and the old value (set on January 1<sup>st</sup> of the previous fiscal year). The result is the supplemental assessment value. Once the new assessed value of a property has been determined, the Assessor will send a notification of the amount to be assessed to the owner.

**Analysis of Supplemental Real Property Tax**

Factors that affect the revenue generated by Supplemental Taxes are the sales of real property and/or new construction in the City that occurs after the assessment lien date (of January 1<sup>st</sup>) until the end of the fiscal year, June 30<sup>th</sup>.

For FY 2018, Supplemental Tax revenue totaled \$2,237,649, which is an increase of \$363,019 or 19.36% from the \$1,874,630 received in FY 2017. The amount of \$2,237,649 received in FY 2018 was \$1,137,649 more than the adopted budget amount of \$1,100,000. The reason for the increase in supplemental tax revenue in FY 2018 was a net growth of about 20% countywide supplemental revenue, due to the intense growth in real estate market in the East Bay.

**Forecast of Supplemental Real Property Tax Revenue**

Supplemental Tax revenues are very volatile and are projected to decrease by 10.61% in FY 2019 and decrease by 30% in FY 2020 and flatten in FY 2021. The volatility is due to fluctuations in the reassessment backlog worked on by the County Assessor’s Office. As the County works on reassessment applications, this revenue typically goes up. Staff updates these original adopted budget projections quarterly.

| SUPPLEMENTAL<br>REAL<br>PROPERTY | Actual Revenue |             |             | Projected Revenue |             |             |
|----------------------------------|----------------|-------------|-------------|-------------------|-------------|-------------|
|                                  | FY 2016        | FY 2017     | FY 2018     | FY 2019           | FY 2020     | FY 2021     |
| <b>Total Collections</b>         | \$1,469,993    | \$1,874,630 | \$2,237,649 | \$2,000,000       | \$1,400,000 | \$1,400,000 |
| <b>\$ Change</b>                 | 24,584         | 404,637     | 363,019     | 237,649           | 600,000     | 0           |
| <b>% Change</b>                  | 1.70%          | 27.53%      | 19.36%      | (10.61%)          | (30.00%)    | 0%          |

**KEY GENERAL FUND REVENUES****PROPERTY TRANSFER TAXES**

The Property Transfer Tax (Transfer Tax) rates are set by the City of Berkeley. As of December 21, 2018, the City's transfer tax rate is 1.5% for properties with a consideration of up to \$1.5M and 2.5% for transferred properties with a consideration of over \$1.5M. The \$1.5M threshold will be adjusted annually to capture approximately the top 33% of such transfers based on transfers that occurred in the 12 months preceding September 1 of the preceding year. However, the threshold cannot be reduced below \$1.5M, meaning that the tax on properties transferred for \$1.5M or less would remain at 1.5%, notwithstanding any adjustment.

The tax is due when the documents of transfer are recorded with the County. Title companies collect the tax as part of the sale closing process, and remit the funds to Alameda County when sales or transfers are finalized. Penalties are imposed on delinquent payments, and interest is charged from the date of delinquency until paid. Alameda County remits the amounts due monthly, and the amounts are credited to the General Fund.

*Seismic Retrofit Rebate Program.* In Berkeley, a portion of Transfer Taxes are used to fund the City's Seismic Retrofit Rebate Program for residential housing. Upon transfer of a qualifying residential property, the buyer may voluntarily choose to reserve up to 1/3 of the total Transfer Tax to perform voluntary seismic upgrades as specified by the City.

Property owners have up to one year after the recording of the sale to complete the seismic work and file for the rebate. An extension for good cause may be requested in writing up to one year past the original deadline date, provided the request is made prior to the one-year filing deadline.

**Analysis of Property Transfer Tax**

Because Property Transfer Tax is tied directly to all real property sales, it is a volatile revenue source, and difficult to predict more than one year at a time. Factors that affect the revenue generated by Transfer Taxes are the sale price of property and the frequency with which property is sold. These immediate factors are driven by the availability of mortgage loans, the level of long-term interest rates, the supply and demand for real estate in Berkeley, and general economic growth in the Bay Area.

For FY 2018, Property Transfer Tax revenue totaled \$18,911,368, which is an increase of \$1,759,575 or 10.26% from the \$17,151,793 received in FY 2017. The amount of \$18,911,368 received in FY 2018 was \$6,411,368 more than the adopted budget amount of \$12,500,000. The number of property transaction increased by 89 or 10.6% from 837 in FY 2017 to 926 in FY 2018. This revenue source is budgeted at \$12.5M as any excess above that amount is transferred to the reserve fund and the Capital Improvement Fund the following fiscal year.

**Forecast of Transfer Tax Revenue**

Staff is forecasting recurring Transfer Tax revenue of \$12.5 million in FY 2019, FY 2020 and FY 2021, net of budgeted seismic retrofit rebates. Staff is of the opinion that total Transfer Tax revenue (the recurring and non-recurring amounts) will be close to the level of FY 2017 actual numbers. Any amounts above the \$12.5 million baseline will be non-recurring (one-time) revenue, available for one-time expenditure allocations only.

**KEY GENERAL FUND REVENUES**

| <b>PROPERTY<br/>TRANSFER<br/>TAX</b> | <b>Actual Revenue</b> |                |                | <b>Projected Revenue</b> |                |                |
|--------------------------------------|-----------------------|----------------|----------------|--------------------------|----------------|----------------|
|                                      | <b>FY 2016</b>        | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b>           | <b>FY 2020</b> | <b>FY 2021</b> |
| <b>Total Collections</b>             | \$17,452,190          | \$17,151,793   | \$18,911,368   | \$12,500,000             | \$12,500,000   | \$12,500,000   |
| <b>\$ Change</b>                     | 2,273,947             | (300,397)      | 1,759,575      | 0                        | 0              | 0              |
| <b>% Change</b>                      | 14.98%                | (1.72%)        | 10.26%         | 0%                       | 0%             | 0%             |
| <b>Measure P</b>                     |                       |                |                |                          |                |                |
| <b>Total Collections</b>             | \$0.00                | \$0.00         | \$0.00         | \$2,500,000              | \$6,000,000    | \$6,000,000    |
| <b>\$ Change</b>                     |                       |                |                |                          |                |                |
| <b>% Change</b>                      |                       |                |                | 0%                       | 0%             | 0%             |

**KEY GENERAL FUND REVENUES****VEHICLE IN-LIEU TAX / LICENSE FEES (VLF)**

Motor Vehicle In-Lieu Tax (VLF) is a tax imposed by the State on the ownership of a registered vehicle. VLF is collected by the State Department of Motor Vehicles (DMV) and more than 95% of these fees are divided equally between counties and cities, and their aggregate shares are distributed in proportion to the respective populations of the cities and counties. The State withholds less than 5% of these fees for the support of the Department of Motor Vehicles. Until 1998-99, the annual license fee was 2% of the market value of the vehicle as determined by the DMV. In 1998-99, the State reduced the license fees by 25%, but agreed to backfill local jurisdictions for this loss in revenue.

In 2004, the Governor lowered the annual VLF to 0.65%, from 2.0%. In the budget agreement between the Governor and cities and counties, the Governor agreed to backfill the 1.35% difference in VLF with property taxes from the Education Revenue Augmentation Fund (ERAF), in exchange for cities and counties taking cuts of \$350 million in FY 2005 and FY 2006. Berkeley's share of the cut was \$1.83 million in both FY 2005 and FY 2006. Beginning in FY 2006, this property tax in lieu of VLF began to grow at the same rate as the change in gross assessed valuation of taxable property in the City from the prior year.

**Analysis of VLF**

Factors that have affected the revenue generated by VLF in the past include the sales of new vehicles in California, DMV administrative costs, and the proportion of Berkeley's population to the total for the State and County. Starting in FY 2006, the rate of growth in the assessed values of properties also impacted VLF revenues, as the amount of the VLF paid increases by the change in gross assessed values of taxable properties.

For FY 2018, VLF revenue totaled \$11,822,917, which is \$828,465 or 7.54% more than the \$10,994,452 received in FY 2017. Consistent with the 8.87% increase in assessed values for FY 2018. The amount of \$11,822,917 received in FY 2018 was \$1,502,515 more than the adopted budget amount of \$10,320,402.

**Forecast of VLF Revenue**

VLF revenue projections are based on trend analysis, growth in assessed value and communications with the State Controller's Office staff about new vehicle sales and DMV administrative costs reported. VLF revenue is tied to the change in gross assessed values of taxable properties.

| VLF                      | Actual Revenue |              |              | Projected Revenue |              |              |
|--------------------------|----------------|--------------|--------------|-------------------|--------------|--------------|
|                          | FY 2016        | FY 2017      | FY 2018      | FY 2019           | FY 2020      | FY 2021      |
| <b>Total Collections</b> | \$10,308,802   | \$10,994,452 | \$11,822,917 | \$12,638,698      | \$13,333,826 | \$13,801,774 |
| <b>\$ Change</b>         | 692,480        | 685,650      | 828,465      | 815,781           | 695,128      | 467,948      |
| <b>% Change</b>          | 7.2%           | 6.65%        | 7.53%        | 6.89%             | 5.5%         | 3.5%         |

**KEY GENERAL FUND REVENUES****PERSONAL PROPERTY TAXES (Unsecured Property)**

Personal property tax is assessed at the rate of 1% of the market value on a business' personal property, such as office furniture, machinery, boats, aircraft and other equipment. The tax is billed and collected by Alameda County in a single installment due August 31<sup>st</sup>, and most of the amount due to the City is remitted in September and credited to the General Fund.

**Analysis of Personal Property Taxes**

Factors that affect the revenue generated by taxes on personal property are business capital expenditures growth, and the collection rate. The growth in annual personal property tax revenues should generally be close to the growth in annual assessed values, except for significant changes in collection rates. In addition, prior years' personal property levies collected in the current year and refunds are included in the total and can cause significant variances.

For FY 2018, Unsecured Property Tax revenues totaled \$2,687,198, which was \$118,307 or 4.61% more than the \$2,568,891 received in FY 2017. The amount of \$2,687,198 received in FY 2018 was \$80,486 less than the adopted budget amount of \$2,767,684.

**Forecast of Personal Property Tax Revenue**

Staff is projecting a decrease in the Personal Property Tax in FY 2019 of 6.98% and a leveling up for the next two fiscal years of FY 2020 and FY 2021. Staff will monitor this revenue stream closely and modify the forecast as appropriate.

| <b>PERSONAL<br/>PROPERTY<br/>TAX</b> | <b>Actual Revenue</b> |                |                | <b>Projected Revenue</b> |                |                |
|--------------------------------------|-----------------------|----------------|----------------|--------------------------|----------------|----------------|
|                                      | <b>FY 2016</b>        | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b>           | <b>FY 2020</b> | <b>FY 2021</b> |
| <b>Total Collections</b>             | \$2,661,235           | \$2,568,891    | \$2,687,198    | \$2,500,000              | \$2,500,000    | \$2,500,000    |
| <b>\$ Change</b>                     | 59,225                | (92,344)       | 118,307        | (187,198)                | 0              | 0              |
| <b>% Change</b>                      | 2.28%                 | (3.47%)        | 4.61%          | (6.96%)                  | 0%             | 0%             |

**KEY GENERAL FUND REVENUES**

**SALES TAXES**

Sales Tax is an excise tax imposed on retailers for the privilege of selling or leasing tangible personal property. The Use Tax is an excise tax imposed for the storage, use, or other consumption of tangible personal property purchased from any retailer. The proceeds of sales and use taxes imposed within the boundaries of Berkeley are distributed by the State to various agencies, with the City of Berkeley receiving 1% of the amount collected. In March 2004, voters of California approved Proposition 57, the California Economic Recovery Bond Act. Legislative provisions implementing Proposition 57 provide for a swapping of ¼ cent to be used by the State to repay the bonds, effective July 1, 2004. The so called “triple flip” provisions consist of (a) a reduction of the Bradley Burns Local Sales and Use Tax rate by ¼% in tandem with a new ¼% state rate to fund fiscal recovery bond repayment; (b) repayment to cities and counties with additional local property tax previously allocated to local schools; and (c) repayment to local schools with State general funds.

Effective April 1, 2009, the State sales and use tax rate was increased by 1%, from 8.75% to 9.75%. This 1% tax rate increase expired on July 1, 2011. However, Proposition 30, temporary Taxes to Fund Education, was approved by voters at the state-wide election on November 6, 2012. This measure provided for an increase in the tax rate of .25% for four years (January 1, 2013 through December 31, 2016). In 2016, California voters approved Proposition 55 to extend Prop 30 from 2019 through 2030 with the same mandatory audits and transparency requirements.

The total sales tax rate for Alameda County is currently 9.25% and distributed as follows:

**Distribution of Sales Tax Collected within Alameda County**

| Agency                                        | Distribution % |
|-----------------------------------------------|----------------|
| State of California                           | 6.00%          |
| State Public Safety Fund (Proposition 172)    | 0.25%          |
| <b>City of Berkeley</b>                       | <b>1.00%</b>   |
| Alameda County Transportation Commission      | 1.00%          |
| Alameda County Essential Health Care Services | 0.50%          |
| Alameda County BART                           | 0.50%          |
| <b>Total Sales Tax</b>                        | <b>9.25%</b>   |

**Analysis of Sales Tax**

Factors that affect the revenue generated by Sales Tax include:

- ❑ Overall economic growth in the Bay Area and competition from neighboring cities;
- ❑ Growth rate of specific dominant commercial/industrial sectors in Berkeley;
- ❑ Berkeley’s business attraction/retention efforts, especially on retail establishments; and
- ❑ Catalog and Internet sales



**KEY GENERAL FUND REVENUES**

**SALES TAXES cont'd.**

For FY 2018, Sales Tax revenue totaled \$17,435,591, which is \$2,669,697 or 13.28% less than the \$20,105,288 received in FY 2017. The primary reason for the decrease in Sales Tax revenue of \$2,669,697 in FY 2018 was that \$2,311,802 of the Triple Flip program ended in FY 2017. As of 2017 the City started receiving the entire 1% of the Sales Tax.

The amount of \$17,435,591 received in FY 2018 was \$564,409 less than the adopted budget amount of \$18,000,000.

**Forecast of Sales Tax Revenue**

Annual Sales Tax revenue is projected to increase by 4.04% in FY 2019, increase by .53% in FY 2020 and increase by 1.8% in FY 2021.

| SALES TAX                | Actual Revenue |              |              | Projected Revenue |              |              |
|--------------------------|----------------|--------------|--------------|-------------------|--------------|--------------|
|                          | FY 2016        | FY 2017      | FY 2018      | FY 2019           | FY 2020      | FY 2021      |
| <b>Total Collections</b> | \$15,944,002   | \$20,105,287 | \$17,435,591 | \$18,140,977      | \$18,238,000 | \$18,572,000 |
| <b>\$ Change</b>         | (764,650)      | 4,161,286    | (2,669,696)  | 705,386           | 97,023       | 334,000      |
| <b>% Change</b>          | (4.58%)        | 26.10%       | (13.28%)     | 4.04%             | .53%         | 1.8%         |

**KEY GENERAL FUND REVENUES****BUSINESS LICENSE TAX**

A tax receipt (colloquially called a “business license”) is issued each year upon payment of a Business License Tax (BLT), which is either a fixed amount or based on a varying percentage of the prior year’s gross receipts, depending on the type of business. The Business License must be renewed on January 1<sup>st</sup> each year, and the required tax is delinquent if paid after February 28<sup>th</sup>.

**Analysis of Business License Tax**

Factors that affect the BLT revenue are:

- ❑ Number of business renewals;
- ❑ Commercial and industrial growth rates;
- ❑ Attraction/loss of businesses;
- ❑ Economic growth in the Bay Area; and
- ❑ Results of Finance BLT collection activity; and the City Auditor’s and Finance Department audit programs.

For FY 2018, BLT revenue totaled \$19,894,665, which is \$1,064,921 or 5.65% more than the \$18,829,744 received in FY 2017. The \$19,894,665 collected in FY 2018 was \$1,443,474 or 7.82% more than the adopted budget amount of \$18,451,191.

**Forecast of Business License Tax Revenue**

The BLT revenues are projected to decrease by 3.49% in FY 2019, increase by 2% in FY 2020, and increase by 1.43% in 2021.

| <b>BUSINESS<br/>LICENSE<br/>TAX</b>              | <b>Actual Revenue</b> |                |                | <b>Projected Revenue</b> |                |                |
|--------------------------------------------------|-----------------------|----------------|----------------|--------------------------|----------------|----------------|
|                                                  | <b>FY 2016</b>        | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b>           | <b>FY 2020</b> | <b>FY 2021</b> |
| <b>Total<br/>Collection</b>                      | \$18,089,403          | \$18,829,744   | \$19,894,665   | \$19,200,000             | \$19,584,000   | \$19,975,680   |
| <b>\$ Change</b>                                 | 1,987,076             | 740,336        | 1,064,921      | (694,665)                | 384,000        | 280,919        |
| <b>% Change</b>                                  | 12.34%                | 3.93%          | 5.65%          | (3.49%)                  | 2%             | 1.43%          |
| <b># of<br/>Licenses<br/>(calendar<br/>year)</b> | 13,332                | 13,029         | 14,329         | 14,523                   | 14,523         | 14,523         |

Business License Taxes increased by \$1,064,921 or 5.65% in FY 2018 to \$19,894,665 from \$18,829,744 in FY 2017. Approximately \$1,300,000 of this increase resulted primarily from the following:

(1) An increase of approximately \$600,000 in cannabis revenue.

(2) An increase of approximately \$700,000 in Business License Tax-Residential Units: On November 8, 2016, Berkeley voters passed a measure to permanently increase the business license tax from gross receipts on owners of five or more residential rental units. The original 1.081% tax applies to parcels with three or more dwelling units as well as commercial rental property. The enhanced license tax increased by 1.799%, from 1.081% to 2.880%.

**KEY GENERAL FUND REVENUES**

***BUSINESS LICENSE TAX cont'd.***

The enhanced business license tax was implemented on January 1, 2018 for receipts earned in calendar year 2017.

U1 revenue discussion below:

In addition, to the 1.799% rate increase, the business license tax expanded the number of taxable properties in the City. Prior to the implementation, single family homes and duplexes were not subject to a business license tax. After implementation, if an owner directly or indirectly owned five or more residential rental units, all units and parcels are subject to both the original and enhanced taxes.

In FY17, prior to the implementation of enhanced business license tax, total taxes collected from rental of real property was approximately \$7.7M.

In FY 18, after the implementation of the enhanced business license tax, total taxes collected from rental property was approximately \$13.5M, an increase of \$5.8M from the previous year. The \$5.8M increase is composed of two main items: 1.) \$5.1M from the enhanced 1.799% enhanced business license tax rate on property owners of five or more residential units; and 2.) \$700K from all residential rental units that became subject to the original 1.081% business license tax on rental property as a result of the broadened tax base.

For FY 2018, U1 revenue totaled \$5,161,615 which is \$4,511,615 more than the FY 2018 Adopted Budget total of \$800,000. The projection for this revenue source was increased in the mid-year report to \$4,700,000.

**KEY GENERAL FUND REVENUES****UTILITY USERS TAX**

Utility Users Tax (UUT) has generally been a steady and reliable source of General Fund revenue for most cities, and Berkeley's 4<sup>th</sup> largest source of GF revenue. Utility Users Tax is charged at the rate of 7.5% to all users of a given utility (electricity, gas, telephone, cable, and cellular), other than the corporation providing the utility (a utility company's consumption of all utilities used in the production or supply of their service is not taxed). The tax is not applicable to State, County, or City agencies, or to insurance companies and banks.

**Analysis of UUT**

Some factors that affect the revenue generated by UUT are:

- ❑ Consumption/use of gas, electricity, telecommunication services, cable, and cellular;
- ❑ Regulatory actions, including deregulation and re-regulation;
- ❑ PUC rate changes;
- ❑ Market forces;
- ❑ Evolution of technology; and
- ❑ Legislative actions at State and Federal levels

About 60% of UUT revenues are generated from gas and electric services and 40% from telecommunications:

UUT revenue in FY 2018 decreased by \$280,590 or 1.86%, to \$14,828,120 from the \$15,108,710 received in FY 2017. The \$14,828,120 collected in FY 2018 was \$545,745 or 3.82% more than the adopted budget amount of \$14,282,375.

The decrease in FY 2018 is attributable to a \$273,209 or 11.4% decrease in Cellular charges, a \$292,889 or 10.0% decrease in Gas charges, which was offset by a \$288,980 or 4.4% increase in Electricity charges.

**Forecast of UUT Revenues**

UUT is expected to decrease in FY 2019 by about 2.7%, increase in FY 2020 by about 2.7% and level off in FY 2021. This projected decrease is due to the leveling off of the decreases in cable, telephone and cellular rates and continued growth in electric and gas categories, and flat growth in land-line phones. Projections are based on current trend analysis.

| UTILITY<br>USERS TAX     | Actual Revenue |              |              | Projected Revenue |              |              |
|--------------------------|----------------|--------------|--------------|-------------------|--------------|--------------|
|                          | FY 2016        | FY 2017      | FY 2018      | FY 2019           | FY 2020      | FY 2021      |
| <b>Total Collections</b> | 14,211,318     | \$15,109,305 | \$14,828,120 | \$14,600,000      | \$15,000,000 | \$15,000,000 |
| <b>\$ Change</b>         | (90,739)       | 897,987      | (281,185)    | 228,120           | 400,000      | 0            |
| <b>% Change</b>          | (0.63%)        | 6.32%        | (1.90%)      | (1.53%)           | 2.73%        | 0%           |
| <b>Cable</b>             | 1,283,102      | 1,251,842    | 1,341,570    | 1,316,080         | 1,352,008    | 1,353,008    |
| <b>Gas/Elec</b>          | 8,675,201      | 9,445,069    | 9,441,160    | 9,300,427         | 9,555,753    | 9,555,753    |
| <b>Phone</b>             | 2,043,557      | 2,009,035    | 1,915,053    | 1,885,752         | 1,937,233    | 1,937,233    |
| <b>Cellular</b>          | 2,209,458      | 2,403,544    | 2,130,336    | 2,097,741         | 2,155,009    | 2,155,009    |

**KEY GENERAL FUND REVENUES****FRANCHISE FEES: CABLE - ELECTRIC - GAS**Cable Franchise.

Prior to the passage of State Bill AB2987, Federal and State laws allowed cities to grant franchises to cable companies to use the public right-of-way (PROW) to install and provide video service. The cable company, in turn, applied for a permit to install the video facilities. The permit also allowed for maintenance work once the installation was complete. Under the current franchise agreement, the cable company pays Berkeley an annual franchise fee of 5% of gross revenues, in quarterly installments. In addition, they support the Public Access Channel programming (B-TV). The cable franchise expired on November 12, 2007. State Bill AB 2987 allows companies to apply for statewide cable television franchises, and the bill maintains the City's 5% franchise fee. In addition to the 5% franchise fee, the bill allows the City to receive an additional fee of 1% of the gross revenue for Public, Educational and Government (PEG) purposes.

Electric & Gas Franchises.

These franchise fees (ultimately paid by the consumer) are variable fees based on gross receipts for the sale of electricity or gas within the City, and is the greater of these two calculations:

1. Electric or Gas Franchise Ordinance: 2% of gross receipts attributable to miles of line operated; or
2. 1937 Act Computations: gross receipts within the City times 0.5%.

Electric/Gas franchise fees are paid annually to the General Fund. Electric and gas franchise payments are based on two methods of calculating gross receipts. The electric/gas company must complete both calculations, and the payment made is the greater amount. In addition, the PUC approved a franchise fee surcharge since PG&E no longer handles all energy service, in order to prevent cities from losing franchise revenue generated by third parties. The surcharge is an estimate of the amount of revenues generated by third parties multiplied by the franchise fee rate.

**Analysis of Franchise Fees**

For FY 2018, Franchise Fee revenue totaled \$2,009,931, which is \$21,342 or 1.07% more than the \$1,988,589 received for FY 2017. The \$2,009,931 collected in FY 2018 was \$54,617 or 2.79% more than the adopted budget amount of \$1,955,314.

**Forecast of Franchise Fee Revenue**

Franchise Fee revenues are projected to increase in FY 2019 and have marginal changes in FY 2020 and FY 2021.

| FRANCHISE FEES           | Actual Revenue |             |             | Projected Revenue |             |             |
|--------------------------|----------------|-------------|-------------|-------------------|-------------|-------------|
|                          | FY 2016        | FY 2017     | FY 2018     | FY 2019           | FY 2020     | FY 2021     |
| <b>Total Collections</b> | \$1,916,975    | \$1,988,589 | \$2,009,931 | \$2,010,000       | \$2,068,928 | \$2,110,307 |
| Cable                    | 1,039,341      | 1,022,157   | 1,010,715   | 1,010,749         | 1,048,291   | 1,069,259   |
| Electric                 | 547,529        | 593,420     | 575,433     | 575,433           | 584,142     | 595,824     |
| Gas                      | 330,105        | 373,012     | 423,782     | 423,782           | 436,495     | 445,224     |

**KEY GENERAL FUND REVENUES****TRANSIENT OCCUPANCY TAXES**

Transient Occupancy Tax (TOT) is assessed at the rate of 12% on the room charge for rental of transient lodging when the period of occupancy is 30 days or less. This is sometimes referred to as a “hotel tax.” Hotel guests pay the 12% tax.

**Analysis of TOT**

Factors that affect the revenue generated by TOT are: the number of hotel rooms available for occupancy; their level of occupancy; and the average room rates charged. Economic cycles that impact personal or business discretionary spending also impact travel, and thus affect the number of occupied rooms in a particular economic cycle.

Transient Occupancy Tax (TOT) revenue for FY 2018 totaled \$7,807,273 which is \$3,611 or .05% less than the \$7,810,884 received in FY 2017. The FY 2018 results reflect the continuing slowdown in the growth rate of the City’s major hotels. The decline resulted from three of the five largest hotels showing a decrease ranging between 1.81% and 4.48%. Hotel operators attribute the lower growth to the impact of short term rentals.

**Forecast of TOT Revenue**

The Adopted Budget TOT revenue forecast is based on projections for the 12 largest hotels (TOT = number of rooms times hotel’s estimate of occupancy rate times average room rate). Revenues are currently projected to decrease at a rate of .09% in FY 2019, and level off in FY 2020 and FY 2021. The projections for FY 2020 and FY 2021 are based on the actual revenue for FY 2018.

| <b>TRANSIENT<br/>OCCUPANCY TAX</b> | <b>Actual Revenue</b> |                |                | <b>Projected Revenue</b> |                |                |
|------------------------------------|-----------------------|----------------|----------------|--------------------------|----------------|----------------|
|                                    | <b>FY 2016</b>        | <b>FY 2017</b> | <b>FY 2018</b> | <b>FY 2019</b>           | <b>FY 2020</b> | <b>FY 2021</b> |
| <b>Total Collections</b>           | \$7,813,366           | \$7,810,884    | \$7,807,273    | \$7,800,000              | \$7,800,000    | 7,800,000      |
| <b>\$ Change</b>                   | 774,726               | (2,482)        | (3,611)        | (7,273)                  | 0              | 0              |
| <b>% Change</b>                    | 11.01%                | (.03%)         | (.04%)         | (.090%)                  | 0%             | 0%             |

**KEY GENERAL FUND REVENUES**

**INTEREST INCOME**

The City employs a strict cash management program to ensure that all available funds are invested to earn the maximum yield consistent with safety and liquidity. Invested money is pooled and each of the funds receives interest income based on its share of monthly net cash balances. Short-term securities are purchased at a discount (the interest income earned by the City is the difference between the price paid by the City and the par value of the bonds). Long-term securities purchased by the City pay an interest coupon (generally semi-annually). Interest is allocated from the General Fund each month to other designated City funds, based on their net cash balances.

**Analysis of Interest Income**

For FY 2018, Interest Income totaled \$3,636,989, which was \$1,251,495 or 52.46% more than the \$2,385,494 received in FY 2017. It was also \$1,425,989 more than the adopted budget amount of \$2,211,000. This revenue source trended as expected, Consistent with the Fed’s statutory mandate, the Committee seeks to foster maximum employment and price stability. In support of these goals, the Committee decided to maintain the target range for the federal funds rate at 2-1/4 to 2-1/2 percent. The Committee continues to view sustained expansion of economic activity, strong labor market conditions, and inflation near the Committee's symmetric 2 percent objective as the most likely outcomes. In light of global economic and financial developments and muted inflation pressures, the Committee will be patient as it determines what future adjustments to the target range for the federal funds rate may be appropriate to support these outcomes.

**Forecast of Interest Income**

Interest Income projections are made by taking the existing investments and multiplying by the effective yield, and adding the calculation for estimated interest income on future investments (estimate of amounts to be invested in the various maturities, times the estimate of the applicable interest rate. Interest rates dropped in response to the Fed’s January 30, 2019 statement indicating that the increases in interest rates are on hold for the foreseeable future. In the current interest rate environment, staff expects returns in FY 2019 to be slightly higher than the returns earned in FY 2018. Also, the City’s rate earned is expected to be higher than the City’s benchmark (State LAIF) and comparable to rates earned by most other cities in California, once a number of low yielding investments mature in FY 2019.

| INTEREST INCOME          | Actual Revenue |             |             | Projected Revenue |             |             |
|--------------------------|----------------|-------------|-------------|-------------------|-------------|-------------|
|                          | FY 2016        | FY 2017     | FY 2018     | FY 2019           | FY 2020     | FY 2021     |
| <b>Total Collections</b> | \$2,465,654    | \$2,385,492 | \$3,636,985 | \$2,211,000       | \$3,500,000 | \$3,500,000 |

## KEY GENERAL FUND REVENUES

### PARKING FINES

AB 408 decriminalized parking violations, changing punishment from a criminal penalty to a civil liability. In doing so, it substituted a system of citations and civil penalties, to be adjudicated by an administrative structure within the city or other agency rather than the court system. This structure was intended to allow cities more control and efficiency in the administration of parking fines.

#### Analysis of Parking Fines

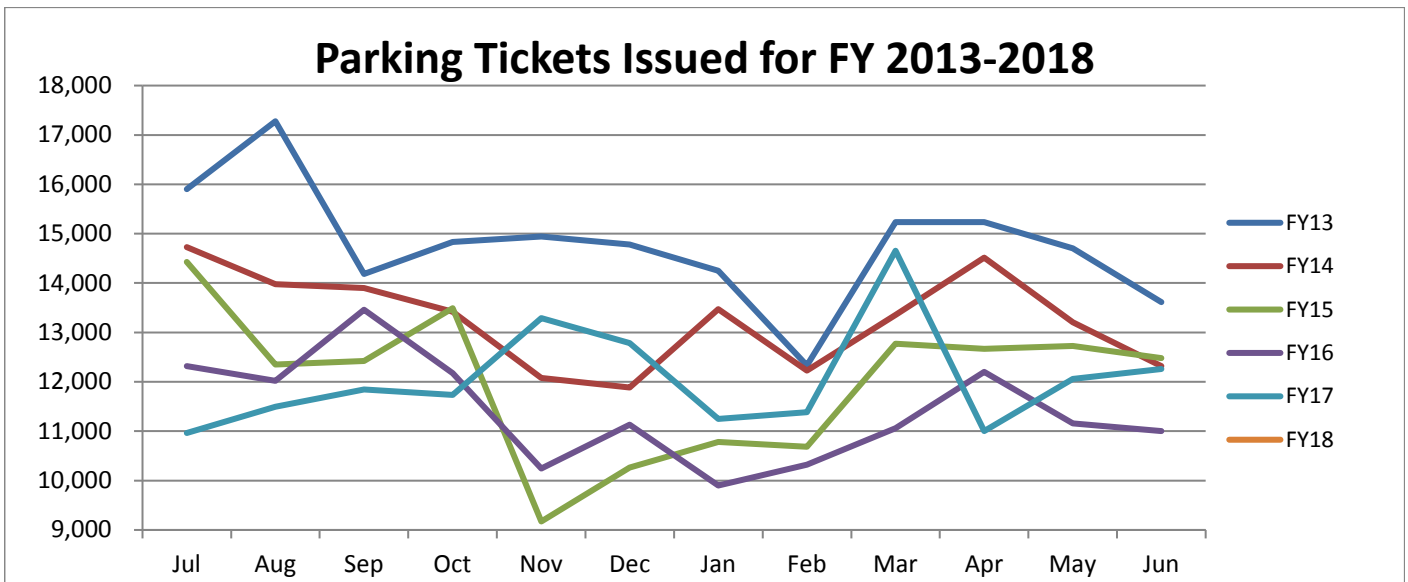
Factors that affect the revenue generated by Parking Fines include:

- ❑ Amounts established for payment of parking tickets and related charges
- ❑ Number of working parking meters
- ❑ Collections using a professional collections agency and also registration holds with DMV and/or liens with the Franchise Tax Board

For FY 2018, Parking Fines revenue (excluding booting collections) increased by \$476,080 or 8.07% to \$6,376,463 from \$5,900,383 in FY 2017. This increase was generated despite a decrease in ticket writing of 769 tickets issued, from 146,055 in FY 2017 to 145,286 issued in FY 2018.

*The vehicle booting program, which started in October 2011, increased marginally during FY 2018. During that period, booting collections totaled \$231,538 an increase of \$11,447 or 5.20% from the total of \$220,091 received in FY 2017. The total of \$231,538 received in FY 2018 was \$27,538 more than the adopted budget amount of \$204,000.*

After hitting a high of \$11.9 million in revenue and 312,005 tickets written in FY 2007, Parking Fines revenue and ticket writing has declined nearly every year since then. The graph below shows the year-over-year declines in ticket writing from FY 2013 through FY 2018, as follows:





**KEY GENERAL FUND REVENUES****PARKING FINES cont.**

|                                      | FY 2016     | FY 2017     | FY 2018     | FY 2019     | FY 2020     | FY 2021     |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Total Net Regular Collections</b> | \$5,951,740 | \$5,900,383 | \$6,376,463 | \$5,841,183 | \$6,399,440 | \$6,399,440 |
| <b>Total Booting Collections</b>     | 183,044     | 220,091     | 231,538     | 184,000     | 200,560     | 200,560     |
| <b>Total Collections</b>             | 6,134,784   | 6,120,474   | 6,608,001   | 6,025,183   | 6,600,000   | 6,600,000   |
| <b>\$ Change</b>                     | (114,191)   | (14,310)    | 476,080     | (582,818)   | 574,817     | 0           |
| <b>% Change</b>                      | (1.83%)     | .23%        | 8.07%       | (8.72%)     | 9.54%       | 0%          |
| <b>Parking Citations</b>             | 138,297     | 144,719     | 145,286     | 145,000     | 154,000     | 154,000     |

**Forecast of Parking Fine Revenue**

- Revenue projections are based on: an estimate of valid tickets issued times the average ticket price times the collection rate (including use of a collection agency, registration holds with DMV and/or liens with the Franchise Tax Board) minus Jail Construction Fund payments.

**KEY GENERAL FUND REVENUES**

**AMBULANCE FEES**

By agreement with Alameda County, the City of Berkeley is the exclusive provider of all emergency ground ambulance service within the City limits. The contract began in July 1, 1999 and has been extended to June 30, 2018. The specific ambulance fee depends on the type of service delivered. Clients and clients' insurance companies are billed monthly by an outside agency (ADPI) that also maintains the City's accounts receivable subsidiary records. The Fire Department receives the remitted amounts and the revenues are credited to the General Fund.

**Analysis of Ambulance Fees**

For FY 2018, Ambulance Fee revenue totaled \$4,343,453, which is \$159,780 or 3.82% more than the \$4,183,673 received in FY 2017. The total of \$4,343,453 collected was \$480,267 less than the FY 2018 adopted budget amount of \$4,823,720.

**Forecast of Ambulance Fee Revenue**

Projections are based on trend analysis and discussions with Fire Department staff for estimates of each type of service, and the total collections rate. This revenue source is projected to increase in FY 2019 by 1.30% and decrease by 4.54% in FY 2020 and level off in FY 2021. The big increase in FY 2018 was due to the addition of a fourth ambulance.

| AMBULANCE FEES           | Actual Revenue |             |             | Projected Revenue |             |             |
|--------------------------|----------------|-------------|-------------|-------------------|-------------|-------------|
|                          | FY 2016        | FY 2017     | FY 2018     | FY 2019           | FY 2020     | FY 2021     |
| <b>Total Collections</b> | \$4,102,074    | \$4,183,673 | \$4,343,453 | \$4,400,000       | \$4,200,000 | \$4,200,000 |
| <b>\$ Change</b>         | (211,521)      | 81,599      | 159,780     | 56,547            | (200,000)   | 0           |
| <b>% Change</b>          | (4.9%)         | 1.99%       | 3.81%       | 1.30%             | (4.54%)     | 0%          |

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****INTRODUCTION**

This section contains financial forecasts for eleven of the City's key operating funds, which can be described in these broad categories:

**SPECIAL REVENUE/GRANT FUNDS** are revenue sources legally restricted to a specific purpose, service or program and include tax-based revenues:

- ❑ Parks Tax Fund
- ❑ Library Tax Fund
- ❑ Paramedic Tax Fund

**SPECIAL ASSESSMENT FUNDS** account for revenues and expenditures related to the financing of public improvements or services:

- ❑ Clean Storm Water Fund
- ❑ Streetlight Assessment District Fund
- ❑ Measure B Fund

**ENTERPRISE FUNDS** are used to support the expenditures of a specific service or program and revenue is derived through the collection of the fees associated with providing the service/program.

- ❑ Permit Service Center
- ❑ Sanitary Sewer Fund
- ❑ Zero Waste Fund
- ❑ Parking Meter Fund
- ❑ Marina Enterprise Fund

A number of these funds face shortfalls and require balancing measures to close these gaps. Revenue growth is limited by statutory "caps" on certain funds, specifically, the Clean Storm Water and the Streetlight Assessment funds since revenues have been essentially frozen since the passage of Proposition 218. Several "special tax" revenue funds are limited in terms of revenue growth to the either the higher of the rate of inflation (i.e. Bay Area Consumer Price Index (CPI) or the Per Capita Personal Income Growth (PIG), which are projected at 2% increases for FY 2020 & FY 2021. The City has no discretion in increasing revenues in these funds without voter-approval. The impacts of the economy on some of our enterprise funds have caused significant revenue losses in the past. Nonetheless, expenditures within these funds have increased as a result of many of the same factors that impact the General Fund (e.g., salary cost-of-living increases, health benefit costs and retirement costs).

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****PARKS TAX FUND**

This is a special tax charged to Berkeley property owners on a square foot basis and is used to fund the maintenance of parks, city trees, and landscaping in the City of Berkeley. Berkeley voters approved the tax in May 1997 to replace the Landscape Assessment District. The tax rate was initially set by the voters and was adjusted annually based on the Consumer Price Index (CPI). In the November 2014 election, voters approved a 16.7% increase to the Parks Tax and approved allowing the annual adjustment to the tax rate to be indexed to greater of either the CPI or the per capita Personal Income Growth in California. Revenue is based on a square footage calculation and is collected through the property tax bill.

**Analysis**

As it stands right now, the fund balance remains healthy from FY 2020 through FY 2024. Almost \$1.5 million dollars is set aside annually for capital improvements.

**Fund Forecast**

|                                 | FY 2018           | FY 2019           | FY 2019           | FY 2020           | FY 2021           | FY 2022           | FY 2023           | FY 2024           |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | Actual            | Adopted           | Projected         | Proposed          | Proposed          | Projected         | Projected         | Projected         |
| <b>Beginning Balance</b>        | <b>5,380,435</b>  | <b>6,143,957</b>  | <b>6,143,957</b>  | <b>4,890,446</b>  | <b>2,185,972</b>  | <b>2,200,630</b>  | <b>1,824,576</b>  | <b>1,301,610</b>  |
| <b>Revenues</b>                 | <b>13,166,190</b> | <b>13,474,968</b> | <b>13,486,712</b> | <b>13,709,037</b> | <b>13,969,718</b> | <b>14,247,852</b> | <b>14,531,549</b> | <b>14,820,920</b> |
| Parks Tax                       | 13,008,778        | 13,411,968        | 13,366,703        | 13,634,037        | 13,906,718        | 14,184,852        | 14,468,549        | 14,757,920        |
| Other Revenue                   | 157,412           | 63,000            | 120,009           | 75,000            | 63,000            | 63,000            | 63,000            | 63,000            |
| <b>Expenditures</b>             | <b>12,402,668</b> | <b>12,791,181</b> | <b>14,740,223</b> | <b>16,413,511</b> | <b>13,955,060</b> | <b>14,623,906</b> | <b>15,054,515</b> | <b>15,490,749</b> |
| Personnel                       | 8,192,079         | 8,607,868         | 8,396,881         | 8,967,756         | 9,126,378         | 9,765,224         | 10,155,833        | 10,562,067        |
| Non-Personnel                   | 3,268,563         | 2,662,375         | 3,043,342         | 3,134,642         | 3,228,682         | 3,228,682         | 3,228,682         | 3,228,682         |
| Capital Improvements            | 942,026           | 1,520,938         | 3,300,000         | 4,311,113         | 1,600,000         | 1,630,000         | 1,670,000         | 1,700,000         |
| <b>Annual Surplus/Shortfall</b> | <b>763,522</b>    | <b>683,787</b>    | <b>-1,253,511</b> | <b>-2,704,474</b> | <b>14,658</b>     | <b>-376,054</b>   | <b>-522,966</b>   | <b>-669,828</b>   |
| <b>Ending Balance</b>           | <b>6,143,957</b>  | <b>6,827,744</b>  | <b>4,890,446</b>  | <b>2,185,972</b>  | <b>2,200,630</b>  | <b>1,824,576</b>  | <b>1,301,610</b>  | <b>631,781</b>    |

**Revenue Assumptions**

- Annual tax rate increases are tied to either Bay Area CPI Index or Per Capita Personal Income Growth.
- FY 2019 tax rate set at 3.67% increase.
- FY 2020 through FY 2024 assumes a 2% increase in the Parks Tax.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****LIBRARY TAX FUND**

The Library Tax Fund provides funding for the Berkeley Public Library system. The primary source of revenue to the fund is the Library Tax, which was originally established in 1980 and reauthorized in 1988. The City Council sets the tax rate annually through an ordinance and the tax rate is indexed to the greater of either the Bay Area Consumer Price Index or the per capita Personal Income Growth in California. Revenue is based on a square footage calculation and is collected through the property tax bill. Additional revenue to this fund includes the collection of library fees.

**Fund Forecast**

|                                 | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed* | FY 2021<br>Proposed* | FY 2022<br>Projected | FY 2023<br>Projected | FY 2024<br>Projected |
|---------------------------------|-------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Beginning Balance</b>        | <b>6,836,082</b>  | <b>8,933,216</b>   | <b>8,933,216</b>     | <b>7,755,986</b>     | <b>2,342,752</b>     | <b>1,610,061</b>     | <b>455,917</b>       | <b>-971,541</b>      |
| <b>Revenues</b>                 | <b>19,416,647</b> | <b>19,893,213</b>  | <b>19,894,713</b>    | <b>20,128,598</b>    | <b>20,529,730</b>    | <b>20,938,885</b>    | <b>21,356,222</b>    | <b>21,781,907</b>    |
| Library Tax                     | 19,172,629        | 19,746,463         | 19,746,463           | 20,056,598           | 20,457,730           | 20,866,885           | 21,284,222           | 21,709,907           |
| Other Revenue                   | 244,018           | 146,750            | 148,250              | 72,000               | 72,000               | 72,000               | 72,000               | 72,000               |
| <b>Expenditures</b>             | <b>17,319,513</b> | <b>22,735,098</b>  | <b>21,071,943</b>    | <b>25,541,832</b>    | <b>21,262,421</b>    | <b>22,093,029</b>    | <b>22,783,680</b>    | <b>23,501,956</b>    |
| Personnel                       | 13,533,423        | 14,758,336         | 14,762,336           | 15,716,914           | 16,136,698           | 17,266,267           | 17,956,918           | 18,675,194           |
| Non-Personnel                   | 2,112,207         | 3,096,762          | 4,279,607            | 3,394,918            | 3,395,723            | 3,096,762            | 3,096,762            | 3,096,762            |
| Library Materials               | 1,647,748         | 1,780,000          | 1,780,000            | 1,830,000            | 1,680,000            | 1,680,000            | 1,680,000            | 1,680,000            |
| Capital Improvements            | 26,135            | 3,100,000          | 250,000              | 4,600,000            | 50,000               | 50,000               | 50,000               | 50,000               |
| <b>Annual Surplus/Shortfall</b> | <b>2,097,134</b>  | <b>-2,841,885</b>  | <b>-1,177,230</b>    | <b>-5,413,234</b>    | <b>-732,691</b>      | <b>-1,154,144</b>    | <b>-1,427,457</b>    | <b>-1,720,049</b>    |
| <b>Ending Balance</b>           | <b>8,933,216</b>  | <b>6,091,331</b>   | <b>7,755,986</b>     | <b>2,342,752</b>     | <b>1,610,061</b>     | <b>455,917</b>       | <b>-971,541</b>      | <b>-2,691,590</b>    |

\*FY 2020 & FY 2021 Proposed Figures are preliminary numbers that have not been approved by the Board of Library Trustees.

**Revenue Assumptions**

- Annual tax rate increases are tied to either Bay Area CPI Index or Per Capita Personal Income Growth.
- FY 2019 tax rate set at 3.67% increase.
- FY 2020 through FY 2024 assumes a 2% tax increase in the Library Tax.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****PARAMEDIC TAX FUND**

The Paramedic Tax generates around \$2.9 million per year to support the City's Paramedic and Emergency Medical Response services for Berkeley residents. Revenues are collected through a square footage tax on property owners. The tax rate can only be adjusted annually based on the Consumer Price Index (CPI) in the immediate San Francisco Bay Area.

**Analysis**

Due to the revenue increases being capped by CPI increases and expenditures growing at a higher rate, this fund has experienced significant deficits in the past fiscal years. An annual General Fund subsidy is required to balance the fund. This fluctuates based on staffing composition and related costs.

**Fund Forecast**

|                                 | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed | FY 2021<br>Proposed | FY 2022<br>Projected | FY 2023<br>Projected | FY 2024<br>Projected |
|---------------------------------|-------------------|--------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Beginning Balance</b>        | <b>225,508</b>    | <b>135,880</b>     | <b>135,880</b>       | <b>82,753</b>       | <b>-77,462</b>      | <b>-278,788</b>      | <b>-416,894</b>      | <b>-490,515</b>      |
| <b>Revenues</b>                 | <b>3,489,594</b>  | <b>3,659,961</b>   | <b>3,659,961</b>     | <b>3,711,829</b>    | <b>3,773,812</b>    | <b>3,837,034</b>     | <b>3,901,521</b>     | <b>3,967,298</b>     |
| Paramedic Tax                   | 2,976,833         | 3,047,265          | 3,047,265            | 3,099,133           | 3,161,116           | 3,224,338            | 3,288,825            | 3,354,602            |
| Work for Private Parties        | 12,235            |                    |                      |                     |                     |                      |                      |                      |
| General Fund Subsidy            | 500,526           | 612,696            | 612,696              | 612,696             | 612,696             | 612,696              | 612,696              | 612,696              |
| <b>Expenditures</b>             | <b>3,579,222</b>  | <b>3,690,649</b>   | <b>3,713,088</b>     | <b>3,872,044</b>    | <b>3,975,138</b>    | <b>3,975,140</b>     | <b>3,975,142</b>     | <b>3,975,144</b>     |
| Personnel                       | 2,978,242         | 3,224,107          | 3,097,372            | 3,345,502           | 3,447,396           | 3,447,397            | 3,447,398            | 3,447,399            |
| Non-Personnel                   | 600,980           | 466,542            | 615,716              | 526,542             | 527,742             | 527,743              | 527,744              | 527,745              |
| <b>Annual Surplus/Shortfall</b> | <b>-89,628</b>    | <b>-30,688</b>     | <b>-53,127</b>       | <b>-160,215</b>     | <b>-201,326</b>     | <b>-138,106</b>      | <b>-73,621</b>       | <b>-7,846</b>        |
| <b>Ending Balance</b>           | <b>135,880</b>    | <b>105,192</b>     | <b>82,753</b>        | <b>-77,462</b>      | <b>-278,788</b>     | <b>-416,894</b>      | <b>-490,515</b>      | <b>-498,361</b>      |

**Revenue Assumptions**

- FY 2019 tax increase set at 3.217% CPI increase.
- FY 2020 through FY 2024 assume a 2% tax increase in the Paramedic Tax.
- General Fund subsidy will need to be increase in FY 2020 and beyond unless CPI increases cover annual shortfalls.

**Expenditures Assumptions**

- ✚ FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****CLEAN STORM WATER FUND**

The Clean Storm Water fund provides the funding for the maintenance and improvement of the City's storm water drainage system to reduce the pollutants in storm water from entering local creeks and the Bay. Revenue to this fund is from the collection of fees charged to every owner of real property in the city of Berkeley and is collected through property taxes.

**Analysis**

Prior to FY 2019, Clean Storm Water Fund revenues were fee-supported and are capped at 1996 levels by Proposition 218, set at flat \$34 fee per year. The revenues generated by this fee were no longer sufficient to pay for the Clean Storm Water program. The City conducted a Proposition 218 rate increase process that was approved by the voters and the City Council. The new fees generated by the 2018 Clean Storm Water Fee are shown as separate line item on property tax bills from the 1991 Clean Storm Water Fees. The new fees will generate an additional \$2.34 million for the Clean Storm water Fund in FY 2019, and can be increased on an annual basis based the Consumer Price Index in future years

**Fund Forecast**

|                                 | FY 2018          | FY 2019          | FY 2019          | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                 | Actual           | Adopted          | Projected        | Proposed         | Proposed         | Projected        | Projected        | Projected        |
| <b>Beginning Balance</b>        | <b>514,734</b>   | <b>395,368</b>   | <b>395,368</b>   | <b>2,307,485</b> | <b>2,968,787</b> | <b>3,283,611</b> | <b>3,612,376</b> | <b>3,963,297</b> |
| <b>Revenues</b>                 | <b>2,348,431</b> | <b>2,396,937</b> | <b>4,691,909</b> | <b>4,832,668</b> | <b>4,977,648</b> | <b>5,064,975</b> | <b>5,154,922</b> | <b>5,247,566</b> |
| 1991 Clean Storm Water Fees     | 2,066,756        | 2,111,785        | 2,066,757        | 2,066,757        | 2,066,757        | 2,066,757        | 2,066,757        | 2,066,757        |
| 2018 Clean Storm Water Fees     |                  |                  | 2,340,000        | 2,472,203        | 2,608,372        | 2,686,623        | 2,767,222        | 2,850,239        |
| UC In-Lieu Payment              | 276,848          | 285,152          | 285,152          | 293,708          | 302,519          | 311,595          | 320,943          | 330,571          |
| Miscellaneous                   | 4,827            |                  |                  |                  |                  |                  |                  |                  |
| <b>Expenditures</b>             | <b>2,467,797</b> | <b>2,365,487</b> | <b>2,779,792</b> | <b>4,171,366</b> | <b>4,662,824</b> | <b>4,736,210</b> | <b>4,804,001</b> | <b>4,874,504</b> |
| Personnel                       | 1,401,792        | 1,352,076        | 1,386,176        | 1,539,995        | 1,583,911        | 1,694,785        | 1,762,576        | 1,833,079        |
| Non-Personnel                   | 690,795          | 601,311          | 707,747          | 2,116,676        | 1,601,587        | 1,564,099        | 1,564,099        | 1,564,099        |
| Capital Improvements            | 167,798          | 200,000          | 354,712          | 300,000          | 1,260,000        | 1,260,000        | 1,260,000        | 1,260,000        |
| Indirect Costs                  | 207,412          | 212,100          | 331,157          | 214,695          | 217,326          | 217,326          | 217,326          | 217,326          |
| <b>Annual Surplus/Shortfall</b> | <b>-119,366</b>  | <b>31,450</b>    | <b>1,912,117</b> | <b>661,302</b>   | <b>314,824</b>   | <b>328,765</b>   | <b>350,920</b>   | <b>373,062</b>   |
| <b>Ending Balance</b>           | <b>395,368</b>   | <b>426,818</b>   | <b>2,307,485</b> | <b>2,968,787</b> | <b>3,283,611</b> | <b>3,612,376</b> | <b>3,963,297</b> | <b>4,336,359</b> |

**Revenue Assumptions**

- Fund receives close to \$300,000 annually (adjusted by CPI) from UC Berkeley settlement agreement for storm drain infrastructure improvements.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****STREET LIGHT ASSESSMENT DISTRICT FUND**

The Streetlight Assessment District Fund provides for maintenance of the City's 7,860 streetlights along the public streets, parking lots, pathways, recreation facilities, and marina. Revenue to this fund is collected through annual property taxes and is capped by Proposition 218, allowing for no rate increase to this assessment without voter approval.

**Analysis**

Prior to FY 2019, a Proposition 218 revenue increase process was started to provide the fund with additional revenue to support the program and maintain service levels. Property owners and the City Council approved a new 2018 Streetlight Assessment District that is shown as a separate line on the property tax bills. The approved ballot measure also allows for an inflation adjustment based on the Consumer Price Index, but no more than 3% per year. The inflation index can be applied to the sum of the 1982 and 2018 fees

**Fund Forecast**

|                                              | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed | FY 2021<br>Proposed | FY 2022<br>Projected | FY 2023<br>Projected | FY 2024<br>Projected |
|----------------------------------------------|-------------------|--------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Beginning Balance</b>                     | <b>1,887,014</b>  | <b>1,461,420</b>   | <b>1,461,420</b>     | <b>1,060,717</b>    | <b>395,323</b>      | <b>-38,804</b>       | <b>405,972</b>       | <b>852,630</b>       |
| <b>Revenues</b>                              | <b>1,433,761</b>  | <b>1,410,489</b>   | <b>1,941,790</b>     | <b>1,925,489</b>    | <b>2,240,939</b>    | <b>2,292,254</b>     | <b>2,345,108</b>     | <b>2,399,548</b>     |
| Street Light Assmt District 1982             | 1,412,374         | 1,410,489          | 1,410,489            | 1,410,489           | 1,710,489           | 1,761,804            | 1,814,658            | 1,869,098            |
| Street Light Maintenance & Imp District 2018 |                   |                    | 500,000              | 515,000             | 530,450             | 530,450              | 530,450              | 530,450              |
| Miscellaneous Revenues                       | 1,853             |                    | 5,449                |                     |                     |                      |                      |                      |
| Interest                                     | 19,534            |                    | 25,852               |                     |                     |                      |                      |                      |
| <b>Expenditures</b>                          | <b>1,859,355</b>  | <b>2,524,752</b>   | <b>2,342,493</b>     | <b>2,590,883</b>    | <b>2,675,066</b>    | <b>1,847,478</b>     | <b>1,898,450</b>     | <b>1,951,192</b>     |
| Personnel                                    | 565,923           | 985,277            | 559,008              | 974,825             | 992,071             | 602,780              | 626,891              | 651,967              |
| Non-Personnel                                | 1,293,432         | 1,539,475          | 1,783,485            | 1,616,058           | 1,682,995           | 1,244,698            | 1,271,559            | 1,299,225            |
| <b>Annual Surplus/Shortfall</b>              | <b>-425,594</b>   | <b>-1,114,263</b>  | <b>-400,703</b>      | <b>-665,394</b>     | <b>-434,127</b>     | <b>444,776</b>       | <b>446,658</b>       | <b>448,356</b>       |
| <b>Ending Balance</b>                        | <b>1,461,420</b>  | <b>347,157</b>     | <b>1,060,717</b>     | <b>395,323</b>      | <b>-38,804</b>      | <b>405,972</b>       | <b>852,630</b>       | <b>1,300,986</b>     |

**Revenue Assumptions**

- Fund revenues are capped by Proposition 218. Starting in FY 2021, this revenue can be increased by way of a non-Proposition 218 increase of the already approved ceiling max plus a 3% increase per year
- The new 2018 Streetlight Assessment District expected to generate approximately \$500,000 starting in FY 2019.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.



**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****MEASURE B SALES TAX FUND**

The Measure B Sales Tax fund is used to fund capital projects for local streets and roads. A separate Measure B Fund provides revenue for bike and pedestrian safety improvements. The collection of a half-cent sales tax (April 1, 2002 through March 2022) is disbursed to the City of Berkeley and other local jurisdictions on a quarterly basis.

**Analysis**

The Measure B fund balance is presently healthy for both FY 2020 & FY 2021.

**Fund Forecast**

|                                 | FY 2018          | FY 2019          | FY 2019          | FY 2020          | FY 2021          | FY 2022          |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                 | Actual           | Adopted          | Projected        | Proposed         | Proposed         | Projected        |
| <b>Beginning Balance</b>        | <b>1,264,131</b> | <b>1,558,951</b> | <b>1,558,951</b> | <b>1,027,402</b> | <b>1,268,837</b> | <b>830,497</b>   |
| <b>Revenues</b>                 | <b>3,224,515</b> | <b>2,958,327</b> | <b>3,277,891</b> | <b>3,270,830</b> | <b>3,270,830</b> | <b>3,270,830</b> |
| Program Revenues                | 3,191,331        | 2,958,327        | 3,270,830        | 3,270,830        | 3,270,830        | 3,270,830        |
| Miscellaneous Revenues          | 17,381           |                  |                  |                  |                  |                  |
| Interest                        | 15,803           |                  | 7,061            |                  |                  |                  |
| <b>Expenditures</b>             | <b>2,929,695</b> | <b>2,506,076</b> | <b>3,809,440</b> | <b>3,029,395</b> | <b>3,709,170</b> | <b>2,749,153</b> |
| Personnel                       | 1,952,235        | 1,507,052        | 2,029,919        | 1,624,371        | 1,664,075        | 1,780,560        |
| Non-Personnel                   | 977,460          | 999,024          | 1,779,521        | 1,405,024        | 2,045,095        | 968,593          |
| <b>Annual Surplus/Shortfall</b> | <b>294,820</b>   | <b>452,251</b>   | <b>-531,549</b>  | <b>241,435</b>   | <b>-438,340</b>  | <b>521,677</b>   |
| <b>Ending Balance</b>           | <b>1,558,951</b> | <b>2,011,202</b> | <b>1,027,402</b> | <b>1,268,837</b> | <b>830,497</b>   | <b>1,352,174</b> |

**Revenue Assumptions**

- On April 1, 2022 the half-cent sales tax will shift to Measure BB making the Measure BB sales tax one cent through at least March 31, 2045

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****PERMIT SERVICE CENTER FUND**

The Permit Service Center Fund serves as the fund for the collection of zoning fees, building fees, and plan check fees. The fees are established by the City Council through a public hearing and adoption of a resolution establishing a fee schedule.

**Analysis & Revenue Projections**

The fund is maintaining a positive fund balance over the next few years but is facing an annual operating shortfall.

**Fund Forecast**

|                                 | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed | FY 2021<br>Proposed | FY 2022<br>Projected | FY 2023<br>Projected | FY 2024<br>Projected |
|---------------------------------|-------------------|--------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Beginning Balance</b>        | <b>11,516,323</b> | <b>12,777,853</b>  | <b>12,777,853</b>    | <b>13,193,690</b>   | <b>10,553,113</b>   | <b>8,251,045</b>     | <b>6,951,922</b>     | <b>5,965,800</b>     |
| <b>Revenues</b>                 | <b>16,855,271</b> | <b>15,003,859</b>  | <b>15,929,816</b>    | <b>16,764,893</b>   | <b>17,527,428</b>   | <b>18,054,034</b>    | <b>18,595,655</b>    | <b>19,153,524</b>    |
| Building & Safety               | 13,617,905        | 12,257,859         | 12,938,122           | 13,866,568          | 14,545,269          | 14,981,627           | 15,431,076           | 15,894,008           |
| Land Use                        | 2,108,567         | 1,796,000          | 1,952,284            | 1,854,855           | 1,910,020           | 1,967,321            | 2,026,340            | 2,087,130            |
| Other                           | 1,128,799         | 950,000            | 1,039,410            | 1,043,470           | 1,072,139           | 1,105,086            | 1,138,239            | 1,172,386            |
| <b>Expenditures</b>             | <b>15,593,741</b> | <b>17,675,759</b>  | <b>15,513,979</b>    | <b>19,405,470</b>   | <b>19,829,496</b>   | <b>19,353,157</b>    | <b>19,581,776</b>    | <b>19,813,400</b>    |
| Personnel                       | 11,216,136        | 12,609,576         | 10,996,094           | 13,467,258          | 13,838,271          | 13,474,590           | 13,614,702           | 13,756,295           |
| Non-Personnel                   | 4,377,605         | 5,066,183          | 4,517,885            | 5,938,212           | 5,991,225           | 5,878,567            | 5,967,074            | 6,057,105            |
| <b>Annual Surplus/Shortfall</b> | <b>1,261,530</b>  | <b>-2,671,900</b>  | <b>415,837</b>       | <b>-2,640,577</b>   | <b>-2,302,068</b>   | <b>-1,299,123</b>    | <b>-986,121</b>      | <b>-659,876</b>      |
| <b>Ending Balance</b>           | <b>12,777,853</b> | <b>10,105,953</b>  | <b>13,193,690</b>    | <b>10,553,113</b>   | <b>8,251,045</b>    | <b>6,951,922</b>     | <b>5,965,800</b>     | <b>5,305,925</b>     |

**Revenue Assumptions**

- Revenue is assumed to stabilize at current levels till FY 2021 (for the two year budget) and growth is assumed to approximately track inflation (~3%) starting FY 2022.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- From FY 2021 onwards, expense growth will depend on revenue growth and is currently projected to increase at the rate of 1.5% till 2024 to keep fund balance at target levels.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****SANITARY SEWER FUND**

Sanitary sewer fees pay for the costs of operation, maintenance, rehabilitation and improvement of the City's sanitary sewers. Sewer service fees are charged to users of the City's sanitary system and are calculated on each hundred cubic feet of water used by each water account serving the premises as established by City Council Resolution. Sewer fees are collected through the payment of the property water bill (EBMUD).

**Analysis & Revenue Projections**

Revenues in the Sanitary Sewer Fund were insufficient to fund the capital improvements, operations, and maintenance required to properly manage our Sanitary Sewer Collection System and comply with new requirements imposed by the Consent Decree entered into with the Environmental Protection Agency in July 2014. In June 2015, the City Council approved new Sanitary Sewer service rates for the five year period beginning FY 2016. The new rates fund capital improvements required to maintain the system in full regulatory compliance, while addressing revenue lost to drought-related water conservation. The total effect of the increased sewer rates will vary with the degree of water conservation actually achieved by City residents. Single family residence sewer rates are scheduled to increase by 3.6% in FY 2020.

**Fund Forecast**

|                                 | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed | FY 2021<br>Proposed | FY 2022<br>Proposed | FY 2023<br>Proposed | FY 2024<br>Proposed |
|---------------------------------|-------------------|--------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Beginning Balance</b>        | 9,203,590         | 13,203,975         | 13,203,975           | 13,968,327          | 18,073,864          | 21,951,183          | 19,676,023          | 20,098,340          |
| <b>Revenues</b>                 | 25,899,335        | 22,827,768         | 26,693,167           | 27,629,838          | 27,656,012          | 27,656,012          | 27,656,012          | 27,656,012          |
| <b>Expenditures</b>             | 21,898,950        | 23,741,677         | 25,928,815           | 23,524,301          | 23,778,693          | 29,931,172          | 27,233,695          | 29,310,579          |
| Personnel                       | 7,430,000         | 9,322,260          | 6,777,310            | 9,124,012           | 9,378,404           | 10,034,892          | 10,436,288          | 10,853,739          |
| Non-Personnel                   | 14,468,950        | 14,419,417         | 19,151,505           | 14,400,289          | 14,400,289          | 19,896,280          | 16,797,407          | 18,456,840          |
| Other Non-Personnel             | 3,468,455         | 5,477,737          | 3,952,782            | 3,281,662           | 3,281,662           | 4,641,737           | 4,787,891           | 4,899,337           |
| Capital Improvements            | 10,909,994        | 8,851,179          | 15,108,222           | 11,028,126          | 11,028,126          | 15,164,042          | 11,919,015          | 13,467,002          |
| Private Sewer Lateral Transfer  | 90,501            | 90,501             | 90,501               | 90,501              | 90,501              | 90,501              | 90,501              | 90,501              |
| <b>Annual Surplus/Shortfall</b> | 4,000,385         | -913,909           | 764,352              | 4,105,537           | 3,877,319           | -2,275,160          | 422,317             | -1,654,567          |
| <b>Ending Balance</b>           | 13,203,975        | 12,290,066         | 13,968,327           | 18,073,864          | 21,951,183          | 19,676,023          | 20,098,340          | 18,443,772          |

**Revenue Assumptions**

- FY 2018 through FY 2020 revenues reflect sewer rate increase approved by the City Council on June 30, 2015.
- FY 2021 through FY 2024 revenues are flat unless increases are approved.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****ZERO WASTE FUND**

The Zero Waste Fund was created to support the activities related to the removal of waste in the City of Berkeley. Fees for disposal of waste at the City's transfer station and refuse fees charged to owners of premises and places in the City from which garbage is collected generate revenue to this fund. Refuse charges are either collected through the payment of property tax bills or directly paid to the City of Berkeley. Refuse collection fees are established by resolution of the City Council and the conduct of a majority protest process under Proposition 218. Fee amounts are currently determined by the size and number of receptacles, and the frequency of service.

**Analysis & Revenue Projections**

The Zero Waste Fund gained substantial operational breathing room due to a 24.7% rate increase approved in May 2014, including minimum annual 3% increases going forward. The current Council approved Proposition 218 increases expire after FY 2019. A rate study is currently in progress to determine if rate increases will be needed for FY 2021 and beyond. The fund balance will enable the development of a plan to address capital needs at the Transfer Station.

**Fund Forecast**

|                                 | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed | FY 2021<br>Proposed | FY 2022<br>Projected | FY 2023<br>Projected | FY 2024<br>Projected |
|---------------------------------|-------------------|--------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Beginning Balance</b>        | <b>13,664,122</b> | <b>17,677,654</b>  | <b>17,677,654</b>    | <b>16,337,831</b>   | <b>17,403,239</b>   | <b>15,617,340</b>    | <b>10,147,766</b>    | <b>6,259,379</b>     |
| <b>Revenues</b>                 | <b>44,738,973</b> | <b>41,242,753</b>  | <b>46,597,247</b>    | <b>48,442,782</b>   | <b>48,651,251</b>   | <b>48,651,251</b>    | <b>48,651,251</b>    | <b>48,651,251</b>    |
| <b>Expenditures</b>             | <b>40,725,441</b> | <b>42,582,576</b>  | <b>46,871,662</b>    | <b>48,962,247</b>   | <b>50,437,150</b>   | <b>54,120,825</b>    | <b>52,539,638</b>    | <b>53,882,799</b>    |
| Personnel                       | 18,045,861        | 18,649,527         | 17,526,069           | 20,155,486          | 20,724,274          | 23,222,949           | 25,241,762           | 27,384,923           |
| Non-Personnel                   | 22,560,424        | 23,433,049         | 28,632,775           | 26,521,761          | 25,212,876          | 25,997,876           | 25,997,876           | 25,997,876           |
| Capital Improvements            | 119,156           | 500,000            | 712,818              | 2,285,000           | 4,500,000           | 4,900,000            | 1,300,000            | 500,000              |
| <b>Annual Surplus/Shortfall</b> | <b>4,013,532</b>  | <b>-1,339,823</b>  | <b>-274,415</b>      | <b>-519,465</b>     | <b>-1,785,899</b>   | <b>-5,469,574</b>    | <b>-3,888,387</b>    | <b>-5,231,548</b>    |
| <b>Ending Balance</b>           | <b>17,677,654</b> | <b>16,337,831</b>  | <b>17,403,239</b>    | <b>15,818,366</b>   | <b>15,617,340</b>   | <b>10,147,766</b>    | <b>6,259,379</b>     | <b>1,027,831</b>     |

**Revenue Assumptions**

- FY 2020 through FY 2024 revenue includes new revenue from the commercial expansion accounts taken over from franchisees.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs.

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****PARKING METER FUND**

Parking Meter revenue is generated through coin deposits made by hourly parkers and “pay and display” parking meters from the City’s eight parking meter routes. The collection of this revenue currently generates almost \$10 million annually, and provides the funding for the maintenance, collection and enforcement of parking meters.

**Analysis**

The Parking Meter Fund is maintaining a healthy fund balance and started to increase beginning in FY 2015 due to the addition of revenues from the goBerkeley Program.

**Fund Forecast**

|                                 | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2019<br>Projected | FY 2020<br>Proposed | FY 2021<br>Proposed | FY 2022<br>Projected | FY 2023<br>Projected | FY 2024<br>Projected |
|---------------------------------|-------------------|--------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Beginning Balance</b>        | <b>5,683,946</b>  | <b>3,270,432</b>   | <b>3,270,432</b>     | <b>2,434,215</b>    | <b>3,718,839</b>    | <b>5,146,626</b>     | <b>6,605,220</b>     | <b>8,249,974</b>     |
| <b>Revenues</b>                 | <b>10,168,932</b> | <b>9,191,713</b>   | <b>10,301,331</b>    | <b>10,685,985</b>   | <b>11,061,390</b>   | <b>11,451,812</b>    | <b>11,857,851</b>    | <b>12,321,773</b>    |
| Program Revenues                | 10,168,932        | 9,191,713          | 10,301,331           | 10,685,985          | 11,061,390          | 11,451,812           | 11,857,851           | 12,321,773           |
| <b>Expenditures</b>             | <b>12,582,446</b> | <b>9,431,787</b>   | <b>11,137,548</b>    | <b>9,401,361</b>    | <b>9,633,603</b>    | <b>9,993,218</b>     | <b>10,213,097</b>    | <b>10,441,771</b>    |
| Personnel                       | 4,423,767         | 4,812,579          | 4,302,333            | 4,992,348           | 5,137,357           | 5,496,972            | 5,716,851            | 5,945,525            |
| Non-Personnel                   | 3,454,067         | 2,876,920          | 5,092,927            | 2,666,725           | 2,753,958           | 2,753,958            | 2,753,958            | 2,753,958            |
| TXFR to General Fund            | 1,737,103         | 1,742,288          | 1,742,288            | 1,742,288           | 1,742,288           | 1,742,288            | 1,742,288            | 1,742,288            |
| TXFR to Off-Street Parking Fund | 2,967,509         |                    |                      |                     |                     |                      |                      |                      |
| <b>Annual Surplus/Shortfall</b> | <b>-2,413,514</b> | <b>-240,074</b>    | <b>-836,217</b>      | <b>1,284,624</b>    | <b>1,427,787</b>    | <b>1,458,594</b>     | <b>1,644,754</b>     | <b>1,880,002</b>     |
| <b>Ending Balance</b>           | <b>3,270,432</b>  | <b>3,030,358</b>   | <b>2,434,215</b>     | <b>3,718,839</b>    | <b>5,146,626</b>    | <b>6,605,220</b>     | <b>8,249,974</b>     | <b>10,129,976</b>    |

**Revenue Assumptions**

- FY 2020 Proposed & FY 2021 Proposed and FY 2022 – FY 2024 Projected include a 4% inflator from previous years for parking districts/locations.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs

**FINANCIAL FORECASTS: OTHER OPERATING FUNDS****MARINA FUND**

The Berkeley Marina is part of San Francisco Bay and therefore, the property is owned by the State of California. The City holds the Marina in trust for the State and by law the Marina is required to be a self-supporting financial entity. Fees generated from vessels that berth at the Marina, along with the commercial ground leases within the Marina zone, provide the revenue that funds the operations of the Marina.

**Analysis**

The Marina Fund has an annual operating deficit and cannot support ongoing basic operating costs and overdue maintenance. The fund is projected to exhaust all reserves within the two years and will require additional revenues and expenditure balancing measures to eliminate the deficits.

**Fund Forecast**

|                                 | <b>FY 2018</b>   | <b>FY 2019</b>   | <b>FY 2019</b>    | <b>FY 2020</b>   | <b>FY 2021</b>    | <b>FY 2022</b>    | <b>FY 2023</b>    | <b>FY 2024</b>    |
|---------------------------------|------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
|                                 | <b>Actual</b>    | <b>Adopted</b>   | <b>Projected</b>  | <b>Proposed</b>  | <b>Proposed</b>   | <b>Proposed</b>   | <b>Proposed</b>   | <b>Proposed</b>   |
| <b>Beginning Balance</b>        | <b>3,998,848</b> | <b>3,058,161</b> | <b>3,058,161</b>  | <b>1,285,187</b> | <b>410,239</b>    | <b>-918,167</b>   | <b>-2,564,322</b> | <b>-4,372,304</b> |
| <b>Revenues</b>                 | <b>6,296,533</b> | <b>6,270,459</b> | <b>6,236,880</b>  | <b>6,243,295</b> | <b>6,278,344</b>  | <b>6,293,022</b>  | <b>6,352,067</b>  | <b>6,270,459</b>  |
| Berth Rentals                   | 3,470,525        | 3,596,909        | 3,420,000         | 3,420,000        | 3,420,000         | 3,420,000         | 3,420,000         | 3,420,000         |
| Marina Leases                   | 1,990,306        | 2,020,000        | 2,010,306         | 2,030,000        | 2,050,713         | 2,071,220         | 2,091,933         | 2,112,852         |
| Interest                        | 45,562           | 2,500            | 35,000            | 15,000           | 5,000             | 2,501             | 2,502             | 2,503             |
| Other Fees                      | 790,140          | 651,050          | 771,574           | 778,295          | 802,631           | 799,301           | 837,632           | 735,104           |
| <b>Expenditures</b>             | <b>7,237,220</b> | <b>6,189,411</b> | <b>8,009,854</b>  | <b>7,118,243</b> | <b>7,606,750</b>  | <b>7,939,177</b>  | <b>8,160,049</b>  | <b>8,388,856</b>  |
| Personnel                       | 3,619,415        | 3,597,271        | 3,772,789         | 3,970,501        | 4,109,468         | 4,397,131         | 4,573,016         | 4,755,937         |
| Non-Personnel                   | 2,414,880        | 1,861,109        | 2,119,630         | 2,162,023        | 2,205,563         | 2,249,369         | 2,294,356         | 2,340,243         |
| Capital Improvements            | 717,206          | 245,312          | 1,631,716         | 500,000          | 500,000           | 500,000           | 500,000           | 500,000           |
| Debt Service                    | 485,719          | 485,719          | 485,719           | 485,719          | 791,719           | 792,677           | 792,677           | 792,676           |
| <b>Annual Surplus/Shortfall</b> | <b>-940,687</b>  | <b>81,048</b>    | <b>-1,772,974</b> | <b>-874,948</b>  | <b>-1,328,406</b> | <b>-1,646,155</b> | <b>-1,807,982</b> | <b>-2,118,397</b> |
| <b>Ending Balance</b>           | <b>3,058,161</b> | <b>3,139,209</b> | <b>1,285,187</b>  | <b>410,239</b>   | <b>-918,167</b>   | <b>-2,564,322</b> | <b>-4,372,304</b> | <b>-6,490,700</b> |

**Revenue Assumptions**

- Revenues are not expected to significantly increase over the next two years.

**Expenditures Assumptions**

- FY 2020 and FY 2021 Proposed Personnel includes approved COLA for FY 2020 and zero COLA for FY 2021 and updated benefit rates.
- FY 2022 through FY 2024 Projected Personnel assumes no COLA increase for salary and a 7% increase from FY 2021 to FY 2022, a 4% increase from FY 2022 to FY 2023, and a 4% increase from FY 2023 to FY 2024 for benefit costs

## FY 2020 AND FY 2021 POSITION CHANGES SUMMARY DETAIL

|                                                          | City Attorney | City Auditor | City Clerk | City Manager | OED | Finance | Fire   | HHCS   | HR | IT     | Library | PRW    | Planning | Police | PRC | PW     | Rent Board | Total   |
|----------------------------------------------------------|---------------|--------------|------------|--------------|-----|---------|--------|--------|----|--------|---------|--------|----------|--------|-----|--------|------------|---------|
| <b>FY 2020 Position Reductions/Reallocations</b>         |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            |         |
| Accounting Office Specialist III                         |               |              |            |              |     |         | (1.00) |        |    |        |         |        |          |        |     |        |            | (1.00)  |
| Applications Programmer/Analyst I                        |               |              |            |              |     |         |        |        |    | (0.50) |         |        |          |        |     |        |            | (0.50)  |
| Assistant Planner                                        |               |              |            | (1.00)       |     |         |        |        |    |        |         |        |          |        |     |        |            | (1.00)  |
| Associate Management Analyst                             |               |              |            |              |     |         |        |        |    | (1.00) |         |        |          |        |     |        |            | (1.00)  |
| Building Inspector II                                    |               |              |            |              |     |         |        |        |    |        |         |        | (1.00)   |        |     |        |            | (1.00)  |
| Community Health Worker                                  |               |              |            |              |     |         |        | (0.60) |    |        |         |        |          |        |     |        |            | (0.60)  |
| Firefighter                                              |               |              |            |              |     |         | (1.00) |        |    |        |         |        |          |        |     |        |            | (1.00)  |
| Hazardous Material Specialist I                          |               |              |            |              |     |         |        |        |    |        |         |        | (1.00)   |        |     |        |            | (1.00)  |
| Manager, Family Health & Nursing Services                |               |              |            |              |     |         |        | (1.00) |    |        |         |        |          |        |     |        |            | (1.00)  |
| Marina Assistant                                         |               |              |            |              |     |         |        |        |    |        |         | (1.00) |          |        |     |        |            | (1.00)  |
| Office Specialist III                                    |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            | -       |
| Public Health Nurse                                      |               |              |            |              |     |         |        | (0.90) |    |        |         |        |          |        |     |        |            | (0.90)  |
| Recreation Activity Leader                               |               |              |            |              |     |         |        |        |    |        |         | (1.00) |          |        |     |        |            | (1.00)  |
| Revenue Collection Manager                               |               |              |            |              |     | (1.00)  |        |        |    |        |         |        |          |        |     |        |            | (1.00)  |
| Staff Attorney II                                        |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            | -       |
| Traffic Engineering Assistant                            |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     | (1.00) |            | (1.00)  |
| <b>FY 2020 Reductions Total</b>                          | -             | -            | -          | (1.00)       | -   | (1.00)  | (2.00) | (2.50) | -  | (1.50) | -       | (2.00) | (2.00)   | -      | -   | (1.00) | -          | (13.00) |
| <b>FY 2021 Position Reductions/Reallocations</b>         |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            |         |
| None                                                     |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            | -       |
| <b>FY 2019 Reductions Total</b>                          | -             |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            | -       |
| <b>Total FY 2020 &amp; 2021 Reductions/Reallocations</b> | -             | -            | -          | (1.00)       | -   | (1.00)  | (2.00) | (2.50) | -  | (1.50) | -       | (2.00) | (2.00)   | -      | -   | (1.00) | -          | (13.00) |
| <b>FY 2020 New Positions</b>                             |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     |        |            |         |
| Administrative Assistant                                 |               |              |            |              |     |         | 1.00   |        |    |        |         |        |          |        |     |        |            | 1.00    |
| Applications Programmer/Analyst II                       |               |              |            |              |     |         |        |        |    | 1.00   |         |        |          |        |     |        |            | 1.00    |
| Assistant Management Analyst                             |               |              |            |              |     |         | 1.00   | 1.00   |    |        |         |        |          |        |     |        |            | 2.00    |
| Assistant Recreation Coordinator                         |               |              |            |              |     |         |        |        |    |        |         | 1.00   |          |        |     |        |            | 1.00    |
| Assistant to the City Manager                            |               |              |            | 1.00         |     |         |        |        |    |        |         |        |          |        |     |        |            | 1.00    |
| Assistant Traffic Engineer                               |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     | 1.00   |            | 1.00    |
| Associate Planner                                        |               |              |            |              |     |         |        |        |    |        |         |        |          |        |     | 0.40   |            | 0.40    |
| Behavioral Health Clinician II                           |               |              |            |              |     |         |        | 3.00   |    |        |         |        |          |        |     |        |            | 3.00    |
| Building Plans Examiner                                  |               |              |            |              |     |         |        |        |    |        |         |        | 1.00     |        |     |        |            | 1.00    |
| Camps Manager                                            |               |              |            |              |     |         |        |        |    |        |         | 0.25   |          |        |     |        |            | 0.25    |
| Community Development Project Coordinator                |               |              |            |              |     |         |        | 1.00   |    |        |         |        |          |        |     |        |            | 1.00    |
| Community Services Specialist I                          |               |              |            |              |     |         |        |        |    |        |         |        | 0.60     |        |     |        |            | 0.60    |
| Community Services Specialist II                         |               |              |            |              |     |         |        | 1.00   |    |        |         |        |          |        |     |        |            | 1.00    |
| Community Services Specialist III                        |               |              |            |              |     |         |        | 1.00   |    |        |         |        |          |        |     |        |            | 1.00    |
| Emergency Services Coordinator                           |               |              |            |              |     |         | 1.00   |        |    |        |         |        |          |        |     |        |            | 1.00    |
| Fire Captain I/II                                        |               |              |            |              |     |         | 1.00   |        |    |        |         |        |          |        |     |        |            | 1.00    |
| Hazardous Material Specialist II                         |               |              |            |              |     |         |        |        |    |        |         |        | 1.00     |        |     |        |            | 1.00    |
| Mental Health Clinical Supervisor                        |               |              |            |              |     |         |        | 1.00   |    |        |         |        |          |        |     |        |            | 1.00    |
| Office Specialist II                                     |               |              |            |              |     |         | 1.00   |        |    |        |         |        | 1.00     |        |     |        |            | 2.00    |
| Registered Nurse                                         |               |              |            |              |     |         |        | 1.50   |    |        |         |        |          |        |     |        |            | 1.50    |
| Resilient Buildings Program Manager                      |               |              |            |              |     |         |        |        |    |        |         |        | 1.00     |        |     |        |            | 1.00    |
| Senior Building Plans Examiner                           |               |              |            |              |     |         |        |        |    |        |         |        | 2.00     |        |     |        |            | 2.00    |
| Senior Management Analyst                                |               |              |            |              |     |         |        |        |    | 1.00   |         |        |          |        |     |        |            | 1.00    |
| Senior Planner                                           |               |              |            |              |     |         |        |        |    |        |         |        | 2.00     |        |     |        |            | 2.00    |
| Senior Service Assistant                                 |               |              |            |              |     |         |        | 1.00   |    |        |         |        |          |        |     |        |            | 1.00    |
| Social Services Specialist                               |               |              |            |              |     |         |        | 3.00   |    |        |         |        |          |        |     |        |            | 3.00    |

FY 2020 AND FY 2021 POSITION CHANGES SUMMARY DETAIL

|                                                      | City Attorney | City Auditor | City Clerk | City Manager | OED | Finance | Fire | HHCS  | HR | IT   | Library | PRW    | Planning | Police | PRC | PW   | Rent Board | Total |
|------------------------------------------------------|---------------|--------------|------------|--------------|-----|---------|------|-------|----|------|---------|--------|----------|--------|-----|------|------------|-------|
| Supervising Public Health Nurse                      |               |              |            |              |     |         |      | 1.00  |    |      |         |        |          |        |     |      |            | 1.00  |
| Tractor Trailer Driver                               |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     | 1.00 |            | 1.00  |
| Transportation Services Coordinator                  |               |              |            |              |     |         |      | 1.00  |    |      |         |        |          |        |     |      |            | 1.00  |
| Treasury Manager                                     |               |              |            |              |     | 1.00    |      |       |    |      |         |        |          |        |     |      |            | 1.00  |
| <b>FY 2018 New Positions Total</b>                   | -             | -            | -          | 1.00         | -   | 1.00    | 5.00 | 15.50 | -  | 2.00 | -       | 1.25   | 8.60     | -      | -   | 2.40 | -          | 36.75 |
| <b>FY 2021 New Positions</b>                         |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            |       |
| None                                                 |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            | -     |
| <b>FY 2019 New Positions Total</b>                   | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>Total FY 2020 &amp; 2021 New Positions</b>        | -             | -            | -          | 1.00         | -   | 1.00    | 5.00 | 15.50 | -  | 2.00 | -       | 1.25   | 8.60     | -      | -   | 2.40 | -          | 36.75 |
| <b>FY 2020 Hourly Reductions/Reallocations</b>       |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            |       |
| None                                                 |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            | -     |
| <b>FY 2020 Hourly Reductions/Reallocations Total</b> | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>FY 2021 Hourly Reductions/Reallocations</b>       |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            |       |
| None                                                 |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            | -     |
| <b>FY 2021 Hourly Reductions/Reallocations Total</b> | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>Total FY 2020 &amp; 2021 Hourly Reductions</b>    | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>FY 2020 New Hourly Positions</b>                  |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            |       |
| None                                                 |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            | -     |
| <b>FY 2018 New Hourly Positions</b>                  | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>FY 2021 New Hourly Positions</b>                  |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            |       |
| None                                                 |               |              |            |              |     |         |      |       |    |      |         |        |          |        |     |      |            | -     |
| <b>FY 2019 New Hourly Positions</b>                  | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>Total FY 2020 &amp; 2021 New Hourly Positions</b> | -             | -            | -          | -            | -   | -       | -    | -     | -  | -    | -       | -      | -        | -      | -   | -    | -          | -     |
| <b>TOTAL FY 2020 &amp; 2021 POSITION CHANGES</b>     | -             | -            | -          | -            | -   | -       | 3.00 | 13.00 | -  | 0.50 | -       | (0.75) | 6.60     | -      | -   | 1.40 | -          | 23.75 |



## Full Time Position Summary

|                                      | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|--------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| City Attorney                        | 13.00             | 13.00             | 13.00              | 13.00               | 13.00               |
| City Auditor                         | 13.50             | 13.50             | 13.50              | 13.50               | 13.50               |
| City Clerk                           | 9.78              | 9.47              | 10.00              | 10.00               | 10.00               |
| City Manager                         | 28.75             | 34.25             | 35.25              | 35.25               | 35.25               |
| Economic Development                 | 7.85              | 7.00              | 7.00               | 7.00                | 7.00                |
| Finance                              | 45.50             | 45.00             | 48.00              | 48.00               | 48.00               |
| Fire Department                      | 141.00            | 148.00            | 149.00             | 152.00              | 152.00              |
| Health, Housing & Community Services | 216.13            | 224.38            | 233.18             | 246.18              | 246.18              |
| Human Resources                      | 23.00             | 21.00             | 21.00              | 21.00               | 21.00               |
| Information Technology               | 40.50             | 42.50             | 44.50              | 45.00               | 45.00               |
| Library                              | 112.28            | 114.10            | 116.10             | 116.10              | 116.10              |
| Mayor and Council                    | 12.00             | 12.00             | 12.00              | 12.00               | 12.00               |
| Parks, Recreation & Waterfront       | 147.35            | 154.12            | 156.12             | 155.37              | 155.37              |
| Planning                             | 83.95             | 92.08             | 94.80              | 101.40              | 101.40              |
| Police Department                    | 280.20            | 280.20            | 280.20             | 280.20              | 280.20              |
| Police Review Commission             | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Public Works                         | 293.60            | 295.60            | 300.60             | 302.00              | 302.00              |
| Rent Board                           | 22.35             | 22.35             | 22.35              | 22.35               | 22.35               |
| <b>FTE Total</b>                     | <b>1493.74</b>    | <b>1531.55</b>    | <b>1559.60</b>     | <b>1583.35</b>      | <b>1583.35</b>      |

\*It should be noted that the FTE totals may not include all hourly FTEs and may vary. Changes that have occurred during FY 2019 are reflected in the FY 2020 Proposed figures.

## FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT

|                                    | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>CITY ATTORNEY'S OFFICE</b>      |                   |                   |                    |                     |                     |
| Assistant City Attorney            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| City Attorney                      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Deputy City Attorney III           | 6.00              | 6.00              | 6.00               | 6.00                | 6.00                |
| Legal Office Supervisor            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Paralegal                          | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Legal Secretary             | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| <b>TOTAL CITY ATTORNEY</b>         | <b>13.00</b>      | <b>13.00</b>      | <b>13.00</b>       | <b>13.00</b>        | <b>13.00</b>        |
| <b>CITY AUDITOR'S OFFICE</b>       |                   |                   |                    |                     |                     |
| Accounting Office Specialist III   | 1.50              | 1.50              | 1.50               | 1.50                | 1.50                |
| Accounting Technician              | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Administrative Assistant           | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Audit Manager                      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Auditor I                          | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Auditor II                         | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| City Auditor                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Deputy Auditor for Payroll Mgmt    | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Auditor                     | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| <b>TOTAL CITY AUDITOR'S OFFICE</b> | <b>13.50</b>      | <b>13.50</b>      | <b>13.50</b>       | <b>13.50</b>        | <b>13.50</b>        |
| <b>CITY CLERK'S OFFICE</b>         |                   |                   |                    |                     |                     |
| Assistant City Clerk               | 1.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Assistant Management Analyst       | 1.78              | 0.47              | 1.00               | 1.00                | 1.00                |
| City Clerk                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Deputy City Clerk                  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Office Specialist II               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Office Specialist III              | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Records Assistant                  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Records Manager                    | 1.00              | 0.00              | 0.00               | 0.00                | 0.00                |
| <b>TOTAL CITY CLERK'S OFFICE</b>   | <b>9.78</b>       | <b>9.47</b>       | <b>10.00</b>       | <b>10.00</b>        | <b>10.00</b>        |
| <b>CITY MANAGER'S OFFICE</b>       |                   |                   |                    |                     |                     |
| Administrative Assistant           | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Administrative Hearing Examiner    | 0.75              | 0.75              | 0.75               | 0.75                | 0.75                |
| Animal Control Officer             | 4.00              | 5.00              | 4.00               | 4.00                | 4.00                |
| Animal Services Assistant          | 3.00              | 3.50              | 3.50               | 3.50                | 3.50                |
| Animal Services Manager            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Assistant Planner                  | 1.00              | 1.00              | 1.00               | 0.00                | 0.00                |
| Assistant to the City Manager      | 3.00              | 3.00              | 2.00               | 3.00                | 3.00                |
| Associate Management Analyst       | 1.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Budget Manager                     | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| City Manager                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Code Enforcement Officer II        | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Code Enforcement Supervisor        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Community Services Specialist I    | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Deputy City Manager                | 1.00              | 1.00              | 2.00               | 2.00                | 2.00                |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                    | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Digital Communications Coordinator |                   | 1.00              | 1.00               | 1.00                | 1.00                |
| Office Specialist II               | 1.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Office Specialist III              | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Registered Veterinary Technician   | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Secretary to the City Manager      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Animal Control Officer      |                   |                   | 1.00               | 1.00                | 1.00                |
| Senior Management Analyst          | 2.00              | 3.00              | 4.00               | 4.00                | 4.00                |
| <b>TOTAL CITY MANAGER'S OFFICE</b> | <b>28.75</b>      | <b>34.25</b>      | <b>35.25</b>       | <b>35.25</b>        | <b>35.25</b>        |

**OFFICE OF ECONOMIC DEVELOPMENT**

|                                             |             |             |             |             |             |
|---------------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Assistant Management Analyst                |             | 1.00        | 1.00        | 1.00        | 1.00        |
| Civic Arts Coordinator                      | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Community Development Project Coordinator   | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Community Services Specialist II            | 1.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| Community Services Specialist III           | 1.85        | 0.00        | 0.00        | 0.00        | 0.00        |
| Economic Development Project Coordinator    | 1.00        | 2.00        | 2.00        | 2.00        | 2.00        |
| Manager of Economic Development             | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Office Specialist III                       | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>TOTAL OFFICE OF ECONOMIC DEVELOPMENT</b> | <b>7.85</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> |

**FINANCE DEPARTMENT**

|                                   |      |      |      |      |      |
|-----------------------------------|------|------|------|------|------|
| Accountant I                      | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant II                     | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Accounting Manager                | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Office Specialist II   |      | 6.00 | 6.00 | 6.00 | 6.00 |
| Accounting Office Specialist III  | 3.50 | 4.00 | 4.00 | 4.00 | 4.00 |
| Accounting Office Specialist Supv | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Accounting Technician             | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Administrative Secretary          | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Management Analyst      | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Management Analyst      | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Buyer                             | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Contract Administrator            |      |      | 1.00 | 1.00 | 1.00 |
| Customer Service Specialist II    | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Customer Service Supervisor       | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Director of Finance               | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Field Representative              | 3.00 | 3.00 | 2.00 | 2.00 | 2.00 |
| General Services Manager          | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Mail Services Aide                | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist II              | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Office Specialist III             | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Revenue Collection Manager        | 1.00 | 2.00 | 2.00 | 1.00 | 1.00 |
| Revenue Development Specialist I  | 0.00 | 1.00 | 2.00 | 2.00 | 2.00 |
| Revenue Development Specialist II | 1.00 | 0.00 | 2.00 | 2.00 | 2.00 |
| Revenue Development Supervisor    | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accountant                 | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Senior Buyer                      | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Senior Field Representative       | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Systems Accountant                | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                 | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|---------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Treasury Manager                | 0.00              | 0.00              | 0.00               | 1.00                | 1.00                |
| <b>TOTAL FINANCE DEPARTMENT</b> | <b>45.50</b>      | <b>45.00</b>      | <b>48.00</b>       | <b>48.00</b>        | <b>48.00</b>        |

**FIRE DEPARTMENT**

|                                          |               |               |               |               |               |
|------------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Accounting Office Specialist III         | 4.00          | 5.00          | 5.00          | 4.00          | 4.00          |
| Administrative & Fiscal Services Manager | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Administrative Assistant                 | 0.00          | 0.00          | 0.00          | 1.00          | 1.00          |
| Administrative Secretary                 | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Assistant Fire Chief                     | 3.00          | 2.00          | 2.00          | 2.00          | 2.00          |
| Assistant Management Analyst             | 0.00          | 0.00          | 0.00          | 1.00          | 1.00          |
| Associate Management Analyst             | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Battalion Chief                          | 2.00          | 3.00          | 3.00          | 3.00          | 3.00          |
| Deputy Fire Chief                        | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Deputy Fire Marshal                      | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Emergency Services Coordinator           | 2.00          | 2.00          | 2.00          | 3.00          | 3.00          |
| Fire and Life-Safety Plans Examiner      | 1.00          | 2.00          | 2.00          | 2.00          | 2.00          |
| Fire Apparatus Operator                  | 33.00         | 33.00         | 33.00         | 33.00         | 33.00         |
| Fire Captain I/II                        | 29.00         | 29.00         | 29.00         | 30.00         | 30.00         |
| Fire Chief                               | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Fire Marshal                             | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Fire Prevention Inspector (Sworn)        | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Fire Prevention Inspector (Civilian)     | 1.00          | 1.00          | 2.00          | 2.00          | 2.00          |
| Firefighter                              | 52.00         | 55.00         | 55.00         | 54.00         | 54.00         |
| Office Specialist II                     | 1.00          | 1.00          | 1.00          | 2.00          | 2.00          |
| Office Specialist III                    | 2.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Paramedic Supervisor I                   | 3.00          | 6.00          | 6.00          | 6.00          | 6.00          |
| <b>TOTAL FIRE DEPARTMENT</b>             | <b>141.00</b> | <b>148.00</b> | <b>149.00</b> | <b>152.00</b> | <b>152.00</b> |

**HEALTH, HOUSING & COMMUNITY SERVICES****Career Employees:**

|                                           |       |       |       |       |       |
|-------------------------------------------|-------|-------|-------|-------|-------|
| Accounting Office Specialist III          | 3.00  | 3.00  | 3.00  | 3.00  | 3.00  |
| Accounting Technician                     | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Administrative & Fiscal Services Manager  | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Administrative Assistant                  | 0.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Administrative Secretary                  | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Assistant Manager of Mental Health        |       |       | 1.00  | 1.00  | 1.00  |
| Assistant Management Analyst              | 3.00  | 4.00  | 3.00  | 4.00  | 4.00  |
| Assistant Mental Health Clinician         | 1.00  | 1.00  | 3.00  | 3.00  | 3.00  |
| Associate Management Analyst              | 6.00  | 6.00  | 6.00  | 6.00  | 6.00  |
| Associate Planner                         | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Behavioral Health Clinician I             | 2.00  | 2.00  | 3.00  | 3.00  | 3.00  |
| Behavioral Health Clinician II            | 20.30 | 20.30 | 21.30 | 24.30 | 24.30 |
| Building Inspector I (Cert)               | 0.00  | 0.00  | 1.00  | 1.00  | 1.00  |
| Clinical Psychologist                     | 0.50  | 0.50  | 0.00  | 0.00  | 0.00  |
| Community Development Project Coordinator | 3.00  | 4.00  | 4.00  | 5.00  | 5.00  |
| Community Health Worker                   | 3.00  | 2.50  | 1.60  | 1.00  | 1.00  |
| Community Health Worker Specialist        | 9.80  | 9.80  | 10.00 | 10.00 | 10.00 |
| Community Service Specialist I            | 5.50  | 5.50  | 5.50  | 5.50  | 5.50  |
| Community Services Specialist II          | 4.00  | 5.00  | 5.00  | 6.00  | 6.00  |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                                         | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|---------------------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Community Services Specialist III                       | 2.00              | 3.00              | 3.00               | 4.00                | 4.00                |
| Deputy Director of Health, Housing & Community Services | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Director of Health, Housing & Community Services        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Employment Program Administrator                        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Environmental Health Supervisor                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Epidemiologist                                          |                   | 1.00              | 1.00               | 1.00                | 1.00                |
| Health Nutrition Program Coordinator                    | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Health Officer (Certified)                              | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Health Planning, Education & Promotion Supervisor       | 1.00              | 1.00              | 0.00               | 0.00                | 0.00                |
| Health Services Program Specialist                      | 6.00              | 7.00              | 7.00               | 7.00                | 7.00                |
| Health Services Supervisor                              | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Homeless Services Coordinator                           |                   |                   | 1.00               | 1.00                | 1.00                |
| Housing Inspector (Certified)                           | 1.00              | 0.00              | 0.00               |                     |                     |
| Manager of Aging Services                               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Manager of Environmental Health                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Manager of Housing and Community Services               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Manager of Mental Health Services                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Manager of Public Health Services                       |                   |                   | 1.00               | 1.00                | 1.00                |
| Manager, Family Health & Nursing Services               | 1.00              | 1.00              | 1.00               | 0.00                | 0.00                |
| Mealsite Coordinator                                    | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Mental Health Clinical Supervisor                       | 2.00              | 3.00              | 5.00               | 6.00                | 6.00                |
| Mental Health Program Supervisor                        | 4.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Mid-Level Practitioner                                  | 1.60              | 1.60              | 1.10               | 1.10                | 1.10                |
| Mini Bus Driver                                         | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Nutritionist                                            |                   |                   | 0.50               | 0.50                | 0.50                |
| Office Specialist II                                    | 18.00             | 19.00             | 20.00              | 20.00               | 20.00               |
| Office Specialist III                                   | 5.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Office Specialist Supervisor                            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Psychiatrist                                            | 2.00              | 1.50              | 1.50               | 1.50                | 1.50                |
| Public Health Nurse                                     | 9.65              | 9.65              | 9.65               | 8.75                | 8.75                |
| Registered Environmental Health Specialist              | 6.00              | 6.00              | 6.00               | 6.00                | 6.00                |
| Registered Nurse                                        | 2.00              | 3.00              | 4.00               | 5.50                | 5.50                |
| Senior Behavioral Health Clinician                      | 5.00              | 5.00              | 4.00               | 4.00                | 4.00                |
| Senior Citizen Center Director                          | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Community Development Project Coordinator        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Community Health Specialist                      | 3.00              | 3.00              | 4.00               | 4.00                | 4.00                |
| Senior Environmental Health Specialist                  | 1.75              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Health Management Analyst                        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Health Services Program Specialist               | 3.80              | 3.80              | 4.80               | 4.80                | 4.80                |
| Senior Management Analyst                               | 2.00              | 2.00              | 1.00               | 1.00                | 1.00                |
| Senior Service Assistant                                | 3.75              | 3.75              | 3.75               | 4.75                | 4.75                |
| Social Services Specialist                              | 6.00              | 7.00              | 8.00               | 11.00               | 11.00               |
| Supervising Psychiatrist                                | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Supervising Public Health Nurse                         | 2.00              | 2.00              | 1.00               | 2.00                | 2.00                |
| Transportation Services Coordinator                     | 0.00              | 0.00              | 0.00               | 1.00                | 1.00                |
| Vector Control Technician                               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| <b>Total Career Employees</b>                           | <b>175.65</b>     | <b>183.90</b>     | <b>192.70</b>      | <b>205.70</b>       | <b>205.70</b>       |
| <b>Hourly Employees:</b>                                |                   |                   |                    |                     |                     |
| Intern                                                  | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Behavioral Health Clinician I & II                      | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Mid-Level Practitioner                                  | 3.50              | 3.50              | 3.50               | 3.50                | 3.50                |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                                   | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|---------------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Mini Bus Driver                                   | 0.20              | 0.20              | 0.20               | 0.20                | 0.20                |
| Physician                                         | 0.20              | 0.20              | 0.20               | 0.20                | 0.20                |
| Psychiatrist II & III                             | 0.48              | 0.48              | 0.48               | 0.48                | 0.48                |
| Public Health Program Physician                   | 0.00              | 0.00              | 0.00               | 0.00                | 0.00                |
| Registered Environmental Health Specialist        | 0.40              | 0.40              | 0.40               | 0.40                | 0.40                |
| Senior Nutrition Program Supervisor               | 0.43              | 0.43              | 0.43               | 0.43                | 0.43                |
| Senior Registered Environmental Health Specialist | 0.46              | 0.46              | 0.46               | 0.46                | 0.46                |
| Senior Service Aide                               | 3.88              | 3.88              | 3.88               | 3.88                | 3.88                |
| Senior Service Assistant                          | 0.91              | 0.91              | 0.91               | 0.91                | 0.91                |
| Youth Enrollee Intern                             | 26.02             | 26.02             | 26.02              | 26.02               | 26.02               |
| <b>Total Hourly Employees</b>                     | <b>40.48</b>      | <b>40.48</b>      | <b>40.48</b>       | <b>40.48</b>        | <b>40.48</b>        |

|                                                       |               |               |               |               |               |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|
| <b>TOTAL HEALTH, HOUSING &amp; COMMUNITY SERVICES</b> | <b>216.13</b> | <b>224.38</b> | <b>233.18</b> | <b>246.18</b> | <b>246.18</b> |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|

**HUMAN RESOURCES**

|                                                  |      |      |      |      |      |
|--------------------------------------------------|------|------|------|------|------|
| Administrative Secretary                         | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Assistant Mangement Analyst                      |      | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Human Resources Analyst                | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Director of Human Resources                      | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Equal Employment Opportunity & Diversity Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Employee Relations Manager                       | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Manager                          | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Human Resources Technician                       | 4.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Information Systems Support Technician           | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Occupational Health & Safety Officer             | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Occupational Health & Safety Specialist          | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist II                             | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Office Specialist III                            | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Human Resources Analyst                   | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Training Officer                                 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Workers Compensation Analyst                     | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |

|                              |              |              |              |              |              |
|------------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>TOTAL HUMAN RESOURCES</b> | <b>23.00</b> | <b>21.00</b> | <b>21.00</b> | <b>21.00</b> | <b>21.00</b> |
|------------------------------|--------------|--------------|--------------|--------------|--------------|

**INFORMATION TECHNOLOGY**

|                                        |       |       |       |       |       |
|----------------------------------------|-------|-------|-------|-------|-------|
| Administrative Assistant               | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Applications Programmer/Analyst I      | 0.50  | 0.50  | 0.50  | 0.00  | 0.00  |
| Applications Programmer/Analyst II     | 12.00 | 12.00 | 13.00 | 14.00 | 14.00 |
| Associate Management Analyst           | 1.00  | 1.00  | 1.00  | 0.00  | 0.00  |
| Customer Service Specialist III        | 8.00  | 8.00  | 9.00  | 9.00  | 9.00  |
| Customer Service Manager               | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Customer Service Supervisor            | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Database Administrator                 |       | 1.00  | 1.00  | 1.00  | 1.00  |
| Director of Information Technology     | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Information Security Manager           |       | 1.00  | 1.00  | 1.00  | 1.00  |
| Information Systems Manager            | 1.00  | 1.00  | 1.00  | 1.00  | 1.00  |
| Information Systems Specialist         | 5.00  | 5.00  | 5.00  | 5.00  | 5.00  |
| Information Systems Support Technician | 2.00  | 2.00  | 2.00  | 2.00  | 2.00  |
| Senior Information Systems Specialist  | 3.00  | 3.00  | 3.00  | 3.00  | 3.00  |
| Senior Management Analyst              | 0.00  | 0.00  | 0.00  | 1.00  | 1.00  |
| Senior Systems Analyst                 | 4.00  | 4.00  | 4.00  | 4.00  | 4.00  |

## FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT

|                                          | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>TOTAL INFORMATION TECHNOLOGY</b>      | <b>40.50</b>      | <b>42.50</b>      | <b>44.50</b>       | <b>45.00</b>        | <b>45.00</b>        |
| <b>LIBRARY SERVICES</b>                  |                   |                   |                    |                     |                     |
| <b>Career Employees:</b>                 |                   |                   |                    |                     |                     |
| Accounting Office Specialist III         | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Administrative & Fiscal Services Manager | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Administrative Secretary                 | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Assistant Management Analyst             | 0.00              | 0.00              | 2.00               | 2.00                | 2.00                |
| Associate Human Resources Analyst        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Building Maintenance Mechanic            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Building Maintenance Supervisor          | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Circulation Services Manager             | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Deputy Director of Library Services      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Director of Library Services             | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Information Systems Specialist           | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Information Systems Support Technician   | 0.00              | 0.00              | 0.00               | 0.00                | 0.00                |
| Librarian I/II                           | 21.30             | 21.30             | 21.30              | 21.30               | 21.30               |
| Library Aide                             | 14.00             | 14.00             | 14.00              | 14.00               | 14.00               |
| Library Assistant                        | 14.25             | 14.25             | 14.25              | 14.25               | 14.25               |
| Library Info Systems Administrator       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Library Literacy Program Coordinator     | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Library Services Manager                 | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Library Specialist I                     | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Library Specialist II                    | 13.55             | 13.55             | 13.55              | 13.55               | 13.55               |
| Mail Services Aide                       | 1.75              | 1.80              | 1.80               | 1.80                | 1.80                |
| Office Specialist II                     | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Building Maintenance Supervisor   | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Librarian                         | 2.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Supervising Librarian                    | 7.00              | 8.00              | 8.00               | 8.00                | 8.00                |
| Supervising Library Assistant            | 9.00              | 9.00              | 9.00               | 9.00                | 9.00                |
| Tool Lending Specialist                  | 2.10              | 2.25              | 2.25               | 2.25                | 2.25                |
| <b>Total Career Employees</b>            | <b>106.95</b>     | <b>109.15</b>     | <b>111.15</b>      | <b>111.15</b>       | <b>111.15</b>       |
| <b>Hourly Employees:</b>                 |                   |                   |                    |                     |                     |
| Library Aides                            | 1.13              | 0.75              | 0.75               | 0.75                | 0.75                |
| Library Page                             | 4.20              | 4.20              | 4.20               | 4.20                | 4.20                |
| Youth Enrollees                          | 0.00              |                   |                    |                     |                     |
| <b>Total Hourly Employees</b>            | <b>5.33</b>       | <b>4.95</b>       | <b>4.95</b>        | <b>4.95</b>         | <b>4.95</b>         |
| <b>TOTAL LIBRARY SERVICES</b>            | <b>112.28</b>     | <b>114.10</b>     | <b>116.10</b>      | <b>116.10</b>       | <b>116.10</b>       |
| <b>MAYOR &amp; COUNCIL</b>               |                   |                   |                    |                     |                     |
| Assistant to Mayor                       | 3.00              | 3.00              | 3.00               | 1.00                | 1.00                |
| Secretary to Mayor                       |                   |                   |                    |                     |                     |
| Administrative Secretary                 |                   |                   |                    |                     |                     |
| Legislative Aides                        | 9.00              | 9.00              | 9.00               | 11.00               | 11.00               |
| <b>TOTAL MAYOR AND COUNCIL</b>           | <b>12.00</b>      | <b>12.00</b>      | <b>12.00</b>       | <b>12.00</b>        | <b>12.00</b>        |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                                  | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|--------------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>PARKS RECREATION &amp; WATERFRONT</b>         |                   |                   |                    |                     |                     |
| <b>Career Employees:</b>                         |                   |                   |                    |                     |                     |
| Accounting Office Specialist II                  |                   | 1.00              | 1.00               | 1.00                | 1.00                |
| Accounting Office Specialist III                 | 3.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Accounting Office Specialist Supervisor          | 1.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Administrative Secretary                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Aquatics Coordinator                             |                   |                   | 1.00               | 1.00                | 1.00                |
| Aquatics Facilities Supervisor                   | 2.00              | 2.00              | 1.00               | 1.00                | 1.00                |
| Aquatics Specialist II                           | 0.50              | 0.50              | 0.50               | 0.50                | 0.50                |
| Assistant Civil Engineer (Reg)                   |                   |                   | 1.00               | 1.00                | 1.00                |
| Assistant Management Analyst                     |                   | 1.00              | 2.00               | 2.00                | 2.00                |
| Assistant Recreation Coordinator                 | 4.00              | 4.00              | 4.00               | 5.00                | 5.00                |
| Associate Civil Engineer                         | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Building Maintenance Mechanic                    | 9.00              | 9.00              | 9.00               | 9.00                | 9.00                |
| Building Maintenance Supervisor                  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Camps Manager                                    | 0.00              | 0.75              | 0.75               | 1.00                | 1.00                |
| Capital Improvements Program Manager             |                   | 1.00              | 1.00               | 1.00                | 1.00                |
| Deputy Director of Parks Recreation & Waterfront | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Director of Parks & Waterfront                   | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Forestry Climber                                 | 4.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Forestry Climber Supervisor                      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Forestry Technician                              | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Harbormaster                                     | 1.00              | 0.00              | 0.00               | 0.00                | 0.00                |
| Landscape Equipment Operator                     | 4.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Landscape Gardener                               | 15.00             | 15.00             | 15.00              | 15.00               | 15.00               |
| Landscape Gardener Supervisor                    | 4.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Marina Assistant                                 | 3.00              | 3.00              | 3.00               | 2.00                | 2.00                |
| Office Specialist II                             | 4.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Parks Superintendent                             | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Recreation & Youth Svcs Manager                  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Recreation Activity Ldr.                         | 7.25              | 8.25              | 8.25               | 7.25                | 7.25                |
| Recreation Coordinator                           | 5.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Recreation Program Supervisor                    | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Rosarian                                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Building Maintenance Supervisor           | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Forestry Climber                          | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Senior Forestry Supervisor                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Groundskeeper                             | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Landscape Gardener                        | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Senior Landscape Gardener Supervisor             | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Management Analyst                        | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Sports Official                                  | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Supervising Civil Engineer                       | 0.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Waterfront Manager                               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Waterfront Supervisor                            | 0.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| <b>Total Career Employees</b>                    | <b>95.75</b>      | <b>101.50</b>     | <b>103.50</b>      | <b>102.75</b>       | <b>102.75</b>       |
| <b>Hourly Employees:</b>                         |                   |                   |                    |                     |                     |
| Aquatics Specialist I                            | 3.00              | 2.22              | 2.22               | 2.22                | 2.22                |
| Aquatics Specialist II                           | 3.00              | 4.02              | 4.02               | 4.02                | 4.02                |
| Assistant Aquatics Coordinator                   | 0.00              | 0.78              | 0.78               | 0.78                | 0.78                |



**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                         | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-----------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Camp Maintenance Mechanic               | 1.50              | 0.39              | 0.39               | 0.39                | 0.39                |
| Camp Medical Staff Member               | 0.35              | 2.42              | 2.42               | 2.42                | 2.42                |
| Camp Staff Leader                       | 4.75              | 2.70              | 2.70               | 2.70                | 2.70                |
| Camp Staff Member                       | 13.50             | 2.62              | 2.62               | 2.62                | 2.62                |
| Camp Staff Supervisor                   | 1.15              | 1.07              | 1.07               | 1.07                | 1.07                |
| Cashier Attendant                       | 0.50              | 0.16              | 0.16               | 0.16                | 0.16                |
| Groundskeeper                           |                   | 0.73              | 0.73               | 0.73                | 0.73                |
| Office Specialist II                    | 0.00              | 0.19              | 0.19               | 0.19                | 0.19                |
| Playground Lead Trainee                 | 1.50              | 8.90              | 8.90               | 8.90                | 8.90                |
| Recreation Activity Leader              | 19.00             | 22.12             | 22.12              | 22.12               | 22.12               |
| Senior Aquatics Specialist              |                   | 0.79              | 0.79               | 0.79                | 0.79                |
| Sports Field Monitor                    | 1.00              | 0.95              | 0.95               | 0.95                | 0.95                |
| Sports Official                         | 2.00              | 2.27              | 2.27               | 2.27                | 2.27                |
| Vegetation Reduction Supervisor         | 0.35              | 0.29              | 0.29               | 0.29                | 0.29                |
| <b>Total Hourly Employees</b>           | <b>51.60</b>      | <b>52.62</b>      | <b>52.62</b>       | <b>52.62</b>        | <b>52.62</b>        |
| <b>TOTAL PARKS REC &amp; WATERFRONT</b> | <b>147.35</b>     | <b>154.12</b>     | <b>156.12</b>      | <b>155.37</b>       | <b>155.37</b>       |

**PLANNING DEPARTMENT****Career Employees:**

|                                          |      |      |      |      |      |
|------------------------------------------|------|------|------|------|------|
| Accounting Office Specialist II          | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Office Specialist III         | 1.00 | 2.00 | 3.00 | 3.00 | 3.00 |
| Administrative & Fiscal Services Manager |      |      | 1.00 | 1.00 | 1.00 |
| Administrative Secretary                 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Building & Safety Manager      | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Management Analyst             | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Assistant Planner                        | 3.00 | 3.00 | 6.00 | 6.00 | 6.00 |
| Associate Management Analyst             | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Associate Planner                        | 7.00 | 7.00 | 6.00 | 6.00 | 6.00 |
| Building and Safety Manager              | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Inspector I (certified)         | 0.00 | 1.00 | 2.00 | 2.00 | 2.00 |
| Building Inspector II                    | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| Building Inspector II (certified)        | 7.00 | 7.00 | 6.00 | 6.00 | 6.00 |
| Building Plans Engineer                  | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Plans Examiner                  | 1.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Community Services Specialist I          | 1.60 | 1.60 | 1.60 | 2.20 | 2.20 |
| Community Services Specialist II         | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Community Services Specialist III        | 2.85 | 2.73 | 2.70 | 2.70 | 2.70 |
| Director of Planning                     | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Energy Program Manager                   | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Engineering Inspector                    | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Hazardous Material Manager               | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Hazardous Material Specialist I          |      |      | 1.00 | 0.00 | 0.00 |
| Hazardous Material Specialist II         | 4.00 | 4.00 | 3.00 | 4.00 | 4.00 |
| Housing Inspector (Certified)            | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Housing Inspector Supervisor             | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Land Use Planning Manager                | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist II                     | 6.50 | 6.75 | 5.50 | 6.50 | 6.50 |
| Office Specialist III                    | 4.00 | 1.00 | 2.00 | 2.00 | 2.00 |
| Office Specialist Supervisor             | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Permit Center Coordinator                | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

## FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT

|                                     | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Permit Specialist                   | 3.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Planning Technician                 | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Principal Planner                   | 4.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Resilient Buildings Program Manager | 0.00              | 0.00              | 0.00               | 1.00                | 1.00                |
| Senior Building Inspector           | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Building Plans Engineer      | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Building Plans Examiner      | 2.00              | 0.00              | 0.00               | 2.00                | 2.00                |
| Senior Management Analyst           | 1.00              | 1.00              | 0.00               | 0.00                | 0.00                |
| Senior Permit Specialist            | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Planner                      | 2.00              | 3.00              | 3.00               | 5.00                | 5.00                |
| Supervising Building Inspector      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| <b>Total Career Employees</b>       | <b>78.95</b>      | <b>82.08</b>      | <b>84.80</b>       | <b>91.40</b>        | <b>91.40</b>        |
| <b>Hourly Employees:</b>            |                   |                   |                    |                     |                     |
| Intern                              | 5.00              | 10.00             | 10.00              | 10.00               | 10.00               |
| <b>TOTAL PLANNING DEPARTMENT</b>    | <b>83.95</b>      | <b>92.08</b>      | <b>94.80</b>       | <b>101.40</b>       | <b>101.40</b>       |

### POLICE DEPARTMENT

#### Career Employees:

|                                          |               |               |               |               |               |
|------------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Administrative & Fiscal Services Manager | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Administrative Assistant                 | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Assistant Management Analyst             | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          |
| Communications Manager                   | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Community Service Officer                | 15.00         | 15.00         | 15.00         | 15.00         | 15.00         |
| Community Service Officer Supervisor     | 4.00          | 4.00          | 4.00          | 4.00          | 4.00          |
| Crime Analyst                            | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Crime Scene Supervisor                   | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Office Specialist II                     | 6.00          | 5.00          | 5.00          | 5.00          | 5.00          |
| Office Specialist III                    | 4.00          | 4.00          | 5.00          | 5.00          | 5.00          |
| Office Specialist Supervisor             | 1.00          | 2.00          | 1.00          | 1.00          | 1.00          |
| Parking Enforcement Manager              | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Parking Enforcement Representative       | 21.00         | 21.00         | 21.00         | 21.00         | 21.00         |
| Parking Enforcement Supervisor           | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          |
| Police Captain                           | 3.00          | 4.00          | 4.00          | 4.00          | 4.00          |
| Police Chief                             | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Police Lieutenant                        | 9.00          | 9.00          | 9.00          | 9.00          | 9.00          |
| Police Officer*                          | 138.00        | 137.00        | 137.00        | 137.00        | 137.00        |
| Police Sergeant                          | 30.00         | 30.00         | 30.00         | 30.00         | 30.00         |
| Public Safety Dispatcher I & II          | 28.00         | 28.00         | 28.00         | 28.00         | 28.00         |
| Supervising Public Safety Dispatcher     | 4.00          | 4.00          | 4.00          | 4.00          | 4.00          |
| <b>Total Career Employees</b>            | <b>274.00</b> | <b>274.00</b> | <b>274.00</b> | <b>274.00</b> | <b>274.00</b> |

#### Hourly Employees:

|                                |             |             |             |             |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| Juvenile Bureau Counselor      | 0.50        | 0.50        | 0.50        | 0.50        | 0.50        |
| Police Aide                    | 2.00        | 2.00        | 2.00        | 2.00        | 2.00        |
| School Crossing Guard          | 3.70        | 3.70        | 3.70        | 3.70        | 3.70        |
| <b>Total Hourly Employees:</b> | <b>6.20</b> | <b>6.20</b> | <b>6.20</b> | <b>6.20</b> | <b>6.20</b> |

|                                |               |               |               |               |               |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|
| <b>TOTAL POLICE DEPARTMENT</b> | <b>280.20</b> | <b>280.20</b> | <b>280.20</b> | <b>280.20</b> | <b>280.20</b> |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|

\*Raise the FTE level of the Police Officers in the department by five FTE and fund the positions as the City is able to fill them.

## FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT

|                                          | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>POLICE REVIEW COMMISSION</b>          |                   |                   |                    |                     |                     |
| Office Specialist III                    | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Police Review Commission Officer         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| PRC Investigator                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| <b>TOTAL POLICE REVIEW COMMISSION</b>    | <b>3.00</b>       | <b>3.00</b>       | <b>3.00</b>        | <b>3.00</b>         | <b>3.00</b>         |
| <b>PUBLIC WORKS</b>                      |                   |                   |                    |                     |                     |
| Accounting Office Specialist II          | 0.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Accounting Office Specialist III         | 4.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Administrative & Fiscal Services Manager | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Administrative Secretary                 | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Architect                                | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Assistant Architect                      | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Assistant Civil Engineer (Reg)           | 3.00              | 3.00              | 4.00               | 4.00                | 4.00                |
| Assistant Management Analyst             | 4.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Assistant Planner                        | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Assistant Public Works Engineer          | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Assistant Traffic Engineer               | 1.00              | 1.00              | 1.00               | 2.00                | 2.00                |
| Associate Civil Engineer                 | 6.00              | 5.00              | 7.00               | 7.00                | 7.00                |
| Associate Management Analyst             | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Associate Planner                        | 1.60              | 1.60              | 1.60               | 2.00                | 2.00                |
| Associate Traffic Engineer               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Building Inspector II (Certified)        | 1.00              | 1.00              | 0.00               | 0.00                | 0.00                |
| Building Maintenance Mechanic            | 5.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Building Maintenance Supervisor          | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Chief of Party                           | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Communications Technician                | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Community Development Project Coord.     | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Concrete Finisher                        | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Construction Equipment Operator          | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Container Maintenance Welder             | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Deputy Director of Public Works          | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Director of Public Works                 | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Disability Services Specialist           | 2.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Drafting Aide                            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Drafting Technician                      | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Electrical Parts Technician              | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Electrician                              | 7.00              | 7.00              | 7.00               | 7.00                | 7.00                |
| Engineering Inspector                    | 5.00              | 6.00              | 7.00               | 7.00                | 7.00                |
| Environmental Compliance Specialist      | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Equipment Superintendent                 | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Facilities Maintenance Superintendent    | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Field Representative                     | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Janitor                                  | 7.00              | 7.00              | 7.00               | 7.00                | 7.00                |
| Janitor Supervisor                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Laborer                                  | 20.00             | 20.00             | 20.00              | 20.00               | 20.00               |
| Lead Communication Technician            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Lead Electrician                         | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                         | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-----------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Manager of Engineering                  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Mechanic                                | 8.00              | 8.00              | 8.00               | 8.00                | 8.00                |
| Mechanic Lead                           | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Mechanic Supervisor                     | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Mechanical Sweeper Operator             | 5.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Office Specialist II                    | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Office Specialist III                   | 4.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Parking Meter Maint & Collection Suprv  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Parking Meter Maintenance Worker        | 6.00              | 6.00              | 6.00               | 6.00                | 6.00                |
| Parking Meter Mechanic                  | 5.00              | 5.00              | 5.00               | 5.00                | 5.00                |
| Parking Services Manager                | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Principal Planner                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Public Works Maintenance Superintendent | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Public Works Operations Manager         |                   |                   | 2.00               | 2.00                | 2.00                |
| Public Works Supervisor                 | 6.00              | 6.00              | 6.00               | 6.00                | 6.00                |
| Recycling Program Manager               | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Building Inspector               | 1.00              | 1.00              | 2.00               | 2.00                | 2.00                |
| Senior Building Maintenance Supervisor  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Drafting Technician              | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Electrical Supervisor            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Equipment Supervisor             | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Management Analyst               | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Senior Planner                          | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Public Works Supervisor          | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Senior Solid Waste Supervisor           | 3.00              | 3.00              | 2.00               | 2.00                | 2.00                |
| Service Technician                      | 4.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Sewer Maintenance Assistant Supervisor  | 7.00              | 7.00              | 7.00               | 7.00                | 7.00                |
| Skilled Laborer                         | 15.00             | 15.00             | 15.00              | 15.00               | 15.00               |
| Solid Waste Loader Operator             | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Solid Waste Supervisor                  | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Solid Waste Truck Driver                | 33.00             | 33.00             | 33.00              | 33.00               | 33.00               |
| Solid Waste Worker                      | 34.00             | 34.00             | 34.00              | 34.00               | 34.00               |
| Solid Waste/Recycling Manager           | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Supervising Civil Engineer              | 3.00              | 4.00              | 4.00               | 4.00                | 4.00                |
| Supervising Traffic Engineer            | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Survey Technician                       | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Tractor Trailer Driver                  | 6.00              | 6.00              | 6.00               | 7.00                | 7.00                |
| Traffic Engineering Assistant           | 2.00              | 2.00              | 2.00               | 1.00                | 1.00                |
| Traffic Maintenance Supervisor          | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Traffic Maintenance Worker I            | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Traffic Maintenance Worker II           | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Transportation Manager                  | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Warehouse Operations Specialist         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Weighmaster                             | 3.00              | 3.00              | 3.00               | 3.00                | 3.00                |
| Welder Mechanic                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| <b>TOTAL PUBLIC WORKS</b>               | <b>293.60</b>     | <b>295.60</b>     | <b>300.60</b>      | <b>302.00</b>       | <b>302.00</b>       |
| <b>RENT STABILIZATION BOARD</b>         |                   |                   |                    |                     |                     |
| Accounting Office Specialist III        | 0.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Administrative Staff Assistant          | 1.00              | 0.00              | 0.00               | 0.00                | 0.00                |

**FY 2020 & FY 2021 POSITION SUMMARY BY DEPARTMENT**

|                                            | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|--------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| Assistant Management Analyst               | 1.00              | 0.00              | 0.00               | 0.00                | 0.00                |
| Associate Management Analyst               | 1.75              | 2.75              | 2.75               | 2.75                | 2.75                |
| Community Services Specialist I            | 1.00              | 1.00              | 0.00               | 0.00                | 0.00                |
| Community Services Specialist II           | 3.80              | 3.80              | 5.80               | 5.80                | 5.80                |
| Community Services Specialist III          | 1.00              | 1.00              | 0.00               | 0.00                | 0.00                |
| Deputy Director Rent Stabilization Program | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Executive Director Rent Board              | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Hearing Examiner                           | 2.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Legal Secretary                            | 1.00              | 1.00              | 0.00               | 0.00                | 0.00                |
| Office Specialist II                       | 1.80              | 2.80              | 3.80               | 3.80                | 3.80                |
| Office Specialist III                      | 2.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Senior Legal Secretary                     | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| Staff Attorney I                           | 2.00              | 0.00              | 0.00               | 0.00                | 0.00                |
| Staff Attorney II                          | 0.00              | 2.00              | 2.00               | 2.00                | 2.00                |
| Staff Attorney III                         | 1.00              | 1.00              | 1.00               | 1.00                | 1.00                |
| <b>TOTAL RENT STABILIZATION BOARD</b>      | <b>22.35</b>      | <b>22.35</b>      | <b>22.35</b>       | <b>22.35</b>        | <b>22.35</b>        |
| <b>TOTAL AUTHORIZED FTEs</b>               | <b>1493.74</b>    | <b>1531.55</b>    | <b>1559.60</b>     | <b>1583.35</b>      | <b>1583.35</b>      |



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“The Strategic Plan is the blueprint for our organization to act based on our community’s values. Prioritizing our most important work, coordinating resources and communicating well builds confidence in the City as we create the Berkeley that reflects our aspirations.”

–Dee Williams-Ridley, City Manager

## OVERVIEW

City Council approved a citywide Strategic Plan on January 31, 2018. The Strategic Plan articulates nine long-term goals for the City government, on behalf of the community and includes numerous priorities. Priorities are short term projects or programs which support a goal, where a significant phase of work is expected to be done by the end of a budget cycle. Priorities are refreshed each budget cycle.

### Goals



Provide state-of-the art, well-maintained infrastructure, amenities, and facilities.



Create affordable housing and housing support services for our most vulnerable community members.



Provide an efficient and financially-healthy City government.



Foster a dynamic, sustainable, and locally-based economy.



Create a resilient, safe, connected, and prepared City.



Champion and demonstrate social and racial equity.



Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment.



Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

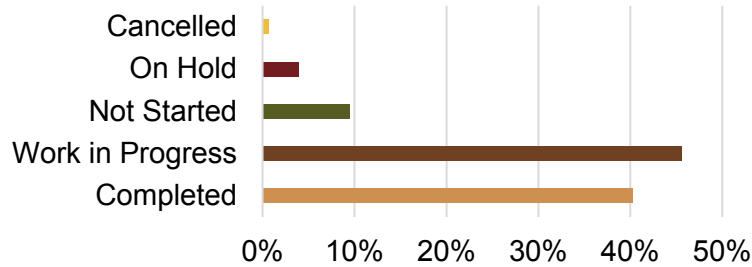


Attract and retain a talented and diverse City government workforce.

**Highlights**

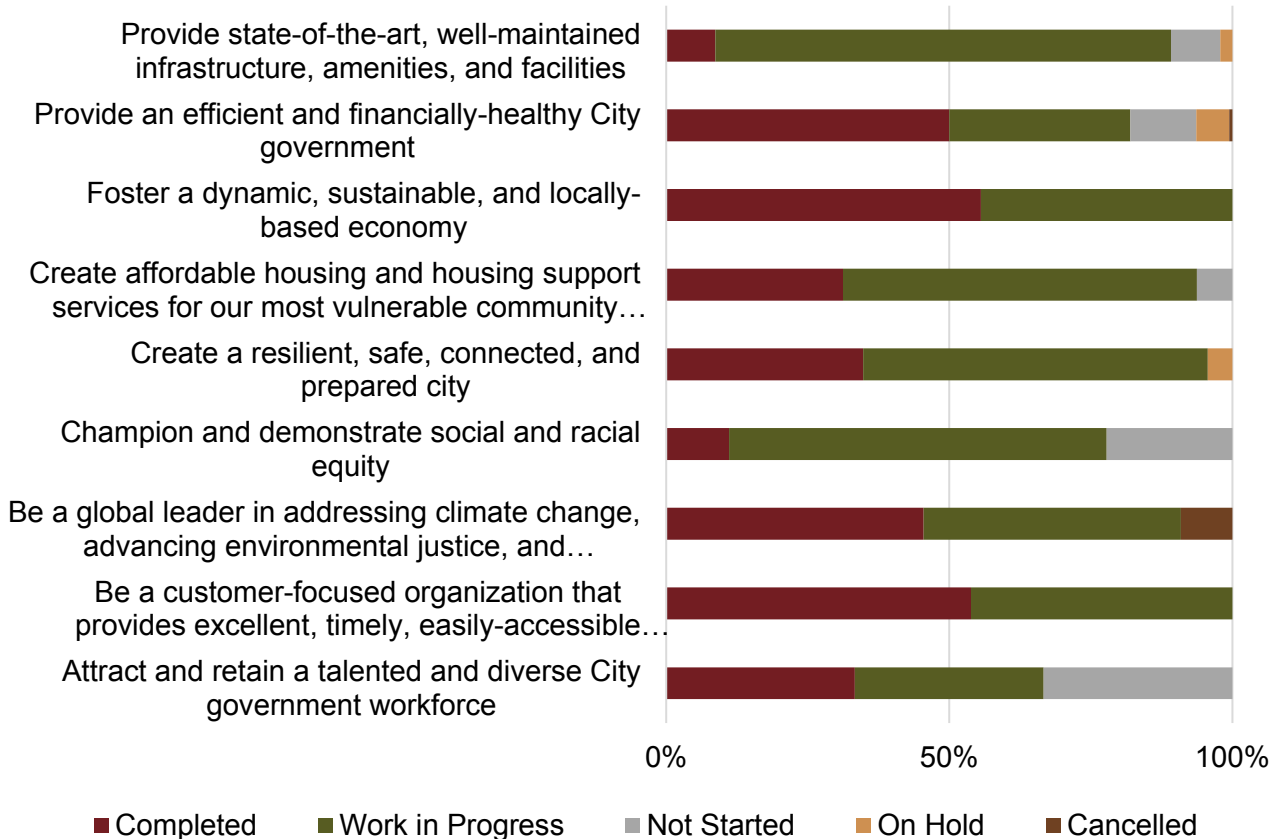
Strategic Plan Priorities are projects or programs which support a goal, where work or a significant phase of work is expected to be done by the end of the budget cycle. Priorities are refreshed each budget cycle. For FY 2018 & FY 2019, there were 116 priorities consisting of 305 projects. At the close of calendar year 2018, 86 percent of projects scheduled to be complete by July 2019 were complete or under way.

**Projects Status,  
 Close of Calendar Year 2018**



These projects represent progress forward on each of our Strategic Plan goals, with the most progress on improving efficiency, financial health, economic health, and customer service.

**Projects Status by Goal,  
 Close of Calendar Year 2018**



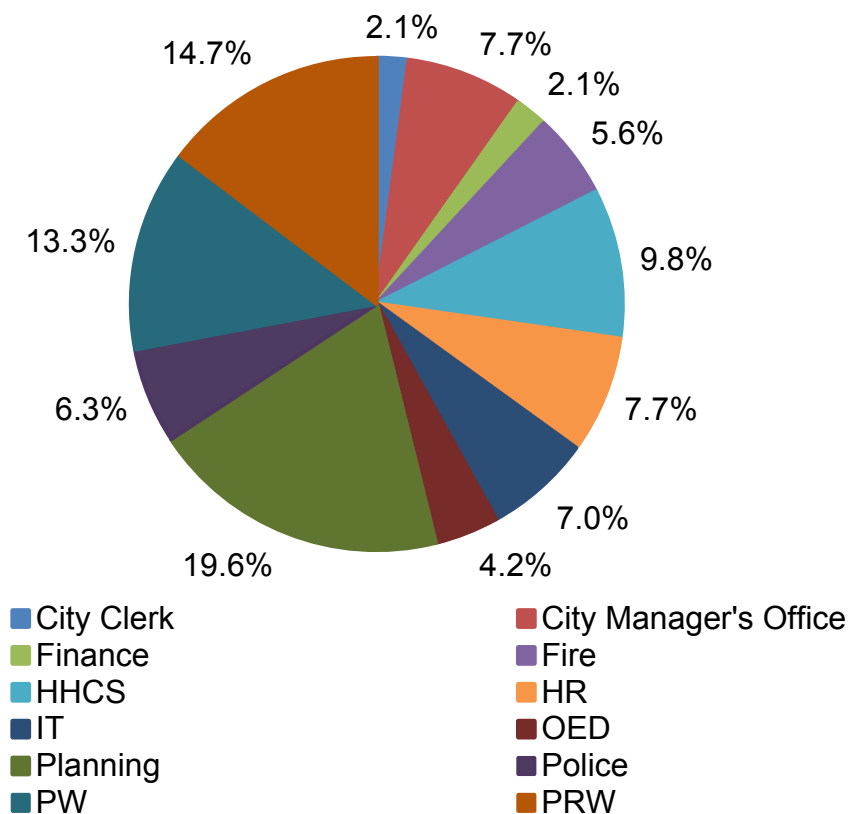


**Proposed Priorities: FY 2020 & FY2021**

For FY 2020 & FY 2021, there are 90 new priorities, in addition to 53 carryover priorities from FY 2018 & FY 2019. If all proposed priorities are adopted, there will be 143 priorities, an increase of approximately 23% over the previous budget cycle.

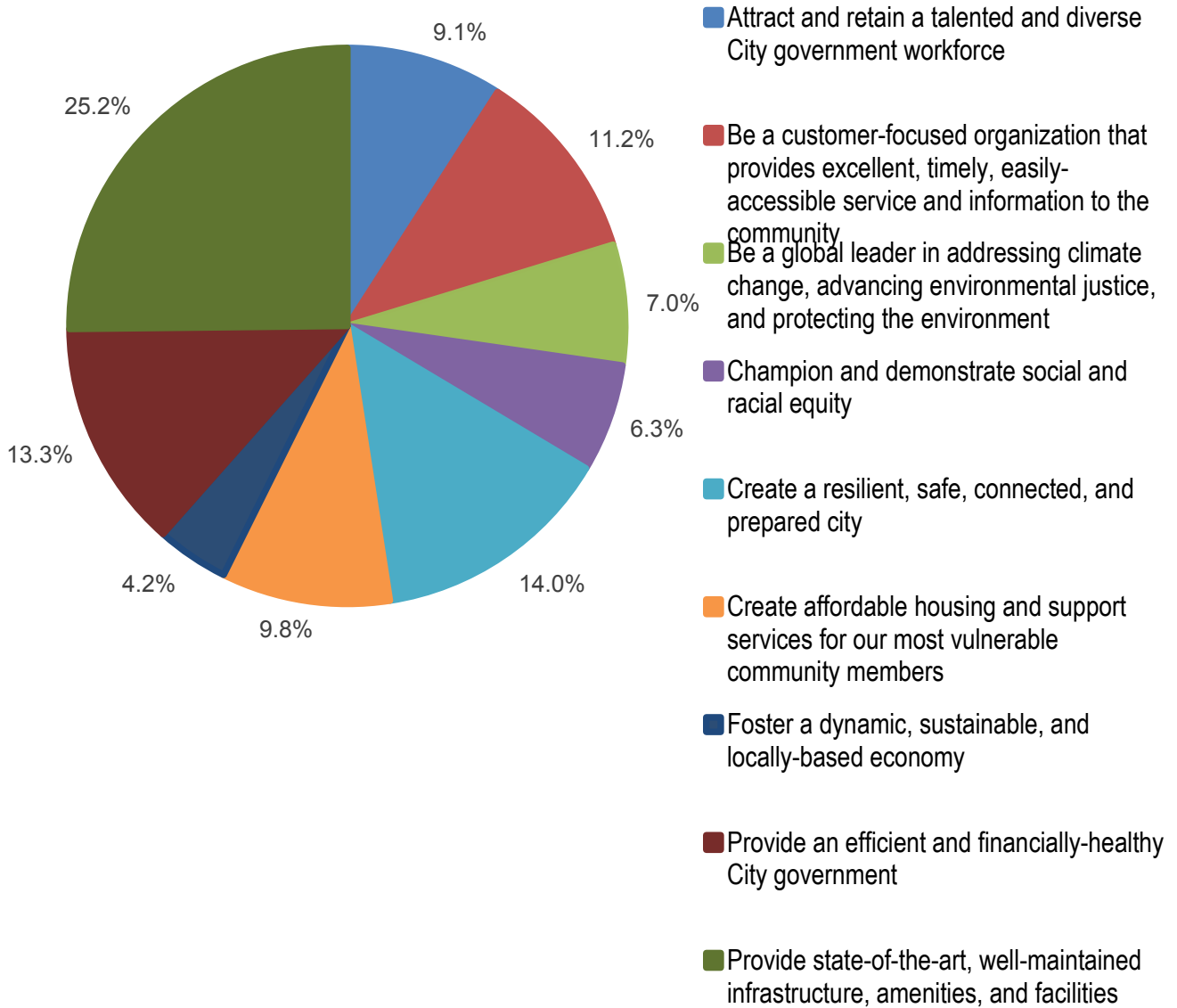
The department with the most proposed priorities is Planning, which is the lead on 19.6 percent of proposed priorities, followed closely by Parks, Recreation & Waterfront at 14.7 percent and Public Works at 13.3 percent.

**Proposed Priorities FY 2020 & FY 2021, by Lead Department**



In terms of Strategic Plan goals, the focus of many proposed priorities is on being a global leader in addressing climate change, advancing environmental justice, and protecting the environment, as well as providing an efficient and financially-healthy city.

**Proposed Priorities FY 2020 & FY 2021, by Goal**

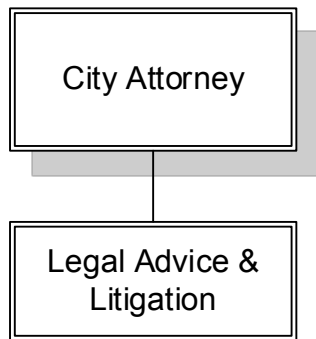


**CITY ATTORNEY'S OFFICE**

**MISSION STATEMENT**

The mission of the Berkeley City Attorney's Office is to provide excellent legal services (both advisory and litigation) to the City government, which is comprised of the Mayor, City Council, and other elected officials as well as to the twelve City departments and the City's Boards and Commissions, including the Board of Library Trustees.

**ORGANIZATION CHART**



## **CITY ATTORNEY'S OFFICE**

### **DEPARTMENT OVERVIEW**

The City Attorney's Office consists of the City Attorney, an Assistant City Attorney and six Deputy City Attorneys. Collectively, we provide legal advice and support to all City Departments to assist with successful implementation of their work plans. The City Attorney's Office also responds to claims, engages in litigation and reviews and provides input and advice on projects adopted by the City Council.

The City Attorney's Office prosecutes violations of City ordinances and defends the City in litigation in a timely and effective manner. When appropriate, the City Attorney's Office proactively files lawsuits on the City's behalf regarding issues important to the Council and the community.

The Office works efficiently and collaboratively with the City Council and the City's Boards and Commissions, as well as with all City departments, to help implement the Council policies and objectives and respond to inquiries.

The Office also reviews contracts and ordinances, helps negotiate leases, and prepares documents relating to development projects including affordable housing regulatory agreements, loan documents, and deeds of trust.

Other services and activities provided by the City Attorney's Office include:

- Representing the City in all legal proceedings
- Providing advice or written opinions to any officer, department head, board, commission or other unit of the City
- Making recommendations to the City Council and Mayor for or against the settlement or dismissal of legal proceedings
- Investigating, evaluating and recommending the disposition of claims made against the City
- Responding to Public Records Act (PRA) requests on behalf of the City Attorney's Office, City Manager's Office, and City Council offices, and coordinating responses to PRA requests that involve multiple departments
- Staffing the Fair Campaign Practices Commission and the Open Government Commission
- Providing Risk Management Services
- Providing advice and implementation guidelines for the Public Financing Ordinance

## **CITY ATTORNEY'S OFFICE**

- Providing training to City staff on best practices, changes in the law, responding to subpoenas, the Brown Act, and other topics of concern

### **STRATEGIC PLAN PRIORITIES: FY 2020 & FY 2021 PROJECTS & PROGRAMS**

The City Attorney's Office has no Strategic Plan Projects and Programs in FY 2020 & FY 2021 where it serves as the lead department; however, our office serves as a support department to most projects by providing legal advice, review and defense.

### **CHALLENGES**

1. Current City Attorney staffing levels have been barely adequate to administer the existing mandates in the Berkeley Election Reform Act (BERA), the Open Government Ordinance (OGO), and the Revolving Door Ordinance. New requirements related to public financing of elections and the Lobbyist Ordinance interact with these existing sets of regulatory requirements in complex ways. The addition of these two new significant mandates were not accounted for in current staffing levels.
2. In addition, there has been an uptick in labor and employment litigation as well as other types of lawsuits. Given this new landscape, it is highly likely that additional resources will be needed in the next two years to continue providing the most effective legal representation to the City in these matters.
3. There is a current dearth in administrative resources to support implementation of the lobbyist registration ordinance and public financing as well as the increase in lawsuits, claims, Public Records Act-related projects and special projects such as the Long Range Development Plan for UC Berkeley and implementation of Measure O and P. Implementation of these new programs require more time from staff attorneys and as a result require additional resources.
4. The Office will continue to devote significant resources toward complying with new state mandates concerning government transparency (including SB 1421 and AB 748) and housing (including SB 35 and the state Density Bonus Law). In addition, dozens of housing-related bills have been introduced in the current legislative session, and the legislature's and governor's prioritization of affordable housing is likely to result in new state laws that will demand a significant amount of time from staff attorneys.

## **CITY ATTORNEY'S OFFICE**

### **ACCOMPLISHMENTS**

#### **U.S. POSTAL SERVICE V. CITY OF BERKELEY**

We secured a favorable ruling in a closely-watched challenge by the federal government to the City's Civic Center Historic District Overlay Ordinance. Under the 2014 Overlay Ordinance, if the Postal Service decides to sell the historically significant Berkeley Main Post Office building to a private developer, the Post Office building will be restricted to civic, educational, or non-profit community serving uses and cannot be used for commercial uses that could disrupt the character of Berkeley's Civic Center Historic District.

The dispute started in 2012 when the Postal Service, facing a financial crisis, declared its intent to sell the Post Office building to the highest bidder. Proposals by developers for the reuse of the building ranged from big box retail to parking. Facing the loss of one of its most noted historic buildings and the disruption of the character of the Civic Center, the City initially opposed the sale in court, but that lawsuit was dismissed. In response to the Postal Service's continued determination to sell the building, the City adopted the Overlay in September 2014 to limit the uses of buildings in the Civic Center Historic District, including the Post Office, to civic, nonprofit, cultural, and other similar uses to preserve the integrity of the area and protect the City's historical legacy.

Through our vigorous defense of the lawsuit, the federal court concluded that the City has the right to protect the Post Office building even if it reduces somewhat the amount the Postal Service can earn from a sale. The Court told us that "the Postal Service's desire to receive maximum revenue from the sale of its surplus real estate must yield to the City's long-standing power to maintain its architectural and cultural heritage."

#### **SB 35 IMPLEMENTATION**

Our office played a crucial role in helping to navigate the first SB 35 application in the state involving the property at 1900 4th Street. Since that time, two other SB 35 applications have been processed and approved by the City, including the Berkeley Way project discussed below.

#### **BERKELEY WAY PROJECT**

We provided legal advice to the Planning Department and Housing Health and Community Services with respect to approval of 89-unit supportive housing project and related transit and sustainable transportation improvements and the negotiation of a Disposition and Development Agreement with the developer

#### **BERKELEY TUOLUMNE CAMP REBUILD PROJECT**

In this \$60,000,000 reconstruction project, the City Attorney's office provided legal advice on issues relating to CEQA and consulting agreements, including navigation of conflicts of interest concerns. Additionally, this office continued its

## **CITY ATTORNEY'S OFFICE**

negotiations with the primary insurer resulting in payment of the entire primary layer in the amount of \$25,000,000.

### **SEIU NEGOTIATIONS AVERTING STRIKE**

Our Office helped successfully resolved an unfair practice charge as a result of contract negotiations between the City and Service Employees International Union Local 1021 Maintenance and Clerical Chapter involving City sanitation workers, mechanics and clerical staff. In response to a threatened strike by the Union, the City sought injunctive relief to ensure essential employees remained on the job to ensure the City could provide services essential to public health and safety. The efforts resulted in a new collective bargaining agreement between the City and SEIU and no disruption to City services.

### **MODERNIZING CITY POLICIES**

Beginning in 2018, the City Attorney's office has been collaborating with Human Resources to update, expand and bring into compliance City policies, including overhauling the City's Harassment Prevention Policies.

### **PUBLIC SAFETY AT FIRST AMENDMENT EVENTS**

The City Attorney's Office drafted ordinances and City Manager rules and regulations prohibiting weapons at First Amendment events.

### **SB 1421 IMPLEMENTATION PLAN**

Our office developed a legal strategy to implement SB 1421—newly enacted legislation that requires disclosure of certain police records that were previously exempt from disclosure under the California Public Records Act. The City Attorney's Office also took the lead in implementing a system for tracking requests, developing review guidelines, responding to multiple Public Act Requests, coordinating with other City departments and union representatives, and preparing voluminous documents containing sensitive information for release to the public.

### **ADELINE CORRIDOR SPECIFIC PLAN**

The City Attorney's Office provided legal advice to the Planning Department regarding a proposed "right of return" for former residents as part of the Adeline Specific Plan. This proposed affordable housing preference is intended to redress displacement of residents in the historically lower income and predominantly African American South Berkeley community due to gentrification and fast rising housing costs. Our office offer guidance as to how the Planning Department and the Health and Community Services could implement a "right to return" policy that would withstand legal scrutiny.

### **MEASURE P AND O**

The City Attorney's office was intimately involved in drafting both measures designed to secure funding for affordable housing and for homeless service. Significantly, before the City could put Measure O on the ballot, we helped draft

**CITY ATTORNEY'S OFFICE**

an urgency ordinance adding language to Chapter 7.64 of the Berkeley Municipal Code Title 7 (Finance, Revenue and Taxes) to authorize the City to issue general obligation bonds for the purpose of financing affordable housing in the City.

**SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

Personnel changes for Fiscal Years 2020 & 2021 include the recent retirement of the office supervisor, as well as the departure of a long-time Assistant City Attorney. As a result of these changes, the City Attorney's Office will incur additional training and hiring expenditures in order to address the significant loss of institutional knowledge resulting from the departure of these two long-term employees.

Since the prior year's budget, there have been a myriad of state mandates and local ordinances passed, which have increased the scope of advisory work required by the attorneys. Additionally, there have been new programs put into effect that will require more time from the attorneys, such as the implementation of the Lobbyist Registration Ordinance and Public Financing, Measure O, and Measure P. There have also been an increase in lawsuits, claims, PRA requests and special projects such as the Long Range Development Plan for UC Berkeley.

Due to the current deficit in administrative resources and office personnel, it is likely that the City Attorney's office will need more than the normal amount of advice and representation by outside counsel.

Given the significant increase in scope of advisory duties required by the City Attorney's office, the department is requesting the addition of a new Deputy City Attorney position and a new Senior Legal Secretary position. These new positions are necessary to maintain the high quality of legal service the City Attorney's Office provide to all of our city clients. The department is also requesting funding for calendaring software to manage court deadlines project flow and files.



**CITY ATTORNEY'S OFFICE FINANCIAL SUMMARY**

|                           | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>       |                           |                           |                            |                             |                             |
| <b>By Type:</b>           |                           |                           |                            |                             |                             |
| Salaries and Benefits     | 2,613,161                 | 2,665,661                 | 2,725,719                  | 2,989,288                   | 3,071,136                   |
| Services and Materials    | 745,542                   | 1,960,279                 | 1,392,679                  | 1,392,679                   | 1,392,679                   |
| Capital Outlay            | 5,477                     | 9,404                     | 7,790                      | 7,790                       | 7,790                       |
| Internal Services         | 80,410                    | 95,847                    | 92,211                     | 199,558                     | 199,558                     |
| Indirect Cost Transfer    | 5,464                     | 6,429                     | 6,002                      | 5,218                       | 5,218                       |
|                           | <b>3,450,054</b>          | <b>4,737,620</b>          | <b>4,224,401</b>           | <b>4,594,533</b>            | <b>4,676,381</b>            |
| <b>By Division:</b>       |                           |                           |                            |                             |                             |
| Administration            | 406,918                   | 423,281                   | 348,356                    | 485,481                     | 493,122                     |
| Legal Advice & Litigation | 3,043,136                 | 4,314,339                 | 3,876,045                  | 4,109,052                   | 4,183,259                   |
|                           | <b>3,450,054</b>          | <b>4,737,620</b>          | <b>4,224,401</b>           | <b>4,594,533</b>            | <b>4,676,381</b>            |
| <b>By Fund:</b>           |                           |                           |                            |                             |                             |
| General Fund              | 2,199,910                 | 2,275,139                 | 2,186,657                  | 2,516,581                   | 2,572,785                   |
| Public Liability          | 1,174,080                 | 2,384,323                 | 1,958,517                  | 1,995,642                   | 2,018,826                   |
| Other                     | 76,064                    | 78,158                    | 79,227                     | 82,310                      | 84,770                      |
|                           | <b>3,450,054</b>          | <b>4,737,620</b>          | <b>4,224,401</b>           | <b>4,594,533</b>            | <b>4,676,381</b>            |

|                         |       |       |       |       |       |
|-------------------------|-------|-------|-------|-------|-------|
| <b>General Fund FTE</b> | 9.25  | 9.75  | 9.00  | 9.00  | 9.00  |
| <b>Total FTE</b>        | 13.00 | 13.00 | 13.00 | 13.00 | 13.00 |



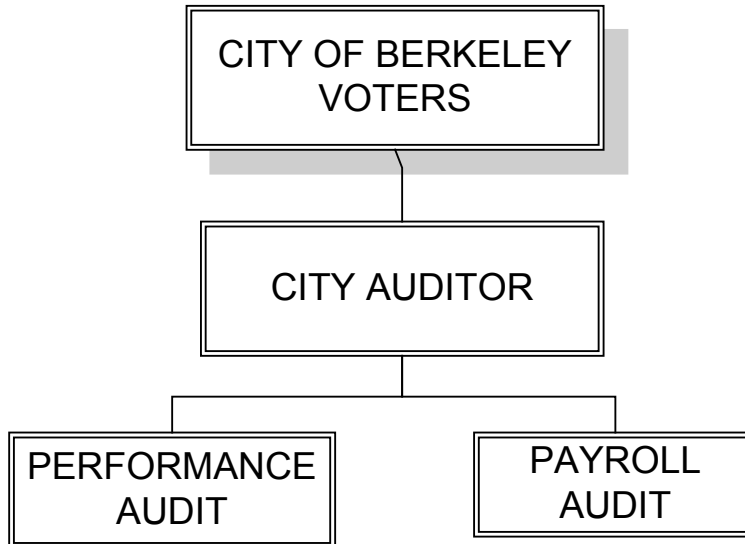
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## CITY AUDITOR'S OFFICE

### MISSION STATEMENT

The City Auditor's Office provides independent oversight of City services and activities, and our mission is to be a catalyst for improving City government. Our audits, conducted in accordance with Government Auditing Standards, provide the City Manager, City Council, and the public with objective, timely, and accurate information about City program performance. By providing this information and making recommendations for improvement, we hold government accountable in its stewardship of public trust and resources. The Office's non-audit services, including payroll oversight, are included in the City Charter to provide appropriate checks and balances.

### ORGANIZATION CHART



## **CITY AUDITOR'S OFFICE**

### **DEPARTMENT OVERVIEW**

- The City Auditor is an elected official who serves the citizens of Berkeley. The City Charter and Berkeley Municipal Code provide the City Auditor's Office the authority and responsibility for conducting performance, financial, and compliance audits, and overseeing citywide payroll operations to ensure payroll transactions are processed accurately and timely. The City Auditor's Office plays a vital role in ensuring taxpayer money is spent efficiently, economically, effectively, and equitably, and for examining payroll for compliance with employee compensation policies, laws, and regulations.
- There are two divisions within the City Auditor's office – Performance Audit and Payroll Audit.
- The City Auditor's Office promotes government accountability and transparency by providing the following baseline services:
  - Conducting performance audits according to government auditing standards
  - Overseeing and coordinating citywide payroll operations, including compliance with federal, state, and local tax and labor laws
  - Following up on management's progress with audit recommendations
  - Publically reporting audit results and hindrances to action on our audit recommendations
  - Reviewing City Council and Council staff reimbursement requests
  - Registering City contracts
  - Examining City payments

### **STRATEGIC PLAN ALIGNMENT**

Over the coming budget cycle, the Performance Audit division will work to align audits with the City's Strategic Plan. This may include examining whether efforts to achieve the plan's goals and objectives are efficient, effective, and economical; that equity drives decisions; and that the use of bond money meets taxpayer expectations. Additionally, the Payroll Audit division will be heavily engaged in the implementation of the new payroll/HR system in the next fiscal year. The new system will enable the City to save time and money by maintaining payroll documents electronically and eliminate the shadow systems used by departments to perform their reporting requirements. This in turn directly supports the Strategic Plan goal to provide an efficient and financially-healthy government.

**CITY AUDITOR'S OFFICE**Priorities

The Performance Audit Division will continue to conduct performance audits addressing the risks to and deficiencies in City operations. The success of our audits requires that management fully implement our audit recommendations to mitigate the concerns that we identify. Therefore, we are increasing our efforts on:

- **Audit Follow-Up:** We are increasing our public reporting to provide the public and City Council more detail on the specific recommendations open by audit, the length of time those recommendations have remained unaddressed, and the progress, or lack thereof, that management has taken to address those recommendations. We will also discuss the factors preventing management from implementing agreed upon actions to mitigate risks to and deficiencies in City operations and programming. Additionally, we will continue to meet with City Council and management to discuss the importance of implementing our audit recommendations and to understand the obstacles and challenges preventing them from prioritizing our audit recommendations.
- **Improving Access to Audit Information:** The public can currently access audit reports in PDF format on our website. We will be exploring the use of other tools to communicate results, such as podcasts and videos. In addition, the public should be able to readily access relevant audit recommendations that they may download, reuse, filter, and sort in a way that provides them the most meaning and understanding regarding the status of audit recommendations. We will be investing our resources in either using the City's existing Open Data Portal to provide this information or working with a vendor to design an online system that provides the information in a streamlined, modern format.

The Payroll Audit Division will continue to coordinate the efforts of various departments to ensure accurate and timely payment to City employees. In addition, Payroll will be devoting significant resources to the following two major priorities:

- **Implementation of New Payroll Software:** We are a major stakeholder in replacing FUNDS\$, the current antiquated payroll system. We started working on the new payroll system (ERMA) about a year ago and will continue to work with all stakeholders to provide an efficient, state-of-the-art payroll processing and HR information system that complies with the City's goals and employment objectives. We will identify and implement a comprehensive payroll auditing method in ERMA to further our strategic

## **CITY AUDITOR'S OFFICE**

goals of fraud prevention and compliance with federal, state, and City regulations, and MOUs.

- **FLSA Overtime Compliance:** As part of the ERMA implementation, we will specifically focus on the FLSA overtime compliance as it relates to our various MOU provisions.

### **CHALLENGES**

- **Performance Audit:** We are continuously challenged by the City's limited resources and workload capacity restrictions. Competing priorities prevent City management from meeting with us regarding our audits and reporting to City Council on the status of our audit recommendations. As a result, departments do not always understand the importance of our recommendations or how to implement them. Insufficient funding also prevents the City from prioritizing and implementing our recommendations. We expect these current threats to worsen over time as resources decrease yet the demands for City services and Council initiatives increase.
- **Payroll Audit:** Our current challenge is to work with the Fire and Police departments to present the FLSA retroactive pay calculation for the past four years. The retroactive pay is determined using a complex calculation method that requires many informational sessions to educate Fire and Police employees. Payroll Audit will have to face two major challenges still on the horizon. First, we will need to work with the current payroll software programmers to calculate the complex FLSA overtime pay accurately. Second, we will begin working on the replacement of our current antiquated payroll system with a modern system that will improve oversight of personnel and payroll data, and deter fraud and inappropriate payments.

### **ACCOMPLISHMENTS**

- **Performance Audit:** We successfully passed an independent review of our internal quality control system and received the highest possible "pass" rating indicating that our procedures and processes ensure that our audits meet Government Auditing Standards. Second, over the last two fiscal years, we issued 14 reports, including nine audits, that provide the public, Council, and management with recommendations to improve City

## CITY AUDITOR'S OFFICE

operations and program delivery, and address the needs of the Berkeley community.

- **Payroll Audit:** Payroll Audit worked for over two years on FLSA overtime pay calculations in collaboration with the current payroll software programmers to calculate the retroactive payments. This included working with the unions and their members to honor the retroactive amount. Second, Payroll Audit implemented all recommendations provided by an outside auditing firm (MGO) to address the internal control weaknesses in the current payroll system. The recommendations were intended to address the high risk of improper employee access to the sensitive information in the payroll system.

### SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET

We are asking for additional staff in the Performance Audit Division and overtime for Payroll Audit.

- **Performance Audit:** We are requesting 1) one Auditor II position to perform expenditure audits that will address the current gap in our oversight of all city payments as specified in the Charter; and 2) one part-time intern to work on digital communications to better inform the public of the status of outstanding audit recommendations and bring our audit communications onto modern platforms.
- **Payroll Audit:** We are not requesting additional staff. However, with the implementation of ERMA, the new financial system for payroll, we will continue to loan both Auditor II positions on a part-time basis to the project in FY 2020 and FY 2021, and backfill with a project-based Auditor II. This leaves a staffing gap given the addition of the FLSA retroactive pay calculations project and the project-based Auditor II at 75 percent FTE capacity. We would therefore like to request overtime of \$50,000 for FY 2020 and \$50,000 for FY2021. Payroll Audit may need to assign an additional 25 percent FTE of an Accounting Tech to the ERMA project to help the Auditor IIs to stay on track to meet the goal of the payroll project plan.

#### Key Assumptions

- Performance Audit: 1) Section 61 of the City Charter defines the role of the auditor to examine payments from the City and states that the "Auditor shall examine all payrolls, bills, and other claims and demands against the

**CITY AUDITOR'S OFFICE**

- city.” However, Audit staff do not currently perform this function. To address this gap, we request adding an Auditor I position to conduct compliance audits related to the internal controls of payments by the city, including contracts, wire transfers, and other expenditures. 2) There is currently no streamlined, modern mechanism to inform the public on the status of audit recommendations. We will be investing resources for an intern to explore the use of an online system that provides updated and streamlined data on audit recommendations in a format consistent with Open Government Data requirements. The intern can also explore modernized ways of communicating with the public, including social media, online videos, and podcasts. 3) We anticipate filling our under-filled positions through internal promotion of existing staff, if possible. We don't anticipate a significant increase to non-personnel expenditures.
- Payroll Audit: According to the Deputy Director, given the complexity and age of FUNDS, and that training to understand the system would take significant time, backfilling using overtime is preferable to address the increased workload. We are also assuming any ERMA-related overtime will come from the ERMA budget.



## CITY AUDITOR'S OFFICE FINANCIAL SUMMARY

|                         | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>     |                   |                   |                    |                     |                     |
| <b>By Type:</b>         |                   |                   |                    |                     |                     |
| Salaries and Benefits   | 1,984,890         | 2,013,277         | 2,248,403          | 2,430,470           | 2,497,956           |
| Services and Supplies   | 46,957            | 28,794            | 69,283             | 64,533              | 64,533              |
| Capital Outlay          | 919               | 20,194            | 7,153              | 11,903              | 11,903              |
| Internal Services       | 79,711            | 94,790            | 94,910             | 207,205             | 207,205             |
| Indirect Cost Transfer  |                   |                   |                    |                     |                     |
|                         | <u>2,112,477</u>  | <u>2,157,055</u>  | <u>2,419,749</u>   | <u>2,714,111</u>    | <u>2,781,597</u>    |
| <b>By Division:</b>     |                   |                   |                    |                     |                     |
| Administration          | 366,722           | 398,255           | 407,082            | 498,136             | 510,675             |
| General Audit           | 757,307           | 754,599           | 961,598            | 1,103,984           | 1,132,478           |
| Payroll Audit           | 988,448           | 1,004,201         | 1,051,069          | 1,111,991           | 1,138,444           |
|                         | <u>2,112,477</u>  | <u>2,157,055</u>  | <u>2,419,749</u>   | <u>2,714,111</u>    | <u>2,781,597</u>    |
| <b>By Fund:</b>         |                   |                   |                    |                     |                     |
| General Fund            | 1,962,038         | 2,025,138         | 2,322,174          | 2,625,103           | 2,690,138           |
| Workers' Compensation   | 150,439           | 131,917           | 97,575             | 89,008              | 91,459              |
|                         | <u>2,112,477</u>  | <u>2,157,055</u>  | <u>2,419,749</u>   | <u>2,714,111</u>    | <u>2,781,597</u>    |
| <b>General Fund FTE</b> | 12.60             | 11.50             | 12.05              | 12.20               | 12.20               |
| <b>Total FTE</b>        | 13.50             | 13.50             | 13.50              | 13.50               | 13.50               |



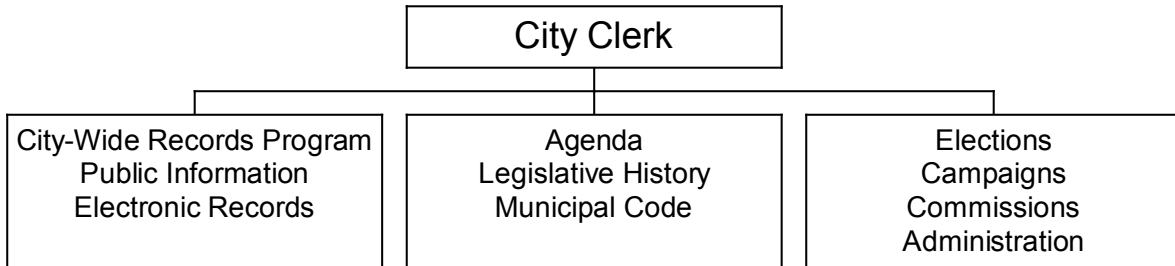
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## CITY CLERK DEPARTMENT

### MISSION STATEMENT

Provide Citywide oversight for legislative proceedings and professional support to the City Council, City Manager and City Staff. As the Elections Official and Filing Officer, administer municipal elections, campaign finance and conflict of interest regulations. As the Records Manager, administer the Citywide Records Management Program to maintain the integrity of documented actions of the legislative bodies, and accessibility to the public. Perform all mandated functions under the United States Constitution, the Constitution of the State of California, State Codes, the Charter of the City of Berkeley, and the Berkeley Municipal Code.

### ORGANIZATION CHART



## **CITY CLERK DEPARTMENT**

### **DEPARTMENT OVERVIEW**

The City Clerk Department delivers the following primary baseline services:

#### **City Council and Commission Support**

City Clerk staff prepares the agendas and agenda packets for the City Council, the Successor Agency to the Redevelopment Agency, and the Joint Powers Financing Authority, and provides for the captioning and indexing of meeting video streams. The City Clerk Department also provides support to all six City Council Policy Committees. The City Clerk administers the commission appointment process, maintains the information regarding the commission rules and regulations, and serves as an advisor for commission secretaries.

#### **Legislative History**

The City Clerk attends the meetings of the City Council, the Successor Agency to the Redevelopment Agency, the Joint Powers Financing Authority, and Council Policy Committees, and maintains the legislative history of the City (ordinances, resolutions, minutes), including the Charter and the Municipal Code.

#### **Public Information and Records**

The Department provides general information and services to the public including: 1) administration of the Domestic Partnership Registry; 2) codification of the Municipal Code; 3) and a Guide for the Public on How to Access Information and Records. Citizens are welcome to visit the City Clerk Department to research and review legislative, candidate and ballot measure information, campaign and conflict of interest filings, and other public information. City Clerk staff maintain a broad range of information on the City's website at <http://www.cityofberkeley.info/clerk/>.

The Department also maintains the Records Online public access portal. This portal provides the public with quick and easy access to vital city records such as minutes, ordinances, resolutions, contracts, staff reports, election information, and contracts.

#### **Citywide Records Management**

The City Clerk is the Custodian of Records for the City and as such, maintains the City's Records Retention Schedule and provides departments with guidance on the best practices of records management. The City Clerk contracts with an off-site records storage facility where 11,000 boxes of City records are stored. The Department is responsible for placing weekly orders for the delivery and return of records from the off-site storage facility for all city departments.

## ***CITY CLERK DEPARTMENT***

### **Campaign and Conflict Law**

The City Clerk is the local Filing Officer for the State of California. All local campaign committees are required to file campaign statements with the City Clerk. All designated employees, elected officials and appointed commissioners are required to file conflict of interest statements with the City Clerk. The City Clerk maintains regulations and forms under the State's Political Reform Act, Berkeley's Election Reform Act, and the Berkeley public financing ordinance.

### **Elections**

The City Clerk is the Election Official and administers the City's elections including: 1) the nomination process for candidates; 2) processing of petitions and ballot measures; 3) coordination with the Alameda County Registrar of Voters for regular elections; and 4) conducting special elections.

## CITY CLERK DEPARTMENT

## STRATEGIC PLAN PRIORITIES: FY 2020 &amp; FY 2021 PROJECTS &amp; PROGRAMS

| Goal                                                                                                                           | Supporting Department(s)                        | Title                                                                                           | Description                                                                                                                                                                                                                                                                                                                                  | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | Information Technology;<br>All City Departments | City Council Redistricting Process and Citizens' Redistricting Commission   Census 2020 Support | Federal, State, and City Mandated redistricting. Currently working on Census 2020 preparations with IT. Next phases: 1) Form Census 2020 Complete Count Committee and execute outreach effort, 2) prepare and implement the administrative processes to conduct the redistricting process and support the Citizens Redistricting Commission. | 4/17 - 4/22       | Carryover         |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | City Attorney's Office                          | Lobbyist Registration                                                                           | Implement the Berkeley Lobbyist Registration and Regulations ordinance to increase transparency and provide information to the public.                                                                                                                                                                                                       | 7/19 - 1/20       | New               |
| Provide an efficient and financially-healthy City government                                                                   | Information Technology                          | Updating Paperless Agenda Packets                                                               | Replacing the iPads currently used by City Councilmembers with new, more modern devices.                                                                                                                                                                                                                                                     | 7/19 - 6/21       | New               |

## **CITY CLERK DEPARTMENT**

There are three projects listed in the Strategic Plan goals for the City Clerk Department that have technological needs. First is the replacement of the electronic agenda packet devices for City Council and staff; Second is the GIS software that will be purchased to support the work of the Citizens' Redistricting Commission; and Third is the new hardware that will be needed to back up city documents to meet the requirements of a Trusted Electronic System. All of these needs are budgeted for in the next budget cycle

### **CHALLENGES**

Just in the past two years, the following five new programs have been added to the baseline services for the City Clerk Department.

- Public Financing Charter Amendment
- Lobbyist Registration
- Census 2020 Support
- Redistricting Commission
- Policy Committees

Over the next two years, we will determine if current staffing levels are adequate to meet these mandates. While the Census and Redistricting are not ongoing programs, they will have a significant impact on the department in the next budget cycle and the three ongoing programs (Public Financing, Lobbyist Registration, and Policy Committees) may by themselves exceed the capacity of the 10 budgeted FTEs. In addition, vacancies created by the standard attrition of career employees to promotions and recruitment by other agencies will create significant capacity strain on the department. If just one position is vacant, that equals 10% of the department's capacity.

With the first iteration of the Citizens Redistricting Commission, the Department will need to add an additional FTE of an Assistant Management Analyst to provide support to the commission during its formation and redistricting process. This position will start in FY 2021.

For the Trusted Digital Repository, the department must implement the practices, processes, technology, and documentation necessary to certify the City's digital repository as a "Trusted Environment." This will allow the City to reduce the City's physical storage of documents and best ensure the security of the City's digital records.

## CITY CLERK DEPARTMENT

### ACCOMPLISHMENTS

- *New Web Portal for City Online Records:* Implemented a new Records Online web portal to improve access to and increase searching capabilities of City records.
- *City Records Retention:* Conducted a comprehensive update of the Records Retention Schedule for more efficient handling and disposition of City records.
- *New Public Campaign Financing:* Consistent with the ballot measure passed by Berkeley voters in 2016, implemented and administered the new Public Financing program for candidates running for City Council.
- *Database of City Commissioners:* Poised to launch a new database that enables the City to more efficiently track and update the composition of City commissions and any vacancies.
- *Training for Commission Secretaries:* Updated and expanded the current training for commission staff.
- *Updated Commissioners' Manual:* Conducted an exhaustive update of the Commissioners' Manual to clarify the rules for commissions and assist commission secretaries in their work.

### SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET

External factors will shape the next budget. Costs for municipal election services continue to increase incrementally with every election cycle by 3% - 5%. In addition, the Registrar of Voter is imposing a surcharge of 82-cents per voter (approximately \$50,000) in every election starting in 2016 to help pay for the new voting machines that will be purchased in 2020.

Revenue will likely decrease about 20% in the City Clerk Department in FY 2019 and future years due to the Public Financing Program. The \$1,000 received in fines in 2018 for campaign finance violations no longer goes to the General Fund. Under Public Financing, those fines now are deposited into the Fair Elections Fund. With this change, City Clerk revenue will decrease from \$5,000 annually to \$4,000 annually. The revenue is mostly from appeal fees, domestic partnership registration fees, and copying fees for public records act requests.

The FY 2020 & FY 2021 Proposed Budget recommends funding for the following items:

- New allocations to support the Census project (FY 2020 - \$190,000)



**CITY CLERK DEPARTMENT**

- New allocations to support elections (FY 2020 - \$113,000; FY 2021 - \$113,000)
  - Elections costs are allocated over a two-year cycle to equal the amount estimated for each general election

The City Clerk's Office request the following additions to their department budget:

- Software costs for Lobbyist Registration System (FY 2020 - \$20,000)
- Berkeley Unified School District Board Room for Council Meetings and Zoning Adjustment Board Meetings (FY 2020 - \$84,000; FY 2021 -\$84,000)

**CITY CLERK FINANCIAL SUMMARY**

|                        | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>    |                           |                           |                            |                             |                             |
| <b>By Type:</b>        |                           |                           |                            |                             |                             |
| Salaries and Benefits  | 1,283,168                 | 1,257,894                 | 1,443,185                  | 1,656,467                   | 1,575,849                   |
| Services and Materials | 1,145,105                 | 311,546                   | 982,669                    | 1,111,477                   | 1,096,477                   |
| Capital Outlay         | 1,157                     | 6,788                     | 25,390                     | 75,390                      | 25,390                      |
| Internal Services      | 69,920                    | 82,762                    | 83,022                     | 161,567                     | 161,567                     |
| Indirect Cost Transfer |                           |                           |                            |                             |                             |
|                        | <b>2,499,350</b>          | <b>1,658,990</b>          | <b>2,534,266</b>           | <b>3,004,901</b>            | <b>2,859,283</b>            |
| <b>By Division:</b>    |                           |                           |                            |                             |                             |
| City Clerk             | 1,314,833                 | 1,295,882                 | 1,589,492                  | 1,919,106                   | 1,766,793                   |
| Elections              | 1,184,517                 | 363,108                   | 944,774                    | 1,085,795                   | 1,092,490                   |
|                        | <b>2,499,350</b>          | <b>1,658,990</b>          | <b>2,534,266</b>           | <b>3,004,901</b>            | <b>2,859,283</b>            |
| <b>By Fund:</b>        |                           |                           |                            |                             |                             |
| General Fund           | 2,499,350                 | 1,658,990                 | 2,534,266                  | 3,004,901                   | 2,859,283                   |
|                        | <b>2,499,350</b>          | <b>1,658,990</b>          | <b>2,534,266</b>           | <b>3,004,901</b>            | <b>2,859,283</b>            |

|                         |      |      |       |       |       |
|-------------------------|------|------|-------|-------|-------|
| <b>General Fund FTE</b> | 9.78 | 9.47 | 10.00 | 10.00 | 10.00 |
| <b>Total FTE</b>        | 9.78 | 9.47 | 10.00 | 10.00 | 10.00 |

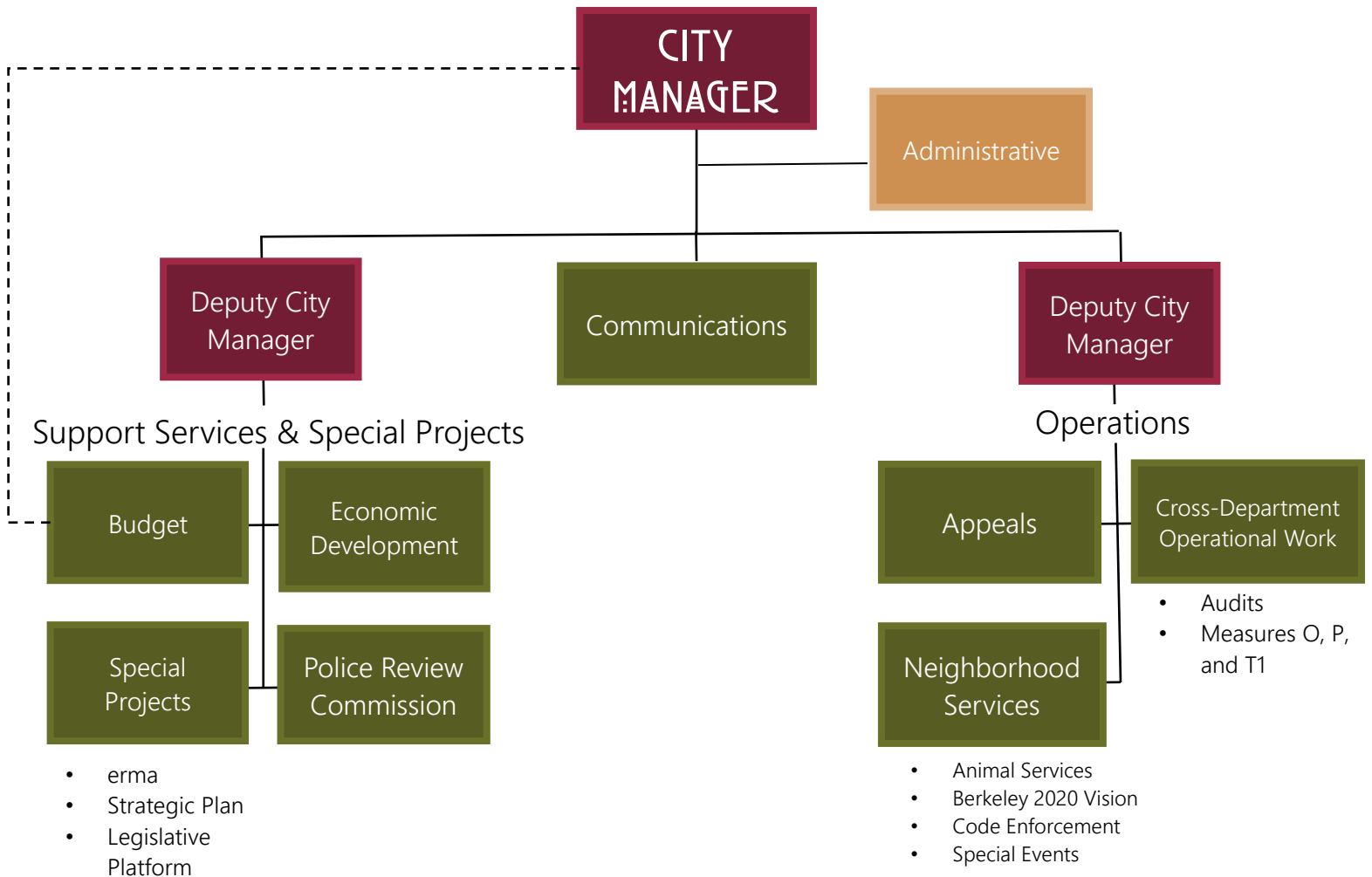
# CITY MANAGER'S OFFICE

## MISSION STATEMENT

The mission of the City Manager's Office is to build and maintain, through sound management principles and community participation, an effective City government organization; to ensure the effective delivery of services; to provide the management direction and support for the planning, implementation, and evaluation of all City programs; and to ensure coordination and consistency in implementing policies and programs approved by the City Council.

The City Manager's Office is in the midst of a number of projects to ensure that Berkeley has a solid foundation upon which to adapt, grow and be effective for years to come. That means addressing issues that have long been deferred. Those projects include organizational tools such as the Strategic Plan, a plan to address physical infrastructure such as buildings and streets, replacing the decades-old technology at the core of our operations, working to improve employee morale and overhauling our principle communications tool, the web

## ORGANIZATION CHART



## **CITY MANAGER'S OFFICE**

### **DEPARTMENT OVERVIEW**

As the Chief Executive Officer of the City of Berkeley, the City Manager is responsible for ensuring the overall effectiveness of the city organization, for acting as a conduit between the legislative and executive branches and presenting Council with a balanced budget. The City Manager also directly oversees several divisions and major programs that deliver the following services:

#### **Animal Care Services**

Animal Care Services provides field services for the cities of Berkeley and Albany, and shelters animals from Berkeley, Albany, Piedmont, and Emeryville. The services include the enforcement of city ordinances related to animals, removal of killed or injured wildlife, impoundment of stray pets, and investigation of animal-related neglect, cruelty, nuisance and bite cases. The City's shelter houses domestic animals from the cities of Berkeley, Albany, Emeryville, and Piedmont and provides not only a safe haven for these homeless pets, but also adoption services, advice on animal-related topics, lost and found pet reports, and free or low-cost spay/neuter vouchers for Berkeley residents' dogs and cats.

#### **Office of Budget and Fiscal Management**

The Office of Budget and Fiscal Management is responsible for the preparation, development and management of the City's Budget and for reviewing and analyzing all fiscal issues that impact the City. This Office also processes payroll for the Mayor and Council, School Board, City Attorney's Office, City Clerk's Office, Information Technology, and Human Resources, in addition to all other units of the City Manager's Office.

#### **Code Enforcement Unit (CEU)**

The Code Enforcement Unit is responsible for the enforcement of violations of the Berkeley Municipal Code, including zoning violations, graffiti, illegal businesses, blight, illegal units and accessory uses, signage and illegal dumping.

#### **Communications**

The communications unit works with all departments to more effectively engage with and serve the community through effective messages on a variety of platforms: the web, email, social media and emerging technologies. This includes training, regular guidance, publication and working with the media.

#### **Enterprise Resource Planning**

The ERP team is leading a Citywide effort to replace the City's decades-old system of integrated applications that manage city operations and many internal functions related to finance, budgeting, technology, services and human resources. Addressing this long-neglected but critical portion of city

## **CITY MANAGER'S OFFICE**

infrastructure will increase efficiency, reduce unnecessary manual functions and set a foundation for a City government that is more nimble, forward-thinking and better able to serve each other and our community.

### **Neighborhood Services Division**

The Neighborhood Services Division brings together staff from different City departments and partners in the community to address citizen complaints and other problems that affect the quality of life in Berkeley, such as blight, unsafe living conditions and graffiti.

### **2020 Vision**

The City's 2020 Vision staff fulfill the critical backbone function for this collective impact partnership, coordinating and organizing work of the designated 2020 Vision liaisons from BUSD, BCC, and UC Berkeley, and many others. 2020 Vision staff are also responsible for overseeing 2020 Vision's RFP and contracting process with community agencies that deliver programs and services to advance the goals of 2020 Vision.

## CITY MANAGER'S OFFICE

## STRATEGIC PLAN PRIORITIES: FY2020 &amp; FY2021 PROJECTS &amp; PROGRAMS

| Goal                                                                                                                           | Supporting Department(s) | Title                                                 | Description                                                                                                                                                                                                                                                   | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Champion and demonstrate social and racial equity                                                                              | All City Departments     | Racial Equity Action Plan                             | Enhance racial equity and improve city services and outcomes                                                                                                                                                                                                  | 8/18 - 6/21       | Carryover         |
| Provide an efficient and financially-healthy City government                                                                   | All City Departments     | New Processes for Creating the City's Biennial Budget | Hire a consultant to work with Council and Staff on developing and improving the City's current biennial budget process                                                                                                                                       | 1/18 - 6/20       | Carryover         |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | All City Departments     | New City of Berkeley Website                          | Create a new design, look & information architecture for the City website so that it is interactive and serves and prioritizes the needs of the community, including a focus on increasing the number and types of transactions and services available online | 6/17 - 7/18       | Carryover         |
| Provide an efficient and financially-                                                                                          | City Clerk               | Census 2020 Community Outreach                        | Be Counted Berkeley!                                                                                                                                                                                                                                          | 7/19 - 06/2020    | New               |

**CITY MANAGER'S OFFICE**

| Goal                                                                                                                           | Supporting Department(s) | Title                                    | Description                                                                                                                                 | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| healthy City government                                                                                                        |                          |                                          |                                                                                                                                             |                   |                   |
| Provide an efficient and financially-healthy City government                                                                   | City Clerk               | City Council Policy Subcommittee Process | Implement new Policy Subcommittee Process.                                                                                                  | 7/19 - 6/20       | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | Human Resources          | Communications Staffing                  | Introducing new positions of graphic designer and content writer to improve the City's communications                                       | 7/19 - 6/20       | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | City Attorney            | Legislative Platform                     | Creating a formal structure and process to communicate policy and policy support to and from local, regional, and State legislative bodies. | 7/19 - 6/20       | New               |
| Provide an efficient and financially-healthy City government                                                                   | All City Departments     | Performance Management                   | Implementing results-based accountability citywide and provide a dashboard to better communicate results                                    | 7/19 - 6/20       | New               |
| Be a customer-focused organization                                                                                             | All City Departments     | Annual Survey                            | Implementing an Annual Survey to                                                                                                            | 7/20 - 6/21       | New               |

**CITY MANAGER'S OFFICE**

| Goal                                                                                        | Supporting Department(s) | Title          | Description                                                                       | Planned Start/End | New or Carryover? |
|---------------------------------------------------------------------------------------------|--------------------------|----------------|-----------------------------------------------------------------------------------|-------------------|-------------------|
| that provides excellent, timely, easily-accessible service and information to the community |                          |                | better understand the needs of the community.                                     |                   |                   |
| Attract and retain a talented and diverse City government workforce                         | All City Departments     | Ethics Program | Establish an ethics program for city employees.                                   | 7/19 - 6/20       | New               |
| Champion and demonstrate social and racial equity                                           | All City Departments     | Equity         | Institutionalizing equity into the foundation of all City practices and services. | 7/19 - 6/2020     | New               |



## **CITY MANAGER'S OFFICE**

### **CHALLENGES**

#### **Neighborhood Services**

- ❑ Council Referral: Public Toilet Permitting. Staff has developed a process through which private groups may apply to install and maintain a public toilet on private property, for the intent of use by the general public. Staff anticipates that this program will be administered by Neighborhood Services if it is approved and adopted by City leadership.
- ❑ Council Referral: Implementation of the Amended BMC 14.48 (Sidewalks Ordinance), pertaining to Temporary Non-Commercial (TNC) Objects. Neighborhood Services staff would play a role in administering the amended BMC.
- ❑ Homeless Impacts Response: Based on conversations with City leadership, staff is exploring a more responsive model for enforcing existing BMC, in collaboration with Police, HHCS, City Attorney's Office, and Public Works. Staff anticipates that Neighborhood Services will play a role in administering the model.
- ❑ Encampment AR: Staff have been asked to develop a more transparent process when assessing impacts of the homeless crisis in our community and administering encampment resolutions. While this is a work in progress, staff anticipate that Neighborhood Services will take a leadership role in this enhanced process.

#### **Code Enforcement**

- ❑ Code Enforcement faces challenges that were identified in the Auditor's Report, stemming from understaffing and an increasing workload due to new duties being assigned to them.

#### **2020 Vision**

- ❑ In reviewing the performance indicators, there has been progress in key areas, particularly Kindergarten Readiness, 3<sup>rd</sup> Grade Reading, and School Attendance. However, notable gaps remain in outcomes for African American and Latino/Latina/Latinx students across all priority areas.
- ❑ Performance indicators rely primarily on data provided through BUSD to demonstrate the impact of the initiative. However, Staff have observed that the data provided often fails to capture the true impact, and is often difficult to consistently capture across multiple years, due to changes in reporting requirements at the state level. Staff is working with multiple partners to identify new and diverse data sources, to complement the existing data sets.
- ❑ The ambitious milestone date established by 2020 Vision's "founders" is approaching. While it is unlikely that racial inequities will be eliminated by then, this milestone provides an important opportunity for Berkeley's 2020

## **CITY MANAGER'S OFFICE**

Vision to refine and strengthen our approach, and to communicate with the boarder community about the program.

### **ACCOMPLISHMENTS**

#### **Neighborhood Services**

- ❑ Neighborhood Services answered over 1,000 Lagan calls for service, responding to concerns citywide with a positive attitude, a genuine curiosity to help understand residents' problems, and a desire to resolve citywide and systematic problems in creative ways.
- ❑ 132 special events were successfully held in the City of Berkeley in 2018, with no recorded injuries; 61 of those events were attended by the Special Events Coordinator, to ensure rules were being followed and public safety was upheld.
- ❑ Neighborhood Services staff worked closely with campus partners over the past year, conducting four meetings of the City/ UC/ Student Relations Committee; participating in Cal Move In efforts; helping to coordinate City resources for major campus events (both planned and spontaneous); and leading the coordinated Cal Move Out initiative, including the first-ever report to City Council on the program's effectiveness, which included performance measurements.
- ❑ Commiserate to the Cal Move-Out Initiative, Staff worked with campus student cooperatives to implement a waste diversion program, funded through the Chancellor's Grant, that recycled and re-used student furniture and kept it out of local landfills. As a result of the program, over one hundred of mattresses and box springs, approximately 50 sofas and couches, more than 60 desks, 40 chairs, 30 dressers, and dozens of electronics were picked up from students; 30 of the mattresses were donated to Tongan relief efforts.

#### **Code Enforcement**

- ❑ In FY 2019, CEU created and implemented the first Policies and Procedures Manual; developed and distributed a citywide complaint matrix for internal citywide staff use; and developed monthly performance measurement statistics. Staff also published an interactive online ArcGIS Mini Dorm/GLA for public use, and updated the CEU Records Retention Policy.
- ❑ CEU participated in an audit which was submitted in June 2018, and was commended by the City Auditor for the unit's active participation in the process. As of the January 2019 Audit Response update, 75% of the recommendations are complete.
- ❑ Staff worked to improve division responsiveness, both internally and externally. CEU implemented a more robust illegal dumping enforcement effort with Public Works, and began use of the City's Lagan system to

## **CITY MANAGER'S OFFICE**

track all CEU cases. In 2018, Staff received 881 new cases and closed 826 cases.

### **Animal Services**

- The City maintained its status as a “no-kill” shelter, with a very high live release rate of 93% for all animals and a euthanasia rate of 7%, which primarily reflected animals that sustained life-threatening injuries or displayed insurmountable behavioral issues. For dogs and cats, 37% of those released were adopted, 31% were rescued, and 25% were returned to their owner.
- As an offsite location, Staff at the Dona Spring Animal Shelter independently developed multiple evacuation drills, updated all disaster preparedness documents and plans in consultation with the Office of Emergency Services, evaluated secondary sheltering sites for animal suitability, and developed a list of needed evacuation supplies. Additionally, an animal-specific CERT training was offered onsite, with sold-out attendance. Finally, staff worked with Human Resources to develop a Mutual Aid Request response plan for animal services workers, in response to the increasing need for animal service workers to respond to regional disasters. Previously no such plan was in place for the City of Berkeley, with the result that the City was unable to provide disaster assistance in the location, rescue, and care of animals, for neighboring communities.
- In an effort to demonstrate its appreciation for the contributions made by volunteers, Staff hosted two volunteer appreciation events in the past year, each attended by approximately 80 volunteers. Staff also conducted its first volunteer satisfaction survey, and received responses from 143 volunteers with a variety of suggestions. As a result of this survey, Staff are developing additional training opportunities to increase the effectiveness of volunteers and seeking out opportunities to enhance communication. Over the past years, Staff organized and provided three separate trainings.

### **Budget & Fiscal Management**

- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the FY 2018 & FY 2019 Adopted Biennial Budget Book and FY 2018 & FY 2019 Adopted Capital Improvement Program Budget Book
- Provided City Council with the Projection of Future Unfunded Liabilities Report in March 2019
- Provided support to the new Budget & Finance Policy Committee

### **2020 Vision**

- *Berkeley Promise*: This initiative offers scholarships, mentoring, and other supports to help these students succeed at Berkeley City College – and hopefully move on to four-year institutions. The program’s first cohort

## **CITY MANAGER'S OFFICE**

- started last year with 23 low-income Berkeley High graduates, and expanded this year to include a second cohort of 25 students
- 2020 Vision Staff collaborated with HHCS's Mental Health Division to obtain \$336,000 in MHSA Innovations funding for a three-year pilot program, to address child and family trauma in collaboration with the YMCA's four Head Start sites in Berkeley.

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

- Converted a project-based Assistant to the City Manager position to a permanent position to continue the management and future development of the Enterprise Resource Management Applications (ERMA) modules that will be implemented during this two year budget cycle.
- The City Manager's Office requests the following additions to their department budget:
  - 2020 Vision Program Non-Personnel Expenditures (FY 2020: \$47,434 & FY 2021: \$50,134)
  - Code Enforcement: \$29,400 in FY 2020 for Training & Software
  - Animal Services: \$22,088 in FY 2020 for hourly staffing, training, disaster supplies, emergency vet services, cell phones, and water
  - Communications: Add a 1.0 FTE Community Services Specialist (FY 2020: \$320,000 & FY 2021: \$326,000)
  - Strategic Plan: Operational Budget funds (FY 2020: \$209,149 & FY 2021: \$545,565)

## CITY MANAGER'S OFFICE FINANCIAL SUMMARY

|                         | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>     |                   |                   |                    |                     |                     |
| <b>By Type:</b>         |                   |                   |                    |                     |                     |
| Salaries and Benefits   | 5,168,503         | 5,285,036         | 6,256,809          | 6,560,916           | 6,737,549           |
| Services and Materials  | 682,406           | 931,692           | 1,100,077          | 940,352             | 790,352             |
| Capital Outlay          | 17,099            | 12,829            | -                  | -                   | -                   |
| Internal Services       | 233,795           | 260,784           | 261,762            | 523,612             | 523,612             |
| Indirect Cost Transfer  | 11,684            | 11,268            | 19,965             |                     |                     |
|                         | <u>6,113,487</u>  | <u>6,501,609</u>  | <u>7,638,613</u>   | <u>8,024,880</u>    | <u>8,051,513</u>    |
| <b>By Division:</b>     |                   |                   |                    |                     |                     |
| Administration          | 2,098,412         | 2,232,928         | 2,678,295          | 3,023,589           | 2,929,018           |
| Neighborhood Services   | 883,717           | 1,112,172         | 1,540,240          | 1,476,773           | 1,509,683           |
| Animal Care Services    | 1,901,639         | 1,952,180         | 2,142,548          | 2,254,893           | 2,306,589           |
| Budget & Fiscal Mgmt.   | 780,626           | 786,951           | 838,474            | 853,659             | 877,654             |
| 2020 Vision             | 449,093           | 417,378           | 439,056            | 415,966             | 428,569             |
|                         | <u>6,113,487</u>  | <u>6,501,609</u>  | <u>7,638,613</u>   | <u>8,024,880</u>    | <u>8,051,513</u>    |
| <b>By Fund:</b>         |                   |                   |                    |                     |                     |
| General Fund            | 5,470,970         | 5,857,267         | 6,894,178          | 7,484,247           | 7,504,010           |
| Animal Shelter Fund     | 41,185            | 45,852            | 52,480             | 52,480              | 52,480              |
| Zero Waste Fund         | 24,220            | 6,403             | 48,600             | 48,600              | 48,600              |
| Permit Service Center   | 101,584           | 117,040           | 161,915            | -                   | -                   |
| Other Funds             | 475,528           | 475,047           | 481,440            | 439,553             | 446,423             |
|                         | <u>6,113,487</u>  | <u>6,501,609</u>  | <u>7,638,613</u>   | <u>8,024,880</u>    | <u>8,051,513</u>    |
| <b>General Fund FTE</b> | 27.55             | 31.05             | 34.25              | 34.25               | 34.25               |
| <b>Total FTE</b>        | 28.75             | 32.25             | 35.25              | 35.25               | 35.25               |



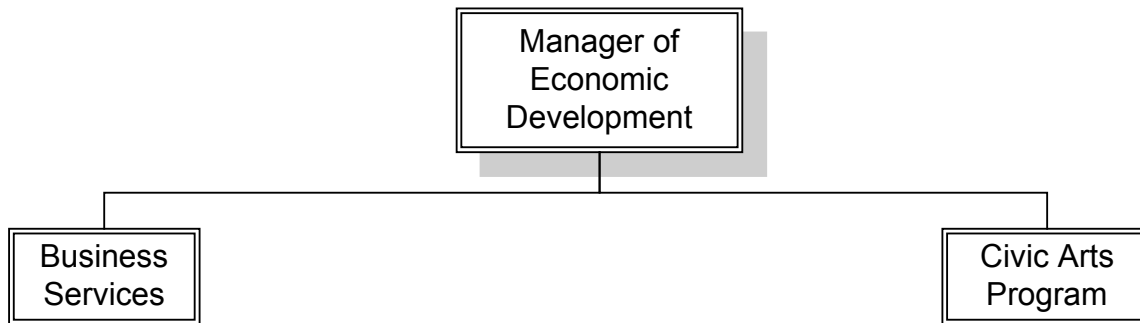
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## OFFICE OF ECONOMIC DEVELOPMENT

### MISSION STATEMENT

The mission of the Office of Economic Development (OED) is to assist businesses, entrepreneurs, artists and community organizations to access services, feel welcome in Berkeley, and thrive. OED comprises two divisions: business services and civic arts.

### ORGANIZATION CHART



## **OFFICE OF ECONOMIC DEVELOPMENT**

### **DEPARTMENT OVERVIEW**

#### **Business Services**

The Business Services division supports Berkeley's commercial sectors, expands economic opportunities, and helps maintain a healthy business climate by providing the following baseline services:

- Provides technical assistance and case management services to retain, attract and grow businesses in Berkeley.
- Assists commercial district organizations, merchant groups and other business networks.
- Supports new entrepreneurship and innovation in emerging economic sectors.
- Promotes sustainable and equitable business practices.
- Markets the City of Berkeley as a place to do business.
- Helps guide developers creating new commercial and mixed-use space.
- Supports policy development through economic development research and technical analysis.
- Provides staff support to three Commissions and several Business Improvement Districts and merchants associations.

#### **Civic Arts**

The Civic Arts division promotes and furthers arts and cultural activities by providing the following baseline services:

- Administers the Civic Arts Grants Program, the Public Art in Private Development Program, and other arts programs and policies.
- Manages the City's public art collection, and implements new public art projects.
- Manages City-owned galleries.
- Markets the arts through public receptions, workshops, publications and online tools.
- Provides technical assistance to artists and arts organizations.
- Promotes cultural tourism through partnerships with Visit Berkeley, the Berkeley Cultural Trust and the broader business community.
- Provides staff support to the Civic Arts Commission.



## OFFICE OF ECONOMIC DEVELOPMENT

### STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS

| Goal                                                                                  | Supporting Department(s)                                            | Title                                                | Description                                                                                                                                                                                                                                                                                                            | Planned Start/End | New or Carryover? |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities   | Public Works, Parks Recreation & Waterfront, Planning & Development | Civic Center Project                                 | Conduct a transparent and inclusive community process to create a community vision, conceptual designs and implementation plan for the Veteran's Memorial Building, Old City Hall, and Civic Center Park.                                                                                                              | 7/19 -12/20       | New               |
| Foster a dynamic, sustainable, and locally-based economy                              | Planning & Development                                              | Expand and Modify the Downtown Arts District Overlay | Examine and develop recommendations for expanding the boundaries of the current Downtown Arts District Overlay as well as the allowable active ground-floor uses                                                                                                                                                       | 9/19 -12/20       | New               |
| Foster a dynamic, sustainable, and locally-based economy                              | Health Housing & Community Services, Public Works                   | Food & Beverage Industry Support                     | Support local food and beverage employers through network development, education, workforce training, marketing and other economic development services. Provide technical and financial assistance to small businesses to assist with compliance with the new SUD policy. Create a Reusable Takeout Foodware program. | 7/19 -6/21        | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible | Public Works, Finance, Information Technology                       | Interactive Digital Kiosks                           | Facilitate the installation of interactive digital kiosks to share information about civic resources; market local businesses, arts organizations, and                                                                                                                                                                 | 7/19 -6/21        | New               |

**OFFICE OF ECONOMIC DEVELOPMENT**

| Goal                                                                                | Supporting Department(s)                                                                       | Title                                | Description                                                                                                                                                                                                                                           | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| service and information to the community                                            |                                                                                                |                                      | commercial districts; and generate revenue for the City of Berkeley                                                                                                                                                                                   |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Clerk, Public Works, Health Housing and Community Services, Parks Recreation & Waterfront | Measure T1 Public Art Projects       | Implement new public art commissions associated with T1 Bond Projects at North Berkeley Senior Center and San Pablo Park, which will be integrated into the planned improvements in order to beautify these spaces and enhance their unique character | 7/19 - 6/21       | New               |
| Foster a dynamic, sustainable, and locally-based economy                            | Planning & Development, Finance                                                                | Small Business Support and Retention | Provide support to prevent the displacement or closure of Berkeley small businesses that provide economic opportunities, goods and services to our community, and to facilitate business establishment and expansion                                  | 9/17 -6/21        | Carryover         |

## OFFICE OF ECONOMIC DEVELOPMENT

### CHALLENGES

Our central challenge is that the demand for services far outstrips our resources.

### ACCOMPLISHMENTS

In 2018, our small team authored 25 Council items, served hundreds of small businesses and nonprofits, attended dozens of community meetings, and distributed over \$500,000 in grant funding. In addition to our baseline services for businesses and civic arts, OED managed a number of special projects and strategic initiatives. Three of these are highlighted below; each was identified as a priority initiative in the City of Berkeley's 2018-2019 Strategic Plan.

- **Small Business Support.** OED implemented a suite of new programs and policy initiatives to support small businesses. Council laid out an aggressive agenda, and staff rose to the challenge and delivered, through a process that was data-driven, responsive and relevant to the real issues affecting small businesses, and respectful and inclusive of City and community partners. OED developed new communications tools to better market City services for small businesses, increased business permitting assistance by boosting our own capacity for support, empowered Council to modify the zoning ordinance to streamline key permits for small businesses, launched new small business retention services, and designed new programs to enhance marketing, education and networking for independent retailers.

These programs and policies are producing tangible outcomes for individual entrepreneurs, workers and community members. And taken together, they are generating another critical impact: we are challenging and improving Berkeley's reputation as a place to do business.

- **BART Plaza Activation.** When Downtown Berkeley BART Plaza finally reopened in fall 2018, thanks to OED's leadership it had expanded from an infrastructure project to an economic and community development success story. OED worked closely with Public Works, Downtown Berkeley Association, Ecology Center, BART and others to activate the plaza with performances, sculpture, seating, and a farmer's market stand. The new sound and light poles, funded from the Public Art budget administered by OED, have enabled innovative sound installations that have received broad recognition. These

## **OFFICE OF ECONOMIC DEVELOPMENT**

projects have already made the plaza a fantastic and successful public space, and there's more to come: DBA's welcome displays have just been installed and are about to go live; and in early 2019, 1951 Coffee, a social enterprise that provides jobs to refugees that are new to the United States, will launch a coffee kiosk on the plaza.

- **Arts & Culture Plan.** In July 2018, City Council adopted a new 2018-2027 Arts & Culture Plan which will guide our Civic Arts program for a decade to come. The plan is the culmination of a year-long, robust and participatory community process administered by OED. The plan identifies goals, policy statement and action items for the City of Berkeley, the Civic Arts Commission, Berkeley Cultural Trust, other arts partners and the broader community to implement over the next ten years.

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

The Office of Economic Development requests the following additions to their department budget:

- \$25,000 in FY 2020 for the Bayer Development Agreement Update that expires in 2022
- \$112,170 in FY 2020 & \$217,170 in FY 2021 for a temporary 2 year Associate Management Analyst and professional services for Food and Beverage Industry Support
- \$15,000 in FY 2020 and FY 2021 for Innovation Sector Support
- \$75,000 in FY 2021 for Small Business Support and Retention
- \$30,000 in FY 2020 and FY 2021 for Economic Development Professional and Technical Services.

## OFFICE OF ECONOMIC DEVELOPMENT FINANCIAL SUMMARY

|                                | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|--------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>            |                   |                   |                    |                     |                     |
| <b>By Type:</b>                |                   |                   |                    |                     |                     |
| Salaries and Benefits          | 841,535           | 986,447           | 1,091,626          | 1,198,164           | 1,229,029           |
| Services and Materials         | 3,494,597         | 4,786,693         | 4,298,470          | 4,321,776           | 4,321,776           |
| Capital Outlay                 | 4,380             | 1,897             |                    |                     |                     |
| Internal Services              | 6,719             | 6,719             | 5,719              | 81,488              | 81,488              |
| Indirect Cost Transfer         | 943               | 1,767             | 1,889              | 1,597               | 1,597               |
|                                | <u>4,348,174</u>  | <u>5,783,523</u>  | <u>5,397,704</u>   | <u>5,603,025</u>    | <u>5,633,890</u>    |
| <b>By Division:</b>            |                   |                   |                    |                     |                     |
| Administration                 | 101,747           | 103,415           | 83,435             | 91,524              | 94,309              |
| Economic Development           | 3,076,224         | 4,133,018         | 3,975,540          | 4,118,196           | 4,128,357           |
| Arts Coordination              | 773,707           | 1,099,955         | 904,390            | 941,923             | 953,507             |
| South Berkeley Revitalization  | 270,857           | 257,818           | 214,430            | 218,399             | 219,983             |
| Sustainable Development        | 125,639           | 189,317           | 219,909            | 232,983             | 237,734             |
|                                | <u>4,348,174</u>  | <u>5,783,523</u>  | <u>5,397,704</u>   | <u>5,603,025</u>    | <u>5,633,890</u>    |
| <b>By Fund:</b>                |                   |                   |                    |                     |                     |
| General Fund                   | 2,318,386         | 2,575,749         | 2,484,264          | 2,663,951           | 2,693,779           |
| Loan Funds                     | 214,343           | 207,234           | 156,387            | 156,387             | 156,387             |
| Business Improvement Districts | 1,733,574         | 2,773,632         | 2,649,771          | 2,673,077           | 2,673,077           |
| Public Art Fund                | 58,842            | 146,637           | 65,164             | 65,164              | 65,164              |
| Zero Waste Fund                | 7,206             | 21,542            | 21,939             | 22,434              | 22,713              |
| Other Funds                    | 15,823            | 58,729            | 20,179             | 22,012              | 22,770              |
|                                | <u>4,348,174</u>  | <u>5,783,523</u>  | <u>5,397,704</u>   | <u>5,603,025</u>    | <u>5,633,890</u>    |
| <b>General Fund FTE</b>        | 7.80              | 6.77              | 6.77               | 6.77                | 6.77                |
| <b>Total FTE</b>               | 7.85              | 7.00              | 7.00               | 7.00                | 7.00                |



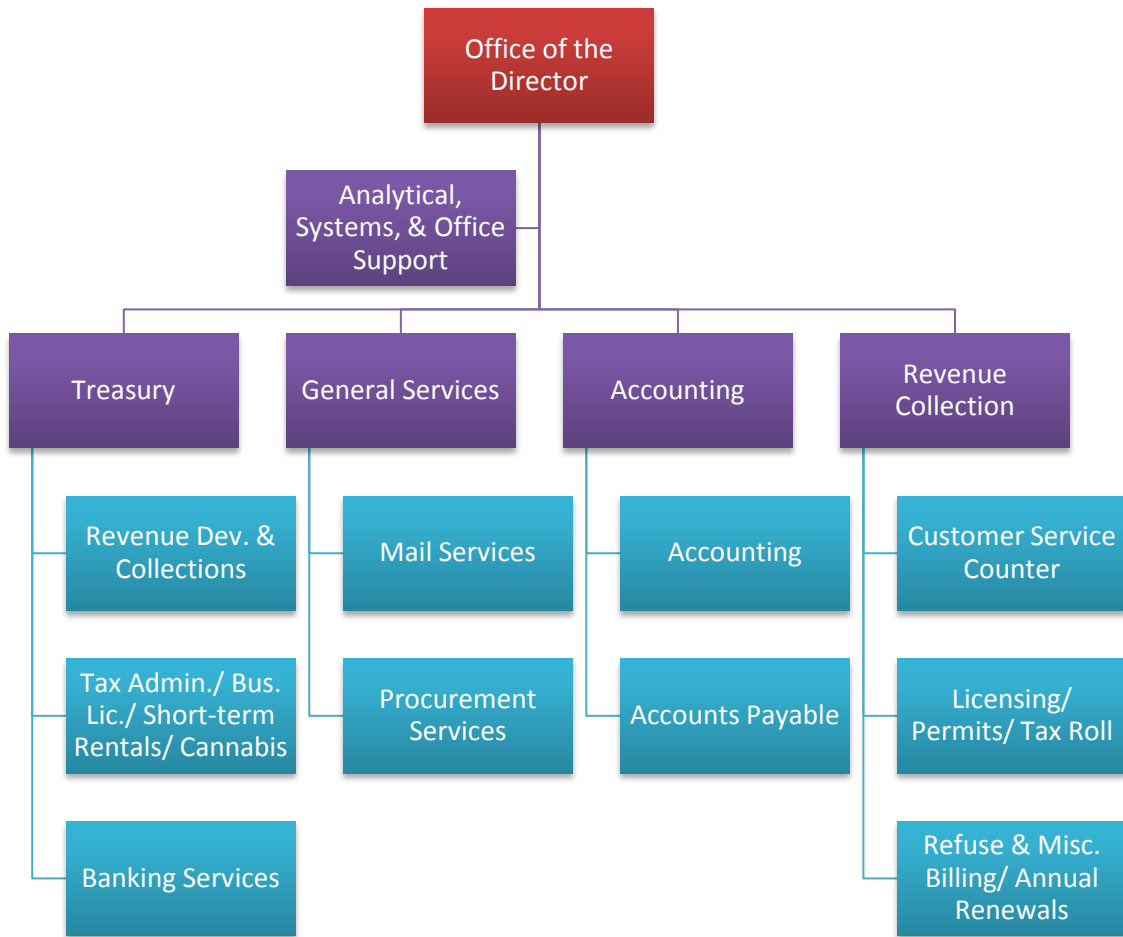
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## FINANCE DEPARTMENT

### MISSION STATEMENT

To conduct all of our responsibilities with integrity, warrant and receive the trust of colleagues and constituents, and to positively support the delivery of quality services to fulfill the City's mission and citywide priorities. Within the framework of full disclosure and quality customer service, our principal obligations are to safeguard City assets, maximize revenues, manage the business of City programs, and provide accurate, timely, and complete financial information.

### ORGANIZATION CHART



## ***FINANCE DEPARTMENT***

### **DEPARTMENT OVERVIEW**

The Finance Department supports all City departments and provides services for the entire Berkeley community. In addition to the Office of the Director and Finance Administration, the department is organized into four divisions: Treasury, General Services, Accounting, and Revenue Collection.

#### **Office of the Director and Finance Administration**

The Finance Director serves as the City's Chief Financial Officer, Investment Manager, and City Treasurer. The Director's Office provides expert, professional assistance to City management and City Departments on financial, accounting, and related matters; provides business administration and technical assistance to City departments; administers the annual budget and directs day-to-day financial operations; provides revenue and economic forecasting to City policymakers and stakeholders; manages the City and retiree medical plan investment portfolios; designs and implements an automated and integrated financial accounting system; makes presentations of the City's financial status and operations to the City Council and other regulatory agencies; and monitors developments related to finance and accounting matters and evaluates their impact on City operations and financial programs.

#### **Treasury**

The Treasury Division is responsible for receipt recordation, deposits, and investments of City monies. It also assists the Finance Director in investing short- and long-term investments of surplus City funds; maintains fiscal accountability for all City monies; manages the City's banking relationship; coordinates implementation of the City's online payment programs; and serves as the lead for Payment Card Industry compliance.

The Treasury Division acts as the City's centralized cashiering operation and accepts deposits from all City cash acceptance locations and departments. It also acts as the main payment processing center for mail-in payments for Citywide billing and other revenue sources. It is responsible for revenue development, audits, and collection on delinquent accounts.

#### **General Services**

The General Services Division manages a centralized Purchasing function. This division identifies equipment, goods, and services that will meet the City's needs; creates cost effective purchasing and maintenance agreements; issues and awards all non-construction bids and Request for Proposals; and opens all construction bids to obtaining the best competitive pricing for purchases while adhering to the City's purchasing policies. It also enforces compliance of City polices involving the following programs: Living Wage, Contract Compliance, and



## **FINANCE DEPARTMENT**

procurement restrictions. This division maintains the Purchasing information on the City's website and assures that customers and vendors have online access to needed information and forms. The division is also responsible for mail services.

### **Accounting**

The Accounting Division serves as advisor, consultant, and an information source to other departments on financial management items and Finance Department policies and procedures. It directs the maintenance of the City's automated accounting system, including the general ledger and all required subsidiary ledgers. The Accounting Division reviews and ensures adequate internal controls throughout the City, performs bank reconciliations, and assists in the development of the Finance Department work plan. It is responsible for the preparation of various financial and accounting reports, including the Comprehensive Annual Financial Report (CAFR), State Controller's reports, quarterly grants report, sales tax returns, payroll, and the city's indirect cost allocation plans.

Accounting has an Accounts Payable unit which controls disbursements made from City funds, excluding those for investments, payroll, payroll liability, and the workers' compensation administrator. This unit ensures that all disbursements are timely, accurate, and are made in compliance with all internal controls and established City policies and procedures.

### **Revenue Collection**

The Revenue Collection Division provides billing services for refuse and most other City services; prepares the City's and Berkeley Unified School District's special property tax rolls for inclusion on the annual property tax bill; processes transfer tax, seismic retrofit, very low-income, and private sewer lateral refunds; prepares and processes annual business licenses and residential parking permits; schedules business license appeals; supports the Customer Service Counter with business license applications; administers and issues street vendor, massage, and food vendor permits; and maintains the City's land management database. It confers with City staff and management in analyzing proposed rate structures of various City revenues.

The Customer Service Counter is a unit within the Revenue Collection Division. It provides counter service to the Berkeley community and processes walk-in/drop-off payments for various Citywide billings, business licenses, residential parking permits, parking citations, copies of birth and death certificates and assists customers in the community service program for Project 22. This unit prepares and submits all payments received from customers to Treasury for posting in the City's financial system. The staff provides support for updating customers' records in the City's parking system, maintains records of community service agreements, and processes tow and boot releases and account maintenance for parking related payment inquiries.

**FINANCE DEPARTMENT****STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| Goal                                                         | Supporting Department(s)                           | Title                         | Description                                                                                                              | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------|----------------------------------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide an efficient and financially-healthy City government | Information Technology                             | Property Tax Assessment (ERP) | Provide an efficient and financially-healthy City government. Replace the existing 30-year old tax assessment system.    | 9/20 - 6/21       | Carryover         |
| Provide an efficient and financially-healthy City government | Information Technology                             | Business License (ERP)        | Provide an efficient and financially-healthy City government. Replace or enhance the existing business license software. | 5/21 - 6/22       | Carryover         |
| Champion and demonstrate social and racial equity            | City Attorney, Health Housing & Community Services | Equal Pay Vendor Preference   | Champion and demonstrate social and racial equality.                                                                     | 9/19 - 3/20       | New               |

## FINANCE DEPARTMENT

### CHALLENGES

- **AB3002** – A new bill that requires local jurisdictions issuing business licenses and building permits to provide applicants with an informational notice, including:
  - General information on access compliance requirements under both State and Federal law
  - An advisory strongly encouraging the applicant to obtain a Certified Access Specialist (CAsp) inspection
  - Information about how to locate CAsp inspectors, including a link to the Internet Web site of the State Architect where CAsp inspectors are listed, by geographic area in which they provide or intend to provide services
  - A notice of the federal and state programs that are available to assist small businesses with disability compliance and access expenditures
  - A link to the home page and the resource page of the CA Commission on Disability Access
  
- **Issuance of Measure O General Obligation Bond:** Issue the voter-approved Measure O to create and preserve affordable housing.
  
- **Administration of Measure P:** Administration of a real property transfer tax increase to raise funds for general municipal purposes such as navigation centers, mental health support, rehousing, and other services for the homeless.
  
- **erma (enterprise resource management application):** The procurement, accounts payable, and general ledger modules went live in a new financial system on November 1, 2018. Finance will continue to work on the accounts receivable/general billing module in 2019.
  
- **P-card:** Implementation of a Citywide P-card program.
  
- **Parking Management System:** Implementation of a new parking management system for parking citations, residential preferential parking permits, visitor permits, merchant permits, etc.

### ACCOMPLISHMENTS

- **New business license tax – enhanced business license tax on owners of five or more residential rental units:** This measure aims to protect Berkeley residents from homelessness and was expected to raise \$2.98M - \$3.49M a year. The City collected over \$5M during the first year, collecting the majority in the first four months. The Revenue Collection and Treasury Divisions worked together to ensure that licenses and payments were processed in a timely manner.

## **FINANCE DEPARTMENT**

This measure was voter-approved in November 2016; tax collection began in January 2018 for gross receipts earned in 2017. Thanks to Finance's partnerships with the IT Department, the enhanced business license tax was implemented on time, well below budget, and with minimal resources. Finance staff diligently prepared and created a project plan and timeline; met with community stakeholders to identify the best way to implement the program; established new business license tax forms to accommodate the new tax and its nuances; produced a dedicated website with frequently asked questions (FAQs), email address, and phone number staffed by an elite team of enhanced business license tax specialists; trained all Finance staff on the new measure; and programmed the current business license system to accommodate the calculation and collection of the new tax.

Many community stakeholders complimented the Finance Department in its ability to implement such a highly complex tax with ease.

- **Business licenses, general:** In 2018, the Revenue Collection Division increased the efficiency of the business license program with the following changes:
  - posted FAQs on its website
  - streamlined business license forms to increase user friendliness
  - converted business license forms into fillable pdfs that auto-calculate the tax due based on customers' entries; this increased staff's ability to process licenses and provided customers with instant, accurate calculations
  - electronically saved all outgoing customer letters allowing 311 to better assist customers

Even with short staffing, the Revenue Collection Division was able to process over 15,500 licenses totaling over \$25,000,000.

- **Property taxes:** The Finance Department is the lead on this annual task which generates the greatest source of revenue for the City. It relies on the help and cooperation of other departments and BUSD in the timely submissions of their liens, tax rates, and approved resolutions. Finance also relies heavily on IT Department support to ensure that the system functions smoothly.

This year, Finance had to swiftly accommodate the introduction of two new, large legends – totaling nearly 55,000 lines of data. These challenges ensure that Finance remains flexible and resilient. It initiated a series of meetings with Public Works, IT, and the County to accommodate the two new assessments and ensure that they were added to the tax roll.

## **FINANCE DEPARTMENT**

This was a landmark year for the City as special assessments totaled nearly \$100M of charges that were sent to the County in under 45 days. Out of 340,000+ lines of data, there was only one issue that was immediately corrected.

The Finance Department updated its property tax website and presented information in a way to provide better clarity and transparency regarding the City's special assessments, liens, and fees.

- **Very Low-Income Refund Program:** The Revenue Collection Division implemented changes to the City's Very Low-Income Refund Program to make it more efficient and more accessible to Berkeley citizens, especially senior citizens. The Finance Department evaluated the application process and took the following actions:
  - tied the income threshold to US Department of Housing and Urban Development's (HUD) Very Low Income for a two-person household
  - updated application instructions to include a list of all required documentation
  - reduced the application processing time to 2-3 weeks
  - improved communication by creating a dedicated phone number and email address
  - revised the program website to provide more transparency and additional program details
  
- **Instrumental in developing Measure P (collection and administration of an increase in real property transfer tax to raise funds for navigation centers, mental health support, rehousing, and other services for the homeless):** The Finance Department met individually with the Mayor and some Councilmembers to discuss potential additional revenue from an increase in the City's transfer tax structure. It provided in-depth analysis and projections based on different scenarios. The Finance Department also worked directly with the County of Alameda to ensure a smooth conversion of the change. The County commended the City for providing them with sufficient notice of the potential increase.
  
- **Implemented/improved STR tax collection:** An online portal to accept payments for short term rental taxation was launched in September 2017. The Finance Department provided multiple public workshops to educate short term renters and answer their questions. It also created a dedicated phone hotline and website for tax payers. This tax raised roughly \$1M.
  
- **erma implementation:** On November 1, 2018, the City launched phase 1 of the Enterprise Resource Planning. This marked the completion of a critical phase in the City's transition to a new core financial system for four processes: General Ledger, Project Ledger, Requisition to PO/Contract and

## **FINANCE DEPARTMENT**

Accounts Payable. This success reflects broad city collaboration. Though the transition has been a little rough, the erma core team and Finance Department have been diligently working to resolve any and all issues in a timely manner.

- **Produced CAFR with reduced staff:** In December 2018, the Accounting Division completed and submitted the City's CAFR. It is a thorough and detailed presentation of the City's financial condition and reports on the City's activities and balances. The Accounting Division did amazing work. The external auditors had no findings which demonstrates that the city has superior internal controls as it manages its \$400M budget.
  
- **Implementation of AB503:** This Assembly Bill amended the California Vehicle Code to allow indigent drivers with unpaid parking tickets to set up a payment plan to pay off their fines and added late fees within an 18-month period. The Finance Department was instrumental in helping Transportation determine how to calculate the appropriate monthly payments. Additionally, the Revenue Collection Division's Customer Service Counter accepts applications and payments for this program.

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

There are three significant programs that the Finance Department will be adding to its functions in Fiscal Years 2020 & 2021:

- The administration of issuing bonds for Measure O – The \$135 million bond to preserve affordable housing for low-income households, working families, and individuals including teachers, seniors, veterans, the homeless, and persons with disabilities. The department will hire an on-call financial analyst to help shepherd the bond offering through the markets. The analyst would be needed for each bond offering, with the assumption that there will be two offerings in the next five years. (Approximately \$75,000 for FY 2020 & 2021).
  
- The administration of Measure P – The increase in real property transfer tax to raise funds for navigation centers, mental health support, rehousing, and other services for the homeless. The department will be hiring an FTE Accountant II to work with the County and title companies to ensure proper transfer tax calculation, audit tax revenues, determine outstanding balances, calculate the annual sales price threshold, and perform revenue and compliance audits. (Approximately \$150,000 for FY 2021 & 2021). Measure P is expected to raise \$6-\$8M annually.

## ***FINANCE DEPARTMENT***

- The Revenue Collection Division will be embarking on allowing business to renew and pay their business license tax using an online portal. The pilot program will be limited to the following business types: rental of real property and non-profit organizations. This process is intended to be fully automated with no staff intervention or action required. Currently, the business license renewal is completely manual. The estimated cost is \$150,000.
- Vacant Field Representative position transitioned to Zero Waste Division in Public Works.
- The City Manager approved two new positions in the Finance Department: Senior Systems Analyst and Information Systems Specialist. Funding for these positions will come from erma as Finance has been authorized to backfill the Accounting Manager, Systems Accountant, and Senior Buyer positions for the duration of the project.
- The Treasury and Revenue Collection Divisions will re-assess the Accounts Receivable/General Billing and Cashiering modules' transition to erma. Temporary staffing will be needed from the erma budget. (Approximately \$225,000 for FY2020 & FY2021 which is the surplus from the backfilled positions in the bullet above). Both the Revenue Collection Manager and Treasury Manager positions will not be backfilled while working on the project, however, they will need assistance in maintaining their daily operations.
- Information Systems Specialist will transition from being funded 50/50 from General Fund and Zero Waste to strictly General Fund.
- The Systems Accountant position which was temporarily assigned to the erma project will be placed back in the FY 20/21 budget.

**FINANCE DEPARTMENT FINANCIAL SUMMARY**

|                         | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|-------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>     |                           |                           |                            |                             |                             |
| <b>By Type:</b>         |                           |                           |                            |                             |                             |
| Salaries and Benefits   | 5,378,404                 | 5,273,390                 | 6,590,638                  | 7,072,100                   | 7,273,744                   |
| Services and Materials  | 589,577                   | 778,773                   | 786,253                    | 786,253                     | 786,253                     |
| Capital Outlay          | 3,365                     | 48,998                    | 33                         | 33                          | 33                          |
| Internal Services       | 358,411                   | 424,537                   | 423,081                    | 790,461                     | 790,461                     |
| Indirect Cost Transfer  | 121,013                   | 128,015                   | 124,430                    | 118,087                     | 118,087                     |
|                         | <b>6,450,770</b>          | <b>6,653,713</b>          | <b>7,924,435</b>           | <b>8,766,934</b>            | <b>8,968,578</b>            |
| <b>By Division:</b>     |                           |                           |                            |                             |                             |
| Office of the Director  | 794,686                   | 1,043,779                 | 976,909                    | 1,288,839                   | 1,305,061                   |
| Accounting              | 1,436,683                 | 1,183,151                 | 1,501,187                  | 1,843,332                   | 1,894,309                   |
| General Services        | 931,408                   | 958,747                   | 1,300,837                  | 1,364,466                   | 1,393,966                   |
| Customer Service        | 1,330,726                 | 1,510,818                 | 2,171,734                  | 2,068,740                   | 2,124,833                   |
| Parking                 | 29,440                    | 7,509                     | 40,000                     | 40,000                      | 40,000                      |
| Revenue Collection      | 1,927,827                 | 1,949,709                 | 1,933,768                  | 2,161,557                   | 2,210,409                   |
|                         | <b>6,450,770</b>          | <b>6,653,713</b>          | <b>7,924,435</b>           | <b>8,766,934</b>            | <b>8,968,578</b>            |
| <b>By Fund:</b>         |                           |                           |                            |                             |                             |
| General Fund            | 4,769,454                 | 4,913,318                 | 6,080,806                  | 6,797,353                   | 6,959,517                   |
| Paramedic Assmt Dist    | 17,347                    | 17,768                    | 17,937                     | 19,126                      | 19,739                      |
| Library                 | 17,347                    | 17,768                    | 17,937                     | 19,126                      | 19,739                      |
| Parks Tax               | 17,347                    | 17,767                    | 17,937                     | 19,126                      | 19,739                      |
| Street Light Assmt.     | 19,840                    | 20,405                    | 20,538                     | 21,331                      | 21,944                      |
| Zero Waste Fund         | 1,057,920                 | 1,085,232                 | 1,073,659                  | 1,225,557                   | 1,253,249                   |
| Clean Storm Water       | 19,838                    | 20,403                    | 20,538                     | 21,332                      | 21,945                      |
| Private Sewer Lateral   | 26,836                    | 9,384                     | 50,347                     |                             |                             |
| Parking Meter           | 29,440                    | 7,509                     | 40,000                     | 40,000                      | 40,000                      |
| Equipment Replacement   | 144,956                   | 149,598                   | 152,965                    | 163,606                     | 167,658                     |
| Central Services        | 278,385                   | 341,080                   | 377,960                    | 382,999                     | 385,831                     |
| Other Funds             | 52,060                    | 53,481                    | 53,811                     | 57,378                      | 59,217                      |
|                         | <b>6,450,770</b>          | <b>6,653,713</b>          | <b>7,924,435</b>           | <b>8,766,934</b>            | <b>8,968,578</b>            |
| <b>General Fund FTE</b> |                           |                           |                            |                             |                             |
|                         | 36.17                     | 31.75                     | 35.50                      | 37.00                       | 37.00                       |
| <b>Total FTE</b>        |                           |                           |                            |                             |                             |
|                         | 45.50                     | 45.00                     | 48.00                      | 48.00                       | 48.00                       |



**FINANCE DEPARTMENT FINANCIAL SUMMARY**

|                                  | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|----------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b> |                   |                   |                    |                     |                     |
| <b>Office of the Director</b>    |                   |                   |                    |                     |                     |
| Administration                   | 576,532           | 741,618           | 650,981            | 951,779             | 963,572             |
| Systems Support                  | 218,154           | 302,161           | 325,928            | 337,060             | 341,489             |
| Division Total                   | 794,686           | 1,043,779         | 976,909            | 1,288,839           | 1,305,061           |
| FTE Total                        | 3.00              | 7.00              | 11.00              | 10.00               | 10.00               |
| <b>Accounting</b>                |                   |                   |                    |                     |                     |
| Administration                   | 1,052,456         | 798,506           | 1,102,707          | 1,178,171           | 1,209,382           |
| Treasury                         |                   |                   |                    | 245,273             | 252,279             |
| Accounts Payable                 | 384,227           | 384,645           | 398,480            | 419,888             | 432,648             |
| Division Total                   | 1,436,683         | 1,183,151         | 1,501,187          | 1,843,332           | 1,894,309           |
| FTE Total                        | 10.50             | 10.00             | 8.00               | 9.00                | 9.00                |
| <b>General Services</b>          |                   |                   |                    |                     |                     |
| Procurement                      | 653,023           | 617,667           | 922,877            | 981,467             | 1,008,135           |
| Mail Services                    | 278,385           | 341,080           | 377,960            | 382,999             | 385,831             |
| Division Total                   | 931,408           | 958,747           | 1,300,837          | 1,364,466           | 1,393,966           |
| FTE Total                        | 6.00              | 6.00              | 7.00               | 7.00                | 7.00                |
| <b>Treasury</b>                  |                   |                   |                    |                     |                     |
| Administration                   | 411,612           | 472,053           | 671,916            | 619,125             | 637,388             |
| Counter/Call Center              | 661,162           | 651,052           | 945,469            | 880,399             | 901,177             |
| Licensing                        | -                 | -                 | 121,212            |                     |                     |
| Operations                       | 257,952           | 387,713           | 433,137            | 569,216             | 586,268             |
| Division Total                   | 1,330,726         | 1,510,818         | 2,171,734          | 2,068,740           | 2,124,833           |
| FTE Total                        | 13.00             | 9.00              | 9.00               | 10.00               | 10.00               |
| <b>Parking</b>                   |                   |                   |                    |                     |                     |
| Administration                   | 29,440            | 7,509             | 40,000             | 40,000              | 40,000              |
| Division Total                   | 29,440            | 7,509             | 40,000             | 40,000              | 40,000              |
| FTE Total                        | -                 | -                 | -                  | -                   | -                   |
| <b>Revenue Collection</b>        |                   |                   |                    |                     |                     |
| Billing                          | 1,561,600         | 1,592,672         | 1,520,858          | 1,603,766           | 1,637,156           |
| Collections                      | 265,416           | 238,006           | 287,121            | 422,858             | 434,966             |
| Customer Service                 | 2,301             | 3                 | 150                | 150                 | 150                 |
| Licensing                        | 98,510            | 119,028           | 125,639            | 134,783             | 138,137             |
| Division Total                   | 1,927,827         | 1,949,709         | 1,933,768          | 2,161,557           | 2,210,409           |
| FTE Total                        | 13.00             | 13.00             | 13.00              | 12.00               | 12.00               |
| <b>Department Total</b>          | <b>6,450,770</b>  | <b>6,653,713</b>  | <b>7,924,435</b>   | <b>8,766,934</b>    | <b>8,968,578</b>    |
| <b>FTE Total</b>                 | <b>45.50</b>      | <b>45.00</b>      | <b>48.00</b>       | <b>48.00</b>        | <b>48.00</b>        |



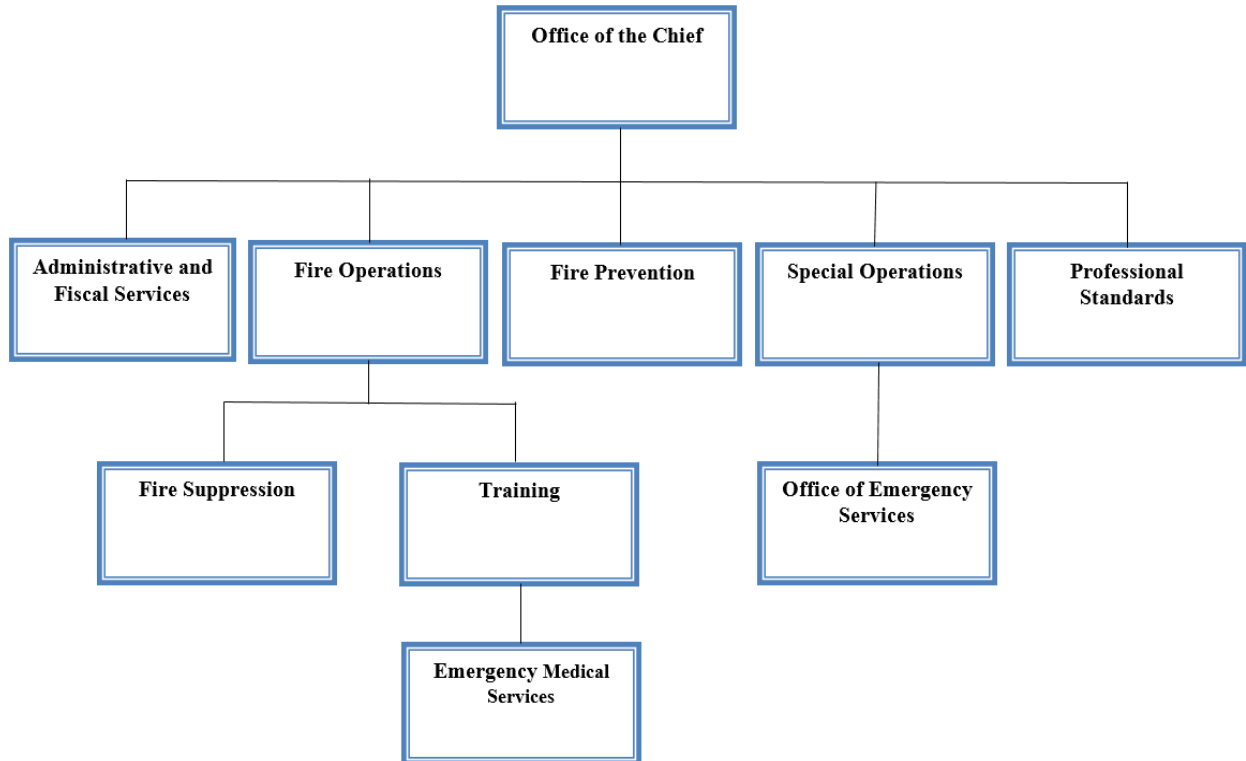
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## DEPARTMENT OF FIRE AND EMERGENCY SERVICES

### MISSION STATEMENT

The Berkeley Fire Department protects life, property, and the environment through emergency response, prevention, and community preparedness.

### ORGANIZATION CHART



## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

### **DEPARTMENT OVERVIEW**

The men and women of the Berkeley Fire Department are committed to providing comprehensive fire protection, emergency medical, disaster preparedness, rescue and other related services in an efficient, effective and caring manner to the diverse Berkeley community.

The Fire Department is organized into five divisions to deliver the following services:

#### **Administrative and Fiscal Services**

The Administration Division provides services of budget and fiscal policy, payroll, purchasing, administrative systems, record retention compliance, employee training and development, and the labor and management relationship.

#### **Professional Standards**

Under the Office of the Fire Chief, the Professional Standards Division oversees creation and maintenance of policies and procedures, strategic planning, grant writing, public record act request responses, and performance tracking and reporting.

#### **Fire Prevention**

The Fire Prevention Division plans, organizes and implements all Fire Department prevention and inspection programs, including fire and arson investigations, vegetation management, hazard abatement, code enforcement, public fire safety education, plan checking, and evaluation and development of codes and ordinances.

#### **Operations**

The Operations Division represents two distinct sub-divisions in the Fire Department: Fire Suppression and the Division of Training, Safety and Emergency Medical Services. In addition, departmental logistics are handled in Operations including radio systems, alerting systems, vehicle specifications and maintenance.

- Fire Suppression conducts all field operations including fire suppression, medical and rescue response, vehicle and pedestrian accident response, natural gas leaks, hazardous materials response, water rescue, fire alarm response, BART emergencies, UC Berkeley responses and all other emergency calls. The Fire Suppression Division also conducts annual fire prevention inspections, public education, and other community emergency training.

## ***DEPARTMENT OF FIRE AND EMERGENCY SERVICES***

- The Division of Training, Safety and EMS provides the required training and safety review necessary to comply with local, county, state, and federal mandates. It also provides management, quality assurance, policy compliance oversight, and support for First Responder Advanced Life Support (FRALS) delivery and paramedic transport units.

### **Special Operations Division**

The Special Operations Division includes management of the Office of Emergency Services and implements disaster preparedness and response programs, outreach and education, and regional collaboration planning. The Special Operations Division also manages support for the department's Information Technology needs, emergency communications, mutual aid coordination with allied agencies and non-governmental organizations, hazardous material response oversight and water rescue response oversight and policy.

## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

### **STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| <b>Goal</b>                                            | <b>Supporting Department(s)</b>         | <b>Title</b>                           | <b>Description</b>                                                                                                                                                                                                                                                            | <b>Planned Start/End</b> | <b>New or Carryover?</b> |
|--------------------------------------------------------|-----------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Create a resilient, safe, connected, and prepared city | Human Resources, Public Works           | Fire Administration Umbrella Program   | Multiple projects including initiating a Standards of Coverage study, a Workers Compensation Nurse Case Manager Trial, and Upgrading/Expanding Office Space.                                                                                                                  | 7/19 - 6/21              | New                      |
| Create a resilient, safe, connected, and prepared city | Human Resources                         | EMS Division Development Program       | Multiple projects including splitting EMS off from Division of Training under new FTE EMS Assistant Chief, new Psychiatric Emergency Transport Contract, Paramedic Supervisor Training and Transition to Single Resource, Prioritized Dispatching, and EMS Service Expansion. | 7/19 - 6/21              | New                      |
| Create a resilient, safe, connected, and prepared city | Human Resources                         | Wildfire Safety Program                | Multiple projects to improve wildfire safety, including adding a New FTE Deputy Fire Marshal, creating a Seasonal Fire Crew, developing a Wildfire Fuel Mitigation Plan, and initiating Safe Passages and Evacuation Zone Outreach to enhance survival rates.                 | 7/19 - 6/22              | New                      |
| Create a resilient, safe, connected, and prepared city | Human Resources, Information Technology | Fire Prevention Audit Response Program | Multiple projects to address results of latest audit, to include New FTE Sworn Fire Inspector, Sourcing new                                                                                                                                                                   | 7/19 - 6/21              | New                      |

**DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

| Goal                                                   | Supporting Department(s) | Title                                             | Description                                                                                                                                                                                                                                                                                                                    | Planned Start/End | New or Carryover? |
|--------------------------------------------------------|--------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                        |                          |                                                   | Fire Records Management System software, and implementing new Staff and Organization Alignment.                                                                                                                                                                                                                                |                   |                   |
| Create a resilient, safe, connected, and prepared city | Human Resources          | Measure Q Implementation Program                  | Implement Measure Q mandates through introduction of new FTE Logistics Fire Captain to assume responsibility for disaster water supply system, warehouse, and related equipment, including added Water Tender and Forklift.                                                                                                    | 7/19 - 7/21       | New               |
| Create a resilient, safe, connected, and prepared city | Human Resources          | Training Division Development Program             | Multiple projects to enhance Training Division capabilities to meet current and future demands, including adding Two FTE Support Staff, implementing multiple in-house Promotional Academies, Completing rollout of Medical Care in Austere Conditions project, and researching location and funding for New Training Grounds. | 7/19 - 6/21       | New               |
| Create a resilient, safe, connected, and prepared city | Information Technology   | Rescue and Disaster Response Capabilities Program | Multiple projects to enhance ability to respond to large and small incidents and disasters. To include Maritime Emergency Response expansion, Type-Rating of Hazardous Materials team, implementing Technical Rescue standardization, CERT Civilian Instructor incentives, Pulse Point                                         | 7/19 - 6/21       | New               |

**DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

| Goal                                                   | Supporting Department(s) | Title                                     | Description                                                                                                                           | Planned Start/End | New or Carryover? |
|--------------------------------------------------------|--------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                        |                          |                                           | software and Public Alerting System research.                                                                                         |                   |                   |
| Create a resilient, safe, connected, and prepared city | Public Works             | Apparatus Replacement and Upgrade Program | Multiple acquisition projects to include New Reserve Fire Truck, a Mobile High Rise Air Supply vehicle, and Utility Support vehicles. | 7/19 - 6/21       | New               |



## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

### **CHALLENGES**

The Berkeley Fire Department faces significant challenges meeting the broad need for response and prevention and the capability to meet that need. Specific challenges are approached and identified by division.

#### **Operations**

- 1) Berkeley grows every year with the addition of mid-rise mixed use buildings. In addition, up to five new high-rise buildings are being added. Vertical buildings and added density increase the complexity of any emergency response be it medical, fire, hazardous materials, or rescues.
- 2) UC Berkeley expands its footprint and student body annually. The Berkeley Fire Department is the primary fire department for the University providing fire, medical, hazardous material, and special event standby. As the calls for service grow along with the vertical footprint of UC Buildings, the Fire Department has to adapt to the complexity of response requirements.
- 3) Capital infrastructure including fire stations and training grounds require annual maintenance and long-term development planning. Expansion of services due to population growth and density needs to include infrastructure to support those services.
- 4) Intentional mass casualty events such as mass shootings are increasing nationwide. These incidents require enhanced skills and training to effectively respond in as safe a manner as possible. Developing this response capability involves curriculum for training, functional exercises, and specialized safety equipment.

#### **Training and EMS**

- 1) The impending closure of Berkeley's Alta Bates campus poses a significant challenge for Berkeley Fire's ambulance transport capability. When Alta Bates closes, we anticipate an additional 24 minutes per call that ambulances will be out of service transporting to and from emergency rooms in Oakland. This increase in time and physical distance from the City of Berkeley will have to be mitigated through a cost-effective expansion of services.
- 2) On July 1, 2019 the Alameda County will no longer transport patients who are on an involuntary 5150 mental healthcare hold. This responsibility falls to the City of Berkeley. The capability to provide these transports needs to be a collaboration of the Mental Health division of HHCS, Berkeley Police, and the Berkeley Fire Department.
- 3) On July 1, 2018, Alameda County stopped providing subsidy payments to the City of Berkeley for first responder paramedics. The County also stopped providing medical equipment to the City that it requires we use.

## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

The Berkeley Fire Department must now make do for the lost reimbursements and added equipment costs.

- 4) The Berkeley Fire Department has a small training facility in the middle of a residential neighborhood in West Berkeley. To train a department of 133 firefighters, the drill grounds must be used 7 days a week during business hours. When we have an entry-level training academy, the demands on the drill ground and therefore the neighborhood increase dramatically. To fulfill State Fire Marshal training requirements for both active and recruit firefighters, the existing drill ground is insufficient. Given the lack of available open lots in Berkeley, we must plan long-term for a regional shared training facility or invest in a large property in Berkeley.

### **Fire Prevention**

- 1) The City Auditor is completing an audit of our annual fire inspection program. The audit was requested to help quantify and explain the large number of incomplete and unresolved inspections on file. Pending the findings of the audit, the Prevention division will identify a path forward to meet and report on the state and locally mandated inspection program.
- 2) Wildland Urban Interface inspections and enforcement are necessary in Berkeley's Fire Zones 2 and 3. The existing program relies on ambiguous code language and only inspects a small fraction of properties in Zones 2 and 3. Increasing the capacity of inspectors and reliability of the fire code is necessary to ensure proper education and enforcement for the dangerous hills.
- 3) Downtown Berkeley grows every year with the addition of mid-rise mixed use buildings. In addition, up to five new high-rise buildings are being added. Vertical buildings and added density increase the annual inspection requirements for the Prevention division and also put an initial burden on inspectors for both plan review and construction inspections.
- 4) The UC Berkeley Greek system and Group Living facilities party inspections generate over .5 FTE worth of work. With three fire inspectors, this consumes far more than a proportional amount of work for a small fraction of the population. Inspector resources are diverted from inspections around the City to ensure a safe party environment for adult students.

### **Special Operations**

- 1) Ferries have come to Berkeley. Additional services are expected to use the Berkeley Marina in the future. With daily, dense traffic throughout the Marina, the Berkeley Fire Department is working to create and expand needed capabilities around water rescue and fire boat operations.
- 2) The pace of technological advances in the public safety sector currently outpaces our ability to assess and fund implementation. Technology such

## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

as dispatch systems, mobile fire inspections, electronic patient care reports are in some cases mandated and in others simply best practice. But such systems come with high price tags and require specialized maintenance. Ensuring adequate resources for both is challenging.

- 3) The Office of Emergency Services (OES) is responsible for public emergency preparedness and City staff preparedness. The need to write, train, and exercise emergency plans needed for both response and preparedness, as well as minimum requirements for state and federal assistance when a disaster occurs. Plan writing capability lies with a single FTE. This leaves two FTE responsible for all remaining training and education.
- 4) OES is also responsible to involve the community in the form of public outreach when disaster preparedness changes have been introduced. The avenues available for public outreach include, but not limited to, public forum meetings in all districts; public messaging; messaging in various languages; visiting primary and secondary educational facilities; holding workshops; facilitating preparedness fairs; and conducting online aggregation of activities, resources, and programs. This is difficult at best with the current staffing levels within the division.

### **Fiscal and Administrative Services**

- 1) The demands placed on administrative staff have increased while staffing levels have eroded since before the Great Recession. Open Government expectations lead to a high number of public record requests that come in above and beyond expected work flow.
- 2) Increased capabilities and workload call for additional staff. This can't be accomplished without considering facilities and infrastructure. The Fire Administrative Offices are at capacity. In addition to the need for expansion, co-locating with the police offices will require hardening the front counter windows as the police windows were hardened.
- 3) The Fire Department handles payroll and purchasing for both Fire and Police. Staffing and time-tracking is very complex and time-consuming. As the payroll module of ERMA is developed, it will take significant time and resources from existing staff to ensure proper implementation. There is already very little backup capacity and that need must be addressed.

### **Office of the Fire Chief**

- 1) Throughout California, recruiting a workforce that is representative of the population we serve is a challenge for the fire service. Berkeley is no exception. There are many barriers to women and people of color becoming firefighters. Many of those barriers are explicit and many are cultural. The Berkeley Fire Department must constantly challenge our recruitment, hiring practices, and department culture to work to break

## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

down barriers and provide a welcoming, effective organization that is a great place for anyone to work.

- 2) The Berkeley Fire Department has basic statistical reporting requirements for both fire suppression and emergency medical response. However the department historically has not collected nor analyzed advanced statistical data. Developing consistent and relevant reporting is necessary to accurately assess future departmental needs as well as ensuring efficient and effective responses for the community.
- 3) Finding alternative funding sources such as grants is a critical need to meet the gap between capabilities and response requirements. Given the cyclical nature of grants and the need for statistical data to support applications, consistent and professional grant writing capability is a must.

### **ACCOMPLISHMENTS**

- ❑ Completed recruitment processes for October 2017 and October 2018 fire academies.
- ❑ Created the Office of Professional Standards for grant writing, strategic planning, and performance tracking and analysis.
- ❑ Created a wildfire evacuation plan.
- ❑ Created a fire weather warning plan.
- ❑ Provided disaster training to City employees.
- ❑ Activated the City's Emergency Operations Center in response to multiple emergencies and protest activity.
- ❑ More than doubled the Community Resilience Center program.
- ❑ Created the Apartment Resilience Center Program.
- ❑ Updated City's Emergency Operations Plan;
- ❑ Performed a Full Shelter Stand Up Exercise.
- ❑ Berkeley EOC & Public Health DOC participated in a Full Scale Regional Earthquake Exercise.
- ❑ OES hosted 2018 Shake Out Bay Area Media Event
- ❑ City of Berkeley participated in Citywide Drop, Cover, and Hold On earthquake drill.
- ❑ Upgraded citywide emergency alerting capabilities by converting to the county-wide AC Alert system.
- ❑ Hired and trained 4 additional CERT Instructors – 2 fluent in Spanish.
- ❑ Upgraded the Computer Aided Dispatch System.
- ❑ Purchased and deployed new Zoll defibrillators.
- ❑ Replaced all automated CPR devices (LUCAS Devices).
- ❑ Upgraded and replaced all Self-Contained Breathing Apparatus (SCBA).
- ❑ Extended the First Responder Advanced Life Support and Ambulance Transport contracts with Alameda County EMS Agency.

## **DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

- Expanded water rescue team and purchased a rescue boat and water rescue craft; both now stationed in the Berkeley Marina.
- Developed a policy and training for cooperative response to active shooters with BPD.
- Improved firefighter safety and health by upgrading all Wildland firefighting pants and jackets.
- Expanded our wildland mutual aid participation by qualifying and deploying single-resource fireline medics.
- Improved measures to reduce cancer risk to firefighters in stations.

## **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

- A fourth ambulance is operating 24 hours daily, 7 days a week beginning FY 2018.
- A third-party vendor will be engaged to provide transport services to approximately 2,800 additional patients experiencing a psychiatric emergency. The City is mandated to assume responsibilities beginning FY 2020.
- A rescue watercraft and a rescue boat are put in full operation beginning FY 2019, enhancing the department's water rescue capabilities.
- Fire prevention for the wildland urban interface is understaffed. The Fire Department is seeking grant funding to increase the capacity of inspectors and a vegetation removal crew.
- Changes in staffing during FY 2019:
  - Creation of a new Professional Standards Division headed by a Fire Captain
  - Reclassification of 1 Firefighter/Paramedic position to Fire Captain
  - Addition of an Assistant Management Analyst in the Fire Prevention Division.
  - Addition of an Emergency Services Coordinator in the Office of Emergency Services.
  - Addition of an Administrative Assistant in the Emergency Medical Services Division
  - Addition of Fire Prevention staffing by one Deputy Fire Marshal to provide wildfire safety planning, fuel mitigation, inspection programs and public education. Budget includes code 3 response vehicle, and all overhead costs.

**FIRE DEPARTMENT FINANCIAL SUMMARY**

|                              | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>          |                           |                           |                            |                             |                             |
| <b>By Type:</b>              |                           |                           |                            |                             |                             |
| Salaries and Benefits        | 34,349,968                | 35,463,912                | 36,030,137                 | 39,142,328                  | 40,196,190                  |
| Services and Materials       | 1,970,926                 | 1,903,179                 | 1,918,842                  | 1,998,842                   | 2,000,042                   |
| Capital Outlay               | 734,826                   | 855,449                   | 53,000                     | 53,000                      | 53,000                      |
| Internal Services            | 2,068,987                 | 2,099,205                 | 2,006,286                  | 3,176,182                   | 3,176,182                   |
| Indirect Cost Transfer       | 9,523                     | 7,663                     | -                          | 8,792                       | 8,792                       |
|                              | <b>39,134,230</b>         | <b>40,329,408</b>         | <b>40,008,265</b>          | <b>44,379,144</b>           | <b>45,434,206</b>           |
| <b>By Division:</b>          |                           |                           |                            |                             |                             |
| Office of the Fire Chief     | 1,315,215                 | 1,409,077                 | 1,539,701                  | 3,101,812                   | 3,145,097                   |
| Fire Administrative Services | 488,406                   | 495,592                   | 654,195                    | 578,405                     | 596,837                     |
| Fire Operations              | 37,321,086                | 38,424,739                | 37,814,369                 | 40,698,927                  | 41,692,272                  |
|                              | <b>39,124,707</b>         | <b>40,329,408</b>         | <b>40,008,265</b>          | <b>44,379,144</b>           | <b>45,434,206</b>           |
| <b>By Fund:</b>              |                           |                           |                            |                             |                             |
| General Fund                 | 29,897,724                | 31,494,300                | 31,800,695                 | 36,019,089                  | 36,934,854                  |
| Paramedic Tax Fund           | 3,197,602                 | 3,561,454                 | 3,672,712                  | 3,852,918                   | 3,955,399                   |
| CFD #1 Dis Fire Protect Bond | 61,943                    | 83,974                    | 111,360                    | 175,844                     | 179,988                     |
| Measure GG                   | 4,756,460                 | 4,665,921                 | 4,015,855                  | 4,250,031                   | 4,281,016                   |
| Other Funds                  | 1,210,978                 | 523,759                   | 407,643                    | 81,262                      | 82,949                      |
|                              | <b>39,124,707</b>         | <b>40,329,408</b>         | <b>40,008,265</b>          | <b>44,379,144</b>           | <b>45,434,206</b>           |
| <b>General Fund FTE</b>      | 121.44                    | 125.25                    | 126.55                     | 131.40                      | 131.40                      |
| <b>Total FTE</b>             | 141.00                    | 148.00                    | 149.00                     | 152.00                      | 152.00                      |

**FIRE DEPARTMENT FINANCIAL SUMMARY**

|                                     | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b>    |                   |                   |                    |                     |                     |
| <b>Office of the Fire Chief</b>     |                   |                   |                    |                     |                     |
| Administration                      | 623,802           | 590,169           | 633,632            | 1,862,582           | 1,877,804           |
| Disaster Preparedness               | 691,413           | 818,908           | 906,069            | 1,239,230           | 1,267,293           |
| Division Total                      | 1,315,215         | 1,409,077         | 1,539,701          | 3,101,812           | 3,145,097           |
| FTE Total                           | 6.00              | 6.00              | 6.00               | 7.00                | 7.00                |
| <b>Fire Administrative Services</b> |                   |                   |                    |                     |                     |
| Financial Admin. Services           | 488,406           | 495,592           | 654,195            | 578,405             | 596,837             |
| Division Total                      | 488,406           | 495,592           | 654,195            | 578,405             | 596,837             |
| FTE Total                           | 4.00              | 4.00              | 5.00               | 4.00                | 4.00                |
| <b>Fire Operations</b>              |                   |                   |                    |                     |                     |
| Administration                      | 835,330           | 782,643           | 820,519            | 939,545             | 960,891             |
| Suppression/Rescue/Hazard           | 22,579,813        | 23,168,212        | 22,407,950         | 24,000,578          | 24,575,455          |
| Fire Prevention                     | 726,792           | 778,440           | 1,068,139          | 1,303,961           | 1,334,635           |
| Fire Training                       | 729,219           | 646,468           | 694,040            | 733,752             | 751,574             |
| Emergency Medical Service           | 12,449,932        | 13,048,976        | 12,823,721         | 13,721,091          | 14,069,717          |
| Division Total                      | 37,321,086        | 38,424,739        | 37,814,369         | 40,698,927          | 41,692,272          |
| FTE Total                           | 131.00            | 138.00            | 138.00             | 141.00              | 141.00              |
| <b>Department Total</b>             | <b>39,124,707</b> | <b>40,329,408</b> | <b>40,008,265</b>  | <b>44,379,144</b>   | <b>45,434,206</b>   |
| <b>FTE Total</b>                    | <b>141.00</b>     | <b>148.00</b>     | <b>149.00</b>      | <b>152.00</b>       | <b>152.00</b>       |



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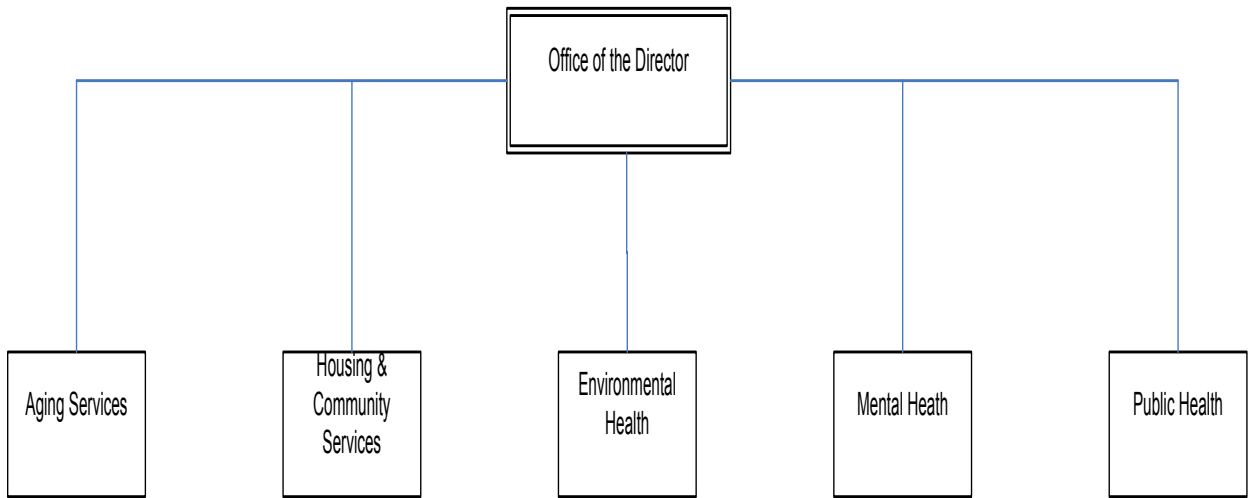


**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

**MISSION STATEMENT**

The Department of Health, Housing and Community Services' mission is to enhance community life and support health and wellness for all. We are committed to social and environmental justice and to promoting equity in health, housing, and economic opportunity. We collaborate with community partners to build a vibrant and healthy Berkeley.

**ORGANIZATION CHART**



**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

**DEPARTMENT OVERVIEW**

The Department of Health, Housing and Community Services (HHCS) is organized into five divisions and the Office of the Director.

**Office of the Director**

The Office of the Director provides overall leadership, strategic direction, policy development, management and fiscal oversight of HHCS, including budgeting, accounting, payroll, purchasing, and billing external funding agencies. The Director's Office works with stakeholders to prioritize projects that most directly impact the health and wellbeing of Berkeley community members.

**Housing and Community Services Division**

The Housing and Community Services Division (HCS) works to reduce homelessness through community partnership and strategy recommendations to City Council. HCS also produces, preserves and supports affordable housing in order to help meet the housing needs of Berkeley residents, especially those who are low-income, homeless, seniors, disabled, or have special needs. HCS also implements the YouthWorks program which promotes youth employment, coordinates the City's community agency funding process and administers Berkeley's Shelter+Care program.

**Aging Services Division**

The Aging Services Division enhances the well-being and independence of older adults by offering social connections, activities, and lifelong learning. The division operates two vibrant senior centers that offers thousands of classes, events, workshops and day trips as well as a nutritious weekday lunch for older community members. Case managers provide consultation, referral and linkage to community resources. Additionally, the division provides taxi and van trips for older adults and disabled Berkeley residents to improve quality of life and access to community resources and nutritious meals to home-bound seniors through the Meals on Wheels program.

**Environmental Health Division**

The Environmental Health Division promotes and protects the health and wellbeing of all persons in the City of Berkeley by enforcing state and local health laws and investigating foodborne illness. Environmental Health permits and inspects regulated facilities such as retail food facilities, tobacco retailers, public swimming pools, body art facilities, and medical cannabis dispensaries. They also issue and enforce sound permits, provide vector control services and regulate food provision at farmers' markets and special events.

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

**Public Health Division**

The Public Health Division provides community health education and promotion, disease prevention and control, health surveillance, clinical services, and vital statistics for the City of Berkeley. Services are provided in a number of clinical and school based sites as well as within the community. The Public Health Division strives to achieve health equity in Berkeley through partnerships and community-engaged work, identifies and responds to community health threats, and creates environments that optimize health and well-being for all.

**Mental Health Division**

The Mental Health Division is the “Front Door” to the public mental health system, with on demand assessment and linkage to care. It provides comprehensive treatment for low-income families, adults and children with major mental health concerns. Additionally, the Mobile Crisis Team responds to mental health emergencies and crisis situations. In 2017, the division launch the Homeless Outreach and Treatment Team (HOTT) program, an expanded and more coordinated outreach effort to engage people experiencing homelessness in Albany and Berkeley and connect them to services. The Division also funds a variety of community providers and projects resulting in services that reach a wide range of City residents (such as school age children, seniors, LGBTQI, transition age youth, and underserved ethnic groups).

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES****STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| Goal                                                                                     | Supporting Department(s)                    | Title                                                                                      | Description                                                                                       | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide an efficient and financially-healthy City government                             | Information Technology                      | Results-Based Accountability Framework for Health, Housing and Community Services Programs | Develop and publish outcome data resulting from implementation of RBA in 21 HHCS Programs         | 7/19 - 6/20       | Carryover         |
| Champion and demonstrate social and racial equity                                        | Public Works, Parks Recreation & Waterfront | Age Friendly Plan Implementation                                                           | Establish infrastructure for implementation of Aging-Friendly Plan                                | 1/19 - 12/19      | New               |
| Create a resilient, safe, connected, and prepared city                                   | City Manager's Office, City Attorney        | Cannabis Dispensary/ Production                                                            | Develop, propose and implement responsive education and enforcement strategies                    | 7/19-6/20         | New               |
| Foster a dynamic, sustainable, and locally-based economy                                 | City Manager's Office, City Attorney        | Home-cook Food Industry                                                                    | Develop, propose and implement responsive education and enforcement strategies.                   | 1/19 - 12/19      | New               |
| Create affordable housing and support services for our most vulnerable community members | Planning and Development                    | Increase Affordable Housing: Measure O Implementation                                      | Implement plan to expand affordable housing options with Measure O funding as defined by Council. | 1/19 - 6/20       | New               |
| Create affordable housing and support services for our most vulnerable community members | City Manager's Office                       | Homeless Services Expansion                                                                | Implement plan to expand homeless services with Measure P funding as defined by Council.          | 7/19 - 6/20       | New               |
| Create affordable housing and support services for our most                              | City Manager's Office                       | Shelter Plus Care Expansion                                                                | Expand Shelter Plus Care through addition of 53 new housing vouchers                              | 7/19-6/20         | New               |

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

| Goal                                                                                                                           | Supporting Department(s)                                      | Title                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| vulnerable community members                                                                                                   |                                                               |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                   |
| Create affordable housing and support services for our most vulnerable community members                                       | City Attorney, Information Technology, Planning & Development | Implement Highest Priority Housing Action Plan Goals | <ol style="list-style-type: none"> <li>1. Propose affordable housing preference policy for ½ mile location and Ellis Act evictions/displacement</li> <li>2. Identify city owned property for development of affordable housing options, including modular micro-unit buildings.</li> <li>3. Develop incentive program for landlord participation in Section 8/Shelter + Care.</li> <li>4. Develop pilot programs to House the Homeless in Accessory Dwelling Units</li> </ol> | 7/19 - 6/20       | Carryover         |
| Create affordable housing and support services for our most vulnerable community members                                       | Finance                                                       | Berkeley Way Project                                 | Assemble, with developer, financing needed to enable construction.                                                                                                                                                                                                                                                                                                                                                                                                            | 7/19-6/20         | Carryover         |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | Finance                                                       | Community Agency Funding Information                 | Develop and publish comprehensive report on outcomes of community agencies funded by City of Berkeley.                                                                                                                                                                                                                                                                                                                                                                        | 7/19 - 6/20       | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | Finance                                                       | Mental Health Triage Grant                           | Establish a crisis triage line where community members can reach a clinician in the mental health division when someone is in a mental health crisis, for consultation, help, and possible referral to BPD and Mobile Crisis Team.                                                                                                                                                                                                                                            | 12/18-11/21       | New               |
| Be a customer-focused organization that                                                                                        | Public Works                                                  | Mental Health Wellness Center                        | Launch, in conjunction with Alameda County Behavioral Health Care Services, a                                                                                                                                                                                                                                                                                                                                                                                                 | 7/10-6/20         | New               |

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

| Goal                                                                                   | Supporting Department(s) | Title                                       | Description                                                                          | Planned Start/End | New or Carryover? |
|----------------------------------------------------------------------------------------|--------------------------|---------------------------------------------|--------------------------------------------------------------------------------------|-------------------|-------------------|
| provides excellent, timely, easily-accessible service and information to the community |                          |                                             | mental health wellness center for the residents of the cities of Berkeley and Albany |                   |                   |
| Provide an efficient and financially-healthy City government                           | Information Technology   | Public Health Strategic Plan Implementation | Implement a tracking and reporting system for Division program performance measures  | 7/19 - 6/20       | New               |
| Champion and demonstrate social and racial equity                                      | City Attorney            | Sugar Sweetened Beverage Policy Development | Develop a City of Berkeley healthy beverage policy                                   | 7/19 - 6/20       | New               |

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES****CHALLENGES**

Much of the work of the Health, Housing and Community Services Department addresses long-standing, difficult societal issues such as health disparities, homelessness, housing affordability, mental illness and reduced resources for seniors. While we have robust programs to address these concerns, they pale in comparison to the need exhibited throughout Berkeley. We continually lack the resources needed to fully address these issues.

The Department has focused resources on programs and services that address these long term challenges. At the same time, our administration and fiscal staff has not grown commensurate with our programs to adequately support their efforts.

**ACCOMPLISHMENTS**

Each of the five Divisions within the Health, Housing and Community Services Department have robust and comprehensive baseline services provided to Berkeley's most vulnerable populations. In addition to critical baseline services, each Division responds to community needs to develop and implement new initiatives each year. Highlights of the achievements in each Division are listed below.

| <b>Division</b>              | <b>Services</b>                                                    | <b>Achievements in FY18-19</b>                                                                                    |
|------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Office of the Director       | Provides Administrative and Fiscal services for all HHCS Divisions | Expanded fiscal capacity in Divisions through erma training and implementation                                    |
| Office of the Director       | Provides HIPAA Security Compliance                                 | Launched Web-based HIPAA Training                                                                                 |
| Office of the Director       | Impact Berkeley                                                    | Supported 13 community based programs funded by the City in measuring and reporting the impact of their programs. |
| Housing & Community Services | Coordinated Entry System for Homeless Services, "The Hub"          | Since January 2016, housed 222 people experiencing homelessness                                                   |
| Housing & Community Services | Shelter Plus Care                                                  | Secured a new grant to implement in FY20, adding 53 Housing Certificates.                                         |

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

| <b>Division</b>              | <b>Services</b>                      | <b>Achievements in FY18-19</b>                                                                                                                                                   |
|------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Housing & Community Services | Stair Center                         | Served 104 clients, of which 40 obtained permanent housing                                                                                                                       |
| Aging Services               | North Berkeley Senior Center         | Relocated NBSC Operations to WBSC, and began renovations of the NBSC                                                                                                             |
| Aging Services               | Aging Friendly Initiative            | Completed community-driven process to develop a comprehensive plan to build an Aging-Friendly Berkeley                                                                           |
| Environmental Health         | Retail Food Safety Program           | Successful completion of implementation of Food and Drug Administration protocols for Retail Food Safety inspections, focusing on factors most likely to cause foodborne illness |
| Public Health                | Health Status Report                 | Completed the 2018 Health Status Report                                                                                                                                          |
| Public Health                | Strategic Plan                       | Completing Community-Based Process to develop Strategic Plan informed by the Health Status Report                                                                                |
| Mental Health                | Crisis Services                      | Secured funding to create a Mental Health Crisis Line                                                                                                                            |
| Mental Health                | Homeless Outreach and Treatment Team | Launched new program aimed at interrupting cycle of hospitalization, incarceration and homelessness                                                                              |
| Mental Health                | Adult Mental Health Services         | Relocated to 1521/1535 University Avenue during Facility Renovation of 2640 Martin Luther King, Jr. Way.                                                                         |



**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES**

**SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

The significant changes in the FY 2020 & 2021 budget as compared to FY 2019 include:

1. Impact of COLAS
  - a. The Mental Health Division was able to absorb the impact of COLA's through fund balance and projected revenue increase in Realignment and Medi-Cal billing.
  - b. Public Health, Environmental Health and Aging Services have identified deficits in certain special funds for FY 2020 (\$97,733) and FY 2021 (\$128,314). Public Health Realignment funds/fund balance assisted with coverage of other special fund deficits.
2. Program Development: new positions in the budget proposal.
  - a. The Mental Health Division will implement a Crisis Triage Line through grant funding, to begin in late FY 2019, and be fully implemented in FY 2020. New positions include: Mental Health Clinical Supervisor and Social Services Specialist
  - b. The Housing and Community Services Department will add a new position (Community Development Project Coordinator) to monitor below-market rate housing compliance.
  - c. The Housing and Community Services Division was awarded another Shelter Plus Care grant, that will add three positions (funding to begin January 2020).
    - i. Community Services Specialist I for program coordination.
    - ii. Two Social Services Specialists to provide case management.
  - d. The Housing and Community Services Department will add a Community Services Specialist II to support implementation of Measure P.
3. Program Development: positions to be added (not in budget proposal)
  - a. The Housing and Community Services Division will add a Community Development Project Coordinator to support implementation of Measure O.

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES FINANCIAL  
SUMMARY**

|                              | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>          |                   |                   |                    |                     |                     |
| <b>By Type:</b>              |                   |                   |                    |                     |                     |
| Salaries and Benefits        | 25,723,982        | 27,519,128        | 31,853,438         | 34,654,992          | 35,830,751          |
| Services and Materials       | 15,506,811        | 15,702,270        | 15,726,497         | 16,237,285          | 15,287,209          |
| Capital Outlay               | 315,865           | 446,501           | 168,958            | 411,748             | 154,958             |
| Internal Services            | 1,364,266         | 1,620,965         | 1,393,705          | 3,216,947           | 3,228,011           |
| Indirect Cost Transfer       | 39,403            | 39,142            | 55,276             | 44,142              | 44,142              |
|                              | <b>42,950,327</b> | <b>45,328,006</b> | <b>49,197,874</b>  | <b>54,565,114</b>   | <b>54,545,071</b>   |
| <b>By Division:</b>          |                   |                   |                    |                     |                     |
| Office of the Director       | 2,992,711         | 2,876,547         | 2,586,094          | 4,566,128           | 4,622,079           |
| Aging Services               | 3,667,737         | 3,812,638         | 4,421,818          | 4,732,529           | 4,946,976           |
| Environmental Health         | 1,879,565         | 2,010,018         | 2,323,196          | 2,381,025           | 2,439,644           |
| Housing & Community Services | 13,708,235        | 15,550,008        | 14,931,881         | 15,309,410          | 15,279,024          |
| Mental Health                | 12,164,664        | 12,567,166        | 14,927,222         | 17,124,374          | 16,682,545          |
| Public Health                | 8,537,415         | 8,511,629         | 10,007,663         | 10,451,648          | 10,574,803          |
|                              | <b>42,950,327</b> | <b>45,328,006</b> | <b>49,197,874</b>  | <b>54,565,114</b>   | <b>54,545,071</b>   |
| <b>By Fund:</b>              |                   |                   |                    |                     |                     |
| General Fund                 | 13,963,151        | 14,708,068        | 14,766,894         | 17,553,283          | 17,850,408          |
| Capital Improvement Fund     | 97,636            | 65,012            | 70,735             | 73,461              | 74,268              |
| Federal Funds                | 9,113,396         | 8,090,818         | 8,991,343          | 9,011,221           | 9,062,635           |
| State Funds                  | 14,011,381        | 14,788,185        | 19,043,511         | 21,144,034          | 20,763,455          |
| County Grants                | 2,003,437         | 1,941,224         | 1,927,145          | 1,538,210           | 1,596,758           |
| Local and Foundation Grants  | 376,511           | 1,335,868         | 1,645,973          | 765,308             | 742,406             |
| Rental Housing Safety        |                   | 16,788            |                    |                     |                     |
| Measure E Disabled Tax       | 1,211,881         | 1,286,408         | 1,252,320          | 1,272,256           | 1,297,471           |
| Measure B Paratransit        | 208,703           | 155,395           | 384,368            | 475,359             | 476,943             |
| Measure BB Paratransit       | 290,665           | 448,630           | 360,411            | 384,702             | 386,095             |
| Measure GG Fire Prep Tax     | 189,223           | 184,863           | 212,179            | 224,310             | 229,448             |
| Sewer Fund                   | 317,248           | 329,390           | 445,035            | 443,769             | 453,461             |
| Permit Service Center        | 21                |                   |                    |                     |                     |
| Other Funds                  | 1,167,074         | 1,977,357         | 97,960             | 1,679,201           | 1,611,723           |
|                              | <b>42,950,327</b> | <b>45,328,006</b> | <b>49,197,874</b>  | <b>54,565,114</b>   | <b>54,545,071</b>   |

|                         |        |        |        |        |        |
|-------------------------|--------|--------|--------|--------|--------|
| <b>General Fund FTE</b> | 68.70  | 72.54  | 73.70  | 76.47  | 76.47  |
| <b>Total FTE</b>        | 216.13 | 224.38 | 233.18 | 246.18 | 246.18 |

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES  
FINANCIAL SUMMARY**

|                                         | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-----------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b>        |                   |                   |                    |                     |                     |
| <b>Office of the Director</b>           |                   |                   |                    |                     |                     |
| Administration                          | 2,992,711         | 2,876,547         | 2,586,094          | 4,566,128           | 4,622,079           |
| Division Total                          | 2,992,711         | 2,876,547         | 2,586,094          | 4,566,128           | 4,622,079           |
| FTE Total                               | 18.00             | 18.00             | 17.00              | 17.00               | 17.00               |
| <b>Aging Services</b>                   |                   |                   |                    |                     |                     |
| Aging Services Administration           | 320,462           | 300,505           | 459,527            | 342,723             | 352,582             |
| North Berkeley Senior Center            | 621,171           | 629,263           | 722,776            | 822,485             | 845,423             |
| South Berkeley Senior Center            | 611,468           | 519,316           | 487,738            | 522,984             | 534,263             |
| Social Services                         | 1,646,867         | 1,832,866         | 2,144,267          | 2,335,338           | 2,492,174           |
| Senior Nutritional Program              | 467,769           | 530,688           | 607,510            | 708,999             | 722,534             |
| Division Total                          | 3,667,737         | 3,812,638         | 4,421,818          | 4,732,529           | 4,946,976           |
| FTE Total                               | 24.47             | 24.47             | 24.97              | 29.97               | 29.97               |
| <b>Environmental Health</b>             |                   |                   |                    |                     |                     |
| Office of the Manager                   | 304,353           | 255,827           | 326,527            | 351,353             | 359,329             |
| Environmental Health                    | 971,588           | 1,069,576         | 1,179,108          | 1,258,897           | 1,291,716           |
| Abandoned Auto Abatement                | 64,324            | 118,295           | 158,767            | 99,920              | 101,977             |
| Vector Control                          | 307,324           | 304,402           | 321,607            | 335,418             | 343,825             |
| Sewer Emergencies                       | 231,976           | 261,918           | 337,187            | 335,437             | 342,797             |
| Division Total                          | 1,879,565         | 2,010,018         | 2,323,196          | 2,381,025           | 2,439,644           |
| FTE Total                               | 13.61             | 13.86             | 13.86              | 13.86               | 13.86               |
| <b>Housing &amp; Community Services</b> |                   |                   |                    |                     |                     |
| Administration                          | 1,026,067         | 1,304,080         | 1,526,512          | 1,490,812           | 1,531,168           |
| Community Services                      | 7,097,845         | 9,028,910         | 10,529,454         | 10,357,486          | 10,441,042          |
| Employment Services                     | 1,037,422         | 1,139,788         | 1,169,863          | 1,244,299           | 1,263,717           |
| Housing Development & Rehabilitation    | 4,546,901         | 4,077,230         | 1,706,052          | 2,216,813           | 2,043,097           |
| Division Total                          | 13,708,235        | 15,550,008        | 14,931,881         | 15,309,410          | 15,279,024          |
| FTE Total                               | 43.02             | 45.02             | 47.02              | 50.02               | 50.02               |
| <b>Mental Health</b>                    |                   |                   |                    |                     |                     |
| Office of the Manager                   | 2,547,041         | 1,799,530         | 2,024,155          | 2,371,470           | 2,074,929           |
| Mental Health Services Act              | 3,804,364         | 4,308,672         | 8,086,096          | 8,838,796           | 8,918,267           |
| Family Youth & Chld Treatment           | 1,529,372         | 1,507,984         | 1,271,183          | 960,897             | 988,536             |
| FYC - FSP                               | 237,608           | 345,016           | 295,227            | 740,924             | 716,207             |
| Crisis Services                         | 1,430,094         | 1,687,211         | 1,234,205          | 1,762,577           | 1,687,861           |
| Tier 1 IST                              | 2,616,185         | 2,918,753         | 2,016,356          | 2,449,710           | 2,296,745           |
| Division Total                          | 12,164,664        | 12,567,166        | 14,927,222         | 17,124,374          | 16,682,545          |
| FTE Total                               | 63.78             | 67.78             | 72.28              | 77.78               | 77.78               |

**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY SERVICES  
FINANCIAL SUMMARY**

|                                              | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|----------------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>DIVISION/ACTIVITY SUMMARY cont.</b>       |                   |                   |                    |                     |                     |
| <b>Public Health</b>                         |                   |                   |                    |                     |                     |
| Office of the Health Officer                 | 2,275,169         | 2,494,114         | 3,062,527          | 3,459,828           | 3,485,937           |
| Chronic Disease Education & Health Promotion | 866,956           | 977,790           | 1,098,073          | 1,188,178           | 1,120,168           |
| Nursing/Field Services                       | 2,244,207         | 1,931,581         | 2,450,306          | 2,427,498           | 2,295,540           |
| Maternal Child Health/School Clinic Services | 2,100,892         | 2,069,282         | 2,198,388          | 2,174,094           | 2,446,312           |
| Adult Health Clinic/AIDS Activities          | 1,050,191         | 1,038,862         | 1,198,369          | 1,202,050           | 1,226,846           |
| Division Total                               | 8,537,415         | 8,511,629         | 10,007,663         | 10,451,648          | 10,574,803          |
| FTE Total                                    | 53.25             | 55.25             | 58.05              | 57.55               | 57.55               |
| <b>Department Total</b>                      | 42,950,327        | 45,328,006        | 49,197,874         | 54,565,114          | 54,545,071          |
| <b>FTE Total</b>                             | 216.13            | 224.38            | 233.18             | 246.18              | 246.18              |

## HUMAN RESOURCES DEPARTMENT

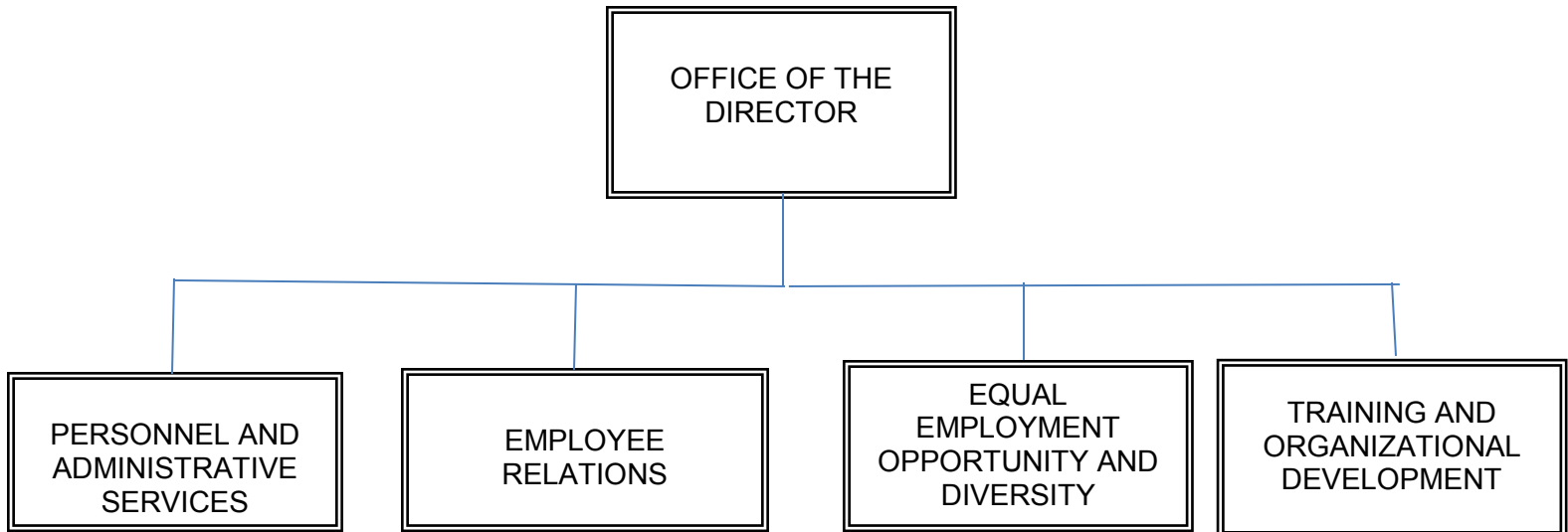
### MISSION STATEMENT

*We partner with all City departments to hire and retain a diverse and highly qualified workforce that support the mission of the City of Berkeley.*

*We are committed to delivering excellent customer service, responding to and facilitating staff access to needed resources and tools.*

*Working together in a spirit of continuous improvement and collaboration, the Human Resources team contributes to a progressive, productive, and safe work environment that meets the needs of our diverse community.*

### ORGANIZATION CHART



## **HUMAN RESOURCES DEPARTMENT**

### **DEPARTMENT OVERVIEW**

The Human Resources team serves the Berkeley community's need for a well-qualified high performing workforce by attracting and retaining a talented and diverse City government workforce. The role of the Human Resources Department is to serve as a strategic business partner to its internal and external customers and provide leadership, expertise, support and guidance to other City Departments in the areas of recruitment and selection for employment, occupational health and safety, employee benefits, workers' compensation, employee development and training, employee relations and equal employment opportunity programs and Classification and Compensation. The Human Resources Department has 5 Divisions consisting of:

#### **Office of the Director**

The Office of the Director provides overall leadership and administrative direction for all Human Resources Department activities. The Director of Human Resources acts as the City Manager's representative for all disciplinary and grievance appeals, and serves as Secretary and provides staff support to the Personnel Board as established by Section 119 of the City Charter. In addition to serving as Lead Strategist/Chief Negotiator with all employee groups.

#### **Personnel and Administrative Services**

The Personnel and Administrative Services Division conducts all merit-based recruitment and examination activities in accordance with the City's Personnel Rules and Regulations, Federal and State laws, and other Ordinances and Resolutions adopted by City Council. Recruitment and examination activities include: developing examination plans, creating job announcements, conducting advertisement campaigns, reviewing applications, coordinating rater panels, administering exams, conducting statistical analyses of tests, and conducting new hire orientations and processing related paperwork. This division also administers the classification and compensation plans; conducts organizational and compensation studies, job analysis and desk audits; processes all changes of employment status; establishes and maintains all personnel records and tracks employee benefits.

#### **Employee and Labor Relations**

The Employee Relations Division conducts all labor relations activities with the City's seven labor organizations and represents the City Manager on employee relations matters; advises department staff on labor contract interpretations, Federal and State employment laws, and human resources policies and procedures; and manages and reviews grievances and disciplinary issues. The division also administers and assists departments with the City's benefits, Workers' Compensation, and Occupational Health and Safety programs. The City's benefits plan include: medical, dental, vision, and life insurance;

## ***HUMAN RESOURCES DEPARTMENT***

Supplemental Retirement Income Plans; Deferred Compensation plans; CalPERS and PARS retirement plans; the Employee Assistance Program; long term disability, and other voluntary plans.

### **Training and Organizational Development**

The Training and Organizational Development Division administers and oversees the Citywide Training Program, which is designed to provide ongoing training and development to employees in skills that are fundamental to successfully achieving the City's mission. The Citywide Training Program builds employee capacity in the "Three C's" – Customer Service, One City Team, and Continuous Learning. In addition, the unit also oversees the Leadership Development, Management Skills, and Tuition Reimbursement programs, and provides organizational development services.

### **Equal Employment Opportunity and Diversity**

The Equal Employment Opportunity (EEO) and Diversity Division administers, implements, and coordinates the City's EEO matters; ensures compliance with EEO provisions; enforces diversity efforts pertaining to recruitment and retention; administers the City's Harassment Prevention Policy and discrimination complaint process; conducts internal investigations of complaints filed, and assesses reasonable accommodation requests in compliance with the provisions of the Americans with Disabilities Act (ADA) and the CA Fair Employment and Housing Act (FEHA).

**HUMAN RESOURCES DEPARTMENT****STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| Goal                                                                | Supporting Department(s)             | Title                                                                                  | Description                                                                                                                                  | Planned Start/End | New or Carryover? |
|---------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Attract and retain a talented and diverse City government workforce | All City Departments                 | Complete Citywide Training Needs Assessment                                            | Identify training needs for client departments to customize training as needed to meet needs                                                 | 7/19 - 6/20       | New               |
| Create a resilient, safe, connected, and prepared city              | All City Departments                 | Complete City's Illness, Injury Prevention Program Plan for all departments            | Ensure every department has an injury illness prevention plan for their department for emergency preparedness and response                   | 7/19 - 12/19      | Carryover         |
| Attract and retain a talented and diverse City government workforce | All City Departments                 | Citywide Safety Needs Assessment                                                       | Safety assessment for staff in the field working                                                                                             | 7/19 - 12/19      | New               |
| Create a safe, resilient, connected and prepared city               | City Manager's Office, City Attorney | Develop Labor Relations Strategy Plan                                                  | In preparation for contract negotiations in 2020. Prepare a plan                                                                             | 10/19 - 10/20     | New               |
| Attract and retain a talented and diverse City government workforce | City Manager's Office, City Attorney | Revision of Personnel Rules and Regulations and Employer-Employee Relations Resolution | Update the Rules to be consistent and comply with current operations and applicable laws                                                     | 6/19 - 12/19      | Carryover         |
| Attract and retain a talented and diverse City government workforce | City Attorney                        | Sexual Harassment Training for All City employees in compliance with new SB1343        | In compliance with SB 1343 which become effective January 1, 2019. Training. This month be completed by January 1, 2020. Document retention. | 5/19 - 5/20       | New               |



**HUMAN RESOURCES DEPARTMENT**

| Goal                                                                | Supporting Department(s) | Title                                              | Description                                                                                                                                                                                                                                                                        | Planned Start/End | New or Carryover? |
|---------------------------------------------------------------------|--------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Attract and retain a talented and diverse City government workforce | Information Technology   | Implement the New recruitment-onboarding software  | Conduct a RFP and evaluate potential vendors to support the Human Resources onboarding process. Once a vendor is selected create a implementation workplan to transfer data for a new software to maintain records, training, forms, policies, processes and new hire information. | 7/19 - 6/21       | New               |
| Attract and retain a talented and diverse City government workforce | All City Departments     | Succession Planning                                | Complete an analysis of the city's current workforce demographics to identify opportunity to create a written plan for succession planning. The intention of the plan will be to create a pool of talent to support the city as it experiences the wave of retirements.            | 6-/20 - 6/22      | Carryover         |
| Attract and retain a talented and diverse City government workforce | Information Technology   | Implement New case management software             | Conduct an RFP and evaluate potential vendors to support the Human Resources Employee Relations and EEO division to maintain records and provide a reporting methodology that includes timelines and tracking.                                                                     | 7/19 - 6/21       | New               |
| Attract and retain a talented and diverse City government workforce | City Manager's Office    | Leadership Development Program                     | Form a 2020/2021 LDP cohort and provide continuous development for cohort cycles 2017 and 2019. This will ensure the city has a qualified pool of talent leaders for key positions.                                                                                                | 7/20 - 6/21       | Carryover         |
| Champion and demonstrate social and racial equity                   | City Manager's Office    | Gender Pay Equity Audit for City of Berkeley Staff |                                                                                                                                                                                                                                                                                    | 12/18 - 7/20      | Carryover         |

## **HUMAN RESOURCES DEPARTMENT**

### **CHALLENGES**

In the fall of 2018 a comprehensive organizational assessment of the HR Department was performed by an outside consultant, Municipal Resources Group. Over eighty (80) recommendations were made, many focusing on staffing levels and effective work load distributions. Recommendations were based on volume and quality control expectations of work product.

The Department has low staffing numbers compared to workload and expectations.

Council priorities and expectations such as the Ethics work, gender pay equity and racial equity and inclusion work, including the Government Alliance on Racial Equity (GARE) need focused attention.

Current staffing levels limits the Department's abilities to bring in valuable Human Resources programs to sustain the City including work force analysis report and succession planning. This is also true for updating our classification structure. Currently the City of Berkeley has 435 classifications with specialized job descriptions that do not match the needs of the City. This number of classifications is double the number an agency this size typically has.

Employee programs like formalized employee recognition programs, employee wellness programs, job fairs, Take Your Children to Work Day have not been implemented because all staff are solely dedicated to meeting basic workflow demands.

In addition, there is a high exposure in the Equal Employment Opportunity (EEO) Division due to insufficient staffing. Notably, to offset the work demands we have outsourced a significant amount of investigations, accruing more than \$200,000 in legal fees for the City.

Of particular importance, in June 2020 the following MOUs & MAs will expire:

- SEIU LOCAL 1021 Maintenance and Clerical (MC)
- Berkeley Police Association (BPA)
- Berkeley Fire Fighters Association Local 1227 (BFFA)
- SEIU LOCAL 1021 CSU PTRLA (Community Services and Part-Time Recreation Leaders Association)
- Public Employees Union, LOCAL 1
- Berkeley Chief Fire Officers Association (BCFOA)
- International Brotherhood of Electrical Workers, LOCAL 1245 (IBEW)

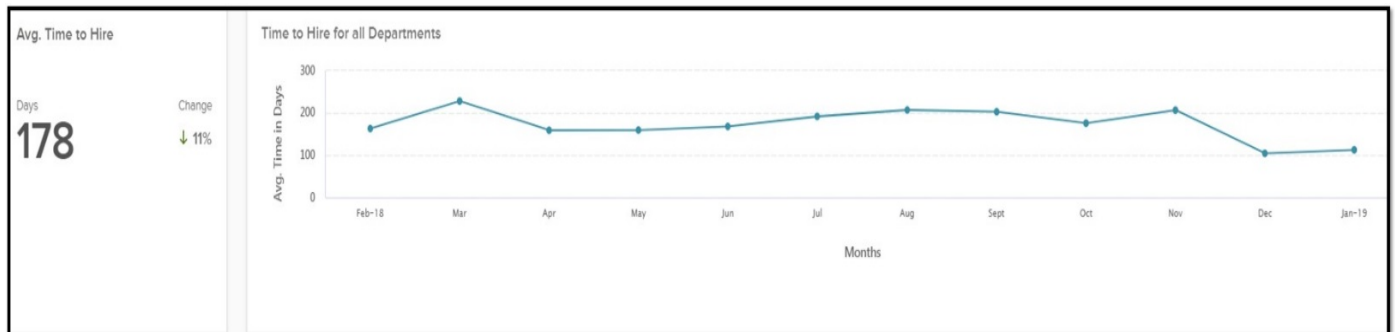
## HUMAN RESOURCES DEPARTMENT

Negotiations will be in January 2020 and there is much work needed to be done in 2019 in preparation. Additional staffing resources are imperative.

### ACCOMPLISHMENTS

#### Recruitment

1. Total Applications screened: 8,291 Applications Screened and 289 Hires. 102 of those hires (35%) were current City of Berkeley Employees.
2. Our average time to hire went down by 11%.



3. Created an online video training of ABC's of Hiring for 24/7 access by City Employees. Provided total of ten Recruitment Related Trainings Provided included Managing your Career, New Supervisor Training and New Hire Orientation.

#### Employee and Labor Relations, Classification, Transactions

1. Successful closing of multiple open labor negotiations
  - Public Employees Union Local 1
  - SEIU Local 1021 Community Services and Part-Time Recreation Activity Leaders
  - SEIU Local 1021 Maintenance and Clerical
  - Berkeley Chief Fire Officers Association Local 1227
  - IBEW Local 1245
  - Berkeley Police Association
2. Transitioned in new Senior Human Resources Analyst

**HUMAN RESOURCES DEPARTMENT**

3. Safety Team lead largest building evacuation drill ever conducted in the City, involving over 500 employees with participation from multiple Departments, including Police and the CA State Office of Emergency Services.
4. Instituted multiple City-wide onsite Department trainings for Worker’s Compensation benefits and filing processes; conducted individualized trainings with Department leads.
5. Settled outstanding FLSA settlement.

**EEO & Diversity**

1. Recruited and transitioned in new EEO Officer.
2. Soliciting bids for new Case Management Software to digitalize claims, streamline workflows and support detailed reporting. Implementing a new case management system is critical to our mission to ensure the City provides a fair and equitable workplace for all of our employees.
3. Expanded, improved and offered multiple anti-harassment trainings to reflect current needs of City of Berkeley employees.

**Training & Organizational Development**

| Date             | Achievement                                                                                                                                                                                                                                | Details                                                                                                                                                                                                                           | Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 10, 2018 | Training Division Community Asset Mapping & Partnership Development/ Building via training Force Training Division built a powerful State Wide Collaboration to Build Equity via hosting Training summit “Finding Money For Health Equity” | Training division in hosted and coordinated a “Fund Development for Health Equity Summit” Summit was a collaboration between BARHII (Bay Area Regional Health Inequities Initiative) and the City of Berkeley’s Training Division | Major community Partnerships and goodwill built with Program Managers from:<br><input type="checkbox"/> Contra Costa County<br><input type="checkbox"/> County of Napa<br><input type="checkbox"/> Health Leads USA<br><input type="checkbox"/> Resilient Wellness<br><input type="checkbox"/> San Francisco Dept. of Public Health<br><input type="checkbox"/> Santa Clara County<br><input type="checkbox"/> Solano County<br><input type="checkbox"/> Sonoma County<br><input type="checkbox"/> Yolo County |

**HUMAN RESOURCES DEPARTMENT**

| <b>Date</b>                  | <b>Achievement</b>                                                                                                                                                                                                                           | <b>Details</b>                                                                                                                                                                                                                                                                                                               | <b>Outcomes</b>                                                                                   |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 3 <sup>rd</sup> quarter 2018 | 2018- New Program Built- LDP Phase II with integrated equity Partnership Task Force. Training Division developed and launched continuing education series for LDP 2016 graduates with task with integrated second tier equity task force     | Provide training, coaching and continuous Development for current LDP graduates with intention to increase skill level and build engagement<br><br>Occurs on a monthly basis with dialogues and talks for LDP graduates<br><br>This group (in concert with the current cohort are building a tiered layer of equity partners | Relationship building and engagement<br><br>Equity Task Force and Trainers                        |
| <b>Date</b>                  | <b>Achievement</b>                                                                                                                                                                                                                           | <b>Details</b>                                                                                                                                                                                                                                                                                                               | <b>Outcomes</b>                                                                                   |
| 4 <sup>th</sup> quarter 2018 | Partnered with City Manager to build City of Berkeley custom Senior Executive Team 360 assessment tool; developing instrument, launch details, assessment and debrief protocol. To seed a culture of Performance Coaching within CMO office. | Provided, coaching guidance, expert consultation and Subject Matter Expert facilitation support for creation of Senior Executive Team 360                                                                                                                                                                                    | City wide culture of Performance Management and coaching built and modeled at highest (CMO level) |

**SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

- The Human Resources Department budget comes from four funds: General Fund, Worker's Comp Fund, Training Fund, and the Permit Service Center Fund.
- The Human Resources Department request the following additions to their department budget:

***HUMAN RESOURCES DEPARTMENT***

- HR Personnel Budget in 2020 (and continuing in 2021):  
\$439,499.87 annually.
- IT initiatives: \$14,500
- MOU Printing & Binding in FY21: \$12,000
- Convert the Office Specialist III position to Human Resources Technician

**HUMAN RESOURCES FINANCIAL SUMMARY**

|                                          | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>                      |                           |                           |                            |                             |                             |
| <b>By Type:</b>                          |                           |                           |                            |                             |                             |
| Salaries and Benefits                    | 3,170,919                 | 3,033,970                 | 3,356,737                  | 3,541,916                   | 3,643,816                   |
| Services and Materials                   | 621,630                   | 533,591                   | 294,210                    | 294,210                     | 294,210                     |
| Capital Outlay                           | 13,753                    | 6,018                     | 6,050                      | 6,050                       | 6,050                       |
| Internal Services                        | 99,563                    | 199,870                   | 199,889                    | 373,443                     | 373,443                     |
| Indirect Cost Transfer                   | 16,392                    | 22,951                    | 31,840                     | 24,484                      | 24,484                      |
|                                          | <b>3,922,257</b>          | <b>3,796,400</b>          | <b>3,888,726</b>           | <b>4,240,103</b>            | <b>4,342,003</b>            |
| <b>By Division:</b>                      |                           |                           |                            |                             |                             |
| Administration                           | 548,046                   | 584,086                   | 524,651                    | 740,442                     | 753,572                     |
| Training & Organizational Development    | 702,435                   | 568,920                   | 519,927                    | 543,648                     | 553,059                     |
| Personnel & Administrative Services      | 1,015,333                 | 1,045,369                 | 1,083,420                  | 1,135,160                   | 1,162,895                   |
| Employee Relations                       | 1,470,276                 | 1,404,475                 | 1,562,083                  | 1,609,374                   | 1,655,052                   |
| Equal Employment Opportunity & Diversity | 186,167                   | 193,550                   | 198,645                    | 211,479                     | 217,425                     |
|                                          | <b>3,922,257</b>          | <b>3,796,400</b>          | <b>3,888,726</b>           | <b>4,240,103</b>            | <b>4,342,003</b>            |
| <b>By Fund:</b>                          |                           |                           |                            |                             |                             |
| General Fund                             | 2,079,446                 | 2,069,530                 | 2,016,349                  | 2,329,292                   | 2,385,052                   |
| Employee Training Fund                   | 745,994                   | 542,705                   | 564,878                    | 592,255                     | 602,950                     |
| Workers' Compensation                    | 953,986                   | 937,003                   | 1,078,678                  | 1,113,323                   | 1,144,497                   |
| Permit Service Center                    | 142,831                   | 247,162                   | 228,821                    | 205,233                     | 209,504                     |
|                                          | <b>3,922,257</b>          | <b>3,796,400</b>          | <b>3,888,726</b>           | <b>4,240,103</b>            | <b>4,342,003</b>            |
| <b>General Fund FTE</b>                  | 13.95                     | 10.70                     | 10.70                      | 10.70                       | 10.70                       |
| <b>Total FTE</b>                         | 23.00                     | 21.00                     | 21.00                      | 21.00                       | 21.00                       |



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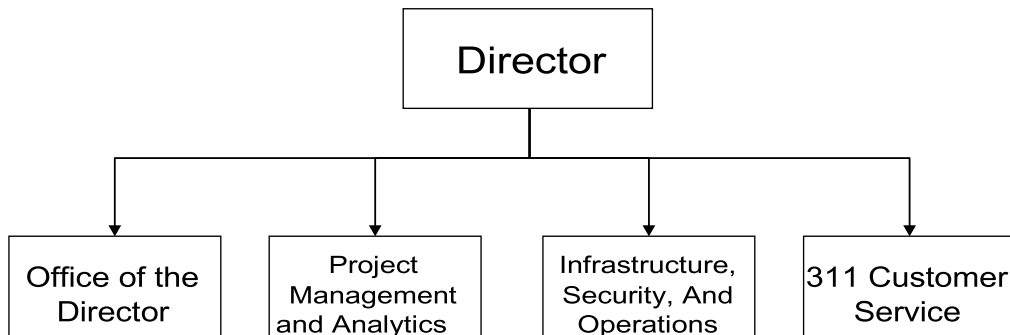


**DEPARTMENT OF INFORMATION TECHNOLOGY**

**MISSION STATEMENT**

The Department of Information Technology (DoIT) provides cost-effective smart technology solutions to our business partners and community with integrity and commitment to excellence for all City departments, and facilitate civic participation to connect Berkeley community members with City government via the 311 Customer Service Call Center and [www.CityofBerkeley.info](http://www.CityofBerkeley.info).

**ORGANIZATION CHART**



## DEPARTMENT OF INFORMATION TECHNOLOGY

### DEPARTMENT OVERVIEW

#### Office of the Director

The Office of the Director oversees Digital strategic planning, IT Governance, policy and procedures, budget, technology procurement and contracts, vendor management, council reports, performance metrics, leadership and team building, e-Government initiatives, Smart City and Broadband initiatives, Service Level Agreements, GIS Master Planning, Open Data Portal, Cyber Security Protocols, Public Records Act requests, audit reports, work plan prioritization, technology related legislative review, and project portfolio management, and performance management.

#### Infrastructure, Security, and Operations

- Enterprise Services:** The Department of Information Technology's (DoIT) Enterprise Applications Division provides systems administration support, business analysis, and project management services to Citywide enterprise software applications across a variety of technology platforms. These systems include the erma Financial, Human Resources, and Payroll modules, the FUNDS\$ Work Orders, Asset Management, Refuse Billing, Property Tax Assessment, and Land Management modules, and Accela's Permitting and Business License modules, and the On-Base Enterprise Document Management System.
- Network Operations and Security:** The Department of Information Technology (DoIT) Help Desk provides the first point of contact for City staff with computer hardware, software, or login/network connectivity issues. Services include desktop setup and support, software application support, network printing, Voice over IP (VoIP) desk phones, City-issued cell phones, and mobile devices. The support portfolio includes over 216+ software systems, 20 physical hosts, 373 virtual servers/routers/switches, and 4,000 desktops, laptops, phones, and printers across 42 City locations. The DoIT Help Desk also provides 24x7 support for mission-critical systems, including 911 Computer Aided Dispatch (CAD), and Police/Fire Mobile Data Computers (MDCs).

The Department of Information Technology (DoIT) network engineering services and security team provides infrastructure support for the City of Berkeley network, including servers, storage, Database Administration, Local Area Network (LAN), Wide Area Network (WAN), fiber, internet, wireless, and Voice over IP (VoIP) phone service. In addition, this unit is responsible for the City's centralized database administration, data warehouse, data security protocols, data backups, master data management, enterprise document and content management and database reporting. The network engineering services team also provides

## **DEPARTMENT OF INFORMATION TECHNOLOGY**

24x7 support for mission-critical systems, including 911 Computer Aided Dispatch (CAD), and Police/Fire Mobile Data Computers (MDCs).

### **Project Management and Analytics**

The Department of Information Technology's (DoIT) Project Management (PMO) and Data Analytics Division provides project management, programming, and analysis services to each department's technology portfolio to maximize interdepartmental workflow efficiencies. Additionally, Portfolio Coordinators are responsible for helping each department maximize its return on technology investments. This includes system services, map services, map layers, and other data and special projects.

Business Applications is also responsible for the production of all Geographical Information Systems (GIS) Data including data layers, applications, and Web Portals for internal staff and the Community Web Portal. An archive of GIS data, including historical data imagery files is maintained.

### **311 Customer Service**

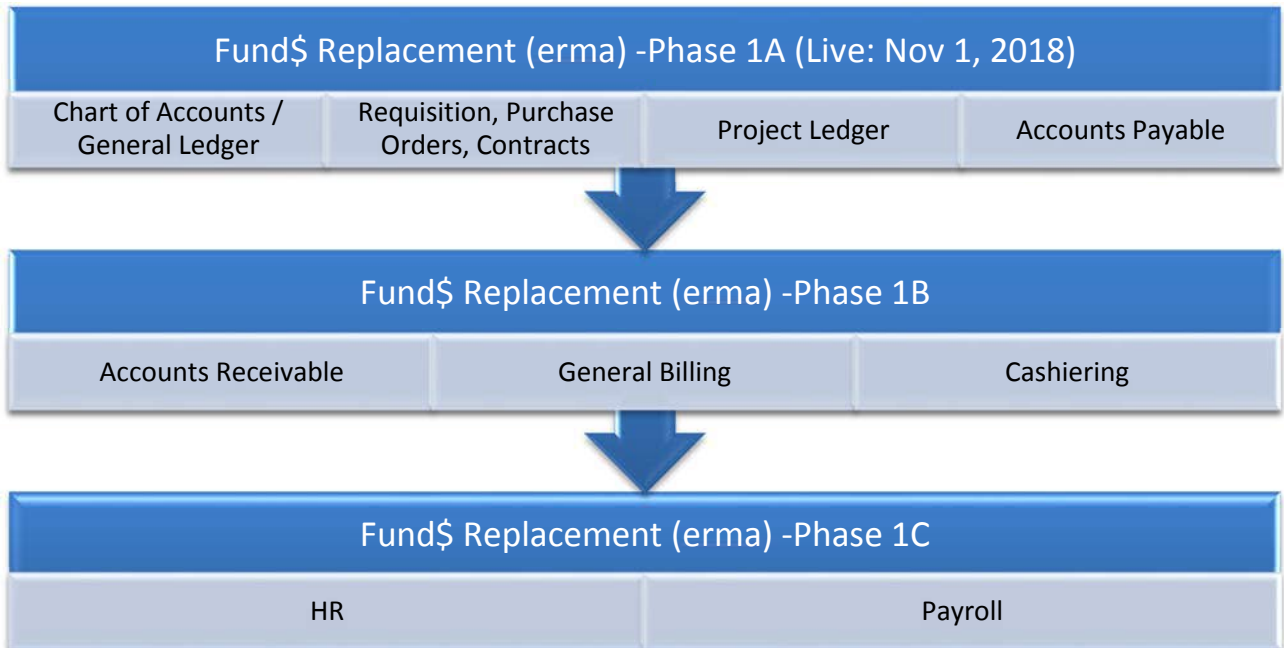
The City of Berkeley 311 Customer Service Call Center provides a first point of contact for the City Services, delivers information to and collects service-related data from Community Members, Businesses and Visitors on behalf of the City. When a customer calls 311 or accesses 311 Online Service Center (OLSC) web portal, their request often requires agency follow-up. If 311 is unable to directly fulfill a request and further action is required, 311 creates a service request (SR) and notifies the appropriate City Department. (e.g., to fix a pothole or respond to park services).

### **FUND\$ Replacement Team**

The FUND\$ Replacement Team provides project management, change management and subject matter expertise to implement multiple software solutions to address the core data needs for the City. The Program is divided into multiple projects to be completed over a five year period.

The City has selected Tyler Munis, a new, fully integrated, public sector Enterprise Resource Planning ("ERP") system that meets the City's functional scope (Core Financials, Purchasing, Human Resources, Payroll, Budget Preparation, Time Entry, and Benefits Administration). The City has begun implementation of the new ERP and went live with Phase 1 A of the project on Nov 1, 2018.

The Phase 1B and 1C are in progress and project timelines are being developed. The target date of completion for Phase 1B and 1C is Jan 1, 2020.



The project team is moving forward with additional projects defined in the Digital Strategic Plan (DSP) and replace the additional modules in FUND\$ through RFP processes and research optimal solutions for the functions listed below. The detailed timelines will be shared once the vendor selection process is completed.

**Phase 2: (RFP's in progress at various stages)**

- Zero Waste System
- Work Order System including Facilities Management
- Fleet Management
- Performance Management / Learning Management System
- Real Property Leasing

**Phase 3: (Not Started)**

- Business License
- Property Tax Assessment

**Business Applications**

The Business Applications Divisions provides business analysis, project management and programming services and reviews each department's technology portfolio to help maximize interdepartmental workflow efficiencies. Application Programmer/Analysts are responsible for helping each department maximize its return on technology investments. Staff assigned to this unit provide business, technical, and functional requirements and business analysis to help prioritize, design, improve, and implement workflow systems for client departments. Programmers

develop, maintain, and implement software applications across a variety of technology platforms and provide expert business analysis to upgrade software and automate workflows for each City Department.

## STRATEGIC PLAN PRIORITIES: PROPOSED FY2020 & FY2021 PROJECTS & PROGRAMS

| Goal                                                                                 | Supporting Department(s)                                                                                                                                                                                                                        | Title                                       | Description                                                                                                                                                                                                                         | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide an efficient and financially-healthy City government                         | City Attorney, City Clerk, City Manager's Office, Finance, Fire & Emergency Services, Health Housing & Community Services, Human Resources, Information Technology, Parks Recreation & Waterfront, Planning & Development, Police, Public Works | Digital Strategic Plan & Roadmap            | Phase II:<br><br>91 projects, both new and carryover                                                                                                                                                                                | Various           | Both              |
| Provide an efficient and financially-healthy City government                         | Parks Recreation & Waterfront, Public Works                                                                                                                                                                                                     | FUND\$ Replacement: Fleet Management System | To implement the fleet management system, customer requests and work orders, preventive maintenance, resources, and inventory, best practices and regulatory compliance                                                             | 7/19-7/21         | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities. | City Attorney, City Clerk, City Manager's Office, Finance, Fire & Emergency Services, Health Housing & Community Services, Human Resources, Information Technology, Parks                                                                       | Backup System                               | To replace our current enterprise backup product (Barracuda) with a more stable and expandable backup solution. The need is for a software solution that has the ability to expand when needed and can provide very quick restores. | 7/19-7/20         | New               |

| Goal                                                                                 | Supporting Department(s)                                                                                                                                                                                                                        | Title                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                      | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                      | Recreation & Waterfront, Planning & Development, Police, Public Works                                                                                                                                                                           |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities. | Citywide                                                                                                                                                                                                                                        | Data Center Infrastructure Upgrade, Disaster Recovery Installation and Implementation | To replace our current server and storage infrastructure in both the City Hall and Public Safety Building Data Centers with a dependable, fault tolerant, restorable and DR (disaster recovery) failover solution. With a hyper-converged solution we can have a single solution for managing the 250 virtual servers in the City of Berkeley. This includes combining the CPU, RAM, and storage within the same fully supported infrastructure. | 7/19-6/20         | New               |
| Provide an efficient and financially-healthy City government                         | City Attorney, City Clerk, City Manager's Office, Finance, Fire & Emergency Services, Health Housing & Community Services, Human Resources, Information Technology, Parks Recreation & Waterfront, Planning & Development, Police, Public Works | GIS Master Plan                                                                       | Year 2 of GIS Master Plan: <b>Multiple projects</b> , both new and carryover, including GreenCity GIS (interactive map application integrated with GIS asset management for Parks), Here Data (resource for base map data and routing for Public Safety and other departments), Panoramic – Imagery (360 degree panoramic imagery for rights-of-way)                                                                                             | 7/19-6/20         | New               |

| Goal                                                         | Supporting Department(s)                                                                                                                                                                                                                        | Title                            | Description                                                        | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------|-------------------|-------------------|
| Provide an efficient and financially-healthy City government | City Attorney, City Clerk, City Manager's Office, Finance, Fire & Emergency Services, Health Housing & Community Services, Human Resources, Information Technology, Parks Recreation & Waterfront, Planning & Development, Police, Public Works | Master Address Database          | Address management system to replace FUND\$ land management module | 2/20-2/22         | New               |
| Provide an efficient and financially-healthy City government | Finance                                                                                                                                                                                                                                         | FUND\$ Replacement: eProcurement | Implement an electronic procurement system                         | 7/19-7/20         | New               |
| Provide an efficient and financially-healthy City government | Citywide                                                                                                                                                                                                                                        | Analytics Now                    | Implement a analytics tool for reporting                           | 7/19-7/21         | New               |
| Provide an efficient and financially-healthy City government | Citywide                                                                                                                                                                                                                                        | KnowBe4                          | Provide cyber security training to staff                           | 7/19-7/21         | New               |
| Provide an efficient and financially-healthy City government | City Attorney, City Clerk, City Manager's Office, Finance, Fire & Emergency Services, Health                                                                                                                                                    | Single Sign-On                   | Enable end user to login from anywhere using one login             | 7/19-7/21         | New               |



| Goal                                                                                | Supporting Department(s)                                                                                                                           | Title                                                                        | Description                                                                                                                                                                                                                                                                      | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                     | Housing & Community Services, Human Resources, Information Technology, Parks Recreation & Waterfront, Planning & Development, Police, Public Works |                                                                              |                                                                                                                                                                                                                                                                                  |                   |                   |
| Provide an efficient and financially-healthy City government                        | Health Housing & Community Services                                                                                                                | NextGen Electronic Practice Management (EPM) Electronic Health Record System | Implement major upgrades needed to meet changing healthcare requirements & strategic enhancements targeted to improve health clinic workflow                                                                                                                                     | 7/19-07/20        | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | Office of Economic Development, Public Works                                                                                                       | Broadband Infrastructure Master Plan                                         | Develop master plan to improve infrastructure for high speed internet citywide                                                                                                                                                                                                   | 3/18-07/19        | Carryover         |
| Create a resilient, safe, connected, and prepared city                              | City Manager's Office                                                                                                                              | Cyber Resilience Strategy                                                    | Multiple Projects related to Cyber Resilience, Cyber Security and Disaster Recovery: Develop Cyber Resilience Plan and Business Impact Assessment in alignment with City's Resilience Strategy, including software upgrade needs, policies and cyber security training for staff | 7/19-6/19         | Both              |
| Provide an efficient and financially-healthy City government                        | City Attorney, City Clerk, City Manager's Office, Finance, Fire & Emergency                                                                        | FUND\$ Replacement: E-signatures                                             | E-signatures and improving contract routing process for e-signatures                                                                                                                                                                                                             | 7/19-7/21         | New               |

| Goal                                                                                 | Supporting Department(s)                                                                                                                                            | Title                              | Description                                                                                 | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                      | Services, Health Housing & Community Services, Human Resources, Information Technology, Parks Recreation & Waterfront, Planning & Development, Police, Public Works |                                    |                                                                                             |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities. | Citywide                                                                                                                                                            | Annual Infrastructure Replacements | 5 Annual Replacement Programs for technology equipment replacement                          | Various           | New               |
| Provide an efficient and financially-healthy City government                         | Citywide                                                                                                                                                            | Annual Reporting and Compliance    | 6 Annual Reporting and Compliance Programs for meeting state and grant funding requirements | Various           | New               |

## CHALLENGES

The technological needs for the departments are growing exponentially and given this new landscape, new additional resources may be needed to provide effective implementation and ongoing support for the technology solutions deployed. Some of the other challenges are around Recruitment, Retention and Class specifications.

- Class Specifications are outdated and refer to early 1990 technologies and skill set. The Class specs don't reflect the current department skillset required and results in low retention rate for new employees
- Recruitment Statistics
  - 57 Recruitments in last 3 years for a staff of 45
  - Average 11 positions vacant every year (24.4%)
- Staffing Challenges
  - Difficult to recruit – Expectation of Class Spec, Work and Skillset do not match
  - Lack of growth opportunities for staff
  - Lack of Space impacts productivity
- Project Implementations Impact
  - New technology deployed but Network Operations support staff is the same
  - IT Staff considerations not included in implementation of Short Term Rentals, U1 Measure, T1 Bond

## ACCOMPLISHMENTS

- IT is currently the lead department for 94 projects out of the 174 presented in the above chart. IT is the Supporting Department for the remaining 80 projects with other City Departments.
- This is in addition to 5 Annual Infrastructure Replacement and 6 Annual Compliance Reporting Projects
- PROJECTION: 57 Projects where IT is the lead department are being projected to carryforward as most projects in FY18/FY19 are multiyear projects

**Enterprise Resource Planning (ERP) Phase I (Core Financials and HR Payroll Modules)** Implement the Tyler Munis Core Financials and HR Payroll Modules – Chart of Accounts, Accounts Payable / Accounts Receivables, Miscellaneous Billing, Contracts Management, HR Payroll, Electronic Timesheets. The core ERP Project team

is also assessing current business practices, and identifying areas of business process improvement to optimize efficiency and return on investment of instituting a modern ERP.

**Website Redesign Request for Proposals (RFP) and System Selection** – In February 2018, the City issued an RFP seeking a vendor to implement a complete redesign of Berkeley’s website, including a new content management system and secure, high-performance offsite hosting. The RFP received a robust response, garnering over two dozen strong proposals. After three rounds of review by a multi-departmental evaluation team, the City selected [Rolling Orange, Inc.](#) to develop the new website.

***Building Eye Portal*** - The [Building Eye Portal](#), launched to the public in March 2018. The portal is an online mapping solution for City-issued permits to enable community members to search and review permit details and to easily identify permitting information based on address and business type. Visit - <https://berkeley.buildingeye.com/>

***Berkeley Community Connection Portal*** - The new portal named, [The Berkeley Community Connection](#) uses open data, technology and innovation to help Berkeley residents understand what is going on in their neighborhoods. 311 requests for service information is provided in an easily searchable format and depicted on a city map. Our Community can search by an address or filter by neighborhood and date range, and save the search by creating an alert to monitor changes over time. Under Pins, see the trends in service requests for refuse & recycling, graffiti and vandalism, government activity (encampments inquiries) and many more service classifications. Visit - <https://berkeley.connect.socrata.com>

***GIS Community Portal*** - The [GIS Community Portal](#), launched to the public in January 2019. The existing GIS web page had a legacy product known as “Parcel Popper” which allowed citizens to enter an address and receive information for a given property including regulations. The GIS Community Portal allows residents, businesses, city officials, and developers the ability to better understand what zoning and land use policies apply to properties of interest to them, without the need to call staff necessarily. Visit - <https://www.cityofberkeley.info/gisportal/>

***Records Online Portal*** - The [Records Online portal](#), launched to the public in August 2018. The new portal provides ready and transparent access to numerous City

Documents including City Council minutes, resolutions, ordinances, staff reports, commission minutes, election results and voter pamphlets, and city contracts. Minutes and ordinances in Records Online date back to the early 1900's, resolutions go back to 1984, and staff reports are available back to 2005. Visit - <https://www.cityofberkeley.info/recordsonline/paFiles/cqFiles/index.html>

**Wireless Expansion** - Installed/replaced over 50 wireless access points (WAPs) across over a dozen City locations. COB laptops and City-issued cellphones will connect automatically. We also have guest Wi-Fi available for the public. Over the next two fiscal years we will be installing/upgrading WAPs at all City facilities, including adding WAPs in all conference rooms throughout the City.

**New World Computer Aided Dispatch (CAD) Upgrade** – Upgrade the Computer Aided Dispatch (CAD) 911 system to Enterprise Version and to provide streamlined access to law enforcement and emergency service records, enhanced crime analysis tools, and online crime reporting services.

**Body Worn Cameras Deployment** – In collaboration with Police department acquired and installed the equipment, hardware, software and online storage necessary to implement Body Worn Cameras for Berkeley Police Officers.

**Route Smart Application and Mobile Communications** – Study to determine the impact of adding commercial garbage route to the existing commercial and residential routes. Added commercial routes and updated routing pattern accordingly.

**Database of City Commissioners** – Launched a new database that enables the City to more efficiently track and update the composition of City Commissions and any vacancies.

**ServiceNow Project:** Phase I – Launched in January 2018 and Implemented the following modules of the software: Incident Management, Change Management, Problem Management, Configuration Item Database, Service Catalog, Knowledge Base, Online Service Portal for End Users, and an **Enterprise Portfolio Project Management (PPM)** – Implemented enterprise wide Project Portfolio Management tool to manage project scope, timelines and budget.

**Lagan CRM Upgrade** – Upgraded CRM software from V7 to V14R2 provides new functionality of CRM system used by 311 and desktop light version used by City Service Departments. Twelve new features and functionality were added including reclassification of case categories, bulk add case notes, and bulk case closing, supports emails from CRM. The upgraded features improved efficiencies of case handling and

reporting accuracy.

## **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

In FY 2019, the Department of Information Technology implemented an internal service fund which now supports 96% of the Department's operations. Prior to FY 2019, the IT Department was primarily funded through the General Fund, the Computer Replacement Fund, and the Capital Improvement Fund. These three funding streams were consolidated, and the remaining costs were allocated based on FTE and PC count. Personnel was supplemented by multiple special and enterprise funds as requested by each funding department. Implementing this internal service fund ensures all departments are paying their equitable and consistent share of technology costs, and allows the IT Department to be more flexible and efficient in delivery of services. The department of technology also implemented Service Level Agreements for the services provided to the departments.

In FY 2020 and FY 2021 the Internal Service Fund will continue to support the IT Department. Costs have been updated to reflect updated Union Agreements, additions for Cost of Living Adjustments (COLAs), California Public Employees Retirement System (CALPERS) rates, in addition to software and hardware costs related to the implementation of a new financial system.

## INFORMATION TECHNOLOGY FINANCIAL SUMMARY

|                               | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2019<br>Proposed |
|-------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>           |                   |                   |                    |                     |                     |
| <b>By Type:</b>               |                   |                   |                    |                     |                     |
| Salaries and Benefits         | 6,064,945         | 6,686,333         | 7,398,230          | 8,507,171           | 8,730,595           |
| Services and Materials        | 2,734,103         | 4,023,485         | 2,951,316          | 4,863,335           | 4,952,066           |
| Capital Outlay                | 1,789,091         | 2,079,339         | 6,632,936          | 5,417,169           | 5,417,169           |
| Internal Services             | 162,714           | 255,588           | 254,638            | 616,738             | 626,075             |
| Indirect Cost Transfer        | 211,475           | 234,964           | 300,705            |                     |                     |
|                               | <b>10,962,328</b> | <b>13,279,709</b> | <b>17,537,825</b>  | <b>19,404,413</b>   | <b>19,725,905</b>   |
| <b>By Division:</b>           |                   |                   |                    |                     |                     |
| Administration                | 1,537,262         | 1,537,913         | 1,872,890          | 2,249,410           | 2,278,005           |
| Network Administration        | 1,048,537         | 3,786,814         | 7,668,835          | 6,970,180           | 7,025,649           |
| Application Development       | 2,373,067         | 1,873,422         | 1,574,686          | 2,570,924           | 2,618,747           |
| Network Operations            | 1,202,498         | 1,405,623         | 1,359,722          | 2,927,306           | 2,980,448           |
| Cable TV                      | 335,075           | 279,092           | 330,710            | 330,710             | 330,710             |
| Public Safety Systems         | 1,510,648         | 1,015,583         | 861,869            | 202,940             | 206,972             |
| Customer Service 311          | 1,382,614         | 1,580,617         | 1,983,029          | 1,857,008           | 1,910,708           |
| Capital Improvements          | 1,496,983         | 1,697,573         | 1,886,084          | 2,295,935           | 2,374,666           |
| Telecommunications            | 75,644            | 102,472           | -                  |                     |                     |
| Non-Center Street CIP         |                   | 600               |                    |                     |                     |
|                               | <b>10,962,328</b> | <b>13,279,709</b> | <b>17,537,825</b>  | <b>19,404,413</b>   | <b>19,725,905</b>   |
| <b>By Fund:</b>               |                   |                   |                    |                     |                     |
| General Fund                  | 5,682,791         | 5,847,105         | 7,711,017          | 213,210             | 213,210             |
| IT Cost Allocation            | -                 |                   |                    | 12,965,336          | 13,258,605          |
| Gas Tax                       | 30,400            | 27,897            | 30,483             |                     |                     |
| Rental Housing Safety Program | 50,132            |                   |                    |                     |                     |
| Employee Training             | 106,489           | 188,673           | 190,309            | 188,374             | 188,374             |
| FUND\$ Replacement            | 1,286,598         | 2,844,950         | 5,848,106          | 5,602,307           | 5,630,530           |
| Capital Improvement Fund      | 795,047           | 1,368,093         | 397,364            |                     |                     |
| Zero Waste Fund               | 743,155           | 776,684           | 927,915            | 8,000               | 8,000               |
| Sanitary Sewer Fund           | 494,553           | 524,922           | 536,724            |                     |                     |
| Clean Storm Water             | 184,230           | 213,789           | 222,594            |                     |                     |
| Permit Service Center         | 566,460           | 505,407           | 638,526            | 115,689             | 115,689             |
| Equipment Maintenance         | 39,802            | 41,033            | 41,200             |                     |                     |
| Building Maintenance          | 39,803            | 41,034            | 41,200             |                     |                     |
| Computer Replacement Fund     | 446,758           | 439,206           | 505,500            |                     |                     |
| Other Funds                   | 496,110           | 460,916           | 446,887            | 311,497             | 311,497             |
|                               | <b>10,962,328</b> | <b>13,279,709</b> | <b>17,537,825</b>  | <b>19,404,413</b>   | <b>19,725,905</b>   |

|                         |       |       |       |       |      |
|-------------------------|-------|-------|-------|-------|------|
| <b>General Fund FTE</b> | 22.88 | 23.88 | 24.38 | 0.00  | 0.00 |
| <b>Total FTE</b>        | 40.50 | 42.50 | 44.50 | 45.00 | 4.00 |



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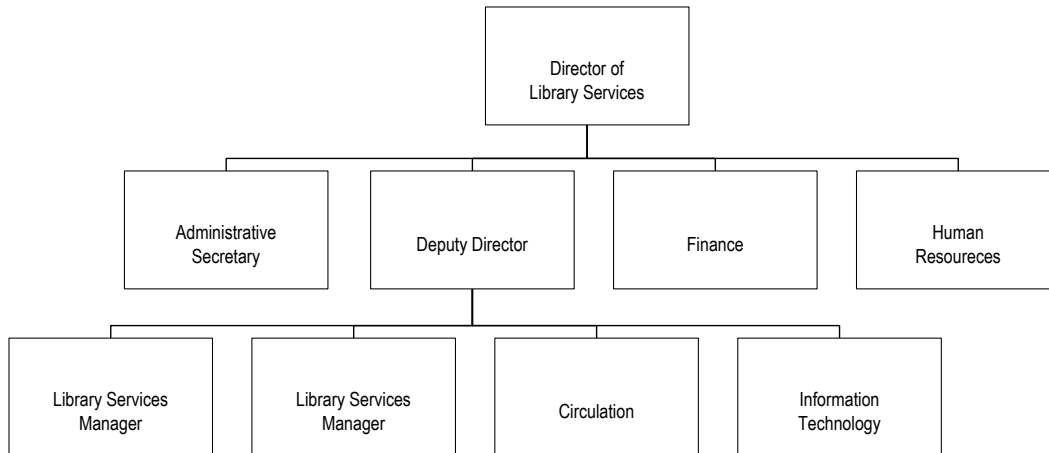


# BERKELEY PUBLIC LIBRARY

## MISSION STATEMENT

The Berkeley Public Library (BPL) supports the individual's right to know by providing free access to information. The Central Library and four neighborhood branch libraries are committed to developing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community. The Library supports independent learning, personal growth, and the individual's need for information. Helpful and expert staff welcomes the opportunity to provide quality library services and programs. The Berkeley Public Library – an institution shaped by Berkeley's traditions, characteristics, and environment – belongs to the entire community.

## ORGANIZATION CHART



## **BERKELEY PUBLIC LIBRARY**

### **DEPARTMENT OVERVIEW**

Berkeley Public Library provides access to collections of physical and electronic books, music, articles, and films; offers cultural and learning experiences for community members; provides access to spaces for studying and meeting with others; and develops opportunities for community engagement and skill sharing. The Library offers five facilities: the Central Library in downtown Berkeley and four neighborhood branches: the Claremont, North, Tarea Hall Pittman South, and West branches. The Tarea Hall Pittman South facility includes the Tool Lending Library that provides access to a wide range of borrowable household tools. Although hours vary between the Central Library and the branches, Berkeley Public Library offers services seven days a week and including evening hours Monday through Thursday weekly.

□ Divisions:

#### *Branch and Central Library Services*

These subdivisions provide direct services to community members in the form of programming for all ages; technology support; access to tools; readers' advisory; outreach to community events; and information and referral services. Subdivisions include the following:

- Central Adult Services
- Central Children's Services
- Central Support Services
- Claremont Branch
- North Branch
- Tarea Hall Pittman South Branch
- Tool Lending Library
- West Branch

#### *Collections Services*

The Collection Services subdivision develops collections of physical and electronic resources that meet the reading and cultural interests of Berkeley's diverse community. Collections Services is responsible for the acquisition, selection, cataloging, processing and ongoing evaluation of library materials and resources.

#### *Facilities Management*

The Facilities Management subdivision maintains the mechanical systems and physical plant of the five Berkeley Public Library facilities. Practices emphasize environmentally sound and cost-effective solutions.

## **BERKELEY PUBLIC LIBRARY**

### *Information Technology*

The Library Information Technology subdivision manages the Library's networks, servers, computers, and enterprise applications. The subdivision also provides computer hardware and software support and training.

### *Circulation Services*

The Circulation Services subdivision oversees the check-out, check-in, and shelving of Library materials. The Division creates and maintains the Library's database of patron accounts; handles patron fees; coordinates patron holds and interlibrary reserves; performs physical delivery of materials to and from the branches; and offers Books-by-Mail services to patrons for reasons of mobility.

### *Literacy Services*

The Literacy Services subdivision, known as *BerkeleyREADS*, provides tutoring and literacy support services for clients aged 16 years and older. This subdivision coordinates family literacy outreach that includes story times, the distribution of free books, and parent literacy workshops at partner sites that serve disadvantaged families.

### *Library Administration: Finance and Human Resources*

The Finance and Human Resources subdivisions oversee personnel records, accounting and payroll functions, financial measurements and reports, and oversight of business contracts and purchasing, in addition to management of the Library Tax Fund, the Library Gift Fund, and all other Library revenue and expenditure sources.

### *Library Administration: Communications*

This subdivision coordinates external and internal communications, responds to media inquiries, supports the Library's digital and social media presence, and raises awareness of Library services throughout the community.

- Services the Library provides include the following:
  - Access to a collection of 477,328 physical books;
  - Access to 410,477 electronic books;
  - Access to over 75,000 films (DVDs and streaming);
  - Access to over 400,000 audiobooks and music (CDs and streaming);
  - Access to millions of additional book, DVD, and CD titles through the Link+ consortium of public and academic libraries;
  - Access to five facilities that are open a total of 13,624 hours annually
  - Approximately 3,000 cultural and educational programs annually, including literacy programs, storytimes, lectures, discussions, intergenerational programs, musical programs and more;
  - 535 reader seats across the five facilities;

***BERKELEY PUBLIC LIBRARY***

- An adult literacy program offering one-on-one tutoring and group programs for adults wishing to improve their practical reading skills;
- Access to free and discounted museum passes through the Library's Discover & Go program;
- Delivery of materials to and from each branch providing community members full access to the entire Library collection regardless of their location in the City;

**BERKELEY PUBLIC LIBRARY****STRATEGIC PLAN ALIGNMENT**

The Berkeley Public Library supports the City of Berkeley Strategic Plan and has identified three key goals that significantly relate to the Library's mission:

- Provide state-of-the-art, well maintained infrastructure, amenities, and facilities
- Champion and demonstrate social and racial equity
- Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

The below table outlines proposed operational initiatives and activities designed to help meet those goals.

| Goal                                                                                                                           | Title                                                                                    | Description                                                                                                                                                                                                                                                                             | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities                                            | Central Library renovations to public areas                                              | Significant interior renovations, including new gender-neutral restrooms, flooring, lighting, public desks, and public seating & tables                                                                                                                                                 | 4/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities                                            | Central Library stucco and windows systems replacement                                   | Redesign and replacement of Bancroft Wing exterior stucco and windows.                                                                                                                                                                                                                  | 4/19 - 7/21       | Carryover         |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | Integrated Library System                                                                | The Library selected a new software that is used for most elements of Library operations, including, circulation transactions, patron data, bibliographic data and more.                                                                                                                | 7/19 - 7/21       | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | Services for community members experiencing mental illness and/co-occurring homelessness | The Library serves patrons who experience mental illness and/or homelessness and who use the library in non-traditional ways. Many public libraries have identified a need for a social worker for intervention and/or training of staff to better interact with and serve such patrons | 7/20 - 6/21       | New               |

## **BERKELEY PUBLIC LIBRARY**

### **CHALLENGES**

- ❑ The aging of the Bancroft wing of the Central Library (circa 2002) requires significant investment related to necessary stucco replacement, window system redesign, and significant roofing and elevator maintenance.
- ❑ The cost of licensing e-books and e-audiobooks remains high while community demand continues to increase for e-books and e-audiobooks.
- ❑ Financially sustaining the adopted industrywide practice of pay-per use licensing for streaming media offerings.
- ❑ Central Library Children's Room requires significant updating to enable enhanced and improved children's services.
- ❑ Serving populations that experience homelessness and/or mental illness.

### **ACCOMPLISHMENTS**

- ❑ In 2019, the Library initiated fine free practices as recommended by the Government Alliance on Racial Equity and to support the City's Strategic goal "Champion and promote social and racial equity."
- ❑ Developed the *Easy Access* card to accommodate and serve community members in transition or without permanent address.
- ❑ The Library remodeled a portion of the Central Library's first floor, introducing *The Commons*, offering more than 40 additional reader seats, easy access to electricity for powering devices, and a laptop lending machine that lets patrons borrow laptop computers while in the Library.
- ❑ Launch of the Library's first annual Citywide Read program.
- ❑ Organizational Evaluation

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

- ❑ Replacement of the external stucco and windows systems on the Bancroft wing of the Central Library for the purpose of community and staff safety.
- ❑ The Central Library improvements project-- in planning phase for many years-- will enter the construction bidding phase, with a projected timeline of groundbreaking in early FY 2020.
- ❑ The Library's Transaction Based Reimbursement Fund was approved for closure in March, 2019. The remaining balance will be integrated into the Library Tax Fund in FY 2020. The closed fund had been created to accept reimbursements for the California State Library inter-library loan program which has since been discontinued.
- ❑ Since the introduction of fine-free practices on July 1, 2019, the Library's receipt of revenues from overdue fees has been reduced significantly. Revenue reflects an estimate of \$40,000, significantly lower than in previous budgets.

**BERKELEY PUBLIC LIBRARY**

- The allocation for custodial services has doubled to \$417,000 to reflect the cost of services.
- The Library's Information Technology budget reflects the department's contributions (approximately \$179,000) to citywide Microsoft software licensing, VOIP, and assorted other charges paid internally to the CoB Information Technology Department for services.
- The FY 2021 budget reflects an interest in being more responsive to patrons experiencing homelessness and/or mental illness. \$150,000 has been added to the professional services budget to reflect an interest in collaborating with other City departments with expertise in serving such patrons, or, alternatively, identifying a community collaborator who can provide staffing options.

**BERKELEY PUBLIC LIBRARY FINANCIAL SUMMARY**

|                                 | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|---------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>             |                           |                           |                            |                             |                             |
| <b>By Type:</b>                 |                           |                           |                            |                             |                             |
| Salaries and Benefits           | 13,664,895                | 13,542,866                | 14,762,398                 | 15,720,564                  | 16,139,543                  |
| Services and Materials          | 3,294,745                 | 3,653,239                 | 4,907,072                  | 5,255,228                   | 5,106,033                   |
| Capital Outlay                  | 487,819                   | 328,696                   | 3,474,452                  | 4,974,452                   | 424,452                     |
| Internal Services               | 11,418                    | 17,057                    | 189,688                    | 189,688                     | 189,688                     |
| Indirect Cost Transfer          |                           |                           |                            |                             |                             |
|                                 | <b>17,458,877</b>         | <b>17,541,858</b>         | <b>23,333,610</b>          | <b>26,139,932</b>           | <b>21,859,716</b>           |
| <b>By Division:</b>             |                           |                           |                            |                             |                             |
| Library Administration          | 4,580,982                 | 4,368,055                 | 8,957,049                  | 10,944,305                  | 6,490,879                   |
| Central Library                 | 5,669,042                 | 5,802,515                 | 6,083,700                  | 6,486,788                   | 6,638,112                   |
| Branch Libraries                | 4,628,324                 | 4,656,090                 | 5,482,193                  | 5,793,760                   | 5,940,842                   |
| Technical Services              | 2,580,529                 | 2,715,198                 | 2,810,668                  | 2,915,079                   | 2,789,883                   |
|                                 | <b>17,458,877</b>         | <b>17,541,858</b>         | <b>23,333,610</b>          | <b>26,139,932</b>           | <b>21,859,716</b>           |
| <b>By Fund:</b>                 |                           |                           |                            |                             |                             |
| Library Fund                    | 17,214,112                | 17,290,564                | 22,703,057                 | 25,507,843                  | 21,227,627                  |
| Direct Loan/Inter Library Loan  | 40,161                    | 11,011                    | 18,000                     | 18,000                      | 18,000                      |
| Library Services & Technology   | 72,712                    | 49,875                    | 62,553                     | 64,089                      | 64,089                      |
| Library Friends & Gift Fund     | 89,247                    | 96,917                    | 150,000                    | 150,000                     | 150,000                     |
| Library Foundation              | 37,867                    | 93,491                    | 400,000                    | 400,000                     | 400,000                     |
| Measure FF - Branch Renovations | 4,778                     |                           |                            |                             |                             |
|                                 | <b>17,458,877</b>         | <b>17,541,858</b>         | <b>23,333,610</b>          | <b>26,139,932</b>           | <b>21,859,716</b>           |

**General Fund FTE****Total FTE**

112.28

114.10

116.10

116.10

116.10



**BERKELEY PUBLIC LIBRARY FINANCIAL SUMMARY**

|                                          | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b>         |                           |                           |                            |                             |                             |
| <b><i>Library Administration</i></b>     |                           |                           |                            |                             |                             |
| Administration                           | 1,785,246                 | 1,649,715                 | 2,573,140                  | 2,975,816                   | 3,034,229                   |
| Library Information Systems              | 1,410,442                 | 1,375,886                 | 2,045,424                  | 2,123,118                   | 2,148,210                   |
| Facilities                               | 1,222,511                 | 1,309,971                 | 1,188,485                  | 1,195,371                   | 1,208,440                   |
| Capital Projects                         | 162,783                   | 32,483                    | 3,150,000                  | 4,650,000                   | 100,000                     |
| Division Total                           | 4,580,982                 | 4,368,055                 | 8,957,049                  | 10,944,305                  | 6,490,879                   |
| FTE Total                                | 18.00                     | 17.00                     | 19.00                      | 19.00                       | 19.00                       |
| <b><i>Central Library</i></b>            |                           |                           |                            |                             |                             |
| Circulation Services                     | 2,555,050                 | 2,623,959                 | 2,889,103                  | 3,072,801                   | 3,133,799                   |
| Children's and Teen Services             | 952,979                   | 999,776                   | 1,004,859                  | 1,058,106                   | 1,085,100                   |
| Art and Music                            | 491,979                   | 490,895                   | 481,382                    | 543,992                     | 561,197                     |
| Reference                                | 1,279,977                 | 1,305,261                 | 1,305,554                  | 1,386,101                   | 1,422,262                   |
| Literacy Programs                        | 378,002                   | 382,624                   | 402,802                    | 425,788                     | 435,754                     |
| Young Adult Programs                     | 11,055                    |                           |                            |                             |                             |
| Division Total                           | 5,669,042                 | 5,802,515                 | 6,083,700                  | 6,486,788                   | 6,638,112                   |
| FTE Total                                | 46.88                     | 45.55                     | 45.55                      | 45.55                       | 45.55                       |
| <b><i>Branch Libraries</i></b>           |                           |                           |                            |                             |                             |
| Administration                           | 18,823                    | 61,550                    | 506,953                    | 533,699                     | 544,536                     |
| North Branch                             | 1,145,559                 | 979,689                   | 1,233,387                  | 1,308,757                   | 1,339,069                   |
| South Branch                             | 1,050,703                 | 1,041,765                 | 1,116,399                  | 1,187,470                   | 1,215,352                   |
| West Branch                              | 1,038,371                 | 1,127,487                 | 1,182,279                  | 1,231,861                   | 1,267,024                   |
| Claremont Branch                         | 1,004,641                 | 1,085,477                 | 1,092,348                  | 1,168,908                   | 1,200,071                   |
| Tool Lending                             | 370,227                   | 360,122                   | 350,827                    | 363,065                     | 374,790                     |
| Division Total                           | 4,628,324                 | 4,656,090                 | 5,482,193                  | 5,793,760                   | 5,940,842                   |
| FTE Total                                | 37.90                     | 42.05                     | 42.05                      | 42.05                       | 42.05                       |
| <b><i>Library Technical Services</i></b> |                           |                           |                            |                             |                             |
| Technical Svcs & Collection Mgmt.        | 782,354                   | 652,822                   | 734,228                    | 776,735                     | 793,696                     |
| Technical Services                       | 1,798,175                 | 2,062,376                 | 2,076,440                  | 2,138,344                   | 1,996,187                   |
| Division Total                           | 2,580,529                 | 2,715,198                 | 2,810,668                  | 2,915,079                   | 2,789,883                   |
| FTE Total                                | 9.50                      | 9.50                      | 9.50                       | 9.50                        | 9.50                        |
| <b>Department Total</b>                  | <b>17,458,877</b>         | <b>17,541,858</b>         | <b>23,333,610</b>          | <b>26,139,932</b>           | <b>21,859,716</b>           |
| <b>FTE Total</b>                         | <b>112.28</b>             | <b>114.10</b>             | <b>116.10</b>              | <b>116.10</b>               | <b>116.10</b>               |



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## ***MAYOR AND COUNCIL***

The Berkeley City Council consists of a Mayor and eight (8) Councilmembers. The City is divided into eight Council districts, which are used for the election of Councilmembers. The Mayor is elected citywide. The Mayor is the President of the Council and votes as an individual ninth member.

Following is a list of the current Council including their office telephone numbers.

Mayor Jesse Arreguin, (510) 981-7100

District 1 - Councilmember Rashi Kesarwani, (510) 981-7110

District 2 - Councilmember Cheryl Davila, (510) 981-7120

District 3 - Councilmember Ben Bartlett, (510) 981-7130

District 4 – Councilmember Kate Harrison, (510) 981-7140

District 5 - Councilmember Sophie Hahn, (510) 981-7150

District 6 - Councilmember Susan Wengraf, (510) 981-7160

District 7 - Councilmember Rigel Robinson, (510) 981-7170

District 8 - Councilmember Lori Droste, (510) 981-7180

The Councilmembers' Office salaries are annually adjusted by the CPI.

**MAYOR AND CITY COUNCIL FINANCIAL SUMMARY**

|                        | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>    |                           |                           |                            |                             |                             |
| <b>By Type:</b>        |                           |                           |                            |                             |                             |
| Salaries and Benefits  | 1,624,043                 | 1,785,434                 | 1,825,986                  | 1,887,772                   | 1,932,800                   |
| Services and Materials | 50,938                    | 67,099                    | 113,526                    | 113,526                     | 113,526                     |
| Capital Outlay         | 4,936                     | 4,734                     | -                          |                             |                             |
| Internal Services      | 81,181                    | 81,181                    | 81,181                     | 194,621                     | 194,621                     |
| Indirect Cost Transfer |                           |                           |                            |                             |                             |
|                        | <b>1,761,098</b>          | <b>1,938,448</b>          | <b>2,020,693</b>           | <b>2,195,919</b>            | <b>2,240,947</b>            |
| <b>By Division:</b>    |                           |                           |                            |                             |                             |
| Mayor's Office         | 511,184                   | 581,954                   | 620,023                    | 533,808                     | 557,850                     |
| Council Offices        | 1,249,914                 | 1,356,494                 | 1,400,670                  | 1,662,111                   | 1,683,097                   |
|                        | <b>1,761,098</b>          | <b>1,938,448</b>          | <b>2,020,693</b>           | <b>2,195,919</b>            | <b>2,240,947</b>            |
| <b>By Fund:</b>        |                           |                           |                            |                             |                             |
| General Fund           | 1,761,098                 | 1,938,448                 | 2,020,693                  | 2,195,919                   | 2,240,947                   |
|                        | <b>1,761,098</b>          | <b>1,938,448</b>          | <b>2,020,693</b>           | <b>2,195,919</b>            | <b>2,240,947</b>            |

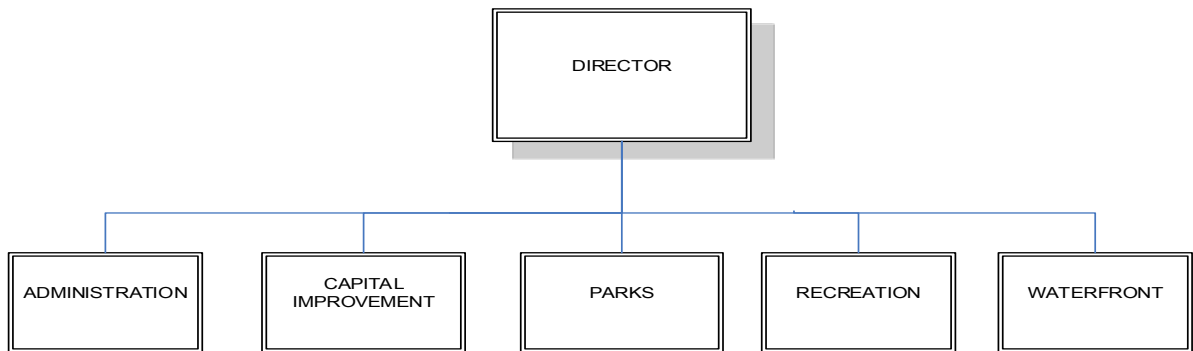
|                         |       |       |       |       |       |
|-------------------------|-------|-------|-------|-------|-------|
| <b>General Fund FTE</b> | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 |
| <b>Total FTE</b>        | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 |

## ***PARKS, RECREATION & WATERFRONT***

### **MISSION STATEMENT**

The Parks, Recreation & Waterfront Department is committed to administering excellent recreation programs at our community centers, camps, waterfront and parks; maintaining our trees and urban forest, landscaping and infrastructure; and developing capital projects with community input to improve and enhance residents' park and facility experience.

### **ORGANIZATION CHART**



## **PARKS, RECREATION & WATERFRONT**

### **DEPARTMENT OVERVIEW**

The Parks, Recreation & Waterfront (PRW) Department maintains the City's parks, playgrounds, pools, camps, community centers, and waterfront facilities; provides diverse recreation programs and special events throughout the year; delivers resident camps opportunities for youth, families and seniors; operates the largest public marina on the Bay; and plans, designs, and constructs capital improvements to our parks, recreation and waterfront facilities and infrastructure.

PRW is organized into five divisions to deliver the following baseline services:

- **Parks:** This division maintains Berkeley's 52 parks, 63 play areas, 49 sports courts, 15 sports fields, 4 community centers, 2 clubhouses, 36 picnic areas, 35,000 street and park trees, 152 landscaped street medians and triangles, 263 irrigation systems, and 29 restrooms and out buildings. The Parks Division also organizes community volunteer days and participates in special events.
- **Recreation & Youth Services:** This division provides a variety of programs and classes for all ages ranging from tots and pre-K to teens, youth and adult sports, summer camps, therapeutic recreation, and adult fitness. The division also operates the City's swimming pools, tennis courts and basketball courts, skate park, community centers, and resident camps. The division hosts multiple large special events for the community throughout the year.
- **Waterfront:** This division operates the Berkeley Marina and its related facilities, including the docks, pilings, streets, pathways, parking lots, buildings, trails, Adventure Playground, and 1,000 boat and berth rentals. The Division also manages agreements with Waterfront businesses, maintains Waterfront parks and facilities including Cesar Chavez Park, Shorebird Park and Nature Center, and the Adventure Playground, and manages special events.
- **Capital Projects:** This division plans and manages capital improvement projects at City parks, park buildings, community centers, pools, camps, and the Waterfront. This includes park and facility planning and community engagement, grant acquisition, permitting, environmental review, design and construction management.
- **Administration:** The Office of the Director provides overall management of the Department; communications with Council, Commissions and the public; financial management, budgeting, payroll, purchasing, contracts and counting; grant and lease administration.

**PARKS, RECREATION & WATERFRONT****STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| Goal                                                                                | Supporting Department(s)    | Title                                                                                                      | Description                                                                                                                                    | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works | Waterfront Roadway Improvement Project (University Ave, Marina Blvd, and Spinnaker Way)                    | Renovate the major roadway system at the Berkeley Waterfront (University Avenue Extension, Marina Blvd., and Spinnaker Way).                   | 7/18 - 6/21       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works | Berkeley Municipal Pier Feasibility Study                                                                  | Conduct an engineering feasibility study on options to re-build the existing or install a new pier for recreation and potential ferry service. | 7/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works | George Florence Mini Park Play Equipment Renovation Project                                                | Renovate the existing play equipment.                                                                                                          | 7/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works | San Pablo Park Play Equipment Renovation Project (San Pablo Park Tennis Courts and Play Equipment Upgrade) | Renovate the play equipment.                                                                                                                   | 7/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure,                           | City Attorney, Public Works | San Pablo Park Tennis Courts Renovation Project (San Pablo Park                                            | Renovate the tennis Courts.                                                                                                                    | 7/19 - 6/20       | Carryover         |

**PARKS, RECREATION & WATERFRONT**

| Goal                                                                                | Supporting Department(s)                  | Title                                                                        | Description                                                                                                          | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| amenities, and facilities                                                           |                                           | Tennis Courts and Play Equipment Upgrade)                                    |                                                                                                                      |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works               | Strawberry Creek Park Restroom Replacement Project                           | Replace existing restroom.                                                                                           | 7/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works               | Berkeley Rose Garden Pathways, Tennis Courts, and Pergola Renovation Project | Renovate existing pathways, tennis courts, and build out the pergola.                                                | 7/19 - 12/20      | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | Public Works                              | Tom Bates (Gilman) Fields Fieldhouse Conceptual Plan                         | Develop conceptual plans and conduct public process for a new fieldhouse/ restroom at the Tom Bates (Gilman) Fields. | 7/19 - 6/20       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works               | Willard Clubhouse Renovation Planning Project                                | Develop conceptual plans for the renovation of the Willard Clubhouse.                                                | 7/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Manager, City Attorney, Public Works | South Waterfront Area Parking Plan                                           | Develop rules and procedures to improve the availability of parking for multiple uses in the South Waterfront Area.  | 7/19 - 6/21       | New               |



**PARKS, RECREATION & WATERFRONT**

| Goal                                                                                | Supporting Department(s)                                              | Title                                                                                                                 | Description                                                                                                                                                   | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Manager, City Attorney                                           | Cazadero Music Camp Lease Agreement                                                                                   | Develop a new lease agreement with the operator of Cazadero Performing Arts Music Camp.                                                                       | 7/19 - 6/21       | New               |
| Foster a dynamic, sustainable, and locally-based economy                            | City Manager, City Attorney                                           | Doubletree Hotel Lease Agreement                                                                                      | Develop a new lease agreement with the Doubletree Hotel.                                                                                                      | 7/19 - 6/21       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Manager, City Attorney                                           | WETA MOU and Ferry Feasibility Study                                                                                  | Develop an MOU with WETA and conduct an engineering feasibility study for potential WETA ferry service and recreation at the existing or a new Berkeley Pier. | 7/19 - 6/21       | New               |
| Attract and retain a talented and diverse City government workforce                 | City Attorney                                                         | Sports Coaches and Officials Training and Certification (Training and Certification for Sports Coaches and Officials) | Training and Certification for Sports Coaches and Officials for City programs.                                                                                | 7/19 - 6/21       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | Public Works                                                          | Tree Planting Project in South and West Berkeley                                                                      | Plant 500 trees in South and West Berkeley.                                                                                                                   | 7/19 - 6/21       | New               |
| Foster a dynamic, sustainable, and locally-based economy                            | City Manager, City Attorney, Information Technology, Planning, Police | Berkeley Marina Area Specific Plan [BMASP] (Conceptual                                                                | A master planning process to develop a Specific Plan for an economically and environmentally sustainable Waterfront.                                          | 7/19 - 6/22       | Carryover         |

**PARKS, RECREATION & WATERFRONT**

| Goal                                                                                | Supporting Department(s)                                                                                                                           | Title                                                                                          | Description                                                                           | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                     |                                                                                                                                                    | Plan for the Berkeley Waterfront )                                                             |                                                                                       |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Manager, City Attorney, Information Technology, Planning                                                                                      | Berkeley Tuolumne Camp Rebuild Project (Cazadero Camp Landslide Fix and Dormitory Replacement) | Complete the construction documents and permits for bidding purposes.                 | 1/18 - 6/22       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Planning, Public Works                                                                                                              | Cazadero Camp Dormitory Rebuild Project                                                        | Rebuild the Jensen Dorm that was damaged by the landslide.                            | 7/19 - 12/20      | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, Public Works                                                                                                                        | Live Oak Community Center Seismic Upgrade and Renovation Project                               | Construct seismic upgrades and other renovations at the Live Oak Community Center.    | 6/19 - 6/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, City Manager's Office, Finance, Health Housing & Community Services, Human Resource, Information Technology, Planning, Public Works | Citywide Restroom Assessment                                                                   | Conduct an assessment of existing and potential public restrooms throughout the City. | 2/19 - 6/20       | Carryover         |

**PARKS, RECREATION & WATERFRONT**

| Goal                                                                                | Supporting Department(s) | Title                                      | Description                                      | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|--------------------------|--------------------------------------------|--------------------------------------------------|-------------------|-------------------|
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | Public Works             | Aquatic Park Tide Tubes Renovation Project | Design, permitting, and environmental documents. | 7/19 - 6/21       | New               |

**PARKS, RECREATION & WATERFRONT****CHALLENGES**

PRW's challenges include:

**□ Marina Fund**

The Marina Fund's structural deficit is in excess of \$1 million/year, is projected to be insolvent in FY 2021, and there is \$110 million in unfunded infrastructure needs. Security challenges and failing infrastructure have combined to accelerate financial problems that have been brewing for decades. While the upcoming Berkeley Marina Area Specific Plan (BMASP) paves the way for long-term changes to improve the Waterfront, immediate action is needed now to forestall insolvency. If additional funding is not identified, the Waterfront is facing deep cuts to both community programs and capital repairs. In the immediate term, actions like the move of the Berkeley Police Department substation to 125-127 University are expected to help stabilize the security situation. It is hoped that this action will prevent additional revenue declines in berth and lease revenue from people leaving the Waterfront due to security concerns. However, more needs to be done immediately to address the failing or failed infrastructure that continues to drive away customers. If \$3.45 million is identified to deal with the Waterfront's most urgent and revenue-generating infrastructure needs, the fund is projected to remain solvent through the next budget cycle.

**□ Lease Management**

PRW manages 39 leases, licenses, and Memoranda of Understanding (MOUs) for buildings in City parks, the Marina, and other properties. These properties range from small park building leases with non-profit community partners to large commercial leases at the Berkeley Waterfront. PRW also manages three large Camp properties which include two properties at Tuolumne and Echo Lake under lease with the U.S. Forest Service, and the City-owned property at Cazadero that is leased to a non-profit partner. PRW administers MOUs with the Berkeley Unified School District for the City's pools and the MLK Youth Services Center. With our current staffing resources, PRW is unable to keep up with the volume of work needed to track, maintain, negotiate, and execute agreements. At this time, many leases and MOUs are in hold-over and one site does not have an agreement with the City.

**□ Berkeley Tuolumne Camp**

With an estimated cost of \$62 million, the rebuild of Berkeley Tuolumne Camp is one of the largest capital projects in the City's history. In addition to the complex scope of the reconstruction itself, the project includes a large and diverse set of stakeholders, with different requirements for coordination and documentation that we have to meet to secure the necessary funding for the project. The majority of funding for this project (approx. 95%) is from insurance and FEMA. In addition to

## ***PARKS, RECREATION & WATERFRONT***

funding, the project requires permits or formal approvals from a host of external jurisdictions, from the federal level to the local level having authority over some aspect of the project. We continue to meet the milestones required to be on track to start construction in 2020 and re-open Camp in the summer of 2022. To date, the City has received \$25 million from insurance for the rebuild, and continues to negotiate and secure funds to complete the project. Conducting these negotiations in parallel with completing design and obtaining permits and regulatory approvals will continue to be a priority in the next budget cycle.

### **□ Unfunded Needs**

Despite recent ballot measures, including Measure F (Parks Tax increase in 2014) and Measure T1 (\$100 million citywide infrastructure and facilities bond in 2016), PRW facilities and infrastructure needs continue to far outpace available funds. Total unfunded needs in parks, park buildings, pools, camps, and the Waterfront exceed \$180 million. Significantly more investment is needed to address the growing backlog of deteriorating infrastructure. These costs will continue to increase through typical wear and tear on our City infrastructure in the coming years, plus the pressures of long-deferred maintenance. As needed improvements continue to be deferred, operating and maintenance costs rise and rehabilitation and replacement costs increase substantially

## **ACCOMPLISHMENTS**

Highlights of recent PRW accomplishments include:

### **□ PRW capital projects**

Thanks to funding from the Parks Tax, Measure T1, Measure WW, and multiple grants, PRW has been able to complete capital projects at an unprecedented pace and scale. In the last two years, we completed the Strawberry Creek Phase I court renovation, artificial turf replacement at Tom Bates Sports Field Complex, Grove Park restroom, tennis court and basketball court renovation, Becky Temko totlot renovation, Glendale LaLoma basketball court renovation, South Cove parking lot renovation and new restroom, James Kenney community center and BAHIA child care seismic, siding and ADA upgrades, Rose Garden Phase 1 pergola renovation and ADA improvements, Skate Park safety improvements and technical upgrades, Willard Park pathways and totlot renovation, boiler replacement at King Pool and West Campus Pool, Cazadero Camp landslide repair, Echo Lake Camp South Bathhouse septic repair, Bait Shop siding/structural beam replacement, and Launch Ramp parking lot gate and barrier.

### **□ Berkeley Tuolumne Camp (BTC) design and funding**

Over the past two years, PRW has completed several critical milestones that keep the project on track to re-open in 2022. In early 2017, we completed the

## **PARKS, RECREATION & WATERFRONT**

conceptual plan for the BTC Rebuild. In October 2017, Council awarded a \$4.3 million design contract with the architecture firm of Siegel & Strain. Since that time, we have developed an 'As-Was plus Code' design and cost estimate for the Camp (which shows the Camp as it existed before the Fire, plus current building code required upgrades). The subsequent 'Basis of Design' report establishes the City's proposed reconstruction Project, which applies both value engineering and programmatic updates to the As-Was plus Code scope of work. These two documents serve as significant milestones for ongoing insurance negotiations, as well as for the FEMA funding process. These have helped the City to secure \$25 million to date from insurance, including \$17.5 million received within the last 6 months. Monthly meetings with insurance, FEMA and state representatives to determine coverage and funding are ongoing. In January, we completed another key milestone: in compliance with the California Environmental Quality Act (CEQA), Council adopted mitigated negative declaration for the project. Simultaneously, the City has coordinated the publication of the Environmental Assessment (EA) in compliance with the National Environmental Protection Act (NEPA) on behalf of the US Forest Service.

### **□ Citywide special events**

Over the past two years, PRW continued to increase the number and variety of special events for the community. New this summer were the Roses in Bloom concert series May-June at the Rose Garden, and the Kidchella concert series June-July at Totland, Live Oak, Strawberry Creek and Willard Parks. The Movies in the Park series (6 outdoor movies screened at Strawberry Creek, James Kenney, Codornices, Cedar Rose, San Pablo and Willard Parks) produced the largest number of participants in their history, with an estimated 2,200 community members attending. The Community Picnic in June at Grove Park attracted an estimated 1,300 people. In the summer of 2018 alone, we estimate that more than 10,000 people participated in our special events. In addition to those noted above, these included the Kids Triathlon at King Pool and Park, the 3-on-3 basketball tournament at San Pablo Park, the King Pool carnival, fireworks at the 4<sup>th</sup> of July, Derby Day at West Campus Pool, Olympic Day at San Pablo Park, National Night Out at MLK Youth Services Center, Shoreline Cleanup at the Waterfront, Skate Park Competition at Harrison Skate Park, and Music in the Park concerts at Ohlone and Grove Parks.

## **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

The Parks, Recreation & Waterfront Department requests the following additions to their department budget:

- **Special Fee Classes**

Additional \$113,500/year in expenditures proposed which will be more than offset by the revenue received. To extend the City's program offerings to the community, the Recreation Division contracts with outside

## ***PARKS, RECREATION & WATERFRONT***

vendors to provide specialized classes like taekwondo, dog training, tai chi, creative sewing, and hoop dance. The City collects the fees for these classes, pays the vendor for providing the class, and retains the balance to offset our facility and management costs.

- **Personnel Budget Changes**

- **Associate Management Analyst.** PRW needs this position to manage the Department's 39 leases, licenses and MOUs for buildings in City parks, the Marina, and other properties. The position will be funded by reallocating budget from the vacant Office Specialist II position (1.0 FTE), and supplementing with Parks Tax, which has available fund balance to absorb this cost.
- **Recreation Coordinator.** This position will be used to manage youth and adult sports, field scheduling and the park monitor program, Skate Park, and some special events for the Recreation Division. The position will be funded by reallocating budget from the vacant Recreation Activity Leader position (0.5 FTE) and supplemented with PRW's existing General Fund budget allocation.
- **Supervising Civil Engineer.** This is a 3-year project-based position to manage the design, planning and capital program at the Waterfront. This higher-level position is needed to oversee complex projects including the Berkeley Marina Area Specific Plan, the Berkeley Pier, University Ave/Spinnaker/Marina Blvd reconstruction, and Bay Trail extension projects. Projects will be re-assigned among PRW's capital team, so that this position is fully funded by Marina Fund and Measure T1 funds. The net new cost will be to Measure T1, Parks Tax, Camps Fund, and the Bayer fund (for capital work at Aquatic Park), all of which have additional needs and available fund balance to absorb this cost.

**PARKS, RECREATION AND WATERFRONT FINANCIAL SUMMARY**

|                                         | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|-----------------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>                     |                           |                           |                            |                             |                             |
| <b>By Type:</b>                         |                           |                           |                            |                             |                             |
| Salaries and Benefits                   | 15,958,624                | 16,765,512                | 17,724,257                 | 19,019,935                  | 19,342,705                  |
| Services and Materials                  | 6,734,507                 | 7,677,321                 | 5,457,023                  | 8,958,995                   | 6,624,313                   |
| Capital Outlay                          | 4,184,998                 | 5,854,124                 | 3,427,250                  | 16,615,920                  | 3,107,758                   |
| Internal Services                       | 967,763                   | 1,024,942                 | 1,039,735                  | 2,288,020                   | 2,288,020                   |
| Indirect Cost Transfer                  | 429,392                   | 553,390                   | 501,958                    | 438,653                     | 438,653                     |
|                                         | <b>28,275,284</b>         | <b>31,875,289</b>         | <b>28,150,223</b>          | <b>47,321,523</b>           | <b>31,801,449</b>           |
| <b>By Division:</b>                     |                           |                           |                            |                             |                             |
| Parks                                   | 16,045,972                | 15,914,934                | 14,626,974                 | 32,812,229                  | 17,466,477                  |
| Marina                                  | 5,094,240                 | 7,545,682                 | 5,136,924                  | 5,672,772                   | 6,048,878                   |
| Camps & Recreation                      | 7,135,072                 | 8,414,673                 | 8,386,325                  | 8,836,522                   | 8,286,094                   |
|                                         | <b>28,275,284</b>         | <b>31,875,289</b>         | <b>28,150,223</b>          | <b>47,321,523</b>           | <b>31,801,449</b>           |
| <b>By Fund:</b>                         |                           |                           |                            |                             |                             |
| General Fund                            | 5,755,400                 | 5,491,709                 | 5,747,738                  | 7,105,343                   | 7,182,631                   |
| Capital Improvement Fund                | 970,252                   | 1,271,547                 | 1,050,000                  | 1,050,000                   | 400,000                     |
| Federal Grants                          | 1,023,706                 | 49,626                    | 101,900                    | 101,900                     | 101,900                     |
| State/County Grants                     | 865,604                   | 727,345                   |                            |                             |                             |
| Playground Camp Fund                    | 1,252,228                 | 2,342,780                 | 1,866,446                  | 1,956,129                   | 1,969,906                   |
| Other                                   | 457,122                   | 2,012,450                 | 337,877                    | 340,836                     | 198,307                     |
| Parks Tax                               | 11,220,606                | 12,117,266                | 12,548,935                 | 16,287,947                  | 13,827,095                  |
| Measure WW Park Bond Grant              | 979,113                   | 141,389                   |                            | 1,525,274                   | -                           |
| Measure T1- Infrastructure & Facilities |                           | 652,972                   | 429,817                    | 11,872,325                  | 553,682                     |
| Zero Waste                              | 162,776                   | 159,515                   | 170,512                    | 173,354                     | 174,677                     |
| Marina                                  | 5,588,477                 | 6,908,690                 | 5,896,998                  | 6,908,415                   | 7,393,251                   |
|                                         | <b>28,275,284</b>         | <b>31,875,289</b>         | <b>28,150,223</b>          | <b>47,321,523</b>           | <b>31,801,449</b>           |

|                         |        |        |        |        |        |
|-------------------------|--------|--------|--------|--------|--------|
| <b>General Fund FTE</b> | 22.25  | 23.31  | 23.33  | 23.33  | 23.33  |
| <b>Total FTE</b>        | 147.35 | 154.12 | 156.12 | 155.37 | 155.37 |



**PARKS RECREATION AND WATERFRONT FINANCIAL SUMMARY**

|                                      | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b>     |                           |                           |                            |                             |                             |
| <b><i>Parks</i></b>                  |                           |                           |                            |                             |                             |
| Admininstration                      | 1,373,886                 | 1,730,447                 | 2,198,045                  | 3,759,247                   | 3,899,788                   |
| Forestry Services                    | 2,055,239                 | 2,312,724                 | 2,204,935                  | 2,277,294                   | 2,177,791                   |
| Landscaping Services                 | 4,793,635                 | 5,168,026                 | 5,176,865                  | 5,420,726                   | 5,525,379                   |
| Corp Yard Administration             | 354,749                   | 385,592                   | 434,726                    | 363,869                     | 373,399                     |
| Parks Building and Systems Mtc.      | 1,434,966                 | 1,684,838                 | 1,608,716                  | 1,682,980                   | 1,719,997                   |
| Fire Fuel Management                 | 389,100                   | 390,041                   | 405,565                    | 412,902                     | 416,878                     |
| Gilman Sports Field                  | 146,067                   | 164,724                   | 132,807                    | 132,807                     | 132,807                     |
| Harrison Sports Field                | 56,288                    | 60,357                    | 57,000                     | 57,000                      | 57,000                      |
| 2020 Vision                          | 48,982                    | -                         | -                          |                             |                             |
| Parks Capital: Plan & Mgmt.          | 810,369                   | 735,733                   | 458,315                    | 1,107,067                   | 1,134,376                   |
| Parks Capital: Construction          | 4,582,691                 | 3,282,452                 | 1,950,000                  | 17,598,337                  | 2,029,062                   |
| Division Total                       | 16,045,972                | 15,914,934                | 14,626,974                 | 32,812,229                  | 17,466,477                  |
| FTE Total                            | 54.35                     | 58.02                     | 61.02                      | 60.02                       | 60.02                       |
| <b><i>Marina</i></b>                 |                           |                           |                            |                             |                             |
| Administration                       | 740,193                   | 864,523                   | 784,501                    | 882,391                     | 894,026                     |
| Marina Maintenance                   | 618,264                   | 645,833                   | 694,174                    | 787,149                     | 800,349                     |
| Marina Operations                    | 2,167,992                 | 2,263,438                 | 2,072,725                  | 2,151,323                   | 2,477,291                   |
| Marina Recreation Program            | 553,094                   | 465,598                   | 427,038                    | 420,958                     | 427,892                     |
| Marina Landscaping                   | 762,713                   | 876,399                   | 845,281                    | 857,298                     | 874,223                     |
| Marina CIP Planning - Soft           | 74,598                    | 319,658                   | 63,205                     | 68,965                      | 70,409                      |
| Capital Improvements                 | 177,386                   | 2,110,233                 | 250,000                    | 504,688                     | 504,688                     |
| Division Total                       | 5,094,240                 | 7,545,682                 | 5,136,924                  | 5,672,772                   | 6,048,878                   |
| FTE Total                            | 16.00                     | 16.00                     | 16.00                      | 16.00                       | 16.00                       |
| <b><i>Camps &amp; Recreation</i></b> |                           |                           |                            |                             |                             |
| Recreation                           | 5,166,959                 | 4,840,275                 | 5,369,947                  | 5,897,537                   | 5,979,593                   |
| Young Adult Program                  | 519,162                   | 499,825                   | 479,869                    | 501,137                     | 507,677                     |
| Camps                                | 1,448,951                 | 3,074,573                 | 2,536,509                  | 2,437,848                   | 1,798,824                   |
| Division Total                       | 7,135,072                 | 8,414,673                 | 8,386,325                  | 8,836,522                   | 8,286,094                   |
| FTE Total                            | 77.00                     | 80.10                     | 79.10                      | 79.35                       | 79.35                       |
| <b>Department Total</b>              | <b>28,275,284</b>         | <b>31,875,289</b>         | <b>28,150,223</b>          | <b>47,321,523</b>           | <b>31,801,449</b>           |
| <b>FTE Total</b>                     | <b>147.35</b>             | <b>154.12</b>             | <b>156.12</b>              | <b>155.37</b>               | <b>155.37</b>               |



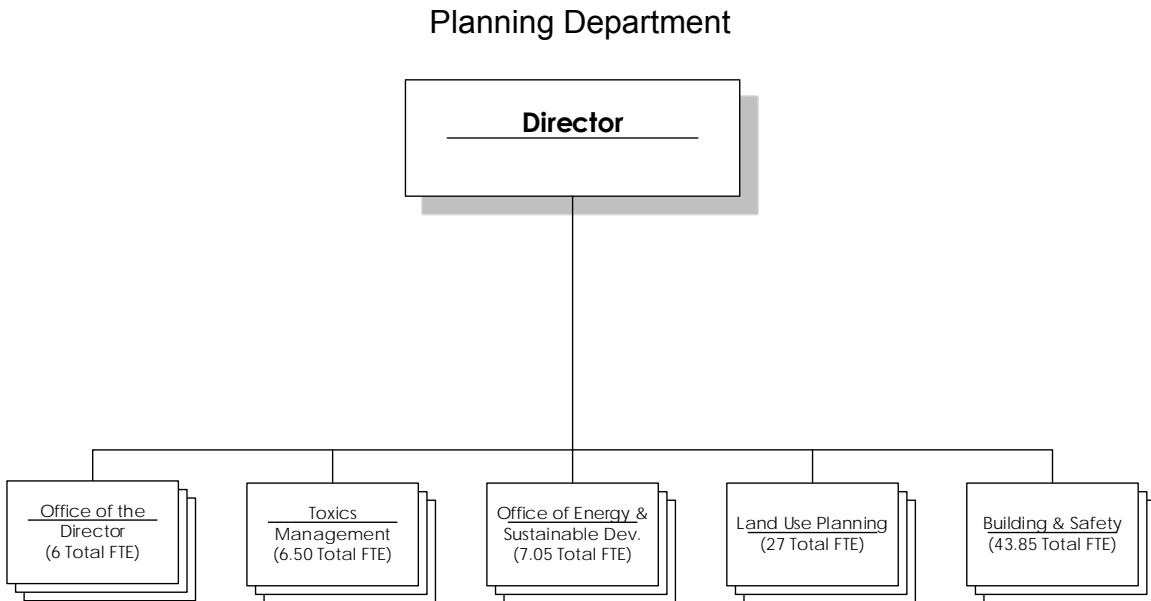
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## PLANNING AND DEVELOPMENT DEPARTMENT

### MISSION STATEMENT

*The Planning and Development Department's mission is to enhance safety, livability and resilience in the built environment and to work together with the community to promote and protect Berkeley's distinctive neighborhoods, vibrant commercial areas, unique character and natural resources for current and future generations.*

### ORGANIZATION CHART



## **PLANNING AND DEVELOPMENT DEPARTMENT**

### **DEPARTMENT OVERVIEW**

The Planning and Development Department is comprised of four divisions which all work together to plan, implement and monitor the physical environment of Berkeley. In the process, Planning staff serve as a central point of contact and ambassadors for the entire organization to the greater Berkeley community.

To fulfill its mission and obligations, Planning consists of over 90 career full and part-time staff (90.4 FTEs) organized into four program divisions, plus the Director's office. The Planning divisions are described below:

**Building and Safety** – This division reviews proposed construction documents for conformance to the building and other applicable codes; approves building, plumbing, mechanical and electrical permits; inspects construction projects to ensure conformance with the approved plans and code provisions; investigates work done without permits; and provides code information and interpretation to the public and other City agencies.

**Energy and Sustainability** – This division develops policies and implements programs to promote sustainable resource practices and reduce energy and water use and the associated greenhouse gas emissions in both City operations and the Berkeley community.

**Land Use Division** - This division is responsible for developing and implementing land use policy for the City of Berkeley. The Policy Group prepares area plans, such as the Downtown Area Plan and the Southside Plan, and develops amendments to existing area plans, the Zoning Ordinance, and the General Plan. The Current Projects Group reviews projects for compliance with plans, policies and regulations to assure conformance with established public policy.

**Toxics Management Division** - This division is a State-Certified Unified Program Agency (CUPA), responsible for implementing, inspecting and enforcing California Environmental Protection Agency and hazardous materials codes associated with the Governor's Office Emergency Services and State Fire Marshall within the City of Berkeley.

**PLANNING AND DEVELOPMENT DEPARTMENT****STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| Goal                                                                                     | Supporting Department(s)                                                                                                                       | Title                                | Description                                                                                                                                                                                                                                                                          | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities      | City Manager's Office, City Attorney, Health Housing & Community Services, Information Technology, Parks Recreation & Waterfront, Public Works | Adeline Corridor Plan                | Create a community-based long-range plan for development of area. Next milestones will be Draft Plan and Draft EIR, early 2019.                                                                                                                                                      | 1/15 - 12/19      | Carryover         |
| Create affordable housing and support services for our most vulnerable community members | City Attorney                                                                                                                                  | Increased Student Housing            | Zoning revisions and other steps to increase student housing capacity. Includes consultant work with community and commissions to describe, define and revise density standards in corridors. Working groups underway, next milestone Planning Commission, Public Hearing, Jun 2019. | 1/17 - 12/20      | Carryover         |
| Create affordable housing and support services for our most vulnerable community members | City Attorney                                                                                                                                  | Development Fee feasibility analysis | Assess impact of all fees--Land Use, Building, mitigations, BUSD, etc--on development feasibility. Consultant work underway; completion milestone report to Council, summer 2019                                                                                                     | 7/17 - 3/19       | Carryover         |
| Create affordable housing and support services for our most                              | City Attorney                                                                                                                                  | Local density bonus policy           | Pilot a local density bonus program with in-lieu fees leveraged for affordable housing. Next milestone Joint Sub-committee for Implementation for State                                                                                                                              | 7/15 - 9/19       | Carryover         |

**PLANNING AND DEVELOPMENT DEPARTMENT**

| Goal                                                                                                             | Supporting Department(s)              | Title                                                   | Description                                                                                                                                                                                              | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| vulnerable community members                                                                                     |                                       |                                                         | Housing Law (JSISHL) meeting, Mar 2019                                                                                                                                                                   |                   |                   |
| Create affordable housing and support services for our most vulnerable community members                         | City Attorney                         | Expanded and streamlined rental housing safety program  | Enable proactive inspection program to ensure safety of City rental housing stock. New manager classification created; next milestone staffing position and program, Mar 2019                            | 1/16 - 12/19      | Carryover         |
| Create affordable housing and support services for our most vulnerable community members                         | City Attorney, Information Technology | Accessory Dwelling Units                                | Enable increased development by streamlining approval process. Next milestone is Ordinance revisions per latest Council referral, mid-2019                                                               | 1/15 - 7/19       | Carryover         |
| Create a resilient, safe, connected, and prepared city                                                           | Information Technology                | Seismic safety programs                                 | Implement and expand programs to bolster safety of vulnerable buildings through FEMA Hazard Mitigation grants. Next milestone Phase III grant app deadline, June 2019                                    | 9/15 - 12/20      | Carryover         |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment | Information Technology, Public Works  | Increased EV infrastructure                             | Expand infrastructure for Electric Vehicle charging throughout City to reduce barriers to EV usage. Contract for EV Strategic Plan awarded at Council 9/25/2018; next milestone plan delivery ~7/31/2019 | 6/17 - 6/21       | Carryover         |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment | Information Technology                | Energy efficiency in existing buildings/BESO evaluation | Implement and monitor program to improve energy efficiency in buildings. Next milestone includes ongoing measurement of improvements to Home Energy scores                                               | 7/15 - 6/21       | Carryover         |

**PLANNING AND DEVELOPMENT DEPARTMENT**

| Goal                                                                                                                           | Supporting Department(s) | Title                                                                                           | Description                                                                                                                                                                                                                                                                             | Planned Start/End | New or Carryover?     |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------|
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment               |                          | Clean energy (i.e., Fuel switching) and Energy Efficiency / Electrification Transfer Tax Rebate | Seeking incentives to promote residential and commercial switchovers to electricity from natural gas. Next milestone forum promoting electrification switchover Jan 2019. Develop draft ordinance granting transfer tax rebates to persons making qualifying energy efficiency upgrades | 11/16 - 6/21      | Carryover (new phase) |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment               |                          | Climate Adaptation Work                                                                         | New climate adaptation work                                                                                                                                                                                                                                                             | 7/19 - 6/21       | New                   |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | City Attorney            | Zoning Ordinance Revision Project (ZORP)                                                        | On-going restructuring, streamlining and clarifying of zoning ordinance regulations and procedures                                                                                                                                                                                      | 7/17 - 6/20       | Carryover             |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and                              | Fire, Public Works       | Coffee with Inspectors Event                                                                    | Informal meet-and-greet to allow clients to ask questions and learn what inspectors are looking for                                                                                                                                                                                     | 7/19 - 6/20       | New                   |

**PLANNING AND DEVELOPMENT DEPARTMENT**

| Goal                                                                                                                           | Supporting Department(s)                                                                  | Title                                       | Description                                                                                                                                                                            | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| information to the community                                                                                                   |                                                                                           |                                             |                                                                                                                                                                                        |                   |                   |
| Create affordable housing and support services for our most vulnerable community members                                       | City Attorney, Health Housing & Community Services                                        | Demolition Ordinance and Affordable Housing | Study issues pertaining to demolition and replacement of existing rent controlled and affordable housing. Depending on outcomes of study, may result in a revised fee and/or ordinance | 7/19 - 6/20       | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | City Attorney, Health Housing & Community Services                                        | Cannabis Policy Development                 | Develop administrative and regulatory policies and procedures in response to emerging cannabis legislation and public health needs                                                     | 7/19 - 6/20       | New               |
| Create affordable housing and support services for our most vulnerable community members                                       | City Attorney                                                                             | Development/Density Standards Project       | Study options and proposed comprehensive density standards                                                                                                                             | 7/19 - 6/20       | New               |
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | City Manager's Office, City Attorney, Finance, Fire, Information Technology, Public Works | Digital Permitting System                   | Conduct a needs assessment, issue an RFP, and procure a new permitting software                                                                                                        | 7/19 - 6/20       | New               |



**PLANNING AND DEVELOPMENT DEPARTMENT**

| Goal                                                                                                                           | Supporting Department(s)                                    | Title                                              | Description                                                                                                                         | Planned Start/End | New or Carryover? |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community | City Attorney                                               | Sign Policy                                        | Evaluate and update design review processes/policies and Sign Ordinance                                                             | 7/19 - 6/20       | New               |
| Create a resilient, safe, connected, and prepared city                                                                         | City Manager's Office, City Attorney                        | Permit Conditions Enforcement Process              | Review process/approach to monitoring and enforcing agreed-to conditions on Land Use permits                                        | 1/19 - 6/20       | New               |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment               | Public Works                                                | New Municipal Building Energy Policy               | Develop options for a new Municipal Building Energy Policy                                                                          | 7/19 - 6/20       | New               |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment               | City Manager's Office, Information Technology, Public Works | Solar + Storage Project                            | Latest strategy from previous Microgrid pilot program to co-locate solar and storage capacity, especially for emergency backup uses | 7/19 - 6/20       | New               |
| Create a resilient, safe, connected, and prepared city                                                                         | City Manager's Office, Fire                                 | Planning DOC                                       | Planning Departmental Operations Center (DOC) and Emergency Operations Plan (EOP)                                                   | 7/19 - 6/20       | New               |
| Be a customer-focused organization that provides                                                                               | City Manager's Office                                       | Permit Service Center and Land Use Planning Survey | Develop and administer a customer service survey relating to permitting                                                             | 7/19 - 6/20       | New               |

**PLANNING AND DEVELOPMENT DEPARTMENT**

| Goal                                                                                     | Supporting Department(s)                                   | Title                                                  | Description                                                                                                                                                                                                                                                                                     | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| excellent, timely, easily-accessible service and information to the community            |                                                            |                                                        | services and land use planning processes                                                                                                                                                                                                                                                        |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities      | City Attorney, Parks Recreation & Waterfront, Public Works | Transfer Station and Berkeley Marina                   | CEQA, Land Use and Design consultation on the Transfer Station, Marina, T1-funded projects                                                                                                                                                                                                      | 7/19 - 6/20       | New               |
| Create affordable housing and support services for our most vulnerable community members | City Attorney                                              | Development Standards                                  | Consultant work with community and commissions to describe, define and revise density standards in corridors                                                                                                                                                                                    | 7/19 - 6/20       | New               |
| Create affordable housing and support services for our most vulnerable community members | City Attorney                                              | BART Station Area Plan                                 | State-mandated zoning study and updates at the North Berkeley and Ashby BART Stations                                                                                                                                                                                                           | 7/19 - 6/20       | New               |
| Create a resilient, safe, connected, and prepared city                                   | City Manager's Office                                      | 2019 Cal. Building Standards Code and local amendments | Triennial mandatory adoption of 2019 Cal Building Standards Code. Propose and adopt any local amendments, implement all requirements including Energy and Green "Reach" Codes, enforce new requirements. Purchase new code books for staff FYE20, possible added program manager position FYE20 | 1/19 - 6/20       | New               |

**PLANNING AND DEVELOPMENT DEPARTMENT**

| Goal                                                   | Supporting Department(s) | Title                          | Description                                                                                                                     | Planned Start/End | New or Carryover? |
|--------------------------------------------------------|--------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Create a resilient, safe, connected, and prepared city | City Manager's Office    | UC Long-Range Development Plan | Work with UC Berkeley and the community to evaluate and contribute to the update of the UC Berkeley Long-Range Development Plan | 1/19 – 12/21      | New               |

## **PLANNING AND DEVELOPMENT DEPARTMENT**

### **CHALLENGES**

Planning faces the following challenges currently:

- Existing permitting software is not effectively meeting department needs and is creating significant customer service and efficiency challenges.
- The Planning Department, as well as support departments such as Information Technology and Human Resources, has experienced significant staff turnover, which adds time and difficulty to addressing existing challenges and advancing City priorities.
- The high volume of permit applications along with the issues associated with the City's existing permitting software and staff vacancies make it more challenging to reduce turnaround times for permit applications.
- The department has seen a high volume of high-priority policy proposals and long-range planning efforts related to affordable and student housing, planning processes for Ashby and North Berkeley BART stations, Zoning Ordinance revisions, and several other Council referrals and priorities.
- Due to shifting state law Land Use Planning needs to analyze new legislative changes and adapt its local laws and procedures accordingly.
- There is an ongoing need for additional resources to accelerate electric vehicle infrastructure development, investment in solar + storage systems to enable clean back-up power for critical facilities, planning related to adapting to climate change impacts, and additional technical assistance to accelerate energy efficiency and electrification in homes and businesses for low and moderate income community members.

### **ACCOMPLISHMENTS**

Following are some of the highlights from Planning's numerous accomplishments during the past two years:

- Developed the Local Emergency Housing Ordinance, one of the first in California, which has been approved by the State and has become a model for other jurisdictions seeking solutions to homelessness and the affordable housing crisis.
- Processed several development applications with unprecedented speed under SB35 streamlining requirements, adding substantial numbers of affordable housing units to the development pipeline.
- Successfully implemented the \$3 million FEMA Seismic retrofit grant program, which reimburses a portion of seismic retrofit costs to owners of seismically vulnerable buildings, increasing building safety and mitigating the risk of earthquake damage City-wide.

## **PLANNING AND DEVELOPMENT DEPARTMENT**

- Secured grant funding and engaged consultant resources to develop an Electric Vehicle Roadmap through which access to EV infrastructure will be provided throughout the City with a particular focus on equitable access regardless of income level or geographic location within Berkeley.
- Completed and closed out state mandated evaluation of all Toxics Management Division programs. This extensive evaluation is required once every three years, and typically findings require monthly status update reports for more than a year until close out. Toxics was able to closeout the evaluation after one month.
- Overhauled the Department's disaster preparedness plan, ensuring that in an emergency event that impacts buildings and structures, Planning's Building and Safety Division and other staff can reorganize operations and function independently as a Department Operations Center, in conjunction with and support of the City's Emergency Operations Center.

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

Significant changes to Planning Department's budget reflect proposed increases due to approved staff expenses, additional consulting costs, and expansion of multi-year programs that align spending to the Planning Department's strategic priorities. These changes are designed to accelerate progress on advancing City Council referrals and to help improve the clarity, consistency and efficiency of the Use Permit and Building Permit processes.

Changes to the personnel budget include staff additions and increases in COLA/fringe benefit rates driven by various union bargaining agreements and increases to the City's pension liabilities. The personnel changes below illustrate fully loaded costs using existing indirect cost rates for Planning.

- Land Use Planning: New staff increases that include the addition of one permanent Principal Planner, one temporary Associate Planner, one temporary Senior Planner, one reclassification and one transfer from another City department. These positions will help lead efforts to develop several time-sensitive long-range planning priorities, advance about 50 council referrals, guide implementation of existing plans and development projects, improve enforcement of Use Permit conditions and lessen the supervisory load of current Principal Planners.
- Building & Safety: To facilitate the expansion of the Rental Housing Safety Program (RHSP) per council referrals, two housing inspector positions will be added each year in FY 2020 and FY 2021. An Office Specialist III has been added to support expansion of the RHSP program. Increases in personnel costs will be included in the budget, pending Council approval.
- Office of Energy & Sustainability (OESD): An existing CSSI position is being changed from 60% part-time to 75% part-time to accommodate temporary vacancies in this division.

***PLANNING AND DEVELOPMENT DEPARTMENT***

Significant changes to non-personnel expenses include projected increases in professional service contracts, facilities maintenance expenses, costs increases due to expansion of the RHSP, and new initiatives to improve technology, staff training and customer service.

**PLANNING DEPARTMENT FINANCIAL SUMMARY**

|                          | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|--------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>      |                           |                           |                            |                             |                             |
| <b>By Type:</b>          |                           |                           |                            |                             |                             |
| Salaries and Benefits    | 12,171,878                | 13,673,017                | 15,169,998                 | 16,946,066                  | 17,403,341                  |
| Services and Materials   | 2,856,573                 | 2,996,981                 | 3,516,868                  | 4,122,039                   | 4,177,782                   |
| Capital Outlay           | 83,959                    | 74,158                    | 59,500                     | 142,675                     | 148,675                     |
| Internal Services        | 420,102                   | 865,538                   | 787,773                    | 1,561,255                   | 1,566,868                   |
| Indirect Cost Transfer   | 1,167,598                 | 1,307,937                 | 1,838,795                  | 1,734,878                   | 1,736,222                   |
|                          | <b>16,700,110</b>         | <b>18,917,631</b>         | <b>21,372,934</b>          | <b>24,506,913</b>           | <b>25,032,888</b>           |
| <b>By Division:</b>      |                           |                           |                            |                             |                             |
| Office of the Director   | 1,592,927                 | 1,701,214                 | 1,860,131                  | 3,147,792                   | 3,191,243                   |
| Permit Service Center    | 1,344,494                 | 1,498,153                 | 1,846,280                  | 1,642,615                   | 1,679,924                   |
| Toxics Management        | 1,184,435                 | 1,194,353                 | 1,352,681                  | 1,404,984                   | 1,434,093                   |
| Energy & Sustainability  | 1,319,474                 | 1,823,528                 | 1,405,383                  | 1,628,882                   | 1,660,511                   |
| Land Use                 | 4,532,662                 | 5,089,385                 | 5,843,517                  | 6,364,038                   | 6,533,063                   |
| Building & Safety        | 6,726,118                 | 7,610,998                 | 9,064,942                  | 10,318,602                  | 10,534,054                  |
|                          | <b>16,700,110</b>         | <b>18,917,631</b>         | <b>21,372,934</b>          | <b>24,506,913</b>           | <b>25,032,888</b>           |
| <b>By Fund:</b>          |                           |                           |                            |                             |                             |
| General Fund             | 1,561,673                 | 1,691,487                 | 1,975,461                  | 2,426,051                   | 2,475,253                   |
| Capital Improvement Fund | 13,162                    | 12,552                    | 25,211                     | 25,912                      | 26,505                      |
| State/County Grants      | 527,776                   | 1,028,286                 |                            |                             |                             |
| Successor Agency         | 50,329                    |                           |                            |                             |                             |
| Rental Housing Safety    | 905,511                   | 1,025,122                 | 1,144,021                  | 1,553,079                   | 1,605,492                   |
| Parks Tax                |                           | 34,999                    | 39,836                     | 35,605                      | 36,409                      |
| Zero Waste               | 22,526                    | 21,965                    | 48,365                     | 51,928                      | 53,206                      |
| Sewer                    | 26,724                    | 40,486                    | 45,967                     | 40,188                      | 40,992                      |
| Clean Storm Water        | 118,040                   | 125,796                   | 136,688                    | 155,465                     | 158,126                     |
| Permit Service Center    | 12,430,176                | 13,684,752                | 15,746,105                 | 18,080,779                  | 18,478,599                  |
| Unified Program (CUPA)   | 902,467                   | 780,287                   | 867,811                    | 899,611                     | 919,700                     |
| Other Funds              | 141,726                   | 471,899                   | 1,343,469                  | 1,238,295                   | 1,238,606                   |
|                          | <b>16,700,110</b>         | <b>18,917,631</b>         | <b>21,372,934</b>          | <b>24,506,913</b>           | <b>25,032,888</b>           |

|                         |       |       |       |        |        |
|-------------------------|-------|-------|-------|--------|--------|
| <b>General Fund FTE</b> | 10.47 | 10.48 | 10.73 | 11.46  | 11.46  |
| <b>Total FTE</b>        | 83.95 | 92.08 | 94.80 | 101.40 | 101.40 |

**PLANNING DEPARTMENT FINANCIAL SUMMARY**

|                                    | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b>   |                   |                   |                    |                     |                     |
| <b>Office of the Director</b>      |                   |                   |                    |                     |                     |
| Administration                     | 1,592,927         | 1,701,214         | 1,860,131          | 3,147,792           | 3,191,243           |
| Division Total                     | 1,592,927         | 1,701,214         | 1,860,131          | 3,147,792           | 3,191,243           |
| FTE Total                          | 6.00              | 6.00              | 6.00               | 6.00                | 6.00                |
| <b>Permit Service Center</b>       |                   |                   |                    |                     |                     |
| Permit Service Center              | 1,344,494         | 1,498,153         | 1,846,280          | 1,642,615           | 1,679,924           |
| Division Total                     | 1,344,494         | 1,498,153         | 1,846,280          | 1,642,615           | 1,679,924           |
| FTE Total                          | 9.00              | 10.00             | 11.00              | 10.00               | 10.00               |
| <b>Toxics Management</b>           |                   |                   |                    |                     |                     |
| Toxics Management                  | 232,214           | 336,415           | 397,083            | 406,269             | 414,464             |
| Toxics & Pollution Prev/CUPA       | 815,610           | 703,821           | 786,601            | 812,610             | 830,307             |
| Toxics Management/Stormwater       | 118,040           | 125,796           | 136,688            | 155,465             | 158,126             |
| PSC Support                        | 18,571            | 28,321            | 32,309             | 30,640              | 31,196              |
| Division Total                     | 1,184,435         | 1,194,353         | 1,352,681          | 1,404,984           | 1,434,093           |
| FTE Total                          | 7.50              | 7.75              | 7.50               | 7.50                | 7.50                |
| <b>Energy &amp; Sustainability</b> |                   |                   |                    |                     |                     |
| Energy & Sustainability            | 1,319,474         | 1,823,528         | 1,405,383          | 1,628,882           | 1,660,511           |
| Division Total                     | 1,319,474         | 1,823,528         | 1,405,383          | 1,628,882           | 1,660,511           |
| FTE Total                          | 6.60              | 7.45              | 7.45               | 8.05                | 8.05                |
| <b>Land Use</b>                    |                   |                   |                    |                     |                     |
| Administration                     | 241,187           | 286,363           | 293,679            | 302,855             | 310,089             |
| Land Use Planning                  | 4,291,475         | 4,803,022         | 5,549,838          | 6,061,183           | 6,222,974           |
| Division Total                     | 4,532,662         | 5,089,385         | 5,843,517          | 6,364,038           | 6,533,063           |
| FTE Total                          | 26.00             | 29.00             | 31.00              | 33.00               | 33.00               |
| <b>Building &amp; Safety</b>       |                   |                   |                    |                     |                     |
| Administration                     | 280,295           | 289,358           | 294,861            | 330,391             | 335,723             |
| Building & Safety                  | 5,037,448         | 5,553,019         | 6,980,851          | 7,684,978           | 7,825,559           |
| Engineering Permits                | 349,323           | 432,670           | 444,108            | 463,826             | 476,568             |
| Fire Plan Checks                   | 235,045           | 381,074           | 313,112            | 538,524             | 548,953             |
| Housing Code Enforcement           | 824,007           | 954,877           | 1,032,010          | 1,300,883           | 1,347,251           |
| Division Total                     | 6,726,118         | 7,610,998         | 9,064,942          | 10,318,602          | 10,534,054          |
| FTE Total                          | 28.85             | 31.88             | 31.85              | 36.85               | 36.85               |
| <b>Department Total</b>            | 16,700,110        | 18,917,631        | 21,372,934         | 24,506,913          | 25,032,888          |
| <b>FTE Total</b>                   | 83.95             | 92.08             | 94.80              | 101.40              | 101.40              |

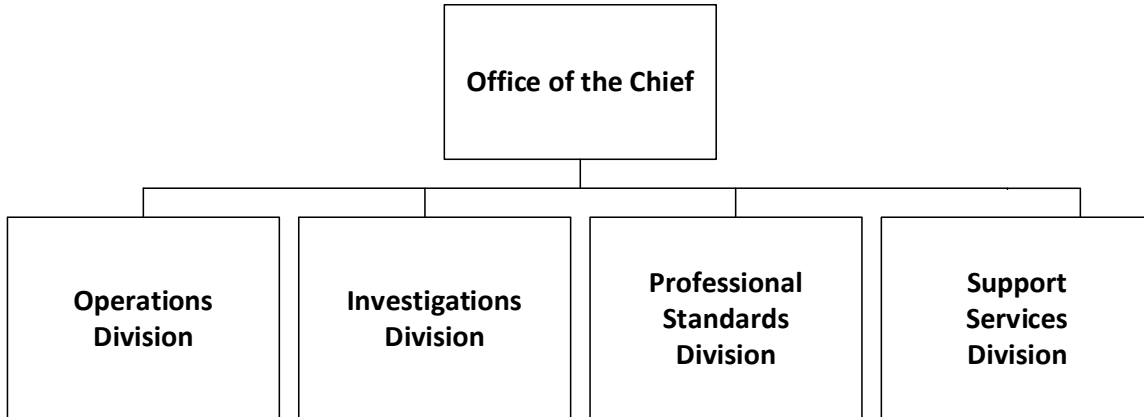


**POLICE DEPARTMENT**

**MISSION STATEMENT**

United in service, our mission is to safeguard our diverse community through proactive law enforcement and problem solving, treating all people with dignity and respect.

**ORGANIZATION CHART**



## ***POLICE DEPARTMENT***

### **DEPARTMENT OVERVIEW**

The Police Department is authorized 280.2 positions organized under five divisions which are: Office of the Chief, Operations Division, Investigations Division, Professional Services Division, and Support Services Division. The additional budget resources requested for the FY 2020 and 2021 are related to five additional staff in the Support Services Division.

#### **Office of the Chief**

The Office of the Chief provides overall leadership and administrative oversight for the Police Department. The Office includes the Chief of Police, the Internal Affairs Bureau and the Fiscal Services Unit.

#### **Operations Division**

The Operations Division supports the BPD mission by responding to calls for service, conducting initial criminal investigations, making arrests, issuing citations, providing crime prevention services and proactive problem solving efforts, all focused on safeguarding our community. The Operations Division includes Patrol Teams, Community Services Bureau (the Area Coordinators, Public Information Officer, Police Reserve Program, and Special Events Coordinator); the Special Response Team, and the Explosive Ordinance Disposal Team. Once staffing allows, BPD anticipates restarting the Bicycle detail.

#### **Investigations Division**

The Investigations Division supports the BPD mission through the work of several Bureaus and Units. The Detective Bureau conducts follow-up felony investigations, including homicides, felony assaults, robberies, sexual assaults, domestic violence assaults, sexual assaults on children and minors, residential and commercial burglaries, identity theft, fraud, forgery, and elder abuse, among other offenses. The Traffic and Parking Enforcement Bureau consists of two Units: The Traffic Unit's Motorcycle Officers focus on community safety through traffic law enforcement, investigation of serious injury traffic collisions including fatalities; driving under the influence (DUI) enforcement, and coordinating grant-funded focused enforcement efforts. The Parking Unit's Parking Enforcement Officers enforce applicable State and Local codes which regulate parking in the City of Berkeley, and further provide traffic control and support as needed for other Department divisions e.g. through working on planned Special Events, or in assisting with major incident scene management. The Crime Analysis Unit provides BPD personnel with relevant data and analysis to inform enforcement and problem solving efforts. The Crime Scene Unit is responsible for properly identifying, seizing and documenting forensic crime scene evidence. Once

## ***POLICE DEPARTMENT***

staffing allows, BPD anticipates the restarting of the Special Investigations Bureau, which will focus on serial crime investigations, including narcotics dealing, weapons violations and support for other police related investigations. Additionally, as staffing allows, BPD anticipates increasing the number of officers focused on traffic enforcement.

### **Professional Standards Division**

The Professional Standards Division supports the BPD mission through the administration of the Department's hiring and training efforts, policy review and maintenance, and systems review, auditing, and project coordination. The Division includes Personnel and Training Bureau, Policy Sergeant, and Audit Sergeant, the Recruitment and Retention Team, as well as professional administrative staff.

### **Support Services Division**

The Support Services Division supports the BPD mission through a variety of essential operational and administrative activities. The Support Services Division is comprised of the Public Safety Communications Center (which receives and dispatches calls for Police, Fire, and Medical services), the Berkeley City Jail, Records and Front Counter Units, the Police Property Room, Public Safety Technology System Unit, Warrant Unit and Court Liaison Officer. The Division provides fundamental structural support across all BPD Divisions.

**POLICE DEPARTMENT****STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 & FY 2021 PROJECTS & PROGRAMS**

| Goal                                                   | Supporting Department(s)                      | Title                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Planned Start/End | New or Carryover? |
|--------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Create a resilient, safe, connected, and prepared city | City Manager's Office, Information Technology | Revise use-of-force policy and implement software                                                                       | Implement software enhancements used to report and review department commendations and uses of force, in conjunction with a revised use of force policy. This will enable the BPD ability to report aggregate information internally and externally.                                                                                                                                                                                                                                                   | 4/19 - 12/19      | New               |
| Champion and demonstrate racial and social equity      | Information Technology                        | Capture stop data through the implementation of software, which will comply with the Racial Identity and Profiling Act. | Implement a software solution for the gathering of stop data. The solution will take into account currently required data, as well as data collection to be required in the coming years by Assembly Bill 953, the Racial Identity and Profiling Act (RIPA). Goals for this solution will be to capture data which is easier to work with than current data collection, continue to publicly post data on the City's Open Data Portal, and to develop our reporting capacity ahead of SB 953 mandates. | 7/19 - 6/20       | New               |
| Champion and demonstrate racial and social equity      | City Manager's Office                         | BPD Community Engagement Strategy                                                                                       | Develop strategies to engage and inform community members. Work with stakeholders, including community members, the Police Review Commission, community                                                                                                                                                                                                                                                                                                                                                | 7/19 - 6/21       | Carryover         |

**POLICE DEPARTMENT**

| Goal                                                                | Supporting Department(s)                | Title                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Planned Start/End | New or Carryover? |
|---------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                     |                                         |                                                 | organizations and experts to strengthen relationships and trust, share and consider data collected by BPD, and address real or perceived racial disparities in policing, with an overall goal to reduce disparities and increase community trust and dialogue. Engage the community to understand the community's perceptions around what makes their community feel safer, and what their expectations are of police, and what actions the police can take to increase and enhance neighborhood safety. |                   |                   |
| Create a resilient, safe, connected, and prepared city              |                                         | Develop a Bike-trained patrol resource          | Create a bike-trained cadre of officers, who can deploy on bikes to protect and facilitate free speech and first amendment expression, and who can use bikes while working other assigned duties, such as special events, focused patrols, and community engagement efforts.                                                                                                                                                                                                                             | 7/19 - 6/20       | New               |
| Attract and retain a talented and diverse City government workforce | Human Resources, Information Technology | Expand and enhance targeted recruitment efforts | BPD's Recruitment & Retention Team will work with a marketing firm to drive strategic online advertising, create a video- and content-rich hiring website, bringing consistent branding and                                                                                                                                                                                                                                                                                                              | 9/18 - 6/21       | New               |

**POLICE DEPARTMENT**

| Goal                                                                | Supporting Department(s)                    | Title                                                          | Description                                                                                                                                                                                                                                                                                                                       | Planned Start/End | New or Carryover? |
|---------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                     |                                             |                                                                | design across all materials, including social media accounts, to serve on-going recruitment goals.                                                                                                                                                                                                                                |                   |                   |
| Attract and retain a talented and diverse City government workforce |                                             | Develop resources and programs for employee resiliency         | Expand Police employee wellness and resiliency programs, including mental health, fitness, and nutrition resources.                                                                                                                                                                                                               | 7/19 - 6/21       | New               |
| Attract and retain a talented and diverse City government workforce | Human Resources                             | Hire, Train, and Retain excellent employees                    | Hire, train, and retain excellent police personnel by expediently filling vacancies. Staffing remains a top priority for the BPD in order to maintain excellent service to the community                                                                                                                                          | 7/19 - 6/21       | Carryover         |
| Create a resilient, safe, connected, and prepared city              | City Manager's Office                       | Reducing deaths and injuries resulting from traffic collisions | Increase and enhance Traffic enforcement, with a focus on reducing deaths and injuries, through education and enforcement. Apply for annual California Office of Traffic Safety Grants for enhanced enforcement in addition to implementation of Vision Zero efforts with City resources to increase public safety and awareness. | 7/19 - 6/21       | Carryover         |
| Provide an efficient and financially-healthy City government        | Parks Recreation & Waterfront, Public Works | Substation relocation project                                  | Relocation of the BPD Traffic Substation to a City of Berkeley-owned facility.                                                                                                                                                                                                                                                    | 7/19 - 6/21       | New               |

## **POLICE DEPARTMENT**

### **CHALLENGES**

#### Current

**Staffing & Recruitment:** BPD continues to face challenges in its efforts to recruit and fill vacancies within the department. Staffing shortages negatively impact all police operations, from baseline services to developing new projects and initiatives. In September of 2018, the Department developed a team of five staff dedicated to all facets of recruitment, retention, and expediting processing of hiring, while maintaining quality standards. BPD initiated or increased the Department's online Social Media presence via Twitter, Facebook, Instagram, LinkedIn, and YouTube. BPD significantly expanded participation at community outreach and recruiting events including career fairs, panel discussions, outreach to local colleges, and is now using Handshake, a recruiting mobile application, which is a college-to-career network for more than 14 million students and young alumni at 700 universities nationwide. BPD increased presence at police academies to check-in more frequently with our Police Recruits and to also contact self-sponsored police recruits to encourage them to apply with BPD. Additionally, BPD expanded and enhanced follow-up with candidates, expedited application reviews, performed expedited background investigations, and developed contracts for outside resources as a force multiplier to assist with recruitment. The BPD increased opportunities for ride-a-longs for prospective officers interested in applying to the Department, as well as Berkeley High School students enrolled in the Law & Social Justice Program, and sit-a-longs for potential Public Safety Dispatcher candidates. BPD facilitated Information day, physical agility tests and oral board interviews, all to streamline the hiring process and strengthen our connections with potential applicants. Team members are developing additional resources to support our efforts, including retaining a marketing firm, obtaining the services of additional background investigators, and preparing a hiring incentive and bonus program for Council's consideration.

#### Future

**Department Rebuild:** BPD continues to face operational challenges in providing baseline services due to the temporary suspension or downsizing of several units within the department. Sustained vacancies experienced over the past two years forced the department to temporarily suspend the Special Investigations Bureau and Bike Patrol assignments, and reduce the number of Traffic enforcement officers. In FY20-21, in alignment with efforts to restore staffing, the department will incrementally rebuild these units as staffing allows. The Special Investigations Bureau will investigate narcotics cases, and provide support to other Bureaus, such as Homicide, Robbery, et al. The Bike Patrol will provide proactive patrols in the downtown and south campus, and support problem-solving efforts associated with those areas. The Traffic Bureau motorcycle

## ***POLICE DEPARTMENT***

officers will provide for greater general traffic enforcement, as well as focus on problem issues as identified by the community and internal analyses.

**Recruitment & Staffing:** BPD anticipates recruitment challenges to continue into FY20-21, as anticipated retirements will result in a need to sustain the above described recruitment and retention efforts into the future.

**Creation of an augmented Bicycle-Response Capability:** BPD is planning to create a cadre of bike-trained officers who can be utilized to support planned events and any additional needs. A Bicycle Response team would be able to deploy to facilitate and protect 1<sup>st</sup> amendment activities, and maintain community safety when demonstrations occur. The bike-trained cadre will become a resource to be deployed to work on problem solving efforts in neighborhoods, occasionally supplement the full-time Bike Patrol staff in their work, and increase community engagement through their contacts with community members. The Department will acquire two dozen bicycles, and train and equip a like number of officers selected for their interest in these ancillary duties.

**Required Release of Body Worn Camera footage:** BPD anticipates future resource impacts surrounding the release of Body Worn Camera footage, whether in the course of Police Review Commission investigations, or in response to impending unfunded mandates provided by legislation requiring the release of Body Worn Camera footage in certain circumstances. Release of Body Worn Camera footage is subject to particular requirements in law and policy, and adherence to those requirements will result in an increase in staff time. In particular, redaction work is likely to be time-consuming, from both the review- and release-processes. Needed resource levels may be impacted by circumstances beyond the department's control (e.g. critical incidents involving the discharge of a firearm at a person, or the use of force resulting in great bodily injury, and the number of officers and videos recorded during such incidents).

**Wellness and Resiliency:** BPD has identified staff wellness and resiliency as priorities for the department. Personnel are exposed to trauma and stress during the course of their duties. The department intends to establish programs and resources to enhance employees' wellness (both sworn and professional staff) and resiliency. The department seeks to educate staff regarding the importance of physical fitness and psychological well-being, and to explore resources including nutrition, fitness, equipment, counseling resources and wellness practices that will benefit our staff, reduce injuries, and support lengthy careers of service within the department.



## ***POLICE DEPARTMENT***

### **ACCOMPLISHMENTS**

- Implemented the Department-wide Body Worn Camera Program
- Issued smartphones featuring custom law enforcement apps to enhance officer efficiency and effectiveness
- Completed a major upgrade of the Computer Aided Dispatch System
- Implemented the Recruitment and Retention Team dedicated to increasing staffing and developing required resources necessary to hire and retain staff in a highly competitive employment market
- Implemented a NARCAN Program to enhance life-saving efforts and protect Department staff and the community

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

The Police Department requests the following additions to their department budget:

- Add 1.0 FTE Office Specialist III position in the Records Unit to assist with Public Records Act requests that are anticipated to increase based on two new state laws (SB1421 and AB 748) focused on transparency in law enforcement which has significantly increased the parameters, sensitivity and complexity of what documents and records are legally required to be released.
- \$120,000 per year for increased cell phone costs and \$60,000 every other year starting in FY 2021 for iPhone equipment upgrades as a result of deploying body worn cameras and iPhones to all uniform personnel.
- \$200,000 per year for vehicle replacement costs due to higher costs from shift from Ford Crown Victoria Police Interceptor to Ford Explorer SUV Police Interceptor.

## POLICE DEPARTMENT FINANCIAL SUMMARY

|                        | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>    |                   |                   |                    |                     |                     |
| <b>By Type:</b>        |                   |                   |                    |                     |                     |
| Salaries and Benefits  | 61,151,543        | 60,449,826        | 61,864,143         | 67,033,836          | 69,277,244          |
| Services and Materials | 2,695,604         | 2,867,289         | 2,960,043          | 2,960,043           | 2,960,043           |
| Capital Outlay         | 279,004           | 587,707           | 194,817            | 444,817             | 444,817             |
| Internal Services      | 2,302,379         | 2,446,712         | 2,258,588          | 4,541,138           | 4,541,138           |
| Indirect Cost Transfer |                   |                   |                    |                     |                     |
|                        | <u>66,428,530</u> | <u>66,351,534</u> | <u>67,277,591</u>  | <u>74,979,834</u>   | <u>77,223,242</u>   |
| <b>By Division:</b>    |                   |                   |                    |                     |                     |
| Office of the Chief    | 1,322,386         | 1,437,690         | 857,176            | 3,158,966           | 3,184,223           |
| Professional Standards | 6,156,324         | 5,845,197         | 5,685,462          | 6,011,845           | 6,172,503           |
| Support Services       | 4,699,091         | 5,667,255         | 5,425,827          | 5,977,207           | 6,080,218           |
| Operations             | 39,867,224        | 39,673,087        | 39,345,182         | 43,376,141          | 44,854,216          |
| Investigations         | 14,383,505        | 13,728,263        | 15,969,944         | 16,455,675          | 16,932,082          |
|                        | <u>66,428,530</u> | <u>66,351,492</u> | <u>67,283,591</u>  | <u>74,979,834</u>   | <u>77,223,242</u>   |
| <b>By Fund:</b>        |                   |                   |                    |                     |                     |
| General Fund           | 62,156,096        | 62,628,518        | 62,219,080         | 70,622,557          | 72,774,334          |
| Asset Forfeiture       | 46,285            | 129,973           | 201,000            | 201,000             | 201,000             |
| Federal Grants         | 256,425           | 206,782           | 173,500            | 182,000             | 182,000             |
| State/County Grants    | 1,221,459         | 453,194           | 1,600,554          | 774,206             | 791,242             |
| Parking Funds          | 2,748,265         | 2,928,995         | 3,083,457          | 3,200,071           | 3,274,666           |
| Other Funds            |                   | 4,072             |                    |                     |                     |
|                        | <u>66,428,530</u> | <u>66,351,534</u> | <u>67,277,591</u>  | <u>74,979,834</u>   | <u>77,223,242</u>   |

|                         |        |        |        |        |        |
|-------------------------|--------|--------|--------|--------|--------|
| <b>General Fund FTE</b> | 252.00 | 249.00 | 249.00 | 248.00 | 248.00 |
| <b>Total FTE</b>        | 280.20 | 280.20 | 280.20 | 280.20 | 280.20 |

**POLICE DEPARTMENT FINANCIAL SUMMARY**

|                                  | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|----------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b> |                           |                           |                            |                             |                             |
| <b>Office of the Chief</b>       |                           |                           |                            |                             |                             |
| Police Administration            | 627,014                   | 742,880                   | 120,283                    | 2,360,044                   | 2,357,538                   |
| Public Information               | 89,258                    | 294,905                   | 309,976                    | 337,629                     | 350,480                     |
| Internal Affairs                 | 606,114                   | 399,905                   | 426,917                    | 461,293                     | 476,205                     |
| Division Total                   | 1,322,386                 | 1,437,690                 | 857,176                    | 3,158,966                   | 3,184,223                   |
| FTE Total                        | 6.00                      | 5.00                      | 5.00                       | 5.00                        | 5.00                        |
| <b>Professional Standards</b>    |                           |                           |                            |                             |                             |
| Policy & Accreditation           | 1,079,496                 | 694,266                   | 751,667                    | 819,202                     | 847,041                     |
| Personnel and Training           | 2,539,085                 | 2,604,776                 | 2,610,582                  | 3,064,407                   | 3,141,557                   |
| Jail Unit                        | 2,537,743                 | 2,546,155                 | 2,323,213                  | 2,128,236                   | 2,183,905                   |
| Division Total                   | 6,156,324                 | 5,845,197                 | 5,685,462                  | 6,011,845                   | 6,172,503                   |
| FTE Total                        | 26.00                     | 25.00                     | 25.00                      | 25.00                       | 25.00                       |
| <b>Police Support Services</b>   |                           |                           |                            |                             |                             |
| Administration                   | 3,190,267                 | 4,326,558                 | 3,852,569                  | 4,285,588                   | 4,339,121                   |
| City Jail Operations             |                           |                           |                            |                             |                             |
| Central Communications           |                           |                           | 138,741                    | 146,665                     | 150,275                     |
| Police Services                  | 1,508,824                 | 1,340,697                 | 1,434,517                  | 1,544,954                   | 1,590,822                   |
| Division Total                   | 4,699,091                 | 5,667,255                 | 5,425,827                  | 5,977,207                   | 6,080,218                   |
| FTE Total                        | 12.00                     | 12.00                     | 16.00                      | 12.00                       | 12.00                       |
| <b>Operations</b>                |                           |                           |                            |                             |                             |
| Patrol                           | 34,158,652                | 33,658,532                | 33,789,307                 | 37,639,891                  | 38,974,320                  |
| Police Reserves                  | 396,374                   | 379,236                   | 213,398                    | 224,021                     | 224,021                     |
| Special Enforcement              |                           |                           | 228,248                    |                             |                             |
| Central Communications           | 5,312,198                 | 5,635,319                 | 5,114,229                  | 5,512,229                   | 5,655,875                   |
| Division Total                   | 39,867,224                | 39,673,087                | 39,345,182                 | 43,376,141                  | 44,854,216                  |
| FTE Total                        | 163.00                    | 171.00                    | 166.00                     | 171.00                      | 171.00                      |
| <b>Investigations</b>            |                           |                           |                            |                             |                             |
| Detectives Bureau                | 5,775,866                 | 5,366,898                 | 6,079,133                  | 7,225,934                   | 7,484,319                   |
| Traffic Bureau                   | 2,612,542                 | 2,611,637                 | 2,618,666                  | 2,793,795                   | 2,878,023                   |
| Parking Enforcement              | 3,674,732                 | 3,845,914                 | 4,341,074                  | 4,486,273                   | 4,578,659                   |
| Special Enforcement Unit         | 1,311,768                 | 945,457                   | 1,723,748                  | 662,552                     | 671,062                     |
| Crime Analysis                   | 179,804                   | 183,536                   | 413,102                    | 445,568                     | 460,363                     |
| Community Service/Field Support  | 86,013                    | 20,837                    | 50,554                     | 52,804                      | 52,804                      |
| Crime Scene Unit                 | 742,780                   | 753,984                   | 743,667                    | 788,749                     | 806,852                     |
| Division Total                   | 14,383,505                | 13,728,263                | 15,969,944                 | 16,455,675                  | 16,932,082                  |
| FTE Total                        | 73.20                     | 67.20                     | 68.20                      | 67.20                       | 67.20                       |
| <b>Department Total</b>          | <b>66,428,530</b>         | <b>66,351,492</b>         | <b>67,283,591</b>          | <b>74,979,834</b>           | <b>77,223,242</b>           |
| <b>FTE Total</b>                 | <b>280.20</b>             | <b>280.20</b>             | <b>280.20</b>              | <b>280.20</b>               | <b>280.20</b>               |



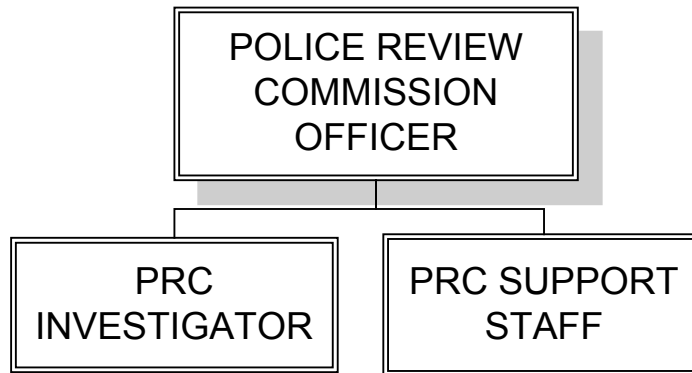
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**POLICE REVIEW COMMISSION**

**MISSION STATEMENT**

The general purpose of the Police Review Commission is to provide for community participation in setting and reviewing police department policies, practices, and procedures, and to provide a means for prompt, impartial, and fair investigation of complaints brought by individuals against the Berkeley Police Department.

**ORGANIZATION CHART**



## ***POLICE REVIEW COMMISSION***

### **DEPARTMENT OVERVIEW**

The role of the PRC staff is to serve as secretary to the appointed Commission and to investigate complaints against Berkeley police officers.

PRC staff supports the Commission's review of Berkeley Police Department (BPD) policies, practices, and procedures by: preparing agendas and minutes for Commission meetings; preparing subcommittee agendas; conducting research, preparing reports, and performing analyses. PRC staff facilitate communications between the Commission and the Police Department, the police union, and City management.

PRC staff accepts and investigates complaints by members of the public who allege misconduct against BPD officers. When warranted, cases are brought to a hearing before a panel of three Commissioners. The panel determines whether any of the allegations should be sustained; decisions are sent to the Chief of Police and City Manager.

### **STRATEGIC PLAN ALIGNMENT**

The PRC's priorities in FY 2020 will consist of continuing policy work begun in FY 2019, and taking on new policy issues, in alignment with the Strategic Plan.

Continuing policy work includes:

- ❑ Body-Worn Camera policy. Following its review of the Body-Worn Camera policy in FY 2019, continue to monitor the use of this new technology, a key tool in improving transparency of police-civilian interactions, in FY 2020.
- ❑ Fair & Impartial Policing. Oversee the BPD's written action plan, requested by the Council, to mitigate race-based disparate treatment of civilians through policy and reporting changes. The plan will likely be issued in FY 2019 but its scope and duration will require continued PRC oversight of the department's progress into FY 2020 and FY 2021.
- ❑ Surveillance Ordinance. Assess implementation of the Surveillance Technology Use and Community Safety Ordinance, adopted by the Council in March 2018 based on an ordinance proposed by the PRC to balance advantages gained by use of surveillance technology with intrusions into individual privacy.
- ❑ Lexipol Policies. Complete review of conversion of all BPD General Orders into the Lexipol policy system to ensure that the BPD's policies remain reflective of this community's values.

An anticipated new policy review subject includes the revised Use of Force policy. PRC will evaluate the new policy issued by BPD, which will revise the definition of use of force and the categories of force, and expand use-of-force

## ***POLICE REVIEW COMMISSION***

reporting for better analysis and greater transparency. PRC will also review the annual Use of Force report.

An annual responsibility of the PRC is to review the BPD's Memoranda of Understanding with outside local, federal, and state law enforcement agencies, and make recommendations when the BPD presents them to the City Council for annual approval.

Finally, regarding misconduct complaints, the PRC will continue to aim for completing reports of investigation within 80 days of complaint filing, so that a hearing may be held and findings issued in time for the Chief of Police or City Manager to consider any sustained findings in imposing discipline.

### **CHALLENGES**

A current challenge is a newly-effective state law, SB 1421, which makes certain categories of law enforcement personnel records, previously confidential, now releasable under the Public Records Act. Current staff does not have the capacity to conduct searches of 45 years of complaint files, review for any releasable records, and perform the necessary redactions.

### **ACCOMPLISHMENTS**

Proposed the surveillance Technology Use and Community Safety Ordinance to the City Council, which enacted a revised version of it.

Collaborated with Berkeley Law students so they can represent complainants at Board of Inquiry hearings.

Prepared a report, "Towards Fairness and Impartiality," which analyzed pedestrian and vehicle stop data, and made recommendations for more robust data collection and to address racial disparities shown in the data.

Developed a proposed Charter Amendment to strengthen the PRC, and sent it to the City Council, which passed a modified proposal.

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

No significant changes, but this does not account for increased staff needed to comply with Public Records Act requests under SB 1421, described above.

**POLICE REVIEW COMMISSION FINANCIAL SUMMARY**

|                        | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>    |                           |                           |                            |                             |                             |
| <b>By Type:</b>        |                           |                           |                            |                             |                             |
| Salaries and Benefits  | 535,624                   | 548,316                   | 558,370                    | 589,308                     | 606,164                     |
| Services and Materials | 26,086                    | 27,109                    | 26,779                     | 26,779                      | 26,779                      |
| Capital Outlay         | 330                       | 56                        | 500                        | 500                         | 500                         |
| Internal Services      | 40,015                    | 145,497                   | 145,483                    | 161,578                     | 161,578                     |
| Indirect Cost Transfer |                           |                           |                            |                             |                             |
|                        | <b>602,055</b>            | <b>720,978</b>            | <b>731,132</b>             | <b>778,165</b>              | <b>795,021</b>              |
| <b>By Fund:</b>        |                           |                           |                            |                             |                             |
| General Fund           | 602,055                   | 720,978                   | 731,132                    | 778,165                     | 795,021                     |
|                        | <b>602,055</b>            | <b>720,978</b>            | <b>731,132</b>             | <b>778,165</b>              | <b>795,021</b>              |

|                         |      |      |      |      |      |
|-------------------------|------|------|------|------|------|
| <b>General Fund FTE</b> | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 |
| <b>Total FTE</b>        | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 |

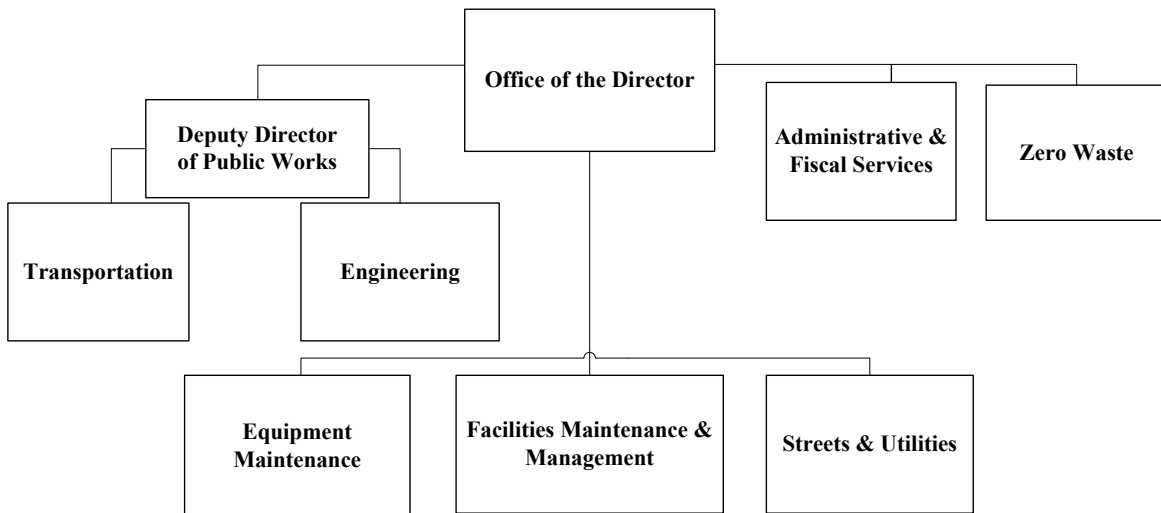


**DEPARTMENT OF PUBLIC WORKS**

**MISSION STATEMENT**

The Public Works Department is committed to providing quality services to the Berkeley community with pride, courtesy, and excellence.

**ORGANIZATION CHART**



## **DEPARTMENT OF PUBLIC WORKS**

### **DEPARTMENT OVERVIEW**

The Department of Public Works is organized into eight divisions to deliver the following services:

#### **Office of the Director**

The Director's Office provides department-wide leadership, management oversight, and policy direction to Public Works divisions for overall operations and implementation; information technology projects; audits and accreditation management; and employee labor relations, training and development. The Deputy Director assists the Director in these efforts and is responsible for management of the Engineering and Transportation Divisions and the capital infrastructure program.

#### **Administrative & Fiscal Services Division**

The Administrative & Fiscal Services Division is responsible for the Department's budget and fiscal oversight, regulatory compliance and reporting, and analytical support for routine and special projects in all Public Works operating divisions. Division functions include: budget development; implementation and oversight for the annual operating and capital budgets; fund management; fiscal and administrative policy development and process improvements; contract administration and grants compliance; and purchasing, payroll & accounting services for approximately 303 staff.

#### **Engineering Division**

The Engineering Division is comprised of the following programs and responsibilities: Street Pavement Infrastructure Management; Sanitary Sewer Capital and Regulatory Compliance Programs; Storm Water Capital and Regulatory Compliance Programs; Creeks/Watershed Management; Sidewalk Capital Program; Buildings/Facilities Capital Program; Disability Compliance and Program Coordination; Construction Management and Inspection; Land Development and Plan Review; Land Surveying; and Drafting/ GIS services. Engineering is also responsible for coordination of utility service markings, issuance of permits, and coordination and inspection for outside utility agency projects.

#### **Zero Waste Division**

The Zero Waste Division (ZWD) is an enterprise funded operation within the Department of Public Works with an operations staff of more than 90, 80+ fleet of vehicles and funds another 28.74 FTEs throughout other City departments. The ZWD provides the weekly curbside collection service of refuse and compost for over 23,000 single family residential customers and multi-day per week collection service of refuse, dual-stream recyclables (fiber and containers collected separately) and compost for over 5,000 multi-family and commercial customers.

ZWD manages several third-party non-profit organizations for: 1) the collection of residential dual-stream recyclables, 2) operates Berkeley Recycling for the sorting, processing and marketing of residential, multi-family and commercial recyclables (16,000 tons annually), 3) a

## **DEPARTMENT OF PUBLIC WORKS**

Recycling Buyback and Drop Off program and 4) collection of reusable materials dropped off at the Transfer Station (1,000 tons annually).

### **Transportation Division**

The Transportation Division provides traffic engineering, transportation planning, bicycle and pedestrian planning, project development, and parking management services that support safe and effective movement of people and goods in and through Berkeley. The division also provides transportation review of private development projects and interagency coordination on regional transportation projects. Key division and department values include safety, equitable mobility, and environmental and financial sustainability.

### **Facilities Management Division**

The Facilities Management Division includes electrical maintenance and the Radio Shop; building maintenance and janitorial services; and property management support. This Division maintains 900,000 square feet of public service facilities; installs and maintains traffic signals and pedestrian control devices at approximately 140 intersections; maintains approximately 8,000 LED streetlights; and installs and maintains Police and Fire Department vehicle radios, sirens, lighting, and radio system infrastructure, including interface with the regional public safety radio system. The Division also maintains sound systems for the Council meetings and special events and radio alarms at sewage lift stations.

### **Streets & Utilities Division**

The Streets and Utilities Division maintains and repairs the City's 653 miles of streets, curbs, sidewalks and pathways, 388 miles of sanitary sewers, and 78 miles of storm water piping, including approximately 5,800 storm structures and 200 storm infrastructure bio-swales. In partnership with business improvement districts, the division manages the Clean City Program by providing street and sidewalk sweeping and cleaning services, including unattended property removal/storage and illegal dumping removal. The Streets and Utilities Division also coordinates with Transportation, Engineering and Parking Services staff to maintain traffic signs, pavement markings, and the City's 3,750 parking meters.

### **Equipment Maintenance Division**

The Equipment Maintenance Division operates facilities at both the Corporation Yard and Transfer Station. Staff in this division manage the maintenance as well as purchase and replacement of the City's 706 fleet vehicles, heavy duty trucks and large equipment, including public safety, fire, and alternative fuel vehicles and equipment.

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## STRATEGIC PLAN PRIORITIES: PROPOSED FY 2020 &amp; FY 2021 PROJECTS &amp; PROGRAMS

| Goal                                                                                                             | Supporting Department(s)                                                                             | Title                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment | Planning & Development                                                                               | Update Watershed Management and Storm Drain Master Plans | Undertaking a necessary update to citywide watershed management and storm drain master plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 7/19 -7/21        | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities                              | City Manager's Office, Information Technology, Parks Recreation & Waterfront, Planning & Development | Green Infrastructure Plan                                | The Green Infrastructure Plan is an implementation guide and reporting tool to set goals for reducing the adverse water quality impacts of urban runoff on receiving waters. The Countywide Cleanwater program has prepared a template as guidance for the City to use in developing our Green Infrastructure Plan. The City is currently using that template to develop our Plan.                                                                                                                                                                                         | 9/17 -7/21        | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities                              | City Manager's Office                                                                                | Street Sweeping Improvement Plan                         | Referral to the City Manager, Public Works commission, and Zero Waste commission to develop a new strategy to ensure that street sweeping is not obstructed by waste/recycling pick-up. In addition to being unsightly, without proper street sweeping, trash and debris are more likely to go into the stormwater drains. Specifically 1. Staff should provide a map of streets in which sweeping days and waste/recycling pickup coincide to better understand where and when this problem occurs; and 2. Staff and Commissions should return to Council with a proposed | 11/18 - 1/19      | New               |

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| Goal                                                                                                             | Supporting Department(s) | Title                                         | Description                                                                                                                                                                                                                                                          | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                                                  |                          |                                               | solution including, but not limited to, rescheduling street sweeping and waste/recycling pickups to ensure that both services do not occur on the same day.                                                                                                          |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities                              |                          | 50/50 Sidewalk Program                        | Reduce 50/50 sidewalk backlog                                                                                                                                                                                                                                        | 7/19 - 7/20       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities                              |                          | Transfer Station Master Plan/Redesign Process | Re-construct the nearly 8-acre West Berkeley site where waste materials are sorted. The eventual goal of a new site is simple: if we recover more of what can be re-used or recycled, we slash what Berkeley trucks to the mountains of garbage that fill landfills. | 4/18 - 5/20       | Carryover         |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment |                          | Long-Term Waste Operations Strategy           | Develop a long term Zero Waste Strategic Plan                                                                                                                                                                                                                        | 3/18 - 6/20       | Carryover         |
| Provide an efficient and financially-healthy government                                                          | Finance                  | Zero Waste Rate Evaluation                    | Developing a study that provides for a new five year rate structure that sets rates through the Proposition 2018 process.                                                                                                                                            | 7/19 - 7/20       | New               |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment |                          | Compostable or Recyclable Foodware            | The Zero Waste Commission's Foodware Subcommittee is in the process of reviewing a proposed update to the Foodware Ordinance focused on the reduction of single-use disposables. The Zero Waste Commission plans to                                                  | 4/18 - 6/20       | Carryover         |

**DEPARTMENT OF PUBLIC WORKS**

| Goal                                                                                | Supporting Department(s)       | Title                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                          | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                     |                                |                                                                      | submit a revised Foodware Ordinance recommendation to City Council in 2018.                                                                                                                                                                                                                                                                                                                                                                          |                   |                   |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | HHCS                           | North Berkeley Senior Center (NBSC) Seismic Upgrades and Renovations | NBSC has been in operation for over 40 years and is in need of comprehensive upgrades. The work will include seismic upgrades, a new fire sprinkler system, a front patio remodel for better access and community space, and deferred maintenance upgrades such as roof replacement; mechanical, electrical, and plumbing improvements; foundation upgrades; accessibility improvements; and other miscellaneous interior and exterior improvements. | 7/17 - 2/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Manager's Office, Finance | Undergrounding Utility Wires                                         | Complete all work required to get the underground utility district (UUD) #48 project into construction. City to construct or contract for construction of the lighting replacement for UUD #48.                                                                                                                                                                                                                                                      | 7/19 - 7/20       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities |                                | LED Streetlight Replacement                                          | Resolve LED streetlight issue.                                                                                                                                                                                                                                                                                                                                                                                                                       | 7/19 - 7/22       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities |                                | Sewer Master Plan                                                    | The plan will provide flow monitoring, hydraulic modeling and capacity assessment, and condition assessment of the sewer system. These services will allow for identification of areas of high inflow and infiltration and capacity deficiency in the sewer system. In addition, they will provide prioritization of                                                                                                                                 | 7/19 -12/20       | New               |

**DEPARTMENT OF PUBLIC WORKS**

| Goal                                                                                | Supporting Department(s)                                                                             | Title                                                                                           | Description                                                                                                                                                                                                                                                                                                      | Planned Start/End | New or Carryover? |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                     |                                                                                                      |                                                                                                 | capital sewer improvements and a sanitary sewer rate study                                                                                                                                                                                                                                                       |                   |                   |
| Create a resilient, safe, connected, and prepared city                              |                                                                                                      | Vision Zero                                                                                     | Vision Zero policy development to eliminate all traffic-related fatalities and severe injuries in Berkeley through a safe systems approach, which prioritizes roadway design and policy strategies, complimented by proven education and enforcement strategies                                                  | 11/18 -7/20       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | BPD, HHCS, PRW                                                                                       | Bicycle Plan                                                                                    | Construct bikeway projects an implement encouragement, education, enforcement, and evaluation programs to make Berkeley a model bicycle-friendly city where bicycling is a safe, comfortable, and convenient form of transportation and recreation for people of all ages and abilities                          | 7/19 - 7/21       | New               |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Attorney, City Manager's Office                                                                 | Gilman Street Interchange Project                                                               | Improve the mobility and safety of the Gilman Street Corridor by reconstructing the Gilman Street Interchange and creating a new gateway into North Berkeley. In FY 2018-2019, complete the environmental documents and begin final design for the I-80 Gilman Interchange and pedestrian overcrossing projects. | 10/15 -7/20       | Carryover         |
| Provide state-of-the-art, well-maintained infrastructure, amenities, and facilities | City Manager's Office, Information Technology, Parks Recreation & Waterfront, Planning & Development | Major Improvements to Downtown Berkeley Infrastructure and Amenities (Shattuck Reconfiguration) | Improve pedestrian safety by changing traffic flow and turning patterns at the Shattuck/University intersection. Put all through traffic in both directions on the newly two-way west leg of Shattuck between Cener and University. Improve parking capacity and shorten pedestrian                              | 7/18 - 7/20       | Carryover         |

**DEPARTMENT OF PUBLIC WORKS**

| Goal                                                                                                             | Supporting Department(s)                                                        | Title                                          | Description                                                                                                                                                                                                                                                                      | Planned Start/End | New or Carryover? |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                                                                                                  |                                                                                 |                                                | crosssigns on the east leg of Shattuck. Provide enhanced transit plaza on the east side of Shattuck between Alston and Center. Contract award by Council is scheduled for October 2018 and Construction is scheduled to commence January 2019.                                   |                   |                   |
| Provide an efficient and financially-healthy City government                                                     | City Manager's Office, Finance, Human Resources, Information Technology, Police | Residential Preferential Parking (RPP) Program | Assess the potential for and interest in expansion of RPP in additional commercial districts.                                                                                                                                                                                    | 4/14 -7/21        | Carryover         |
| Champion and demonstrate social and racial equity                                                                | All City Departments                                                            | American Disabilities Act Transition Plan      | This plan will provide a path forward to achieve a uniform level of physical access to the City's buildings, streets, parks and facilities, and consistent program access for the public and people with disabilities.                                                           | 6/18 - 3/21       | Carryover         |
| Be a global leader in addressing climate change, advancing environmental justice, and protecting the environment |                                                                                 | Fleet-Related Initiatives                      | A series of initiatives to: <ul style="list-style-type: none"> <li>• increase alternative fuel vehicles,</li> <li>• standardize fleet,</li> <li>• reduce backlog,</li> <li>• implement fleet/system upgrades, and</li> <li>• conduct a City Vehicle Fleet Assessment.</li> </ul> | 7/19 -7/21        | New               |



## DEPARTMENT OF PUBLIC WORKS

### CHALLENGES

#### Current

- 1) Staff Retention and Recruitment Challenges – Tough environment, particularly in Engineering/Transportation, market is very good for job seekers. City HR practices (Berkeley Matters, eligible lists, intradepartmental transfers) and HR staffing vacancies are additional challenges.
- 2) Undergrounding Project Construction Funding – No construction funding identified for future projects.
- 3) Implementation of new software associated with ERMA replacement - \$1.7M in one-time departmental costs, \$2.0M in ongoing costs through FY 2022.
- 4) Sidewalk 50/50 program shortfall – Estimated \$7M shortfall to address backlog of work for 50/50 program in the next 5 years. \$1M in annual baseline funding only makes a dent.
- 5) T1 Phase 1 Project Underfunding – Structural Deficit, Cost Increases will require deferral/scope changes to remaining projects on list.
- 6) Permit Service Center Fund – Public Works Departmental Control of Revenue and Expenditures
- 7) RRV Process vs Adopted CIP

#### Future

- 1) Energy/Sustainability elements to projects without additional budget (Facilities and Fleet)
- 2) Flat Gas Tax revenues projected in future. FY 20 and 21 already under previous projections, particularly for SB1
- 3) Monitor Enterprise Fund health and projections in preparation for future Prop 218 rate adjustments for Refuse and Sewer Funds.
- 4) Data Migration – With the planned roll out of multiple highly anticipated software (i.e., GIS, CIP software, Asset Management software, Work Order System, etc.), integration with existing systems (both paper-based and electronic) will be required for an effective and efficient enterprise system. Critical data migration will be dependent on IT staff having a clearly mapped out data architecture that does not overlap or create gaps with other PW software systems. This will require PW staff to assist with that architecture, as well as assist with other transition related activities such as entering critical historical data (that might still exist in paper format).
- 5) Unknown (But Certain) costs associated with implementing the updated ADA Self-Evaluation and Transition Plan
- 6) Transition to a new Recycling partner (post CCC)

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### ACCOMPLISHMENTS

#### Sewer

- Updated the Sewer Specifications. They hadn't been updated for almost 20 years.
- Completed Phase 7 of Smoke Testing Program (approx. 26.7 miles)
- Completed 10 miles of gravity sewer main rehabilitation in FY 18 and 19.
- Performed repair of 59 acute defects of the sewer lines
- Rehabilitated 347 manholes
- Performed 200 lf of force main rehabilitation
- Complied with EPA consent decree requirements for the fourth year in a row

#### Streets & Storm

- Design and/or Construction of: FY2018 Measure M Street Rehab. (construction Feb. 2019 to October 2019), Panoramic Hill Street Improvements (constr. Feb. 2019 to March 2020), FY2019 Street Rehab. (constr. June 2019 to Feb. 2020), T1 Street Projects (constr. July 2019 to January 2020), Rose Garden/Codornices Creek Drainage Improvements (constr. July 2019 to October 2019), 2018 Measure M LID (Woolsey) (constr. May 2019 to October 2019), Hillview/Woodside Drainage Improvements (July 2019 to October 2019), and Codornices/ Kains Creek Restoration (constr. Aug. 2019 to Nov. 2019), and T1 street (Adeline and Hearst project) .
- Developed the 5-Year Paving Plan (FY 2019 to 2023)
- 2019 Green Infrastructure Plan development in progress (Completion Date?)
- Successful Prop 218 Election for Storm Drain and Street Lighting

#### Facilities

- Launched T1 Program, in design and construction on all T1 Phase 1 projects
- Managed Construction of the Pathways Project for transitional housing
- FY 19 Construction: NBSC, Mental Health, Corp Yard and Corp Yard marina projects.

#### Transportation Planning

- Transportation Planning worked with BART staff to develop and execute the lease for the Center Street Garage Bike Station in time for the grand opening of the facility.
- Transportation Planning coordinated the installation of the City's 37 Ford GoBike Bike Share stations by working with Traffic Engineering, the Planning Department, and Bay Area Motivate (the GoBike operator) on station siting and related neighborhood outreach and to resolve issues related to permit approval, including

## **DEPARTMENT OF PUBLIC WORKS**

coordinating with Public Works Operations on the site preparation for the station next to the West Street Path.

### Transportation-- Parking

- Center Street Garage opened to the Public - 11/18
- Expansion of goBerkeley Program in Euclid/Hearst Area – 11/18
- Implementation of Mix Use RPP Area in West Berkeley

### Transportation – Capital

- Downtown BART Plaza completion and opening
- Construction underway on Shattuck Reconfiguration Project

### Undergrounding

- PG&E has submitted for permits for the gas line upgrade and has started coordinating with the City for submittal of the permits for the undergrounding of overhead utilities.

### Zero Waste

- Creation of Zero Waste Division (ZWD) Operations Manager to begin the implementation process to realign ZWD to move forward as a business unit to reflect ZWD as enterprise funded status. (July/August 2017).
- Integration of 440 commercial accounts previously serviced by non-franchise commercial haulers. The project started in April 2017 and integration was completed by March 2018.
- Complete transition of the 440 commercial accounts from single stream collection (all recyclable in one bin) for recycling to the City's dual stream collection system (fiber, bottles/cans, and compost in separate bins).
- With significant assistance from Facilities Capital Projects, completed the design and bid out the construction of collision buffers (\$80,000) at the base of the Tipping Floor's columns.
- Selected Zero Waste Collaborative, as consultant for the Solid Waste & Recycling Transfer Station Feasibility Study, and began public outreach process.
- Start work on RFP for consultant on the CEQA process for the two options approved for the TS & MRF. Start in March/April 2019.
- Issue RFP for the City's Zero Waste Strategic Plan by March 2019. Last City Plan was adopted in 1998.

### Operations

- Pathways Project / All Divisions / 67 Tons of Asphalt laid
- Zero Waste Project / All Divisions / 133 Tons of Asphalt laid / Encampment debris 5 tons removed for fencing
- Concrete Construction / 87 yards poured which is 7 thousand square feet

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- Crack Sealing / 85 Thousand linear feet done citywide
- CCTV Master Plan, Storm and Pre-Paving  
52 miles CCTV, 68 miles Jet Flushed
- Partnership with Railroad / 500 feet of fencing installed
- Encampment Cleanups 100 tons of debris removed for 2018-2019

### Operations—Electrical

- Prepared and equipped the newly acquired University Ave Center for the Winter Shelter program.

### Fleet

- Reviewed RFP proposals and selected new fuel management system to replace the current outdated system.

### Corp. Yard Admin.

- Developed Citywide Debris Management Plan
- Safety Programs Created
- Emergency Preparedness / Department Operations Center (DOC)— Monthly Staff Training culminating in annual exercise
- Executed Contracts:
  - Syntech – Fuel Master
  - Downtown Streets Team

**DEPARTMENT OF PUBLIC WORKS**

**SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

Public Works proposes the following changes to the FY 2020 and FY 2021 Public Works budget:

1. New and Realigned Staffing: Transportation & Engineering, Zero Waste, Administration & Fiscal Services, Corporation Yard. Includes adjustment to Permit Service Center Fund baseline budget.
2. Software Costs Above ERMA Replacement Contribution: Purchase and implementation of several new software programs to optimize department operations and Zero Waste Routing & Billing, Capital Improvement Program (CIP) Planning and Project Management (\$1.8M over 5 years), Fleet Management Software, GPS, Real Property, Work Orders
3. 50/50 Sidewalk Program: Proposed one-time use of excess property tax revenue to address backlog (\$1M/yr). Catchup funding beginning in FY 2022 is proposed for T1 Phase 2.
4. EV Charging Stations and alternative fuel vehicle replacement differential. Up to \$600,000 from General Fund for vehicle charging stations at the Corp Yard and potentially at the 125/127 University Parking Lot.
5. Complete Sewer Master Plan to project future capital needs and costs necessary to meet consent decree sewer rehabilitation requirements.
6. Budget the Design and CEQA elements of the Transfer Station Rebuild project.
7. Capital Streetlight Repair/Replacement Program roll out based on Streetlight assessment and new Streetlight fees, and temporary staffing to LED fixture replacement to address safety.
8. Use of Parking Meter Fund and General Fund (60/40 split with initial estimated cost of \$600,000) to support costs associated with the Parking Enforcement and Traffic Enforcement PD move to the Marina facility at 125/127 University.
9. Purchase of new vehicles to fleet: 5 Vehicles for Engineering Inspectors, Sweepers/Vactors for Clean Cities Storm and new bicycle & bus pad infrastructure.
10. Budget remainder of T1 Phase One project funding to previously approved projects.

**DEPARTMENT OF PUBLIC WORKS**

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10. Budget remainder of T1 Phase One project funding to previously approved projects.

**DEPARTMENT OF PUBLIC WORKS  
FINANCIAL SUMMARY**

|                              | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Proposed</b> | <b>FY 2021<br/>Proposed</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|
| <b>EXPENDITURES</b>          |                           |                           |                            |                             |                             |
| <b>By Type:</b>              |                           |                           |                            |                             |                             |
| Salaries and Benefits        | 41,566,676                | 44,190,503                | 46,846,254                 | 51,317,538                  | 52,753,577                  |
| Services and Materials       | 30,043,744                | 30,744,200                | 30,581,682                 | 34,194,512                  | 33,307,707                  |
| Capital Outlay               | 37,009,041                | 53,970,145                | 25,681,460                 | 32,903,680                  | 34,691,232                  |
| Internal Services            | 8,794,919                 | 9,785,769                 | 8,710,274                  | 11,259,764                  | 11,263,545                  |
| Indirect Cost Transfer       | 3,538,577                 | 3,710,399                 | 4,000,008                  | 3,455,033                   | 3,457,664                   |
|                              | <b>120,952,957</b>        | <b>142,401,016</b>        | <b>115,819,678</b>         | <b>133,130,527</b>          | <b>135,473,725</b>          |
| <b>By Division:</b>          |                           |                           |                            |                             |                             |
| Office of the Director       | 777,967                   | 1,110,257                 | 1,111,564                  | 1,170,330                   | 1,198,689                   |
| Administration               | 2,287,746                 | 2,579,362                 | 2,991,990                  | 5,584,425                   | 5,667,522                   |
| General Engineering          | 29,177,286                | 30,918,228                | 10,635,309                 | 10,496,313                  | 9,847,349                   |
| Capital Improvement Programs | 65,250                    | 65,250                    | 16,814,534                 | 24,923,979                  | 24,613,429                  |
| Facilities Management        | 8,847,237                 | 9,704,795                 | 10,614,499                 | 11,711,484                  | 11,892,173                  |
| Streets and Sanitation       | 14,172,170                | 13,947,879                | 13,299,983                 | 15,587,193                  | 15,518,735                  |
| Zero Waste                   | 32,801,831                | 34,322,064                | 35,442,949                 | 39,606,956                  | 38,755,310                  |
| Equipment Maintenance        | 10,762,390                | 11,676,480                | 12,416,187                 | 10,873,797                  | 11,677,410                  |
| Transportation               | 22,061,080                | 38,076,701                | 12,492,663                 | 13,176,050                  | 16,303,108                  |
|                              | <b>120,952,957</b>        | <b>142,401,016</b>        | <b>115,819,678</b>         | <b>133,130,527</b>          | <b>135,473,725</b>          |
| <b>By Fund:</b>              |                           |                           |                            |                             |                             |
| General Fund                 | 3,325,083                 | 3,711,215                 | 3,307,978                  | 4,404,030                   | 4,485,368                   |
| Capital Improvement Fund     | 6,184,042                 | 4,468,562                 | 4,915,500                  | 5,239,382                   | 5,239,025                   |
| Federal Grants               | 552,878                   | 114,567                   |                            |                             |                             |
| State/County Grants          | 2,477,157                 | 4,654,724                 | 723,343                    | 586,069                     | 994,723                     |
| Gas Taxes                    | 8,931,067                 | 7,220,785                 | 9,831,268                  | 13,551,691                  | 15,219,244                  |
| Street Light Assessment      | 1,353,022                 | 1,436,358                 | 2,098,599                  | 2,229,101                   | 2,282,671                   |
| Parks Tax                    | 62,321                    | 95,455                    | 39,996                     | 39,996                      | 39,996                      |
| Zero Waste                   | 37,617,422                | 38,654,100                | 40,191,586                 | 47,432,374                  | 48,876,705                  |
| Marina                       | 234,575                   | 191,515                   | 158,446                    | 158,355                     | 160,550                     |
| Sanitary Sewer               | 14,692,731                | 20,913,651                | 22,623,450                 | 22,949,843                  | 23,193,739                  |
| Equipment Replacement        | 4,893,511                 | 5,678,369                 | 6,148,747                  | 4,454,894                   | 5,169,375                   |
| Equipment Maintenance        | 6,886,047                 | 7,085,061                 | 7,631,912                  | 7,801,313                   | 7,915,691                   |
| Building Maintenance         | 3,497,854                 | 3,593,876                 | 3,619,446                  | 4,460,082                   | 4,557,032                   |
| Bldg Purchase & Management   | 2,289,186                 | 1,354,274                 | 1,465,014                  | 1,568,417                   | 1,589,765                   |
| Bonds-Measure G//Q/R/GG/M/T1 | 2,485,403                 | 7,076,259                 | 1,980,825                  | 4,343,355                   | 869,680                     |
| Clean Storm Water            | 2,305,741                 | 2,107,809                 | 1,985,667                  | 3,994,569                   | 4,482,753                   |
| Off Street Parking           | 14,245,153                | 27,178,951                | 3,339,654                  | 4,313,798                   | 4,589,318                   |
| Parking Meter Fund           | 4,194,592                 | 4,907,979                 | 4,526,681                  | 4,419,002                   | 4,576,649                   |
| Permit Service Center        | 3,724,472                 | 874,014                   | 849,837                    | 871,952                     | 892,200                     |
| Other                        | 1,000,700                 | 1,083,492                 | 381,729                    | 312,304                     | 339,241                     |
|                              | <b>120,952,957</b>        | <b>142,401,016</b>        | <b>115,819,678</b>         | <b>133,130,527</b>          | <b>135,473,725</b>          |
| <b>General Fund FTE</b>      | 12.55                     | 15.62                     | 15.62                      | 16.07                       | 16.07                       |
| <b>Total FTE</b>             | 293.60                    | 295.60                    | 300.60                     | 302.00                      | 302.00                      |



**DEPARTMENT OF PUBLIC WORKS  
FINANCIAL SUMMARY**

|                                     | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|-------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>DIVISION/ACTIVITY SUMMARY</b>    |                   |                   |                    |                     |                     |
| <b>Office of the Director</b>       |                   |                   |                    |                     |                     |
| Administration                      | 710,681           | 955,891           | 963,075            | 1,006,993           | 1,029,614           |
| Disability Services                 | 67,286            | 154,366           | 148,489            | 163,337             | 169,075             |
| Division Total                      | 777,967           | 1,110,257         | 1,111,564          | 1,170,330           | 1,198,689           |
| FTE Total                           | 6.00              | 5.00              | 6.00               | 3.00                | 3.00                |
| <b>Administration</b>               |                   |                   |                    |                     |                     |
| Administration                      | 1,350             | 302               |                    |                     |                     |
| Admin & Fiscal Services             | 1,528,928         | 1,832,164         | 2,181,066          | 4,734,263           | 4,792,625           |
| Corp Yar Admin.                     | 399,920           | 369,075           | 419,613            | 451,236             | 463,071             |
| Customer Service                    | 357,548           | 377,821           | 391,311            | 398,926             | 411,826             |
| Division Total                      | 2,287,746         | 2,579,362         | 2,991,990          | 5,584,425           | 5,667,522           |
| FTE Total                           | 15.00             | 15.00             | 15.00              | 16.00               | 16.00               |
| <b>General Engineering</b>          |                   |                   |                    |                     |                     |
| Administration                      | 921,064           | 895,041           | 977,294            | 1,003,137           | 1,014,783           |
| General Engineering Services        | 201,563           | 193,771           | 317,740            | 939,493             | 379,271             |
| Inspection and Permits              | 1,183,028         | 1,515,545         | 2,171,432          | 2,276,949           | 2,331,532           |
| Capital Imps: Desgin & Mgmt.        | 26,871,631        | 28,313,871        | 7,168,843          | 6,276,734           | 6,121,763           |
| Division Total                      | 29,177,286        | 30,918,228        | 10,635,309         | 10,496,313          | 9,847,349           |
| FTE Total                           | 34.00             | 35.00             | 34.00              | 40.00               | 40.00               |
| <b>Capital Improvement Programs</b> |                   |                   |                    |                     |                     |
| Capital Imp: Construction Cost      | 65,250            | 65,250            | 16,814,534         | 24,923,979          | 24,613,429          |
| Division Total                      | 65,250            | 65,250            | 16,814,534         | 24,923,979          | 24,613,429          |
| FTE Total                           |                   |                   |                    |                     |                     |
| <b>Facilities Management</b>        |                   |                   |                    |                     |                     |
| Administration                      | 93,763            | 70,668            | 71,233             | 71,233              | 71,233              |
| Routine Building Maintenance        | 1,846,376         | 2,121,553         | 2,182,143          | 2,642,576           | 2,689,302           |
| Environmental Compliance            | 391,774           | 543,893           | 402,830            | 627,929             | 416,145             |
| Communication System Maint.         | 1,212,040         | 1,120,637         | 1,285,614          | 1,249,487           | 1,262,646           |
| Street Light.Maintenance            | 1,517,162         | 1,794,574         | 2,277,356          | 2,341,575           | 2,398,441           |
| Traffic Signal Maintenance          | 739,930           | 894,471           | 1,141,717          | 1,223,191           | 1,236,983           |
| Corp.Yard Shared OH Costs           | 331,851           | 327,697           | 314,636            | 335,915             | 550,915             |
| General Electric                    | 314,878           | 314,819           | 129,480            | 136,493             | 139,876             |
| Janitorial Services                 | 1,307,209         | 1,359,866         | 1,517,407          | 1,650,270           | 1,685,033           |
| Property Management                 | 915,889           | 941,070           | 1,069,846          | 1,105,302           | 1,113,539           |
| ADA Building Improvements           | 160,037           | 7,500             | 200,120            | 300,120             | 300,120             |
| Internal Non-Routine Mtc.           | 2,599             | 26,349            | 5,000              | 5,000               | 5,000               |
| External Non-Routine Mtc.           | 10,060            | 1,716             |                    |                     |                     |
| University Avenue Center            | 3,669             | 179,982           | 17,117             | 22,393              | 22,940              |
| Division Total                      | 8,847,237         | 9,704,795         | 10,614,499         | 11,711,484          | 11,892,173          |
| FTE Total                           | 36.00             | 36.00             | 36.00              | 36.00               | 36.00               |

**DEPARTMENT OF PUBLIC WORKS  
FINANCIAL SUMMARY**

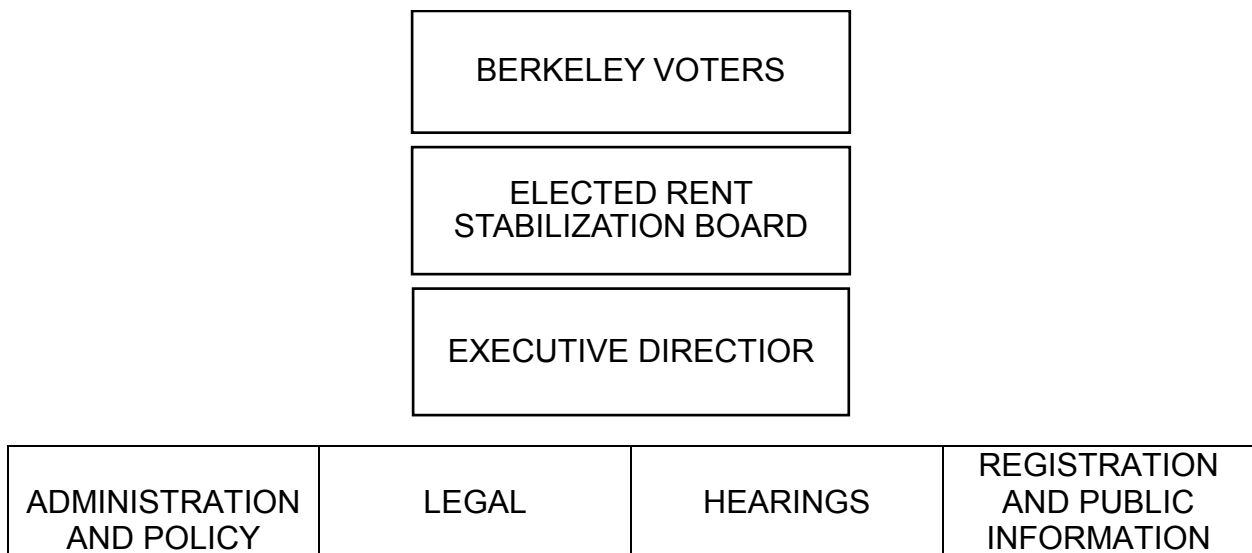
|                                        | <b>FY 2017<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Adopted</b> |
|----------------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>DIVISION/ACTIVITY SUMMARY cont.</b> |                           |                           |                           |                            |                            |
| <b>Streets and Sanitation</b>          |                           |                           |                           |                            |                            |
| Administration                         | 409,253                   | 210,773                   | 383,918                   | 393,746                    | 399,974                    |
| Clean Cities                           | 3,589,770                 | 4,083,134                 | 4,187,853                 | 4,356,792                  | 4,436,252                  |
| Sanitary Sewer Maintenance             | 4,533,106                 | 4,673,635                 | 6,045,833                 | 6,105,566                  | 6,248,274                  |
| Storm Drain Maintenance                | 1,286,328                 | 1,117,880                 | 1,076,266                 | 1,841,715                  | 1,647,075                  |
| Traffic Maintenance                    | 971,040                   | 859,881                   | 47,536                    | 50,631                     | 52,223                     |
| Street Maintenance                     | 1,415,295                 | 1,557,986                 | 1,258,577                 | 1,638,743                  | 1,534,937                  |
| Parking Meter Maintenance              | 835,583                   | 633,869                   |                           |                            |                            |
| Sidewalk Maintenance                   | 356,456                   | 231,559                   | 300,000                   | 1,200,000                  | 1,200,000                  |
| Parking Meter Collection               | 775,339                   | 579,162                   |                           |                            |                            |
| Division Total                         | 14,172,170                | 13,947,879                | 13,299,983                | 15,587,193                 | 15,518,735                 |
| FTE Total                              | 80.00                     | 80.00                     | 80.00                     | 62.00                      | 62.00                      |
| <b>Zero Waste</b>                      |                           |                           |                           |                            |                            |
| Administration                         | 1,194,859                 | 1,268,800                 | 1,244,770                 | 2,706,342                  | 1,733,286                  |
| Residential Refuse Collect Service     | 3,794,775                 | 4,228,385                 | 4,116,782                 | 4,268,658                  | 4,354,562                  |
| Commercial Refuse Collection Service   | 3,893,286                 | 4,872,187                 | 4,415,294                 | 4,815,479                  | 4,915,339                  |
| Roll-Off Container Service             | 504,119                   | 506,444                   | 482,520                   | 489,433                    | 494,973                    |
| Container/Cart Maintenance             | 636,183                   | 743,037                   | 770,790                   | 787,218                    | 803,014                    |
| Litter Collection Service              | 639,317                   | 613,523                   | 498,396                   | 529,630                    | 540,403                    |
| Transfer & Disposal Service            | 10,191,346                | 10,427,131                | 10,579,510                | 11,410,267                 | 11,198,645                 |
| Customer Service                       |                           |                           | 236                       | 236                        | 236                        |
| Special Collections                    | 4,631                     | 14,374                    | 12,908                    | 13,023                     | 13,023                     |
| Residential Recycling                  | 966,997                   | 545,475                   | 967,582                   | 1,807,711                  | 1,807,711                  |
| Commercial Recycling                   | 467,835                   | 409,787                   | 936,110                   | 1,188,751                  | 1,190,234                  |
| Residential Organics                   | 7,694,016                 | 7,801,358                 | 8,044,546                 | 8,238,803                  | 8,293,208                  |
| Commercial Organics                    | 2,814,467                 | 2,891,563                 | 3,373,505                 | 3,351,405                  | 3,410,676                  |
| Division Total                         | 32,801,831                | 34,322,064                | 35,442,949                | 39,606,956                 | 38,755,310                 |
| FTE Total                              | 90.00                     | 91.00                     | 90.00                     | 92.00                      | 92.00                      |
| <b>Equipment Maintenance</b>           |                           |                           |                           |                            |                            |
| Administration                         | 262,066                   | 217,942                   | 224,641                   | 237,120                    | 244,651                    |
| Equipment Mtc - Corp Yard              | 6,072,814                 | 6,211,064                 | 6,450,619                 | 6,611,530                  | 6,705,688                  |
| Equipment Replacement                  | 4,427,510                 | 5,247,474                 | 5,717,927                 | 4,002,147                  | 4,704,071                  |
| Equipment Mtc. at Transfer Station     |                           |                           | 23,000                    | 23,000                     | 23,000                     |
| Division Total                         | 10,762,390                | 11,676,480                | 12,416,187                | 10,873,797                 | 11,677,410                 |
| FTE Total                              | 18.00                     | 18.00                     | 18.00                     | 18.00                      | 18.00                      |
| <b>Transportation</b>                  |                           |                           |                           |                            |                            |
| Administration                         | 672,792                   | 652,972                   | 685,455                   | 773,588                    | 791,273                    |
| Transportation Planning                | 2,355,361                 | 1,618,082                 | 730,302                   | 781,837                    | 924,540                    |
| Traffic Engineering                    | 781,021                   | 835,057                   | 854,649                   | 848,470                    | 875,294                    |
| Parking Services                       | 2,377,908                 | 3,189,040                 | 2,766,391                 | 2,494,850                  | 2,616,002                  |
| Center Street Garage                   | 11,569,064                | 24,662,351                | 1,152,054                 | 1,459,308                  | 1,494,498                  |
| Telegraph/Channing Garage              | 1,542,672                 | 1,346,047                 | 1,210,201                 | 1,643,760                  | 1,865,174                  |
| Telegraph/Channing Mall                | 20,346                    | 27,924                    | 20,694                    | 21,694                     | 21,694                     |
| Surface Parking Lots                   | 139,013                   | 126,181                   | 158,209                   | 158,209                    | 158,209                    |
| Brower Center/Oxford Garage            | 430,454                   | 479,408                   | 266,569                   | 365,972                    | 372,182                    |
| Capital Projects                       | 2,167,041                 | 4,437,986                 | 1,894,976                 | 1,692,533                  | 4,189,493                  |
| Traffic Maintenance                    | 14                        | 273,907                   | 990,265                   | 1,116,597                  | 1,128,715                  |
| Parking Meter Collection               |                           | 163,962                   | 813,497                   | 824,686                    | 844,880                    |
| Repair/Maintenance                     |                           | 257,840                   | 944,251                   | 989,139                    | 1,015,747                  |
| Berkeley Way Lot                       | 4,075                     | 5,944                     | 5,150                     | 5,407                      | 5,407                      |
| Elmwood Parking Lot                    | 1,319                     |                           |                           |                            |                            |
| Division Total                         | 22,061,080                | 38,076,701                | 12,492,663                | 13,176,050                 | 16,303,108                 |
| FTE Total                              | 14.60                     | 15.60                     | 14.60                     | 35.00                      | 35.00                      |
| <b>Department Total</b>                | <b>120,952,957</b>        | <b>142,401,016</b>        | <b>115,819,678</b>        | <b>133,130,527</b>         | <b>135,473,725</b>         |
| <b>FTE Total</b>                       | <b>293.60</b>             | <b>295.60</b>             | <b>293.60</b>             | <b>302.00</b>              | <b>302.00</b>              |

## **RENT STABILIZATION BOARD**

### **MISSION STATEMENT**

The mission of the Rent Stabilization Board is to regulate residential rent increases in the City of Berkeley and to protect against unwarranted rent increases and evictions and to provide a fair return to property owners. The Board oversees a program that works to ensure compliance with legal obligations relating to rental housing; and to advance the housing policies of the City with regard to low and fixed income persons, minorities, students, disabled, and the aged.

### **ORGANIZATIONAL CHART**



## **RENT STABILIZATION BOARD**

### **DEPARTMENT OVERVIEW**

#### **RENT STABILIZATION PROGRAM**

Composed of nine elected commissioners, the Rent Stabilization Board enacts regulations, hears petition appeals and administers a program to implement the Rent Stabilization and Eviction for Good Cause Ordinance that regulates most residential rents in Berkeley, provides tenants with increased protection against unwarranted evictions and is intended to maintain affordable housing and preserve community diversity. (Berkeley Municipal Code Chapter 13.76.)

The Rent Stabilization Program provides information and counseling to over 10,000 landlords and tenants annually, calculates and certifies individual rent ceilings, maintains a database of registered rental units, collects registration fees, and conducts administrative hearings and issues decisions on landlord and tenant rent adjustment petitions. Owners of rental property covered by the Ordinance are required to register their units with the Program by filing registration statements and paying annual registration fees, which cover the program's cost.

#### **ADMINISTRATION AND POLICY**

Administration and Policy provides Board and Committee support coordination and assurance of compliance with Brown Act for all Rent Board and Committee meetings, coordination to ensure public access and transparency, coordination of agendas, minutes and documents for all Rent Board and Committee meetings, office administration, payroll, purchasing, finance and accounting, preparation, execution, monitoring and reporting of Budget and Contracts, responding to PRA's, work with City Council and other departments to develop and implement a coordinated housing policy consistent with Ordinance, monitoring legislation, and conduct surveys and studies to help guide administrative improvements and the formulation of sound public policy.

#### **LEGAL**

Legal represents the Board in litigation; advises the Director and Board, drafts regulations, resolutions, and contracts, provides legal advice to the Director on matters related to the Ordinance and its administration

#### **HEARINGS**

Despite an economic environment that is rife for increased conflict, Rent Stabilization Program staff encourages landlords and tenants to resolve issues by agreement rather than litigation. Hearings staff concentrates on conflict resolution and conducts voluntary formal mediations. Parties are entitled to a formal hearing conducted by a hearing examiner under standard due process procedures. Hearings can involve a variety of claims, including rent reductions due to habitability/code violations, rent increases for

## **RENT STABILIZATION BOARD**

additional occupants or capital improvements, and determinations of a property's exempt status. Upon conclusion of the hearing a formal written decision is issued, which can be appealed to the Board and/or the courts.

### **REGISTRATION AND PUBLIC INFORMATION**

Registration assists property owners and tenants, bills and collects registration fees, processes and tracks changes in rental status, collects penalties and processes requests to waive penalties, issues the Annual General Adjustment, provides rent ceiling notices, sends security deposit interest refund notices; and communicates changes to new tenants and owners.

Public Information provides active outreach and education to all owners and tenants regarding their rights and obligations by publishing an annual newsletter, 3-4 seasonally topical postcards, maintaining an up-to-date web site and Facebook page, attending events in the community and conducting 1-2 public workshops per month; Housing Counselors provide in-office, offsite, phone and e-mail counseling to over 10,000 clients per year; assist with filing petitions; and facilitate mediations.

### **SIGNIFICANT CHANGES FROM PRIOR YEAR'S BUDGET**

The Rent Stabilization Board has until the end of June 2019 to adopt a staffing model and budget with a maximum expenditure authorization for FY 2020. The Rent Board's Budget and Personnel Committee meets regularly between January and June of each year to discuss the Program's financial status and to consider possible revisions to the budget for the following fiscal year. This process typically results in a joint budget recommendation from both the Committee and the Executive Director, which is considered by the full Rent Board in June of each year.

**RENT STABILIZATION BOARD FINANCIAL SUMMARY**

|                          | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Actual</b> | <b>FY 2019<br/>Adopted</b> | <b>FY 2020<br/>Adopted</b> | <b>FY 2021<br/>Adopted</b> |
|--------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| <b>EXPENDITURES</b>      |                           |                           |                            |                            |                            |
| <b>By Type:</b>          |                           |                           |                            |                            |                            |
| Salaries and Benefits    | 3,977,373                 | 3,654,714                 | 3,950,037                  | 3,928,630                  | 4,037,928                  |
| Services and Materials   | 867,470                   | 1,382,094                 | 1,259,468                  | 902,640                    | 902,640                    |
| Capital Outlay           | 4,127                     | 5,882                     | 7,500                      | 7,500                      | 7,500                      |
| Internal Services        | 8,573                     | 14,600                    | 14,600                     | 496,173                    | 498,598                    |
| Indirect Cost Transfer   |                           |                           |                            |                            |                            |
|                          | <u>4,857,543</u>          | <u>5,057,290</u>          | <u>5,231,605</u>           | <u>5,334,943</u>           | <u>5,446,666</u>           |
| <b>By Division:</b>      |                           |                           |                            |                            |                            |
| Rent Stabilization Board | 4,857,543                 | 5,057,290                 | 5,231,605                  | 5,334,943                  | 5,446,666                  |
|                          | <u>4,857,543</u>          | <u>5,057,290</u>          | <u>5,231,605</u>           | <u>5,334,943</u>           | <u>5,446,666</u>           |
| <b>By Fund:</b>          |                           |                           |                            |                            |                            |
| General Fund             |                           | 476,161                   |                            |                            |                            |
| Rent Stabilization Board | 4,857,543                 | 4,581,129                 | 5,231,605                  | 5,334,943                  | 5,446,666                  |
|                          | <u>4,857,543</u>          | <u>5,057,290</u>          | <u>5,231,605</u>           | <u>5,334,943</u>           | <u>5,446,666</u>           |

|                         |       |       |       |       |       |
|-------------------------|-------|-------|-------|-------|-------|
| <b>General Fund FTE</b> |       |       |       |       |       |
| <b>Total FTE</b>        | 22.35 | 22.35 | 22.35 | 22.35 | 22.35 |

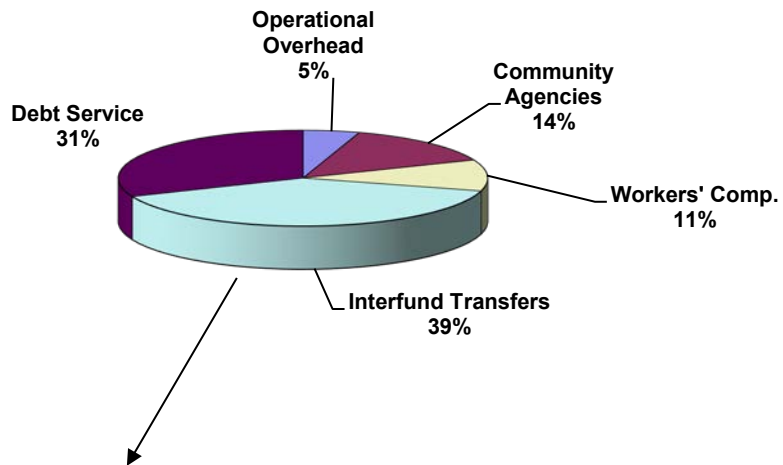
**NON-DEPARTMENTAL**  
(All City funds)

The Non-Departmental budget contains critical pieces of the City budget not attributable to a single program or department. The largest component of this budget is the transfer of funds or money from one fund to another, such as a General Fund transfer to the Capital Improvement Fund. Because most transfers are budgeted in two separate funds, the Non-Departmental budget and in an operating Department budget, they are considered “dual appropriations.” Dual appropriations, amounts that are designated in different areas, are balanced in the budget for a net appropriation amount.

Other components of the Non-Departmental budget include:

- Debt service costs for General Obligation Bonds
- Lease Purchase Agreements
- Certificates of Participation (C.O.P.s)
- The General Fund allocation for Community-Based Organizations
- General overhead costs such as Property Insurance and School Board Salaries

**FY 2020 & FY 2021 Non-Departmental Adopted Budget**  
(**\$101,602,759**)



| <b>Interfund Transfers Include transfers to:</b> | <b>FY 2020</b>    | <b>FY 2021</b>    |
|--------------------------------------------------|-------------------|-------------------|
| Capital Project Fund from General Fund           | \$ 4,950,905      | 4,950,905         |
| Public Liability Fund from General Fund          | 1,695,888         | 1,695,888         |
| Public Health Fund                               | 4,596,298         | 4,596,298         |
| Other Fund Transfers                             | 8,834,701         | 8,615,246         |
| <b>Total</b>                                     | <b>20,077,792</b> | <b>19,858,337</b> |

## NON-DEPARTMENTAL FINANCIAL SUMMARY

|                                        | FY 2017<br>Actual | FY 2018<br>Actual | FY 2019<br>Adopted | FY 2020<br>Proposed | FY 2021<br>Proposed |
|----------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|
| <b>EXPENDITURES</b>                    |                   |                   |                    |                     |                     |
| <b>By Type:</b>                        |                   |                   |                    |                     |                     |
| Salaries and Benefits                  |                   |                   |                    |                     |                     |
| Services and Materials                 | 102,451,886       | 101,847,696       | 56,940,782         | 51,290,041          | 50,312,718          |
| Capital Outlay                         |                   |                   |                    |                     |                     |
| Internal Services                      |                   |                   |                    |                     |                     |
| Indirect Cost Transfer                 |                   |                   |                    |                     |                     |
| Total                                  | 102,451,886       | 101,847,696       | 56,940,782         | 51,290,041          | 50,312,718          |
| <b>By Division:</b>                    |                   |                   |                    |                     |                     |
| Operational Overhead                   | 9,193,722         | 2,060,271         | 10,090,703         | 2,510,825           | 2,510,825           |
| Community Agencies                     | 6,580,980         | 7,208,744         | 6,660,993          | 7,071,225           | 7,071,225           |
| Workers' Compensation                  | 4,338,952         | 4,341,149         | 5,332,340          | 5,332,340           | 5,332,340           |
| Debt Service                           | 20,606,865        | 14,580,297        | 14,930,050         | 16,297,859          | 15,540,291          |
| Interfund Transfers                    | 61,731,367        | 73,657,235        | 19,926,696         | 20,077,792          | 19,858,037          |
| Total                                  | 102,451,886       | 101,847,696       | 56,940,782         | 51,290,041          | 50,312,718          |
| <b>By Fund:</b>                        |                   |                   |                    |                     |                     |
| General Fund                           | 59,671,715        | 31,925,075        | 29,450,664         | 22,496,761          | 22,241,761          |
| Capital Improvement                    | 2,139,870         | 4,017,414         | 1,052,913          | 1,054,047           | 1,054,047           |
| Section 108 HUD Loan                   | 486,563           | 534,143           | 544,537            | 546,679             | 553,108             |
| CDBG                                   | 132,911           | 144,534           | 144,970            | 154,260             | 154,260             |
| UC Settlement                          | 1,182,472         | 1,218,616         | 1,140,609          | 1,174,828           | 1,210,073           |
| Workers Compensation                   | 11,022,350        | 4,341,149         | 5,332,340          | 5,332,340           | 5,332,340           |
| Zero Waste                             |                   |                   | 100,000            |                     |                     |
| Sewer Fund                             | 90,501            | 90,501            | 90,501             | 90,501              | 90,501              |
| Off Street Parking                     | 3,768,485         | 1,155,080         |                    | 1,913,050           | 1,910,250           |
| Parking Meter                          | 3,031,943         | 4,704,612         | 1,742,288          | 1,742,288           | 1,742,288           |
| Health State Aid Realignment           | 2,617,044         | 2,630,129         | 2,643,280          | 2,643,280           | 2,643,280           |
| Mental Health Services Act             |                   | 894,467           |                    |                     |                     |
| Debt Service                           | 298,618           | 265,218           | 2,632              |                     |                     |
| 09 Measure FF Library Debt Service     | 1,614,918         | 1,618,762         | 1,618,665          | 1,619,731           | 1,621,745           |
| CFD#1 Dis Fire Protect Bond            | 859,911           | 855,815           | 857,370            | 856,657             | 854,120             |
| 2012 Ref Lease Rev Bonds               | 501,083           | 501,742           | 501,535            | 502,402             | 502,298             |
| Successor Agency                       | (247,955)         | 57,040            | 57,600             | 56,960              | 57,120              |
| 2015 GORBS - 2002 G.O. Refunding Bonds | 510,593           | 536,254           | 483,543            | 482,600             | 481,211             |
| Thousand Oaks Underground              | 101,337           | 99,497            | 97,371             | 100,350             | 98,177              |
| 2015 GORBS (2007 Series A)             | 192,028           | 201,810           | 182,029            | 181,674             | 181,150             |
| 2015 GORBS                             | 2,773,409         | 2,912,164         | 2,617,595          | 2,612,468           | 2,604,905           |
| 2015 GORBS (2008 Measure I)            | 7,074,947         | 682,200           | 613,762            | 612,562             | 610,791             |
| Sustainable Energy Finance             | 57,427            | 25,769            | 28,778             | 28,748              | 28,719              |
| 2010 COP (Animal Shelter)              | 409,558           | 404,883           | 404,798            | 404,498             | 403,685             |
| Measure M GO Street & Water Imp        | 1,481,947         | 1,569,913         | 1,656,089          | 1,647,738           | 1,641,863           |
| Measure T1 Infrastructure & Facilities |                   | 35,868,538        | 3,014,433          | 2,470,306           | 1,730,057           |
| Building Purchases & Mgmt              | 1,632,580         | 1,634,571         | 1,633,892          | 1,636,725           | 1,636,381           |
| Other                                  | 1,047,631         | 2,957,800         | 928,588            | 928,588             | 928,588             |
| Total                                  | 102,451,886       | 101,847,696       | 56,940,782         | 51,290,041          | 50,312,718          |



## ***FY 2020 PROPOSED COMMUNITY AGENCY ALLOCATIONS***

The City of Berkeley prides itself in its support of community-based organizations and the incredible extension of critical services these agencies provide Berkeley citizens. The Proposed Budget contains appropriation recommendations only for FY 2020. Funding for FY 2021 will be contingent upon Federal funding levels, but the budget plans to continue FY 2020 General Fund funding levels in FY 2021.

### **Allocation Process**

The City of Berkeley combines multiple sources of funds into one consolidated Request for Proposals (RFP) and allocation process for community agencies. Starting this year, the City changed the process to a four-year funding cycle, rather than the prior two-year cycle. These funds are used to support public services and capital projects that benefit people with incomes at 80% of Area Median Income (AMI) or below. The Health, Housing & Community Services Department manages the RFP and allocation process and coordinates the review process among the four commissions: the Housing Advisory Commission (HAC), Homeless Commission (HC), Human Welfare and Community Action Commission (HWCAC), and Children, Youth, and Recreation Commission (CYRC) The consolidated allocation process includes specific recommendations for CDBG and ESG funds to community agencies.

During this funding process 63 agencies applied for over \$21 million in funding for 119 programs including 13 new agencies and 33 new programs.

Funding for Arts projects continues to pass through a separate allocation process involving the Civic Arts Commission. Public Health, Mental Health, and Public Works community agency allocations are also allocated through different processes.

### **Funding Summary**

For FY 2020, the City will spend \$12,280,279 in General Funds, Federal Funds, and other funds for community agencies. This amount represents a 2% increase from the \$12,033,629 amount allocated to community agencies in FY 2019.

The FY 2020 Proposed Budget Community Agency Allocation chart shows the FY 2019 allocation amounts and the FY 2020 Proposed allocations being recommended by the City. General Fund and other funds allocations for community agencies will be approved when the Council adopts the budget on June 25, 2019.

The following charts represent a listing of the entire community agency allocations proposed for FY 2020. These charts show the following:

- ❑ FY 2020 Community Allocations by Service Type
- ❑ FY 2020 Proposed Budget Community Agency Allocations for all funding sources

FY 2021 funding will be contingent upon federal funding levels and program performance. This proposed budget assumes a continuation of FY 2021 General Fund funding level for FY 2020.

## FY 2020 Community Agency Allocations by Service Type

|                                   | General Funds      | Federal Funds      | Other Funds        | All Sources         |
|-----------------------------------|--------------------|--------------------|--------------------|---------------------|
| Arts                              | \$475,733          | \$0                | \$0                | \$475,733           |
| Childcare                         | 586,819            | -                  | 13,275             | \$600,094           |
| Community Facilities Improvements | -                  | -                  | -                  | \$0                 |
| Community Media                   | 230,710            | -                  | -                  | \$230,710           |
| Disability Programs               | 86,122             | 159,660            | 1,272,256          | \$1,518,038         |
| Economic Development              | 650,000            | -                  | -                  | \$650,000           |
| Employment Training               | 295,165            | -                  | -                  | \$295,165           |
| Health                            | 1,905,488          | 160,000            | -                  | \$2,065,488         |
| Homeless                          | 2,830,488          | 615,264            | 1,377,259          | \$4,823,011         |
| Housing Dev & Rehab               | 5,200              | 250,000            | -                  | \$255,200           |
| Legal/ Advocacy                   | 95,486             | 35,000             | -                  | \$130,486           |
| Other                             | 168,104            | -                  | -                  | \$168,104           |
| Recreation                        | 18,573             | -                  | -                  | \$18,573            |
| Seniors                           | 9,110              | -                  | -                  | \$9,110             |
| Youth                             | 1,040,567          | -                  | -                  | \$1,040,567         |
| <b>TOTAL</b>                      | <b>\$8,397,565</b> | <b>\$1,219,924</b> | <b>\$2,662,790</b> | <b>\$12,280,279</b> |

| Funding by Category               | FY 2019 All Sources | FY 2020 All Sources | % Change  |
|-----------------------------------|---------------------|---------------------|-----------|
| Arts                              | \$587,130           | \$475,733           | -19%      |
| Childcare                         | \$612,888           | \$600,094           | -2%       |
| Community Facilities Improvements | \$24,575            | \$0                 | -100%     |
| Community Media                   | \$230,710           | \$230,710           | 0%        |
| Disability Programs               | \$1,493,117         | \$1,518,038         | 2%        |
| Economic Development              | \$650,000           | \$650,000           | 0%        |
| Employment Training               | \$289,811           | \$295,165           | 2%        |
| Health                            | \$1,585,928         | \$2,065,488         | 30%       |
| Homeless                          | \$4,194,146         | \$4,823,011         | 15%       |
| Housing Dev & Rehab               | \$451,662           | \$255,200           | -43%      |
| Legal/ Advocacy                   | \$677,637           | \$130,486           | -81%      |
| Other                             | \$141,638           | \$168,104           | 19%       |
| Recreation                        | \$18,573            | \$18,573            | 0%        |
| Seniors                           | \$8,845             | \$9,110             | 3%        |
| Youth                             | \$1,066,969         | \$1,040,567         | -2%       |
|                                   | <b>\$12,033,629</b> | <b>\$12,280,279</b> | <b>2%</b> |

## FY 2020 Community Agency Allocations

| Agency/Individual Name                                                 | FY 2019 Allocations | FY 2020 Proposed | CDBG           | CSBG           | ESG | General Fund     | Other Funds      |
|------------------------------------------------------------------------|---------------------|------------------|----------------|----------------|-----|------------------|------------------|
| <b>Arts</b>                                                            |                     |                  |                |                |     |                  |                  |
| Berkeley Art Center                                                    | 86,652              | 86,652           |                |                |     | 86,652           |                  |
| Civic Arts Grants                                                      | 500,478             | 389,081          |                |                |     | 389,081          |                  |
| <b>Arts Total</b>                                                      | <b>587,130</b>      | <b>475,733</b>   |                |                |     | <b>475,733</b>   |                  |
| <b>Childcare</b>                                                       |                     |                  |                |                |     |                  |                  |
| Bay Area Hispano Institute for Advancement - Child Development Program | 82,143              | 82,143           |                |                |     | 82,143           |                  |
| Bananas Inc.                                                           |                     |                  |                |                |     |                  |                  |
| Child Care Subsidies                                                   | 283,110             | 283,110          |                |                |     | 269,835          | 13,275           |
| Play & Learn Playgroups                                                | 10,527              | 10,527           |                |                |     | 10,527           |                  |
| QRIS Services                                                          | 95,000              | 95,000           |                |                |     | 95,000           |                  |
| Ephesians Children's Center - Childcare Program                        | 45,507              | 45,507           |                |                |     | 45,507           |                  |
| Healthy Black Families, Inc.                                           |                     |                  |                |                |     |                  |                  |
| Sisters Together Empowering Peers (STEP)                               | 87,616              | 43,808           |                |                |     | 43,808           |                  |
| Nia House Learning Center                                              | 39,999              | 39,999           |                |                |     | 39,999           |                  |
| St. John's Child Care                                                  | 30,691              | 0                |                |                |     |                  |                  |
| Women's Daytime Drop-In Center                                         |                     |                  |                |                |     |                  |                  |
| Parent and Child Services                                              | 20,438              | 0                |                |                |     |                  |                  |
| <b>Childcare Total</b>                                                 | <b>612,888</b>      | <b>600,094</b>   |                |                |     | <b>586,819</b>   | <b>13,275</b>    |
| <b>Community Facilities Improvements</b>                               |                     |                  |                |                |     |                  |                  |
| Rebuilding Together                                                    |                     |                  |                |                |     |                  |                  |
| Community Facilities                                                   | 24,575              | 0                | 0              |                |     |                  |                  |
| <b>Community Facilities Improvements Total</b>                         | <b>24,575</b>       | <b>0</b>         | <b>0</b>       |                |     |                  |                  |
| <b>Community Media</b>                                                 |                     |                  |                |                |     |                  |                  |
| Berkeley Community Media                                               | 230,710             | 230,710          |                |                |     | 230,710          |                  |
| <b>Community Media Total</b>                                           | <b>230,710</b>      | <b>230,710</b>   |                |                |     | <b>230,710</b>   |                  |
| <b>Disability Programs</b>                                             |                     |                  |                |                |     |                  |                  |
| Bay Area Outreach and Recreation Program                               |                     |                  |                |                |     |                  |                  |
| Recreational Services for the Disabled                                 | 42,322              | 43,592           |                |                |     | 43,592           |                  |
| Berkeley Place                                                         | 17,183              | 0                |                |                |     |                  |                  |
| Bonita House                                                           |                     |                  |                |                |     |                  |                  |
| Creative Wellness Center                                               | 14,878              | 15,324           |                |                |     | 15,324           |                  |
| Center for Independent Living:                                         |                     |                  |                |                |     |                  |                  |
| Wheelchair, Ramp & Lift Program                                        | 140,000             | 159,660          | 159,660        |                |     |                  |                  |
| Easy Does It                                                           | 1,252,320           | 1,272,256        |                |                |     |                  | 1,272,256        |
| Through the Looking Glass                                              | 26,414              | 27,206           |                |                |     | 27,206           |                  |
| <b>Disability Programs Total</b>                                       | <b>1,493,117</b>    | <b>1,518,038</b> | <b>159,660</b> |                |     | <b>86,122</b>    | <b>1,272,256</b> |
| <b>Economic Development</b>                                            |                     |                  |                |                |     |                  |                  |
| Berkeley Convention and Visitors Bureau                                | 650,000             | 650,000          |                |                |     | 650,000          |                  |
| <b>Economic Development Total</b>                                      | <b>650,000</b>      | <b>650,000</b>   |                |                |     | <b>650,000</b>   |                  |
| <b>Employment Training</b>                                             |                     |                  |                |                |     |                  |                  |
| Bread Project                                                          | 56,165              | 57,850           |                |                |     | 57,850           |                  |
| Inter-City Services                                                    | 101,643             | 101,351          |                |                |     | 101,351          |                  |
| Multicultural Institute Lifeskills Program                             | 66,151              | 68,136           |                |                |     | 68,136           |                  |
| Rising Sun – Green Energy Training Services                            | 65,852              | 67,828           |                |                |     | 67,828           |                  |
| <b>Employment Training Total</b>                                       | <b>289,811</b>      | <b>295,165</b>   | <b>0</b>       |                |     | <b>295,165</b>   |                  |
| <b>Health</b>                                                          |                     |                  |                |                |     |                  |                  |
| Lifelong Medical Care:                                                 |                     |                  |                |                |     |                  |                  |
| Access for Uninsured (BPC, WBFP, Uninsured, Acupuncture Detox Clinic)  | 184,325             | 189,855          |                | 160,000        |     | 29,855           |                  |
| Geriatric Care/Hypertension                                            | 111,207             | 114,543          |                |                |     | 114,543          |                  |
| Berkeley Free Clinic                                                   |                     |                  |                |                |     |                  |                  |
| Free Women and Transgender Health Care Service                         | 15,396              | 15,858           |                |                |     | 15,858           |                  |
| Sugar - Sweetened Beverage Berkeley Unified School District            | 637,500             | 872,616          |                |                |     | 872,616          |                  |
| Sugar - Sweetened Beverage Panel (POE)*                                | 637,500             | 872,616          |                |                |     | 872,616          |                  |
| <b>Health Total</b>                                                    | <b>1,585,928</b>    | <b>2,065,488</b> |                | <b>160,000</b> |     | <b>1,905,488</b> |                  |
| <b>Homeless Services</b>                                               |                     |                  |                |                |     |                  |                  |
| Alameda County Homeless Action Center                                  |                     |                  |                |                |     |                  |                  |
| SSI Advocacy                                                           | 126,349             | 129,539          |                |                |     | 109,539          | 20,000           |
| Rapid Rehousing for Homeless Elders Project                            |                     | 68,220           |                |                |     | 68,220           |                  |
| Alameda County Network of Mental Health Clients                        |                     |                  |                |                |     |                  |                  |
| Daytime Drop-In                                                        | 35,721              | 35,721           |                |                |     | 35,721           |                  |
| Case Management Tied to Permanent Housing                              | 22,080              | 0                |                |                |     |                  |                  |
| Representative Payee Services                                          | 32,016              | 32,016           |                |                |     | 32,016           |                  |

## FY 2020 Community Agency Allocations

| Agency/Individual Name                                     | FY 2019 Allocations | FY 2020 Proposed  | CDBG           | CSBG     | ESG            | General Fund     | Other Funds      |
|------------------------------------------------------------|---------------------|-------------------|----------------|----------|----------------|------------------|------------------|
| Bay Area Community Services                                |                     |                   |                |          |                |                  |                  |
| North County HRC/Housing Hub                               | 0                   | 2,478,342         | 248,419        |          | 196,343        | 833,366          | 1,200,214        |
| Berkeley Food & Housing Project                            |                     |                   |                |          |                |                  |                  |
| Berkeley Mental Health Flex Spending Program               | 298,000             | 0                 |                |          |                |                  |                  |
| Case Management Tied to Permanent Housing                  | 74,340              | 100,190           |                |          |                | 100,190          |                  |
| North County HRC/Housing Hub                               | 1,278,128           | 0                 |                |          |                |                  |                  |
| Men's Shelter                                              | 165,536             | 170,502           | 170,502        |          |                |                  |                  |
| Community Meal                                             | 35,786              | 0                 |                |          |                |                  |                  |
| Russell Street Supportive Housing Program                  | 43,045              | 157,045           |                |          |                |                  | 157,045          |
| Women's Shelter                                            | 116,469             | 119,963           |                |          |                | 119,963          |                  |
| Bonita House                                               |                     |                   |                |          |                |                  |                  |
| Case Management Tied to Permanent Housing                  | 18,151              | 24,480            |                |          |                | 24,480           |                  |
| Building Opportunities for Self Sufficiency:               |                     |                   |                |          |                |                  |                  |
| BOSS House Navigation Team                                 | 96,502              | 86,831            |                |          |                | 86,831           |                  |
| Multi Agency Service Center (MASC)                         | 58,142              | 0                 |                |          |                |                  |                  |
| Representative Payee Services                              | 52,440              | 52,440            |                |          |                | 52,440           |                  |
| Sankofa Transitional Housing                               | 25,992              | 25,992            |                |          |                | 25,992           |                  |
| Ursula Sherman Village Singles Shelter                     | 101,614             | 104,662           |                |          |                | 104,662          |                  |
| Ursula Sherman Village Family Transitional Shelter         | 25,391              | 25,391            |                |          |                | 25,391           |                  |
| City of Berkeley EveryOne Home                             | 20,124              | 20,124            |                |          |                | 20,124           |                  |
| Covenant House California (YEAH!)                          |                     |                   |                |          |                |                  |                  |
| Case Management Tied to Permanent Housing                  | 35,000              | 0                 |                |          |                |                  |                  |
| Shelter Services - HCRC                                    | 309,115             | 318,388           |                |          |                | 318,388          |                  |
| Dorothy Day                                                |                     |                   |                |          |                |                  |                  |
| Berkeley Emergency Storm Shelter                           | 362,061             | 30,101            |                |          |                | 30,101           |                  |
| Breakfast Program                                          | 41,223              | 0                 |                |          |                |                  |                  |
| Drop In Center                                             | 0                   | 160,437           |                |          |                | 160,437          |                  |
| Fred Finch Youth Center:                                   |                     |                   |                |          |                |                  |                  |
| Turning Point                                              | 86,655              | 89,255            |                |          |                | 89,255           |                  |
| Lifelong Medical Care:                                     |                     |                   |                |          |                |                  |                  |
| Case Management Tied to Permanent Housing                  | 153,652             | 163,644           |                |          |                | 163,644          |                  |
| Supportive Housing Program UA Homes                        | 52,250              | 55,164            |                |          |                | 55,164           |                  |
| Options Recovery Services - Detox Services & Day Treatment |                     |                   |                |          |                |                  |                  |
| Daytime Treatment & Dual Diagnosis Clinic                  | 108,528             | 0                 |                |          |                |                  |                  |
| Transitional Housing and Case Management                   | 127,313             | 50,000            |                |          |                | 50,000           |                  |
| Telegraph Business Improvement District                    |                     |                   |                |          |                |                  |                  |
| Berkeley Host Program                                      | 49,139              | 0                 |                |          |                |                  |                  |
| The Suitcase Clinic                                        | 9,828               | 9,828             |                |          |                | 9,828            |                  |
| Toolworks, Inc. Supportive Housing                         | 47,665              | 47,665            |                |          |                | 47,665           |                  |
| Women's Daytime Drop-In Center:                            |                     |                   |                |          |                |                  |                  |
| Bridget Transitional House Case Management                 | 30,777              | 118,728           |                |          |                | 118,728          |                  |
| Daytime Drop-In Services                                   | 40,266              | 48,153            |                |          |                | 48,153           |                  |
| Domestic Violence Services                                 | 26,832              | 0                 |                |          |                |                  |                  |
| Homeless Case Management - Housing Retention               | 75,911              | 100,190           |                |          |                | 100,190          |                  |
| Meals Program                                              | 12,105              | 0                 |                |          |                |                  |                  |
| <b>Homeless Services Total</b>                             | <b>4,194,146</b>    | <b>4,823,011</b>  | <b>418,921</b> | <b>0</b> | <b>196,343</b> | <b>2,830,488</b> | <b>1,377,259</b> |
| <b>Housing Development &amp; Rehabilitation</b>            |                     |                   |                |          |                |                  |                  |
| Bay Area Community Land Trust                              | 4,991               | 5,200             |                |          |                | 5,200            |                  |
| Community Energy Services Corporation                      | 282,334             | 0                 |                |          |                |                  |                  |
| CHDO Programs                                              |                     | Refer to HTF/CHDO |                |          |                |                  |                  |
| Habitat for Humanity East Bay/Silicon Valley               |                     |                   |                |          |                |                  |                  |
| Housing Rehabilitation Grant Program                       | 0                   | 250,000           | 250,000        |          |                |                  |                  |
| Rebuilding Together                                        |                     |                   |                |          |                |                  |                  |
| Safe Home Project                                          | 98,279              | 0                 |                |          |                |                  |                  |
| Resources for Community Development                        |                     |                   |                |          |                |                  |                  |
| CHDO General Operating Support                             | 28,115              | 0                 |                |          |                |                  |                  |
| Social Services at Special Needs Housing                   | 9,828               | 0                 |                |          |                |                  |                  |
| Satellite Affordable Housing Associates                    |                     |                   |                |          |                |                  |                  |
| CHDO General Operating Support                             | 28,115              | 0                 |                |          |                |                  |                  |
| <b>Housing Development &amp; Rehabilitation Total</b>      | <b>451,662</b>      | <b>255,200</b>    | <b>250,000</b> |          |                | <b>5,200</b>     | <b>0</b>         |
| <b>Legal/Advocacy</b>                                      |                     |                   |                |          |                |                  |                  |
| East Bay Community Law Center                              |                     |                   |                |          |                |                  |                  |

## FY 2020 Community Agency Allocations

| Agency/Individual Name                                                           | FY 2019 Allocations | FY 2020 Proposed  | CDBG           | CSBG           | ESG            | General Fund     | Other Funds      |
|----------------------------------------------------------------------------------|---------------------|-------------------|----------------|----------------|----------------|------------------|------------------|
| Consumer Justice Clinic/Housing Advocacy                                         | 32,664              | 33,644            |                |                |                | 33,644           |                  |
| Eviction Defense Services                                                        | 150,000             | 0                 |                |                |                |                  |                  |
| Housing Retention                                                                | 250,000             | 0                 |                |                |                |                  |                  |
| Fair Housing Counseling                                                          | 34,932              | 0                 |                |                |                |                  |                  |
| Eden Council for Hope and Opportunity                                            | 0                   | 35,000            | 35,000         |                |                |                  |                  |
| Eviction Defense Center                                                          | 150,000             | 0                 |                |                |                |                  |                  |
| Family Violence Law Center - Domestic Violence & Homelessness Prevention Project | 60,041              | 61,842            |                |                |                | 61,842           |                  |
| <b>Legal/Advocacy Total</b>                                                      | <b>677,637</b>      | <b>130,486</b>    | <b>35,000</b>  |                |                | <b>95,486</b>    |                  |
| <b>Other</b>                                                                     |                     |                   |                |                |                |                  |                  |
| Animal Rescue                                                                    | 23,812              | 23,812            |                |                |                | 23,812           |                  |
| Berkeley Community Gardening Collaborative                                       | 11,895              | 11,895            |                |                |                | 11,895           |                  |
| Berkeley Project                                                                 | 32,000              | 32,000            |                |                |                | 32,000           |                  |
| Community Agency Publishing Outcomes Project                                     |                     | 25,000            |                |                |                | 25,000           |                  |
| Eden Information & Referral                                                      | 35,000              | 35,000            |                |                |                | 35,000           |                  |
| McGee Avenue Baptist Church                                                      | 17,035              | 17,844            |                |                |                | 17,844           |                  |
| SEEDS Community Resolution Center                                                | 21,896              | 22,553            |                |                |                | 22,553           |                  |
| <b>Other Total</b>                                                               | <b>141,638</b>      | <b>168,104</b>    |                |                |                | <b>168,104</b>   | <b>0</b>         |
| <b>Recreation</b>                                                                |                     |                   |                |                |                |                  |                  |
| Ephesians Children's Center - Greg Brown Park Supervision                        | 18,573              | 18,573            |                |                |                | 18,573           |                  |
| <b>Recreation Total</b>                                                          | <b>18,573</b>       | <b>18,573</b>     |                |                |                | <b>18,573</b>    |                  |
| <b>Seniors</b>                                                                   |                     |                   |                |                |                |                  |                  |
| J-Sei                                                                            | 8,845               | 9,110             |                |                |                | 9,110            |                  |
| <b>Seniors Total</b>                                                             | <b>8,845</b>        | <b>9,110</b>      |                |                |                | <b>9,110</b>     |                  |
| <b>Youth</b>                                                                     |                     |                   |                |                |                |                  |                  |
| Bay Area Community Resources                                                     |                     |                   |                |                |                |                  |                  |
| School Based Behavioral Health Services                                          | 94,964              | 94,964            |                |                |                | 94,964           |                  |
| Bay Area Hispano Institute for Advancement - Out of School Time Programs         | 21,447              | 21,447            |                |                |                | 21,447           |                  |
| Berkeley High School Bridge Program                                              | 79,000              | 79,000            |                |                |                | 79,000           |                  |
| Berkeley Youth Alternatives:                                                     |                     |                   |                |                |                |                  |                  |
| Afterschool Program                                                              | 30,000              | 30,000            |                |                |                | 30,000           |                  |
| Counseling                                                                       | 0                   | 30,000            |                |                |                | 30,000           |                  |
| Biotech Partners – Biotech Academy at Berkeley High                              | 91,750              | 91,750            |                |                |                | 91,750           |                  |
| Building Opportunities for Self Sufficiency                                      |                     |                   |                |                |                |                  |                  |
| BOSS Homeless Children's Learning Center                                         | 33,500              | 0                 |                |                |                |                  |                  |
| Ephesians School-Age Program                                                     | 39,840              | 39,840            |                |                |                | 39,840           |                  |
| Lifelong Medical Care                                                            |                     |                   |                |                |                |                  |                  |
| Rosa Parks Collaborative                                                         | 44,804              | 44,804            |                |                |                | 44,804           |                  |
| Multicultural Institute Youth Mentoring                                          | 33,603              | 33,603            |                |                |                | 33,603           |                  |
| Pacific Center for Human Growth - Safer Schools Project                          | 23,245              | 23,245            |                |                |                | 23,245           |                  |
| RISE Program                                                                     | 216,039             | 216,039           |                |                |                | 216,039          |                  |
| SEEDS Community Resolution Center - Restorative Justice in Schools               | 25,000              | 0                 |                |                |                |                  |                  |
| South Berkeley Community Church - Youth Program                                  | 0                   | 0                 |                |                |                |                  |                  |
| Stiles Hall                                                                      | 90,000              | 90,000            |                |                |                | 90,000           |                  |
| Supplybank.Org (Formerly K to College)                                           | 30,000              | 0                 |                |                |                |                  |                  |
| Through The Looking Glass - Parenting Education and Kindergarten Readiness       |                     | 25,000            |                |                |                | 25,000           |                  |
| UC Berkeley                                                                      |                     |                   |                |                |                |                  |                  |
| BUILD Literacy/Cal Corp                                                          | 95,360              | 95,360            |                |                |                | 95,360           |                  |
| Bridging Berkeley                                                                | 34,640              | 34,640            |                |                |                | 34,640           |                  |
| YMCA of the East Bay - Y-Scholars Program                                        |                     |                   |                |                |                |                  |                  |
| Y- Scholars Program                                                              |                     | 40,000            |                |                |                | 40,000           |                  |
| School Readiness Program                                                         |                     | 50,875            |                |                |                | 50,875           |                  |
| Youth Spirit Artworks                                                            |                     |                   |                |                |                |                  |                  |
| Vocational Arts Training                                                         | 33,777              | 0                 |                |                |                |                  |                  |
| BUSD Homeless Student Program                                                    | 50,000              | 0                 |                |                |                |                  |                  |
| <b>Youth Total</b>                                                               | <b>1,066,969</b>    | <b>1,040,567</b>  | <b>0</b>       |                |                | <b>1,040,567</b> |                  |
| <b>TOTAL COMMUNITY AGENCY ALLOCATIONS</b>                                        | <b>12,033,629</b>   | <b>12,280,279</b> | <b>863,581</b> | <b>160,000</b> | <b>196,343</b> | <b>8,397,565</b> | <b>2,662,790</b> |

*o Community Development Block Grant (CDBG)/Emergency Solutions Grant (ESG)*

\*Subject to the Sugar – Sweetened Beverage Panel of Experts (POE) allocation.



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## **GLOSSARY OF BUDGET TERMS**

**Accounting System** - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

**Activity** - A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the City is responsible.

**Adopted Budget** - The budget document formally approved by the City Council.

**Allocated Costs** – A method for allocating overhead time and other expenses to activities that provide direct services.

**Allotments** - Management allocation of appropriated funds subject to legal constraints.

**Appropriation** - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance. An appropriation is usually for a fixed amount and time limited, and must be expended before the deadline.

**Assessed Valuation** - A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

**Authorized Positions** - Positions approved by the City Council which may or may not have funding (see Budgeted Positions).

**Base Budget** – Those resources necessary to meet an established and existing service level.

**Basis of Budgeting** - Basis of budgeting refers to the method used for recognizing revenues and expenditures in budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles.

**Beginning Fund Balance** - Fund balance available in a fund from the end of the prior year for use in the following year.

**Bond** - A City may raise capital funds by issuing a written promise to pay a specified sum of money, called the face value or principal amount; at a specified date or dates in the future, together with the periodic interest at a specified rate.

**Bond Interest and Redemption** - Payment of interest and principal on an obligation resulting from the issuance of bonds.

**Budget** - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year. A plan or action expressed in figures.

**Budget Calendar** - The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

## **GLOSSARY OF BUDGET TERMS**

**Budget Document** - The official written statement prepared by the budget office and supporting staff.

**Budget Message** - A general written description summarizing the proposed budget. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

**Budget Modification** - A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget modifications are reflected in the current year budget and are approved by the City Council through the Annual Appropriations Ordinance.

**Budgeted Positions** - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position.

**Budget Supplement** - A request for an increase or decrease in an existing service level (over and above the base budget).

**Capital Improvement Budget** - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from long-term work program. Included are expenditures made for land, building, permanent public works projects, major reconstruction or renovation of structures, and major landscaping or park improvements.

**Capital Outlays** - Expenditures for the acquisition of capital assets.

**Carry-over Balance** - Balance of funds brought forward from prior years.

**CDBG** - The Community Development Block Grant (CDBG) is a federal program for the development of housing and community projects. Funds are awarded to community based agencies on an annual basis to carry out these activities

**City Charter** - Legal authority approved by the voters of the City of Berkeley under the State of California Constitution establishing the government organization.

**Community Agencies** - Non-City agencies in Berkeley which provide public services with some financial assistance from the City. These monies may come either from the General Fund, CSBG or CDBG.

**Contingency** - Funds appropriated by the City Council for unforeseen needs.

**Consultants** - Fees paid to outside individuals who provide advice or services.

**Debt Service** - Actual cost of interest and principal on bond maturities as well as revenue anticipation notes.

**Description** - Contains a list of the typical activities of programs.

**Department** - An organizational unit comprised of divisions or programs. It is



**GLOSSARY OF BUDGET TERMS**

possible for a department to be comprised of only one division.

**Discretionary Revenue** - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to Special Funds.

**Division** - A functional grouping of related activities within a department. There are usually several activities within a division.

**Dual Appropriation** - Revenue that is initially budgeted for receipt in one fund and subsequently transferred for expenditure in another fund.

**Employee Benefits** - The cost to the City for contribution to employee retirement, social security, health and workers' compensation programs.

**Employee Years** - The number of positions that full-time employees would occupy during a regular work period. For example, two half-time employees would constitute one employee year.

**Encumbrance** - Funds not yet expended and are delegated or set aside in anticipation of an expenditure in the form of a purchase order, contract, or other commitment, chargeable to an appropriation. These funds cease to be an encumbrance when paid.

**Enterprise Fund** - Established to finance and account for the operation and maintenance of facilities and services which are predominately self-supporting by user charges.

**Expenditure** - Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made.

**Fair Market Value** - The value of a piece of real estate in the open market. Used to determine the assessed value of property for taxing purposes.

**Fees** - A charge to cover the cost of services (e.g., building inspection fee, zoning fee, etc.).

**Fiscal Year** - A twelve-month period of time to which the budget applies. For the City of Berkeley, this period is from July 1 through June 30.

**Fixed Asset** - A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$5,000.

**Fringe Benefits** - Benefits to City employees, in addition to salaries, paid by the City. These benefits include social security, pensions, workers' compensation, unemployment compensation, life and health insurance.

**Full Time Equivalency (FTE)** - One or more employee positions totaling one full year of service or approximately 2080 hours a year.

**Fund** - A independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or

## **GLOSSARY OF BUDGET TERMS**

other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

**Fund Balance** – Within a specific operating fund, the net of expenditures and revenues.

**Funding Source** – Identifies fund(s) that will provide resources for City expenditures.

**Gas Tax Fund** – This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets.

**General Fund** - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

**General Obligation Bond** - A bond whose repayment is guaranteed by pledging all the assets and revenues of a government agency.

**General Plan** – The General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan Elements are areas in which the City has elected to administer and manage the delivery of services to its community.

**General Revenue** - General sources of income the City collects and receives into the Treasury for public use (e.g., property tax). There are no restrictions as to the use of these monies - often referred to as Discretionary Revenue.

**Grant** - A contribution from one government unit to another, usually made for a specific purpose and time period.

**Illiquid Reserve** - Includes the portion of the reserve that represents amounts due to the general fund. For example, grant program expenditures fronted by the general fund represent grants receivable. When departments requests reimbursement for their program expenditures, the grant revenues will be used to reimburse the general fund.

**Interfund Transfers** - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

**InterDepartmental Charges** - Departments charging to perform or provide specific services to other City departments on a cost for services basis. The services performed are charged to the using department.

**Internal Service Funds** – These are funds used to account for the financing of goods or services provided by one department or program to other departments or programs of the City on a cost-reimbursement basis.

**Liquid Reserve** - Refers to the portion of the general fund reserve that is available for use.

**Lost Time** - A measure used by departments to measure excessive absenteeism. It is derived by adding an employee's sick time, workers' compensation, and any other unpaid absences.

## **GLOSSARY OF BUDGET TERMS**

**Mandate (Mandated Services)** – A legal requirement, usually imposed by State or Federal law. This term is used to refer to City services, which are provided to comply with State or Federal laws.

**Materials, Supplies and Services** -

Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year and which are not included in department inventories.

**Municipal Code** - A book that contains City Council approved ordinances presently in effect. The Code defines City policies in various categories.

**Objectives** - Identifies the desired results of the activities of a program.

**Operating Budget** – A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include capital improvement projects.

**Operating Expenses** – Expenses incurred as a result of day-to-day operations.

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. A law set forth by a government authority, specifically, a municipal regulation.

**Performance Indicator** – A performance indicator is a measurement designed by a reasoning process to determine whether or not a service objective has been met. It measures the effectiveness of achieving the objective or how well the objective has been accomplished.

**PERS** - Public Employees Retirement System. - A pension plan administered by the State of California for government agencies.

**Personnel Expenditures** - Salaries and wages paid to employees.

**Program Revenues** – Revenues received by a department as a result of the services or operations of that department (such as user fees), which are used to finance the related services or programs. Program Revenue is not discretionary (general-purpose) revenue.

**Property Tax** – California State Constitution Article XIII A provide that the combined maximum property tax rate on any given property equal 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. The County assesses properties, bills and collects these property taxes. The County remits the City's share, including all penalties and interest.

**Property Transfer Tax** – This tax is levied at a rate of \$1.50 per \$100 of the value of consideration of equity value transferred. The County collects the tax and the City receives the revenues. The City can use up to one third of the revenue for seismic retrofits. Revenues are dependent on how frequently the

## **GLOSSARY OF BUDGET TERMS**

property is transferred and on the accrued value at the time of transfer.

**Proposed Budget** - The working document for the fiscal year under discussion.

**Purchase Order** - Authorizes the delivery of specific goods or services, and incurrence of debt for them.

**Redevelopment Agency Fund** - This fund accounts for the activities of the Redevelopment Agency of the City, which was created by the City Council and carry out redevelopment plans for designated areas of the City.

**Refuse Fund** – This fund accounts for the revenues and expenses related to refuse collection and solid waste disposal services.

**Repairs and Maintenance** - Expenditures for repairs and maintenance of all equipment and supplies, buildings, structures and grounds.

**Reserve** - An account used to earmark a portion of the fund balance as legally segregated for a specific use.

**Resolution** - A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

**Restricted Use Funds** – Funds designated for use for a specific purpose.

**Revenue Bonds** - A type of bond usually issued to construct facilities. The bonds are repaid from revenue produced by the operation of those facilities.

**Revenues** - Amounts estimated to be available for appropriation during the fiscal year. Included are carry-over balances and new revenues.

**Salary Savings** - That percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year due to vacancies and employees receiving less than the top-step pay of the classification.

**Sales Tax** - The City receives one percent of the 9.75% of taxes assessed on retail sales or leases of tangible personal property in the City.

**Secured Taxes** - Taxes levied on real properties in the City which are "secured" by liens on the properties.

**Service Level** – Indicates a project's effect on existing levels of service provision or identifies a new service to be provided to the public.

**Special Assessment Fund** - A fund used to account for the financing of public improvements or services deemed to benefit primarily the properties against which special assessments are levied.

**Special District** - Independent unit of local government generally organized to perform a single function.

**Specialized Services** - Services that are not otherwise categorized, such as

## GLOSSARY OF BUDGET TERMS

title searches, police work for private parties, consultant fees, library materials, fringe benefits and loans.

**Spending Limitation (Gann Limit)** – Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**Supplemental Assessment**- An assessment of real property occurring after the real property lien date of January 1st of each year as a result of new construction or a change in ownership. The assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the old value set on January 1st.

**Tax Levy** - Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

**Tax Rate** - The amount of tax levied for each \$100 of assessed valuation.

**Transient Occupancy Tax** - A 12% tax is levied on charges for occupancy of hotel and motel rooms for stays of 30 days or less. The City's lodging

industry is largely dedicated to serving its industrial base.

**Transportation** - Transportation and travel-related expenses incurred in the performance of official City business.

**Unfunded (Supplemental) Requests** - An item for which funding is not included by the City Administrator due to financial limitations, not because the request lacks merit. The Council may act to include them in the final budget, which may require reordering of budget priorities.

**Unfunded Liabilities** - Unfunded liabilities are defined as identifiable obligations of an organization for which the organization does not have 100% of the funding (cash or other assets) set aside to cover the cost should all obligations become immediately due.

**Utility Users Tax** – A 7.5% tax is levied on utility billings for gas and electric and intra-state telephone services.

**Year-End** – This terms means as of June 30<sup>th</sup> (end of the fiscal year).



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# CITY OF BERKELEY FISCAL YEARS 2020 & 2021 PROPOSED CAPITAL IMPROVEMENT PROGRAM



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# FY 2020 & 2021 PROPOSED BIENNIAL BUDGET CAPITAL IMPROVEMENT PROGRAM

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## ELECTED OFFICIALS

### Mayor

Jesse Arreguin

### Councilmembers

Rashi Kesarwani, District 1

Cheryl Davila, District 2

Ben Bartlett, District 3

Kate Harrison, District 4

Sophie Hahn, District 5

Susan Wengraf, District 6

Rigel Robinson, District 7

Lori Droste, District 8

### City Auditor

Jenny Wong

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### City Manager

Dee Williams-Ridley

### Deputy City Manager

Paul Buddenhagen

David White

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Department CIP Project Managers and Staff







**Jesse Arreguin**  
Mayor



**Rashi Kesarwani**  
Councilmember  
District 1



**Cheryl Davila**  
Councilmember  
District 2



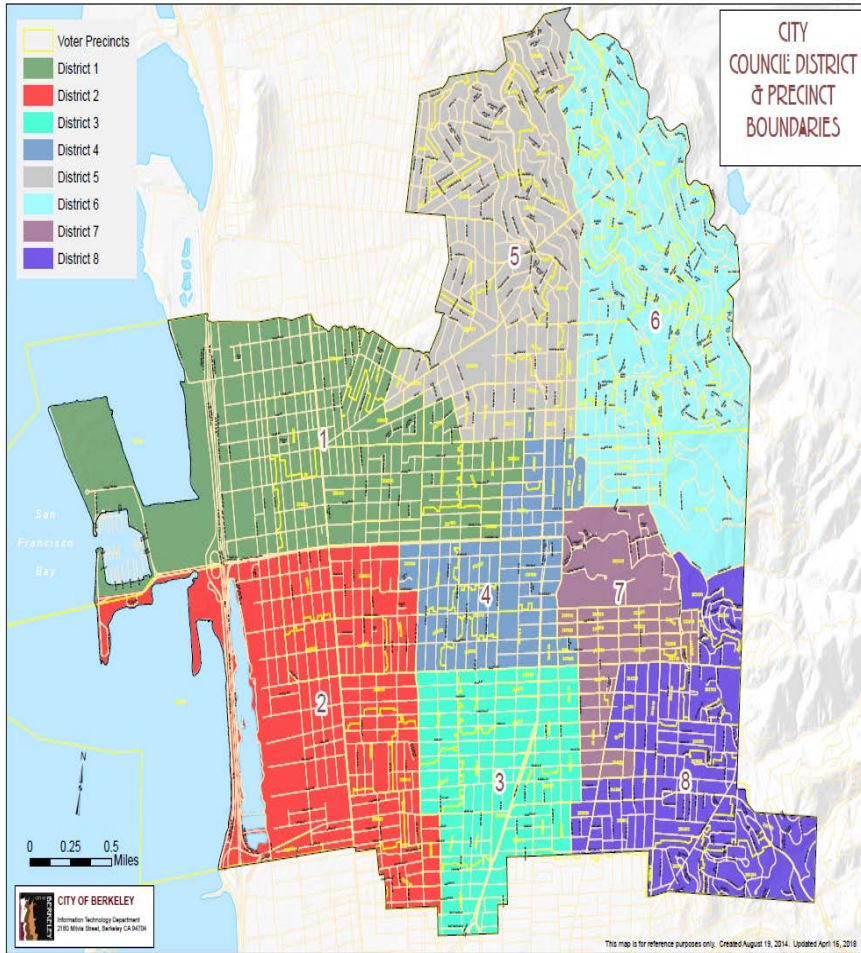
**Ben Bartlett**  
Councilmember  
District 3



**Rigel Robinson**  
Councilmember  
District 7



**Jenny Wong**  
Auditor



**Kate Harrison**  
Councilmember  
District 4



**Sophie Hahn**  
Councilmember  
District 5



**Susan Wengraf**  
Councilmember  
District 6



**Lori Droste**  
Councilmember  
District 8



**Dee Williams-Ridley**  
City Manager

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Office of the City Manager

May 7, 2019

Honorable Mayor and Members of the City Council:

The purpose of the Capital Improvement Program (CIP) book is to provide a tool that captures the detail of the City's CIP in order to assist Council with their long range planning efforts and decisions around capital expenditures. These decisions need to be made in the context of available funds. The capital needs of the City far exceed available resources. As a result, the CIP becomes a set of strategic choices to address Council priorities and translate policies into specific plans.

The City's ability to fund its Capital Improvement Program is limited by the total available resources that are competing with other community priorities. However, years of limited funding and deferred maintenance have resulted in an aging City infrastructure that desperately needs repair and improvement.

The Proposed FY 2020 & FY 2021 CIP Budget Book provides a detailed list of capital projects and equipment purchases and also includes planning schedules for the proposed projects.

Several goals of this CIP book include:

- Allowing for a systematic evaluation of all potential projects at the same time;
- Providing a framework by which City Council can focus on preserving the City of Berkeley's infrastructure while ensuring the efficient use of public funds; and
- Providing a tool which allows for planned capital projects to be ranked in order of priority.

The City has an extensive portfolio of capital assets and infrastructure, which includes 95 public buildings, 254 miles of public sanitary sewer mains and 130 miles of public sewer laterals, 52 parks, 2 pools, 3 camps, and 42 different facilities served by the City's IT systems. Maintaining these assets is a costly and time consuming enterprise that requires significant resources and constant attention. Additionally, Berkeley is an aging city and thus its infrastructure faces challenges that other younger cities do not.

The City faces significant long-term costs in the areas of capital assets and infrastructure. On May 29, 2012, the City Council established a process for reviewing the information necessary to identify expenditure priorities. They adopted Resolution No. 65,748—N.S. "Requiring that the City Manager Develop and Publish a Biennial

Report of [Projections of Future Liabilities](#)".<sup>1</sup> This report was presented at the March 19, 2019, Council Work Session. This report contained a summary of all capital assets and infrastructure including:

- a. Public Buildings
- b. Condition of Streets and Roads using the "Street Saver" information projecting costs to bring streets and roads condition to an average Pavement Condition Index (PCI) of 70 within 10 years.
- c. Sewers: updated asset management plan for public sewers including projected costs for succeeding 5 years and projected revenue from sewer fees for the succeeding 5 years.
- d. Storm drains: updated projected costs contained in the Watershed Management Plan to reflect present value of identified improvements to all watershed acknowledging all completed improvements.
- e. Traffic Signals
- f. IT Infrastructure

Several recent actions by the voters have provided an important boost to the resources available for meeting these challenges:

- In November 2018, Berkeley voters passed Measure O, to issue general obligation bonds not-to-exceed \$135 million to create and preserve affordable housing for low-income household, working families, and individuals including teachers, seniors, veterans, the homeless, and persons with disabilities.
- In November 2018, Berkeley voters passed Measure P, to raise the transfer tax for ten years from 1.5% to 2.5% for property sales and transfers over \$1,500,000 or the top third of both residential and commercial property sales to pay for shelters, rehousing and mental health services and related programs.
- In November 2016, Berkeley voters passed [Measure T1](#),<sup>2</sup> authorizing the City to sell \$100 million of General Obligation Bonds to repair, renovate, replace, or reconstruct the City's aging infrastructure and facilities, including sidewalks, storm drains, parks, streets, senior and recreation centers, and other important City facilities and buildings. Council has approved 33 projects to be completed in Phase 1, spanning 2017 to 2021. These projects are [now underway](#).<sup>3</sup>

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<sup>1</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2019/03\\_Mar/Documents/2019-03-19\\_WS\\_Item\\_01\\_Projections\\_of\\_Future\\_Liabilities\\_pdf.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2019/03_Mar/Documents/2019-03-19_WS_Item_01_Projections_of_Future_Liabilities_pdf.aspx)

<sup>2</sup> See <https://www.cityofberkeley.info/MeasureT1/>.

<sup>3</sup> See <https://www.cityofberkeley.info/MeasureT1Updates.aspx>.

- The November 2014 voter approval of Measure F (a Citywide special parks parcel tax) provided an additional \$750,000 per year for major maintenance projects, raising annual funding for parks capital and major maintenance projects from the prior \$250,000 to \$1 million.
- In November 2014, Alameda County voters approved Measure BB (a property tax assessment), increasing funding for local transportation enhancements. Berkeley's allocation is approximately \$2.6 million annually and is applied to improving the pavement condition and specific street/transportation improvement projects.
- In November 2012, Berkeley voters approved Measure M (a general obligation bond), to provide an additional \$30 million towards improving the condition of city streets and where appropriate, install Green Infrastructure projects as defined in the Watershed Master Plan.

Despite these measures, City facilities and infrastructure needs continue to exceed available funds. The minimum unfunded needs in parks, pools and camps exceed \$71 million. The amount of recurring funding to address these needs has been bolstered by the passage of Measure F, but is still only \$1.4 million per year. The unfunded needs at the Waterfront exceed \$109 million. There is only \$500,000/year of Marina Funds being allocated to address to those needs, and even this level of investment is at risk given the Marina Fund's projected deficit. Significantly more investment is needed to stabilize the Fund and address the growing backlog of deteriorating infrastructure. The unfunded needs in streets, sidewalks, storm drain/watershed, transportation and buildings/facilities exceeds \$510 million. The amount of recurring funding to address these needs is \$9.67 million.

At the May 8, 2018, Council Work session, the Department of **Parks, Recreation & Waterfront (PRW)** presented the **Update on Capital Improvement Projects: Recent and Planned Projects and Ongoing Needs**.<sup>4</sup> The report covers all PRW capital assets, infrastructure and facilities.

Also, on May 8, 2018, the Department of **Public Works** staff (Public Works) presented their **planned improvements to the City's public facilities and infrastructure for the Fiscal Year (FY) 2019 Proposed Capital Improvement Plan (CIP)**.

Capital Projects addressing Berkeley's Homeless Crisis:

The Pathways Project: On April 4, 2017, Council directed staff to implement emergency interim measures to address the homeless crisis in Berkeley, and to mitigate impacts on Berkeley's streets, parks, commercial areas and neighborhoods. The Centerpiece of the Pathways Project is the **1000 Person Plan**, which directs city staff to develop a comprehensive, innovative and meaningful plan to house and serve Berkeley's 1000

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<sup>4</sup>[https://www.cityofberkeley.info/Clerk/City\\_Council/2018/05\\_May/Documents/2018-05-08\\_WS\\_Item\\_03\\_Parks\\_Recreation\\_Waterfront.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/05_May/Documents/2018-05-08_WS_Item_03_Parks_Recreation_Waterfront.aspx)

homeless, building on existing structures and services and incorporating best practices, and to determine resources and funding that will be needed to realize the plan.

Berkeley Way Housing Development: The City selected the BRIDGE Housing Corporation and the Berkeley Food and Housing Project to redevelop the City-owned surface parking lot at 2012 Berkeley Way. When complete, the site will include 89 units of affordable housing, 53 units of permanent supportive housing for homeless adults, 32 shelter beds, 12 veterans' transitional beds, and homeless services space including a congregate meal facility. In December 2018, the City Council voted to reserve up to \$27.4 million in City funding for the development, including nearly \$4 million already provided to support predevelopment activities. Alameda County allocated \$19.6 million to the development through its A1 Housing Bond program. BRIDGE and BFHP are working to secure other development funds, including state funds, and may be ready to start construction as early as January 2020. To date \$3.9M has been programmed for this project.

Mental Health Services Building - The Mental Health Adult Clinic project includes a comprehensive renovation of the facility to provide a safe, secure, and accessible building for community-based mental health services for City residents. The new facility will provide a welcoming, inviting, clean, durable, and secure facility for staff and clients that facilitates the mission and goals of the Mental Health Division. Construction is planned to start in the second quarter of FY 2019 with an estimated construction length of one year. As of date \$4.8M has been programmed for this project.

FUND\$ Replacement - In FY 2015, the City established a replacement funding source for our core enterprise financial system, FUND\$, by allocating a portion of the excess property transfer tax for FUND\$ replacement. The City also established a replacement fund for our core enterprise financial system, FUND\$, based on the timing and replacement costs reported in the [FUND\\$ Status Report](#).<sup>5</sup>

In FY 2016, the City released an RFP to identify a vendor and product to replace FUND\$. In FY 2017, the City assembled a team of subject matter experts from across the organization to lead the implementation process of the new software with a focus on change management and process improvement. The team completed the evaluation process and selected a vendor to propose to Council. The team is also charged with replacing additional modules utilized in FUND\$ that are not core financial or HR/Payroll. This project is fully funded with \$15.1M allocated to replace the City's Enterprise Resource Management System.

The City has a number of major infrastructure project needs that are not addressed in the capital plan. The Council may need to consider new funding sources, which may include grants, fee increases and revenue generated from possible ballot measures. The City Council has made sound fiscal policy decisions that continue to provide a solid budget framework. Those decisions include establishing five-year plans for revenue and

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<sup>5</sup> [http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level\\_3\\_-\\_City\\_Council/2010/06Jun/2010-06-01\\_Item\\_54\\_FUND\\_\\_Status\\_Report.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2010/06Jun/2010-06-01_Item_54_FUND__Status_Report.pdf)

spending, and a “fix it first” approach in which we fund current capital improvements before funding new projects.

Sewer Pipeline Rehabilitation - In 2014, the City (along with EBMUD and all agencies conveying flows to EBMUD) concluded negotiations with the Environmental Protection Agency and the Department of Justice for violation of the Clean Water Act and agreed to a stipulated settlement known as the final [Consent Decree](#)<sup>6</sup>. To comply with the Consent Decree, the City is required to rehabilitate an average of 4.2 miles of sewer pipeline annually based on a three-year rolling average. Effectively, this mandated significant additional maintenance activities and capital improvements results in increased costs of managing the City’s existing sewer system. After a sewer rate study was completed, a [series of rate adjustments were adopted](#)<sup>7</sup> beginning in FY 2016 to support the added financial load of the Consent Decree requirements.

Because Property Transfer Tax is tied directly to real property sales, it is a volatile revenue source, and difficult to predict more than one year at a time. Understanding the volatility of this General Fund revenue stream, Council adopted a policy that Transfer Tax in excess of \$12.5 million is treated as one-time revenue to be transferred to the Capital Improvement Fund for capital infrastructure needs after the fiscal year ends.

We look forward to planned improvements to our infrastructure including improved access to services and information for community members through implementation of our new ERP System.

Downtown Highlights - We are pleased to have completed the new Center Street Garage that opened on November 2, 2018. The garage increased the supply of public parking as well as provided space for additional bicycle parking and electric vehicle charging. In addition, the renovations to the Downtown Berkeley BART Plaza revitalized the Downtown core’s most important public space and improved transit operations for those who travel to or from the Downtown core via transit every weekday, as well as others who pass through the Plaza. There will also be Major Improvements to Downtown Berkeley infrastructure and amenities as we reconfigure Shattuck Avenue and implement the Hearst Complete Streets Project.

In collaboration with partners in the community, City staff will work to develop a long-range plan and Environmental Impact Report for the Adeline/South Shattuck Corridor that will address key community priorities related to community character, economic development, transportation, parking, infrastructure and affordable housing and anti-displacement.

Finally, we look forward to infrastructure improvements spearheaded by the Parks, Recreation and Waterfront department such as, completing the re-construction of the trellis and improve the pathways and lighting at the historic Berkeley Rose Garden; completing the planning and design to rebuild the Berkeley Tuolumne Camp, which was

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<sup>6</sup> See [http://www.cityofberkeley.info/Clerk/City\\_Council/2014/09\\_Sep/Documents/2014-09-09\\_Item\\_62\\_EPA\\_Litigation.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2014/09_Sep/Documents/2014-09-09_Item_62_EPA_Litigation.aspx) for EPA litigation settlement report

<sup>7</sup> See [http://www.cityofberkeley.info/Clerk/City\\_Council/2015/06\\_Jun/Documents/2015-06-30\\_Item\\_21\\_Setting\\_New\\_Sustainable.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2015/06_Jun/Documents/2015-06-30_Item_21_Setting_New_Sustainable.aspx) for Sanitary Sewer Rate increases and Proposition 218 information.

destroyed by the Rim Fire in 2013; and developing the conceptual plan for the Berkeley Waterfront which will identify opportunities to improve the amenities and visitor experience at the Berkeley Waterfront.

Respectfully Submitted,

Dee Williams-Ridley  
City Manager





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## CAPITAL IMPROVEMENT PROGRAM OVERVIEW

Each biennium the City of Berkeley updates its Capital Improvement Program (CIP). The Program represents the spending plan for infrastructure improvements and other specific large scale recurring purchases. The City has an extensive portfolio of capital assets and infrastructure, which includes 95 public buildings, 254 miles of public sanitary sewer mains and 130 miles of public sewer laterals, 52 parks, 2 pools, 3 camps, and 42 different facilities served by the City’s IT systems. In addition, PRW operates and maintains the Berkeley Waterfront and its related facilities, including the docks, pilings, channel, streets, pathways, parking lots, buildings, trails, Adventure Playground, and 1,000 boat and berth rentals.

Maintaining these assets is a costly and time consuming enterprise that requires significant resources and constant attention. Additionally, Berkeley is an aging city and thus its infrastructure faces challenges that other younger cities do not.

The Proposed FY 2020 & FY 2021 Capital Improvement Program includes the City's capital spending plan for the five-year period beginning with FY 2020 through FY 2024.

The City's ability to fund its Capital Improvement Program is limited by the total available resources that are competing with other community priorities. However, years of limited funding and deferred maintenance have resulted in an aging City infrastructure that desperately needs repair and improvement. CIP funding resources include the General Fund and a number of other special revenue funds, as well as grants and loans. The City uses outside funding sources to the greatest extent possible. This CIP book attempts to identify all known CIP projects, categorizing these projects as Baseline (annual, recurring program), One-time (special allocations, grants, loans), and Unfunded (funding source has yet to be identified).

### Project Categories

The proposed CIP plan presents the City's blueprint for funding critical capital projects based on resource availability and Council's capital investment priorities. Elements of Capital Improvement Program project costs are grouped into broad program categories:

|                            |                      |
|----------------------------|----------------------|
| City Facilities            | Sidewalks            |
| Information Technology     | Streets              |
| Parks, Marina & Waterfront | Transportation       |
| Sanitary Sewers            | Other Infrastructure |
| Storm Drains               | Equipment & Fleet    |

The resources that the City will commit to its priority capital projects are identified within these program categories. While the budget adopts appropriated funds for capital projects in FY 2020 & FY 2021, there are still some unknowns (i.e. status of the economy and pending State and Federal funding for approved projects) that exist. Furthermore, funding for the remaining years of the five-year plan are subject to the availability of resources.

## Funding Sources

Total Baseline and One-time CIP allocations are projected at \$111.9 million for FY 2020 and \$59.7 million for FY 2021. Included in FY 2020 is \$50,650,129 allocated for Tuolumne Camp.

Funding sources include:

- ❑ General Fund;
- ❑ Special Revenue Funds such as Measure B and Measure BB Sales Tax, Vehicle Registration Fee, State Transportation Tax Fund (Gas Tax), Measure F, Parks Tax; Measure O and Measure P;
- ❑ Measure M General Obligation Bond;
- ❑ Enterprise Funds such as Zero Waste, Marina, Sanitary Sewer, Clean Storm Water;
- ❑ Internal Service Funds such as Equipment Replacement Fund, PC & Service Replacement Fund; and
- ❑ Federal and State Funds such as Boating and Waterway Loans, and Parks Bonds Grants.

General Fund: a transfer from the General Fund to the Capital Improvement Fund is made annually. The General Fund contribution to the capital program is \$5 million in FY 2020 and in FY 2021. This funding supports the capital improvements that do not have other funding sources regularly available such as building repairs, and supplements programs like street rehabilitation.

Measure O: approved by Berkeley voters in November 2018, General Obligation Bonds not-to-exceed \$135 million to create and preserve affordable housing for low-income household, working families, and individuals including teachers, seniors, veterans, the homeless, and persons with disabilities.

Measure P: approved by Berkeley voters in November 2018, to raise the transfer tax for ten years from 1.5% to 2.5% for property sales and transfers over \$1,500,000 or the top third of both residential and commercial property sales to pay for shelters, rehousing and mental health services and related programs.

Measure T1: approved by Berkeley voters in November 2016, General Obligation Bonds not-to-exceed \$100 million, which will be used to repair, renovate, replace, or reconstruct the City's aging infrastructure and facilities, including sidewalks, storm drains, parks, streets senior and recreation centers and other important City facilities and buildings.

Measure F: approved by Berkeley voters in November 2014, will benefit the Parks, Recreation & Waterfront Department in terms of additional annual funding for major maintenance and capital expenses for parks facilities. Measure F funds will provide the majority of funding for major renovations and upgrades to the Rose Garden Trellis in FY 2020 and FY 2021.

Measure BB: approved by Alameda County voters in November 2014 implements a 30 year Transportation Expenditure Plan by renewing the 0.5 percent transportation sales tax approved in 2000 and increasing the tax by 0.5 percent, will benefit the City's streets

and roads, as well as pedestrian and bicycle infrastructure. This one percent sales tax is managed by the Alameda County Transportation Commission and Berkeley will receive over \$3 million a year in additional funding, as well as capital funding for the Gilman interchange project.

Measure M: approved by Berkeley voters in November 2012, General Obligation Bonds not-to-exceed \$30 million, which are being used to significantly accelerate the implementation of the 5-Year Street Plan and install green infrastructure where appropriate.

### **New Funding Opportunities**

The City has a number of major infrastructure project needs that are not addressed in the capital plan. The City needs to identify funding sources, which may include grants, fee increases and revenue generated from possible ballot measures.

### Property Transfer Tax in Excess of \$12.5 Million

Because Property Transfer Tax is tied directly to real property sales, it is a volatile revenue source, and difficult to predict more than one year at a time. Understanding the volatility of this General Fund revenue stream, Council adopted a policy that Transfer Tax in excess of \$12.5 million is treated as one-time revenue to be transferred to the Capital Improvement Fund for capital infrastructure needs. Therefore, the amount of Property Transfer Tax included in the chart above is set at the baseline level of \$12.5 million annually since any remainder is transferred into the Capital Improvement Fund after the fiscal year ends.<sup>1</sup>

### GO Bond Capacity

The City is finalizing a bond issuing plan that will take into account the \$200M existing outstanding bond authorization which comprises of \$65M balance of the \$100M Measure T1 passed in 2016 and the new \$135M Measure O passed in November 2018. Based on the existing bond authorizations, outstanding balances and projected tax revenues, the City is likely to have the ability to generate new bond proceeds in excess of the outstanding \$200M over the next 30 years. Finance is developing scenarios for bond debt programs that would keep the taxes paid by property owner's level over a course of time. This could mean that as old debt is retired, new debt could be issued for new projects. Staff will develop and complete a timeline for the debt issuance for the two outstanding measures.

### Sanitary Sewer Fund

Our consultant, Bartle Wells Associates, prepared an initial sustainable Sanitary Sewer rate study that was presented to Council on March 17, 2015, and outlined the steps required to conduct a Proposition 218-compliant rate setting process<sup>2</sup>. That rate study

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<sup>1</sup> [Measure U1 Revenues which is a permanent rate increase in the Rental Unit Business License Tax on owners of five or more residential rental units is budgeted at \\$5M in FY2020 & FY2021. Measure P Revenues, a raise in the transfer tax for ten years from 1.5% to 2.5% for property sales and transfers over \\$1,500,000 or the top third of both residential and commercial property sales to pay for shelters, rehousing and mental health services and related programs budgeted at \\$6M in FY2020 Y& FY2021. These revenues are not included in the \\$12.5M baseline.](#)

<sup>2</sup> Sanitary Sewer Rate Study:  
[http://www.cityofberkeley.info/Clerk/City\\_Council/2015/03\\_Mar/City\\_Council\\_03-17-2015\\_-](http://www.cityofberkeley.info/Clerk/City_Council/2015/03_Mar/City_Council_03-17-2015_-)

has been updated to address the impact of EBMUD's mandated usage decrease, due to drought. Options for the Council to consider to increase rates were included in the May 12, 2015 agenda packet. The rate increase was implemented in FY 2016.

### Large Unfunded Citywide Infrastructure Needs

The City has a number of major infrastructure project needs that are not addressed in the capital plan. Included in the Projections of Future Liabilities report that went to Council on March 19, 2019<sup>3</sup>, is a summary of the City's capital assets and infrastructure needs including an overview of the City's long-term expenditure obligations.

Despite support from a variety of City funds, City facilities and infrastructure needs continue to exceed available funds.

- The City is responsible for maintenance of 95 facilities, not including Library facilities and facilities leased to other entities. These 95 facilities include: 39 facilities in the Parks Recreation and Waterfront inventory and 56 facilities in the Public Works inventory. The cost for routine maintenance, major maintenance, and capital improvements far exceeds currently existing sources of funds. The current estimated cost for city facility needs within the 5-Year Facility Capital Improvement Program is estimated at approximately \$85 million, while the current budget allocation for this work is \$4 million; which results in an estimated unfunded liability of \$81 million.
- The City needs to allocate an additional \$120 million to streets and roads to achieve a Pavement Condition Index (PCI) of 70 within 10 years. An additional \$50 million could be added to the \$120 million needed strictly for paving to represent the full cost of improving city streets to comply with the City's Complete Streets policy, which prescribes that capital transportation projects accommodate the needs of all roadway users. The total \$170 million gap in funding exists in spite of \$30 million received from Measure M, approved by Berkeley voters in 2012 to improve the condition of City streets and install Green Infrastructure projects.
- In 2012, City Council adopted the City's [Watershed Management Plan \(WMP\)](#)<sup>4</sup>. The WMP uses Low Impact Development (LID) methods to develop an integrated and sustainable strategy for managing stormwater resources that addresses water quality, flooding, and the preservation of local creek habitats and the San Francisco Bay. Through modeling and analysis, the WMP also identifies capital improvement projects and projected revenue needs for all City watersheds. In adopting the WMP in 2012 the City recognized that the WMP was developed by examining only two of the 99 watersheds in the City, therefore the remaining watersheds needs to be analyzed. According to the Watershed Management Plan, the total unfunded need of the stormwater system is approximately \$204 million. Staff projects an additional need of \$37 million over

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[Special Meeting Annotated Agenda.aspx](#)City Council: 03-17-2015 - Special Meeting Annotated Agenda - City of Berkeley, CA

<sup>3</sup> Projections of Future Liabilities:

[http://www.cityofberkeley.info/Clerk/City\\_Council/2017/02\\_Feb/Documents/2017-02-28\\_WS\\_Item\\_01\\_Projections\\_of\\_Future.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2017/02_Feb/Documents/2017-02-28_WS_Item_01_Projections_of_Future.aspx)

<sup>4</sup> See [http://www.cityofberkeley.info/Clerk/City\\_Council/2012/10Oct/Documents/2012-10-30\\_Item\\_20\\_Watershed\\_Management\\_Plan.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2012/10Oct/Documents/2012-10-30_Item_20_Watershed_Management_Plan.aspx)

the next five years, including \$5 million in unfunded maintenance needs and \$32 million for projected capital improvement projects.

Public Works retained a consultant to update the facilities assessments that were completed over 14 years ago; this assessment was completed in 2013 and provides the basis for more refined cost estimates and capital planning. The planned FY 2020 and FY 2021 CIP budget included an additional \$1.1M each year to address facilities. Measure T1 funding source will help to mitigate a portion of the liability, however, the City will need to continue to identify additional ongoing funding sources. Despite voter action to boost resources to fund city facilities and infrastructure, there continues to be ongoing challenges in which the needs exceeds available resources.

Finally, the City established a replacement funding source and Fund for our core enterprise financial system, FUND\$. Beginning in FY 2015 the City set aside \$500,000 of the Property Transfer Tax to fund the replacement for that system. As of November 2018, \$15.1M has been set aside to fully fund the ERP System. The CIP budget continued that allocation in FY 2016 and FY 2017, subject to the availability of excess transfer tax.

## DEFINITIONS

**Accounting System** - The total set of records and procedures used to record, classify, and report information on the financial status and operations of an entity.

**Activity** - A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the City is responsible.

**Adopted Budget** - The budget document formally approved by the City Council.

**Allocated Costs** – A method for allocating overhead time and other expenses to activities that provide direct services.

**Allotments** - Management allocation of appropriated funds subject to legal constraints.

**Appropriation** - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance. An appropriation is usually for a fixed amount and time limited, and must be expended before the deadline.

**Appropriation Ordinance** – Council adopts an ordinance that sets the annual expenditure authority at the fund level.

**Assessed Valuation** - A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

**Authorized Positions** - Positions approved by the City Council which may or may not have funding (see Budgeted Positions).

**Baseline Budget** – Resources necessary to meet an established service level.

**Basis of Budgeting** - Basis of budgeting refers to the method used for recognizing revenues and expenditures in budget. The City uses the modified accrual basis of accounting for budgetary purposes, which is in compliance with Generally Accepted Accounting Principles.

**Beginning Fund Balance** - Fund balance available in a fund from the end of the prior year for use in beginning of the following year.

**Benchmarking:** A systematic process of searching for best practices, innovative ideas, and highly effective operating procedures that leads to superior performance – and then adapting those practices, ideas and procedures to improve the performance of one's own organization.

**Biennial Budget** – A budget covering a period of two years.

**Bonds:** In a construction context, bonds are security to assure performance of the contract obligations. Three parties are involved in a bond: the principal, the surety, and the obligee.

**Bid Bond** — A bond guaranteeing that if a selected bidder refuses to enter into a contract and the City must award the contract to another bidder, the bonding company will pay the City the difference between the bid prices, up to the amount of the bond. When seeking certain types of work on projects, the City may require that a designated amount of money (usually 10% of the total cost) be posted in the form of a bond or cash equivalent in order to participate.

**Performance Bond** — A bond where the surety provides security that the principal will perform all of its contract obligations in a timely and workmanlike manner. Usually, a performance bond is only for the benefit of the obligee/owner of the construction project. If the principal defaults, the obligee/owner can require the surety to complete the project or to pay for the costs of completion. Subcontractors do not have the right to seek payment from the performance bond surety if the principal defaults. The bond is cancelled upon completion of the project.

**Payment Bond** — A bond where the surety provides security that all persons supplying labor and material to the project will be paid. Subcontractors and suppliers are the "beneficiaries" of a payment bond. They do not require the bond nor are they a party to it. If the principal defaults, beneficiary subcontractors and suppliers usually have the right to sue the surety directly for payment.

**Bond Interest and Redemption** - Payment of interest and principal on an obligation resulting from the issuance of bonds.

**Budget** - A planning and controlling document for financial operation with estimates of proposed expenditures and revenues for a given period of time, usually one year. A reflection of City policies, goals, and priorities expressed in figures.

**Budget Calendar** - The schedule of key dates or milestones that a government follows in the preparation and adoption of the budget.

**Budget Code:** Code used to identify types of items or services expensed. Correctly using this tool ensures expenditures are recorded properly for use by the Budget Office.

**Budget Document** - The official written statement prepared by the budget office and supporting staff.

**Budget Message** - A general written description summarizing the proposed budget. The budget message explains principal budget issues against the background of financial



## DEFINITIONS (CONTINUED)

experience in recent years and presents recommendations made by the City Manager.

**Budget Modification:** Movement of money from one budget code to another budget code to ensure money is recorded to correct budget line.

**Budgeted Positions** - The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position.

**Budget Supplement** – A request for an increase or decrease in an existing service level (over and above the base budget).

**Capital Improvement (Program) Budget** - A plan for capital expenditures and the means of financing them, to be incurred each year over a fixed period of years, to meet capital needs arising from long-term work program. Included are expenditures made for land, building, permanent public works projects, major reconstruction or renovation of structures, and major landscaping or park improvements.

**Capital Outlays** - Expenditures for the acquisition of capital assets.

**Carry-over Balance** - Balance of unspent funds brought forward from prior years.

**CDBG** – The Community Development Block Grant (CDBG) is a federal program for the development of housing and community projects. Funds are awarded to community based agencies on an annual basis to carry out these activities

**Chart of Accounts:** A coding structure that defines all financial transactions of the District. The Chart is sufficiently detailed to track individual revenues and expenditures for any given program, department or fund.

**City Charter** - Legal authority approved by the voters of the City of Berkeley under the State of California Constitution establishing the government organization.

**Commodity:** An item of trade, also a “good.”

**Community Agencies** - Non-City agencies in Berkeley which provide public services with some financial assistance from the City. These monies may come either from the General Fund, CSBG or CDBG.

**Contingency** - Funds appropriated by the City Council for unforeseen needs.

**Consultants** - Fees paid to outside individuals who provide advice or services.

**Debt Service** - Actual cost of interest and principal on bond maturities as well as

## DEFINITIONS (CONTINUED)

revenue anticipation notes.

**Description** - Contains a list of the typical activities of programs.

**Department** - An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

**Discretionary Revenue** - Money that the City Council has the authority to allocate for any purpose. Often refers to the General Fund, as opposed to Special Funds.

**Division** - A functional grouping of related activities within a department. There are usually several activities within a division.

**Dual Appropriation** - Revenue that is initially budgeted for receipt in one fund and subsequently transferred for expenditure in another fund.

**Employee Benefits** - The cost to the City for contribution to employee retirement, social security, health and workers' compensation programs.

**Employee Years** - The number of positions that full-time employees would occupy during a regular work period. For example, two half-time employees would constitute one employee year.

**Encumbered Roll-over:** Funds encumbered for contracts or one-time purchase orders that bridge a fiscal year may be used in the following fiscal year without affecting a department's budget.

**Encumbrance** - Funds not yet expended and are delegated or set aside in anticipation of an expenditure in the form of a purchase order, contract, or other commitment, chargeable to an appropriation. These funds cease to be an encumbrance when paid.

**Enterprise Fund** - Established to finance and account for the operation and maintenance of facilities and services which are predominately self-supporting by user charges.

**Enterprise Resource Management Application (ERMA):** A new enterprise system will improve integration, reporting and roll-up capabilities, and organizational processes, and allow for the implementation of business process best practices. Overall goals of ERMA are to improve efficiency and asset lives. ERMA will be integrated with other systems.

## DEFINITIONS (CONTINUED)

**Expenditure** - Designates the cost of goods delivered or services rendered, whether paid or unpaid. Where accounts are kept on the accrual or modified accrual basis of accounting, costs are recorded when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized when the cash payments are made

**Fair Market Value** - The value of a piece of real estate in the open market. Used to determine the assessed value of property for taxing purposes.

**Fees** - A charge to cover the cost of services (e.g., building inspection fee, zoning fee, etc.).

**Fiscal Year** - A twelve-month period of time to which the budget applies. For the City of Berkeley, this period is from July 1 through June 30.

**Fixed Asset** – A tangible item of a long-term character such as land, buildings, furniture, and other equipment.

**Fringe Benefits** - Benefits to City employees, in addition to salaries, paid by the City. These benefits include social security, pensions, workers' compensation, unemployment compensation, life and health insurance.

**Full Time Equivalency (FTE)** - One or more employee positions totaling one full year of service or approximately 2080 hours a year.

**Fund** - A independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

**Fund Balance** – Within a specific operating fund, the net of expenditures and revenues.

**Funding Source** – Identifies fund(s) that will provide resources for City expenditures.

**Gas Tax Fund** – This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets.

**General Fund** - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

**General Obligation Bond** - A bond whose repayment is guaranteed by pledging all the assets and revenues of a government agency.

## DEFINITIONS (CONTINUED)

**General Plan** – The General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan Elements are areas in which the City has elected to administer and manage the delivery of services to its community.

**General Revenue** - General sources of income the City collects and receives into the Treasury for public use (e.g., property tax). There are no restrictions as to the use of these monies - often referred to as Discretionary Revenue.

**Grant** - A contribution from one government unit to another, usually made for a specific purpose and time period.

**IFB (Invitation For Bid):** An advertisement for offers under sealed bidding procedures where price is the sole basis for award selection. However, the low bidder is subject to a determination that it is responsive and responsible. A bid opening is held at a specific date and time and may be witnessed by interested parties.

**Illiquid Reserve** - Includes the portion of the reserve that represents amounts due to the general fund. For example, grant program expenditures fronted by the general fund represent grants receivable. When departments requests reimbursement for their program expenditures, the grant revenues will be used to reimburse the general fund.

**Interfund Transfers** - Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

**InterDepartmental Charges** - Departments charging to perform or provide specific services to other City departments on a cost for services basis. The services performed are charged to the using department.

**Internal Service Funds** – These funds provide resources to fund City operations. This is a funding mechanism to fund such things as equipment replacement, vehicle maintenance, facility maintenance, and mail services. These services are essential to the health of our organization.

**Line Item** – A detail level account in which expenditures or revenues are budgeted.

**Liquid Reserve** - Refers to the portion of the general fund reserve that is available for use.

**Liquidated Damages:** A predetermined amount of money designated in a contract that may be assessed as damages by the City in the event a vendor fails to perform one or more elements of an obligation to the City.

**Lost Time** - A measure used by departments to measure absenteeism. It is derived by adding an employee's sick time, workers' compensation, and any other unpaid absences.

## DEFINITIONS (CONTINUED)

**Mandate (Mandated Services)** – A legal requirement, usually imposed by State or Federal law. This term is used to refer to City services, which are provided to comply with State or Federal laws.

**Materials, Supplies and Services** - Expenditures for materials, supplies and related services which are ordinarily consumed within a fiscal year and which are not included in department inventories.

**Municipal Code** - A book that contains City Council approved ordinances presently in effect. The Code defines City policies in various categories.

**Objectives** - Identifies the desired results of the activities of a program.

**Operating Budget** – A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include capital improvement projects.

**Operating Expenses** – Expenses incurred as a result of day-to-day operations.

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. A law set forth by a government authority, specifically, a municipal regulation.

**Performance Indicator** – A performance indicator is a measurement designed by a reasoning process to determine whether or not a service objective has been met. It measures the effectiveness of achieving the objective or how well the objective has been accomplished.

**PERS** - Public Employees Retirement System. - A pension plan administered by the State of California for government agencies.

**Personnel Expenditures** - Salaries and wages paid to employees.

**Pre-Encumbrance** – A commitment of funds for goods and services that cannot become officially encumbered until Purchasing creates a purchase order.

**Program:** A group within a department comprised of related activities that accomplish a particular function for which the District is responsible.

**Project:** A budget unit relating to a defined set of improvements or a study.

**Program Revenues** – Revenues received by a department as a result of the services or operations of that department (such as user fees), which are used to finance the

## DEFINITIONS (CONTINUED)

related services or programs. Program Revenue is not discretionary (general-purpose) revenue.

**Proposed Budget** - The working budget document for the fiscal year under discussion.

**Property Tax** – California State Constitution Article XIII A provide that the combined maximum property tax rate on any given property equal 1% of its assessed value unless an additional amount has been approved by voters for special taxes or general obligation bonds. The County assesses properties, bills and collects these property taxes. The County remits the City’s share, including all penalties and interest.

**Property Transfer Tax** – This tax is levied at a rate of \$1.50 per \$100 of the value of consideration of equity value transferred. The County collects the tax and the City receives the revenues. The City can use up to one third of the revenue for seismic retrofits. Revenues are dependent on how frequently the property is transferred and on the accrued value at the time of transfer.

**Proposed Budget** - The working document for the fiscal year under discussion.

**Purchase Order:** A commitment of funds for goods or services. The successful creation of a City purchase order tells the vendor that the City will pay for a commodity or service when delivered to the City.

Blanket — An entry designating an amount (subject to quoting requirements based on total price) for the purchase of a range of goods or service over a given time period — commonly two years. In a blanket purchase order, the vendor is obligated to sell something to the City at a set price for a set time.

One-time — A purchase of goods or services needed to fulfill the requirements of a Department, which is completed without milestone payments.

Lease – A PO cut for a lease of equipment will be continued over the life of the lease even if the lease crosses fiscal years.

Blue Backed Contract – A PO is a payment mechanism for a Blue Backed Contract. This PO will have in the freight field the CMS contract number assigned by the Auditor’s Office. No action can be initiated on this PO without authorization from the Auditor’s Office.

**Repairs and Maintenance** - Expenditures for repairs and maintenance of all equipment and supplies, buildings, structures and grounds.

**Requisition:** A formal written request for goods and service.

## DEFINITIONS (CONTINUED)

**Reserve** - An account used to earmark a portion of the fund balance as segregated for a specific use.

**Resolution** - A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

**Restricted Use Funds** – Funds legally designated for use for a specific purpose.

**Revenue Bonds** - A type of bond usually issued to construct facilities. The bonds are repaid from revenue produced by the operation of those facilities.

**Revenues** – Income received through taxes, fees, grants, interest, bonds or other funding streams. Funding estimated to be available for appropriation during the fiscal year.

**RFI (Request for Information):** An advertisement to obtain price, delivery, other market information, or capabilities for planning purposes when the City does not presently intend to issue a further solicitation. RFI responses are opened at a specific place and time. Generally, this method is used to pre-qualify vendors prior to bidding or to seek vendors that would be interested in a project. This is almost always used as step one in a two-step process. The second step would be the bid or RFP.

**RFP (Request for Proposal):** An advertisement for a specific good or for service. Responses are compared (and may be negotiated) to determine whether the vendor is able to provide the City with the service required at the best price. Experience, qualification, and the proposed solution to the advertised issue may be more important than price. RFP responses are opened at a specific place and time, but are not made available to the public until after the Council has awarded the bid.

**RFQ (Request for Qualifications):** An advertisement for information related to a company's or person's qualifications (e.g., architects and engineers). Like an RFI, responses to the advertisement are opened on a specific date at a specific time. The document only asks for a company or person's qualifications (for example, architects or engineers). Prices are not usually requested. This process is used to select someone based strictly on experience and qualifications. Rates are negotiated with the firm of first choice. For projects over \$100,000 a formal advertisement is made and an interview panel makes the selection. After the initial interview, selected firms may be asked to interview and make a presentation. For informal projects (under \$100,000), firms are solicited from an established list and the project manager makes the selection.

**Salary Savings** - That percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year generally due to vacancies.

## DEFINITIONS (CONTINUED)

**Sales Tax** - The City receives one percent of the 9.75% of taxes assessed on retail sales or leases of tangible personal property in the City.

**Secured Taxes** - Taxes levied on real properties in the City which are "secured" by liens on the properties.

**Service Level** – Indicates a project's effect on existing levels of service provision or identifies a new service to be provided to the public.

**Single Source:** Single source is when there is only a single vender who can provide the product or service, e.g. when there is only one: authorized distributor defined in a specific geographic location. A single source can also be a vendor who can provide the good or service in a situation where "time is of the essence" and to delay the purchase would cost the City of Berkeley substantially more money. Or competition is found to be inadequate after informal or formal solicitation, or in the case of an emergency situation.

**Sole Source:** Sole source may be used when there is only one source for the needed product.

**Special Assessment Fund** - A fund used to account for the financing of public improvements or services deemed to benefit primarily the properties against which special assessments are levied.

**Special District** - Independent unit of local government generally organized to perform a single function.

**Specialized Services** - Services that are not otherwise categorized, such as title searches, police work for private parties, consultant fees, library materials, fringe benefits and loans.

**Spending Limitation (Gann Limit)** – Article XIII B of the California Constitution establishes a spending limitation on government agencies within California. The spending limit is a mandated calculation of how much the City is allowed to expend in one fiscal year. The amounts of appropriations subject to the limit are budgeted proceeds of taxes. The total of these budgeted revenues cannot exceed the total appropriations limit. Annually, local governments may increase the appropriate limit by a factor comprised of the change in population combined with the California inflation rate as determined by the State Finance Department.

**Supplemental Assessment-** An assessment of real property occurring after the real property lien date of January 1st of each year as a result of new construction or a change in ownership. The assessor determines the new value of the property based on current market values, and then calculates the difference between the new value and the old value set on January 1st.

**Tax Levy** - Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.



## DEFINITIONS (CONTINUED)

**Tax Rate** - The amount of tax levied for each \$100 of assessed valuation.

**Transient Occupancy Tax** - A 12% tax is levied on charges for occupancy of hotel and motel rooms for stays of 30 days or less. The City's lodging industry is largely dedicated to serving its industrial base.

**Transportation** - Transportation and travel-related expenses incurred in the performance of official City business.

**Unencumbered Balance** – Amount in a line-item that is not encumbered or expended and is available for use.

**Unfunded (Supplemental) Requests** - An item for which funding is not included by the City Administrator due to financial limitations, not because the request lacks merit. The Council may act to include them in the final budget, which may require reordering of budget priorities.

**Unfunded Liabilities** - Unfunded liabilities are defined as identifiable obligations of an organization for which the organization does not have 100% of the funding (cash or other assets) set aside to cover the cost should all obligations become immediately due.

**Utility Users Tax** – A 7.5% tax is levied on utility billings for gas and electric and intra-state telephone services.

**Vendor:** A company, individual, or agency selling goods or services to the City.

**Waiver:** Forms that document relinquishment of rights and/or dispensation from a rule. Several types of waivers are available for exceptions to local regulations.

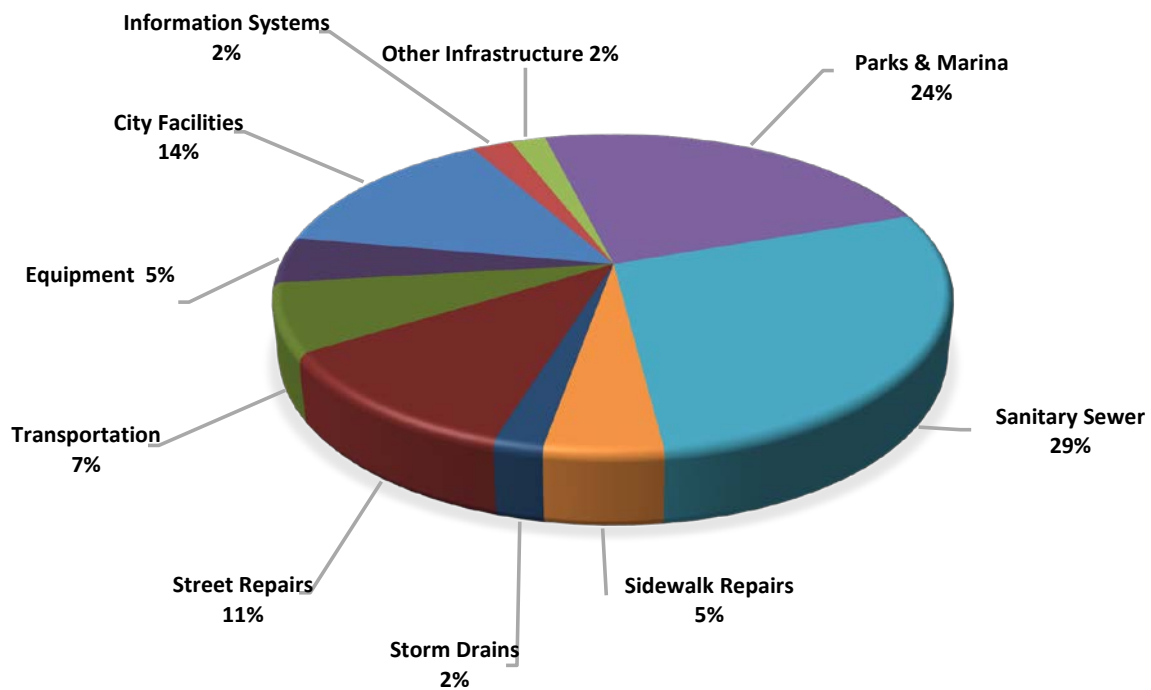
**Year-End** – This terms means as of June 30<sup>th</sup> (end of the fiscal year) for the City.

**Zero Waste Fund** – This fund accounts for the revenues and expenses related to refuse collection and solid waste disposal services.

## CITYWIDE CAPTIAL PROGRAM BY CATEGORY - ALL FUNDS

### Baseline and One-time Funding

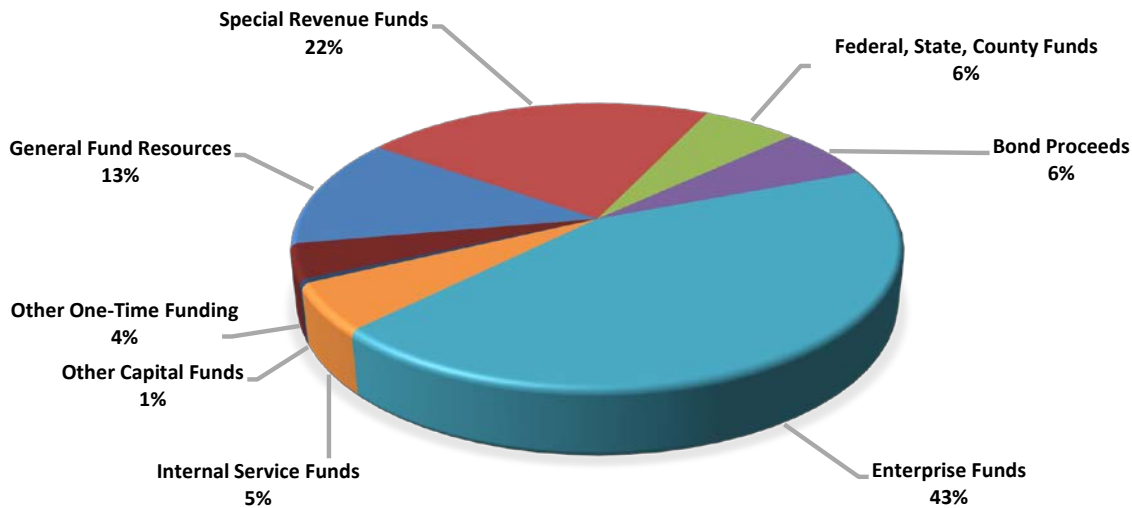
| Category             | Proposed FY 2020      | Proposed FY 2021     | Planned FY 2022      | Planned FY 2023      | Planned FY 2024      | Total                 |
|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| City Facilities      | \$ 4,842,980          | \$ 6,458,219         | \$ 5,858,653         | \$ 3,258,600         | \$ 26,958,571        | \$ 47,377,023         |
| Information Systems  | 3,274,922             | 3,119,922            | 439,789              | 518,678              | 288,062              | 7,641,373             |
| Parks & Marina       | 64,449,496            | 5,641,314            | 3,514,701            | 2,891,989            | 2,792,496            | 79,289,996            |
| Sanitary Sewer       | 17,265,619            | 20,019,883           | 20,738,751           | 17,478,632           | 20,003,551           | 95,506,436            |
| Storm Drains         | 1,729,239             | 1,785,000            | 927,500              | 495,000              | 1,875,000            | 6,811,739             |
| Sidewalk Repairs     | 2,035,000             | 3,035,000            | 4,035,000            | 4,035,000            | 3,035,000            | 16,175,000            |
| Street Repairs       | 9,530,191             | 6,975,303            | 6,975,303            | 7,275,303            | 7,275,303            | 38,031,403            |
| Transportation       | 4,636,779             | 8,183,116            | 6,650,095            | 3,062,841            | 1,005,537            | 23,538,368            |
| Other Infrastructure | 1,586,936             | 1,032,964            | 539,496              | 742,829              | 753,330              | 4,655,555             |
| Equipment            | 2,611,000             | 3,515,000            | 6,664,227            | 1,902,000            | 1,036,000            | 15,728,227            |
| <b>Total</b>         | <b>\$ 111,962,162</b> | <b>\$ 59,765,721</b> | <b>\$ 56,343,515</b> | <b>\$ 41,660,872</b> | <b>\$ 65,022,850</b> | <b>\$ 334,755,120</b> |



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**CITYWIDE CAPITAL PROGRAM BY FUNDING SOURCE - ALL FUNDS**  
**Baseline and One-time Funding**

|                                      | Proposed<br>FY 2020   | Proposed<br>FY 2021  | Planned<br>FY 2022   | Planned<br>FY 2023   | Planned<br>FY 2024   | Total                 |
|--------------------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| <b>General Fund Resources</b>        | <b>11,354,329</b>     | <b>10,705,264</b>    | <b>6,468,214</b>     | <b>6,811,246</b>     | <b>6,811,188</b>     | <b>42,150,241</b>     |
| Capital Improvement Fund             | 8,569,777             | 7,920,712            | 6,418,214            | 6,611,246            | 6,611,188            | 36,131,137            |
| ERP Replacement Fund                 | 2,734,552             | 2,734,552            | 0                    | 0                    | 0                    | 5,469,104             |
| VoIP Replacement Fund                | 0                     | 0                    | 0                    | 0                    | 0                    | 0                     |
| General Fund (Reserve)*              | 50,000                | 50,000               | 50,000               | 200,000              | 200,000              | 550,000               |
| <b>Special Revenue Funds</b>         | <b>54,737,948</b>     | <b>7,353,974</b>     | <b>5,096,308</b>     | <b>3,719,767</b>     | <b>3,620,303</b>     | <b>74,528,300</b>     |
| Measure B                            | 1,042,517             | 2,326,677            | 1,128,882            | 75,000               | 75,000               | 4,648,076             |
| Parks Tax                            | 1,000,000             | 1,000,000            | 1,000,000            | 1,000,000            | 1,000,000            | 5,000,000             |
| Camps                                | 50,650,128            | 1,699,713            | 722,123              | 99,464               | 0                    | 53,171,428            |
| Transportation/Gas Taxes             | 2,045,303             | 2,327,584            | 2,245,303            | 2,545,303            | 2,545,303            | 11,708,796            |
| <b>Federal, State, County Funds</b>  | <b>3,941,759</b>      | <b>5,006,779</b>     | <b>3,495,184</b>     | <b>3,845,712</b>     | <b>3,785,537</b>     | <b>20,074,971</b>     |
| Measure F (Vehicle Registration Fee) | 359,948               | 634,467              | 355,000              | 355,000              | 355,000              | 2,059,415             |
| Measure BB                           | 3,581,811             | 4,372,312            | 3,140,184            | 3,490,712            | 3,430,537            | 18,015,556            |
| <b>Bond Proceeds</b>                 | <b>14,087,010</b>     | <b>1,149,457</b>     | <b>2,000,000</b>     | <b>2,000,000</b>     | <b>1,000,000</b>     | <b>20,236,467</b>     |
| Measure M - General Obligation       | 0                     | 0                    | -                    | -                    | -                    | 0                     |
| T1 Infrastructure Bond               | 14,087,010            | 1,149,457            | 2,000,000            | 2,000,000            | 1,000,000            | 20,236,467            |
| <b>Enterprise Funds</b>              | <b>21,835,905</b>     | <b>27,277,498</b>    | <b>27,048,764</b>    | <b>20,766,340</b>    | <b>48,381,760</b>    | <b>145,310,267</b>    |
| Clean Storm                          | 1,729,239             | 1,785,000            | 927,500              | 495,000              | 1,875,000            | 6,811,739             |
| Marina                               | 835,719               | 1,142,677            | 1,142,677            | 1,142,677            | 1,142,677            | 5,406,427             |
| Refuse                               | 2,005,328             | 4,329,938            | 4,239,836            | 1,650,031            | 25,360,532           | 37,585,665            |
| Sanitary Sewer                       | 17,265,619            | 20,019,883           | 20,738,751           | 17,478,632           | 20,003,551           | 95,506,436            |
| <b>Internal Service Fund</b>         | <b>3,151,370</b>      | <b>3,900,370</b>     | <b>7,104,016</b>     | <b>2,420,678</b>     | <b>1,324,062</b>     | <b>17,900,496</b>     |
| Equipment Replacement Fund           | 2,611,000             | 3,515,000            | 6,664,227            | 1,902,000            | 1,036,000            | 15,728,227            |
| Computer Replacement Fund            | 540,370               | 385,370              | 439,789              | 518,678              | 288,062              | 2,172,269             |
| <b>Other Capital Funds</b>           | <b>100,000</b>        | <b>246,219</b>       | <b>780,128</b>       | <b>260,829</b>       | <b>100,000</b>       | <b>1,487,176</b>      |
| Private Party Sidewalks              | 100,000               | 100,000              | 100,000              | 100,000              | 100,000              | 500,000               |
| Street Light Assessment              | 0                     | 0                    | 0                    | -                    | -                    | 0                     |
| UC Settlement                        | 0                     | 21,219               | 555,128              | 160,829              | -                    | 737,176               |
| MTC                                  | 0                     | 125,000              | 125,000              | 0                    | 0                    | 250,000               |
| <b>Other One-Time Funding</b>        | <b>2,753,842</b>      | <b>4,126,160</b>     | <b>4,350,900</b>     | <b>1,836,300</b>     | <b>-</b>             | <b>13,067,202</b>     |
| Off Street Parking                   | 300,000               | 500,000              | -                    | -                    | -                    | 800,000               |
| Gilman Reserve Fund                  | 0                     | -                    | -                    | -                    | -                    | 0                     |
| BAAQM                                | 60,000                | 60,000               | 60,000               | 0                    | 0                    | 0                     |
| Parking In-Lieu (Shattuck Reconfig.) | 0                     | -                    | -                    | -                    | -                    | 0                     |
| Parking Meter Fund                   | 250,000               | 0                    | 0                    | 0                    | 0                    | 250,000               |
| Street & Open Space Improvements     | 0                     | 0                    | 0                    | -                    | -                    | 0                     |
| FEMA - (NB Sesmic Retrofit)          | 0                     | -                    | -                    | -                    | -                    | 0                     |
| CALTRANS                             | 2,143,842             | 3,566,160            | 4,290,900            | 1,836,300            | -                    | 11,837,202            |
| <b>Total</b>                         | <b>\$ 111,962,163</b> | <b>\$ 59,765,721</b> | <b>\$ 56,343,514</b> | <b>\$ 41,660,872</b> | <b>\$ 65,022,850</b> | <b>\$ 334,755,120</b> |

\*General Fund Reserve - Catastrophic Loss



**GENERAL FUND FIVE-YEAR CIP PLAN:  
Baseline and One-time Funding**

| Program Areas                           | R/<br>OT | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Planned<br>FY 2022  | Planned<br>FY 2023  | Planned<br>FY 2024  | Totals               |
|-----------------------------------------|----------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>City Facilities</b>                  |          | <b>\$ 1,580,000</b> | <b>\$ 900,000</b>   | <b>\$ 900,000</b>   | <b>\$ 900,000</b>   | <b>\$ 900,000</b>   | <b>\$ 5,180,000</b>  |
| Roof Replacement                        | OT       | 290,000             | 264,500             | 240,000             | 455,436             | 352,497             | 1,602,433            |
| Building Assesment (Contingency)        | OT       | 70,000              | 73,500              | 74,900              | 78,645              | 82,577              | 379,622              |
| Civic Center Carpet Replacement         | OT       | 440,000             | 462,000             | 485,100             | -                   | -                   | 1,387,100            |
| Fire Station 6 Drill Tower              | OT       | 45,000              | -                   | -                   | -                   | -                   | 45,000               |
| HazMat Storage Upgrade                  | OT       | 35,000              | -                   | -                   | -                   | -                   | 35,000               |
| Parking Lot                             | OT       | 600,000             | -                   | -                   | -                   | -                   | 600,000              |
| ADA Building Improvements               | R        | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000              |
| Emergency Building Repairs              | R        | -                   | -                   | -                   | 265,919             | 364,926             | 630,845              |
| Wireless Master Plan                    |          | -                   | -                   | -                   | -                   | -                   | -                    |
| <b>Parks and Marina</b>                 |          | <b>400,000</b>      | <b>400,000</b>      | <b>400,000</b>      | <b>400,000</b>      | <b>400,000</b>      | <b>2,000,000</b>     |
| Rose Garden-Phase II                    | R        | 100,000             | -                   | -                   | -                   | -                   | 100,000              |
| San Pablo Play Structure                | R        | 300,000             | -                   | -                   | -                   | -                   | 300,000              |
| Grove Park Play Equipment               | R        | -                   | 200,000             | -                   | -                   | -                   | 200,000              |
| Aquatic Park Dream Land Imprv           | R        | -                   | 200,000             | -                   | -                   | -                   | 200,000              |
| CIP ADA Parks Contingency Projects      | R        | -                   | -                   | 250,000             | 250,000             | 250,000             | 750,000              |
| Replace Haz Play Equip (Contingency)    | R        | -                   | -                   | 150,000             | 150,000             | 150,000             | 450,000              |
|                                         |          | -                   | -                   | -                   | -                   | -                   | -                    |
| <b>Sidewalks</b>                        |          | <b>1,635,000</b>    | <b>2,635,000</b>    | <b>1,635,000</b>    | <b>1,635,000</b>    | <b>1,635,000</b>    | <b>9,175,000</b>     |
| 50/50 Program                           | R        | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000              |
| 50/50 Catch-up                          | R        | 1,000,000           | 1,000,000           | -                   | -                   | -                   | 2,000,000            |
| Proactive & Responsive Sidewalk Repair  | R        | 285,000             | 285,000             | 285,000             | 285,000             | 285,000             | 1,425,000            |
| Pathway Repairs                         | R        | 50,000              | 50,000              | 50,000              | 50,000              | 50,000              | 250,000              |
| ADA Curb Ramp Program                   | R        | 200,000             | 200,000             | 200,000             | 200,000             | 200,000             | 1,000,000            |
| ADA Transition Plan Implementation      | R        | -                   | 1,000,000           | 1,000,000           | 1,000,000           | 1,000,000           | 4,000,000            |
|                                         |          | -                   | -                   | -                   | -                   | -                   | -                    |
| <b>Streets</b>                          |          | <b>1,925,000</b>    | <b>1,925,000</b>    | <b>1,925,000</b>    | <b>1,925,000</b>    | <b>1,925,000</b>    | <b>9,625,000</b>     |
| Street Rehabilitation FY2020            | R        | 1,825,050           | -                   | -                   | -                   | -                   | 1,825,050            |
| Street Rehabilitation FY2021            | R        | 99,950              | 1,825,050           | -                   | -                   | -                   | 1,925,000            |
| Street Rehabilitation FY2022            | R        | -                   | 99,950              | 1,825,050           | -                   | -                   | 1,925,000            |
| Street Rehabilitation FY2023            | R        | -                   | -                   | 99,950              | 1,825,050           | -                   | 1,925,000            |
| Street Rehabilitation FY2024            | R        | -                   | -                   | -                   | 99,950              | 1,825,050           | 1,925,000            |
| Street Rehabilitation FY2025            | R        | -                   | -                   | -                   | -                   | 99,950              | 99,950               |
| <b>Transportation /Traffic</b>          |          | <b>653,662</b>      | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>653,662</b>       |
| Sac. St Complete Streets/NB BART        | OT       | 47,000              | -                   | -                   | -                   | -                   | 47,000               |
| San Pablo/Ashby Intersection Imprv.     | OT       | 606,662             | -                   | -                   | -                   | -                   | 606,662              |
| <b>Other Infrastructure</b>             |          | <b>1,066,608</b>    | <b>753,026</b>      | <b>249,660</b>      | <b>442,798</b>      | <b>442,798</b>      | <b>2,954,890</b>     |
| Street Lighting                         | R        | 416,608             | 443,026             | 199,660             | 392,798             | 392,798             | 1,844,890            |
| Undergrond Utility Dist. No. 48 Project | R        | 250,000             | 260,000             | -                   | -                   | -                   | 510,000              |
| Traffic Calming Program                 | R        | 50,000              | 50,000              | 50,000              | 50,000              | 50,000              | 250,000              |
| EV Charging Stations @ Corp Yard        | R        | 350,000             | -                   | -                   | -                   | -                   | 350,000              |
|                                         |          | -                   | -                   | -                   | -                   | -                   | -                    |
| <b>Debt Service</b>                     |          | <b>1,309,507</b>    | <b>1,307,686</b>    | <b>1,308,554</b>    | <b>1,308,448</b>    | <b>1,308,390</b>    | <b>6,542,585</b>     |
| Animal Shelter Debt Service/2010 COP    |          |                     |                     |                     |                     |                     |                      |
| Animal Shelter                          | R        | 402,613             | 401,800             | 401,800             | 401,800             | 401,800             | 2,009,813            |
| Ball Fields Acquisition                 | R        | 249,971             | 249,467             | 249,901             | 249,848             | 249,819             | 1,249,006            |
| Theater Debt Service                    | R        | 249,971             | 249,467             | 249,901             | 249,848             | 249,819             | 1,249,006            |
| University Ave. W/C Debt Service        | R        | 406,952             | 406,952             | 406,952             | 406,952             | 406,952             | 2,034,760            |
|                                         |          | -                   | -                   | -                   | -                   | -                   | -                    |
| <b>Total General Fund</b>               |          | <b>\$ 8,569,777</b> | <b>\$ 7,920,712</b> | <b>\$ 6,418,214</b> | <b>\$ 6,611,246</b> | <b>\$ 6,611,188</b> | <b>\$ 36,131,137</b> |

R=Recurring Funding; OT = One-time Funding; OT\*= Mayor/Council One Time Supplemental

|                                  |  |                     |                     |                     |                     |                     |                     |
|----------------------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Personnel Cost Allocation</b> |  | <b>\$ 1,177,021</b> | <b>\$ 1,074,816</b> | <b>\$ 1,107,060</b> | <b>\$ 1,140,272</b> | <b>\$ 1,174,480</b> | <b>\$ 5,673,650</b> |
|----------------------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|

Note: Not included in the chart above are personnel costs in excess of \$1M per year that will ultimately be charged to projects supported by other funds.

## Public Works

## 2020 - 2024 Capital Improvement Program

## Summary Fund Source and Use Report

| Fund Name                                | Fund Number | FY 2020      | FY 2021      | FY 2022      | FY 2023      | FY 2024      | 5 Year Total |
|------------------------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
| General Fund                             | 011 (010)   | \$600,000    | \$0          | \$0          | \$0          | \$0          | \$600,000    |
| State Transportation Tax                 | 127 (369)   | \$665,303    | \$747,584    | \$665,303    | \$665,303    | \$665,303    | \$3,408,796  |
| SB1 (Road Maintenance & Rehabilitation)  | 127 (369)   | \$ 1,500,000 | \$1,700,000  | \$1,700,000  | \$2,000,000  | \$2,000,000  | \$ 8,900,000 |
| Measure B - Local Street & Road          | 130 (391)   | \$850,000    | \$1,892,654  | \$850,000    | \$0          | \$0          | \$3,592,654  |
| Measure B - Bike & Ped                   | 131 (392)   | \$117,517    | \$359,023    | \$203,882    | \$0          | \$0          | \$680,422    |
| Measure F - Ala Ct VRF St & Rd           | 133 (397)   | \$259,948    | \$534,467    | \$255,000    | \$255,000    | \$255,000    | \$1,559,415  |
| Measure BB - Local Street & Road         | 134 (406)   | \$3,094,983  | \$4,026,015  | \$2,822,212  | \$3,688,629  | \$3,705,537  | \$17,337,376 |
| Measure BB - Bike & Ped                  | 135 (407)   | \$714,218    | \$471,297    | \$442,972    | \$77,083     | \$0          | \$1,705,570  |
| Streetlight Assmt District               | 142 (470)   | \$416,608    | \$443,026    | \$199,660    | \$392,798    | \$392,798    | \$1,844,890  |
| UC Settlement (LRDP)                     | 147 (489)   | \$0          | \$21,219     | \$555,128    | \$160,829    | \$0          | \$737,176    |
| Measure T1 Infrastructure Bond           | 511 (607)   | \$3,452,571  | \$0          | \$2,000,000  | \$2,000,000  | \$1,000,000  | \$8,452,571  |
| Capital Improvement Fund                 | 501 (610)   | \$5,743,662  | \$6,770,000  | \$5,510,000  | \$5,510,000  | \$5,510,000  | \$29,043,662 |
| Bay Area Air Quality Management District | 338 (613)   | \$60,000     | \$60,000     | \$60,000     | \$0          | \$0          | \$180,000    |
| MTC                                      | 339 (614)   | \$0          | \$125,000    | \$125,000    | \$0          | \$0          | \$250,000    |
| Private Party Sidewalks                  | 149 (642)   | \$100,000    | \$100,000    | \$100,000    | \$100,000    | \$100,000    | \$500,000    |
| Caltrans                                 | 344 (674)   | \$2,143,842  | \$3,566,160  | \$4,290,900  | \$1,836,300  | \$0          | \$11,837,202 |
| Zero Waste Fund                          | 601 (820)   | \$2,005,328  | \$4,329,938  | \$4,239,836  | \$1,650,031  | \$25,360,532 | \$37,585,665 |
| Sanitary Sewer Rehabilitation            | 611 (830)   | \$17,265,619 | \$20,019,884 | \$20,738,750 | \$17,478,631 | \$20,003,551 | \$95,506,435 |
| Clean Storm Water                        | 616 (831)   | \$1,729,239  | \$1,785,000  | \$927,500    | \$495,000    | \$1,875,000  | \$6,811,739  |
| Off-Street Parking                       | 627 (835)   | \$800,000    | \$0          | \$0          | \$0          | \$0          | \$800,000    |
| Parking Meter Fund                       | 631 (840)   | \$350,000    | \$0          | \$0          | \$0          | \$0          | \$350,000    |

Fund balance discrepancies are due to unallocated/contingency projects or debt service payments

**Parks, Recreation and Waterfront**  
**2020 - 2024 Capital Improvement Program**  
**Summary Fund Source and Use Report**

| <b>Fund Name</b>                | <b>Fund Number</b> | <b>FY 2020</b> | <b>FY 2021</b> | <b>FY 2022</b> | <b>FY 2023</b> | <b>FY 2024</b> | <b>5 Year Total</b> |
|---------------------------------|--------------------|----------------|----------------|----------------|----------------|----------------|---------------------|
| <b>Camps Fund</b>               | <b>125 (330)</b>   | \$50,650,129   | \$1,699,713    | \$722,123      | \$99,464       | \$0            | \$53,171,429        |
| <b>Parks Tax Fund</b>           | <b>138 (450)</b>   | \$1,000,000    | \$1,000,000    | \$1,000,000    | \$1,000,000    | \$1,000,000    | \$5,000,000         |
| <b>Capital Improvement Fund</b> | <b>501 (610)</b>   | \$400,000      | \$400,000      | \$400,000      | \$400,000      | \$400,000      | \$2,000,000         |
| <b>Measure T1</b>               | <b>511 (607)</b>   | \$11,313,678   | \$1,149,457    | \$0            | \$0            | \$0            | \$12,463,135        |
| <b>Marina Fund</b>              | <b>608 (825)</b>   | \$350,000      | \$350,000      | \$350,000      | \$350,000      | \$350,000      | \$1,750,000         |

Fund balance discrepancies are due to unallocated/contingency projects or debt service payments

2020 - 2024 Capital Improvement Program

Fund Name: General Fund

Fund Source and Use Report

Fund Number 011 (010)

Fund Description: The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use.

|                               | FY 2020          | FY 2021    | FY 2022    | FY 2023    | FY 2024    | 5 Year Total     |
|-------------------------------|------------------|------------|------------|------------|------------|------------------|
| <b>Source of Funds</b>        |                  |            |            |            |            |                  |
| Beginning Balance             | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Available Capital Funding     | \$600,000        | \$0        | \$0        | \$0        | \$0        | \$600,000        |
| <b>Total Sources of Funds</b> | <b>\$600,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$600,000</b> |

**Project Number**      **Capital Proposal Name**

|                                                                                    |           |  |           |
|------------------------------------------------------------------------------------|-----------|--|-----------|
|                                                                                    | \$600,000 |  | \$600,000 |
| EV Charging Station at Corp Yard and Marina (Alternative fuel vehicle replacement) |           |  |           |

|                            |                  |            |            |            |            |                  |
|----------------------------|------------------|------------|------------|------------|------------|------------------|
| <b>Total Uses of Funds</b> | <b>\$600,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$600,000</b> |
| <b>Ending Fund Balance</b> | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |                  |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: State Transportation Tax

Fund Number 127 (369)

Fund Description: Funding apportioned to the City from the State-collected Gas Taxes, including Gas Excise Tax, for street maintenance, construction, and related engineering.

|                               | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>Source of Funds</b>        |                  |                  |                  |                  |                  |                    |
| Beginning Balance             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Available Capital Funding     | \$665,303        | \$747,584        | \$665,303        | \$665,303        | \$665,303        | \$3,408,796        |
| <b>Total Sources of Funds</b> | <b>\$665,303</b> | <b>\$747,584</b> | <b>\$665,303</b> | <b>\$665,303</b> | <b>\$665,303</b> | <b>\$3,408,796</b> |

Capital

| Project Number | Proposal Name                                       | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|----------------|-----------------------------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| 14TP05         | Traffic Calming Devices Replacement and Maintenance | \$70,000         | \$70,000         | \$70,000         | \$70,000         | \$70,000         | \$350,000          |
| 14ST06         | Shattuck Reconfiguration Project                    | \$0              | \$82,281         | \$0              | \$0              | \$0              | \$82,281           |
|                | Street Rehab                                        | \$495,303        | \$495,303        | \$495,303        | \$495,303        | \$495,303        | \$2,476,515        |
|                | Sidewalk Program                                    | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$500,000          |
|                | <b>Total Uses of Funds</b>                          | <b>\$665,303</b> | <b>\$747,584</b> | <b>\$665,303</b> | <b>\$665,303</b> | <b>\$665,303</b> | <b>\$3,408,796</b> |
|                | <b>Ending Fund Balance</b>                          | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |                    |



2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: SB1 (Road Maintenance & Rehabilitation)

Fund Number 127 (369)

Fund Description: Funding apportioned to the City from the State-collected Gas Taxes, including Gas Excise Tax, for street maintenance, construction, and related engineering.

|                               | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024            | 5 Year Total       |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Source of Funds</b>        |                    |                    |                    |                    |                    |                    |
| Beginning Balance             | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| Available Capital Funding     | \$1,500,000        | \$1,700,000        | \$1,700,000        | \$2,000,000        | \$2,000,000        | \$8,900,000        |
| <b>Total Sources of Funds</b> | <b>\$1,500,000</b> | <b>\$1,700,000</b> | <b>\$1,700,000</b> | <b>\$2,000,000</b> | <b>\$2,000,000</b> | <b>\$8,900,000</b> |

Capital

| Project Number | Proposal Name              | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024            | 5 Year Total       |
|----------------|----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                | Street Rehab               | \$1,500,000        | \$1,700,000        | \$1,700,000        | \$2,000,000        | \$2,000,000        | \$8,900,000        |
|                | <b>Total Uses of Funds</b> | <b>\$1,500,000</b> | <b>\$1,700,000</b> | <b>\$1,700,000</b> | <b>\$2,000,000</b> | <b>\$2,000,000</b> | <b>\$8,900,000</b> |
|                | <b>Ending Fund Balance</b> | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                    |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Measure B - Local Street & Road

Fund Number 130 (391)

Fund Description: Measure B Funding apportioned to the City from Alameda County Transportation Commission. Fund sunsets in FY 2020, but will be continued via increased allocations via Measure BB funds

|                               | FY 2020          | FY 2021            | FY 2022          | FY 2023    | FY 2024    | 5 Year Total       |
|-------------------------------|------------------|--------------------|------------------|------------|------------|--------------------|
| <b>Source of Funds</b>        |                  |                    |                  |            |            |                    |
| Beginning Balance             | \$0              | \$0                | \$0              | \$0        | \$0        | \$0                |
| Available Capital Funding     | \$850,000        | \$1,892,654        | \$850,000        | \$0        | \$0        | \$3,592,654        |
| <b>Total Sources of Funds</b> | <b>\$850,000</b> | <b>\$1,892,654</b> | <b>\$850,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,592,654</b> |

Capital

| Project Number | Proposal Name                                           | FY 2020          | FY 2021            | FY 2022          | FY 2023    | FY 2024    | 5 Year Total       |
|----------------|---------------------------------------------------------|------------------|--------------------|------------------|------------|------------|--------------------|
| 13TM01         | Pavement Marking Program                                | \$150,000        | \$150,000          | \$150,000        | \$0        | \$0        | \$450,000          |
| 14ST06         | Shattuck Reconfiguration Project                        | \$0              | \$189,442          | \$0              | \$0        | \$0        | \$189,442          |
| 15TP06         | Sacramento/Hopkins & Sacramento/Allston Traffic Signals | \$0              | \$2,583            | \$0              | \$0        | \$0        | \$2,583            |
| 18BP03         | Sacramento St/North Berkeley BART Complete Sts          | \$0              | \$550,629          | \$0              | \$0        | \$0        | \$550,629          |
|                | Street Rehab                                            | \$700,000        | \$1,000,000        | \$700,000        |            |            | \$2,400,000        |
|                | <b>Total Uses of Funds</b>                              | <b>\$850,000</b> | <b>\$1,892,654</b> | <b>\$850,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,592,654</b> |
|                | <b>Ending Fund Balance</b>                              | <b>\$0</b>       | <b>\$0</b>         | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> |                    |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Measure B - Bike & Ped

Fund Number 131 (392)

Fund Description: Measure B Funding apportioned to the City from Alameda County Transportation Commission. Fund sunsets in FY 2020, but will be continued via increased allocations via Measure BB funds

FY 2020      FY 2021      FY 2022      FY 2023      FY 2024      5 Year Total

| <u>Source of Funds</u>        |                  |                  |                  |            |            |                  |
|-------------------------------|------------------|------------------|------------------|------------|------------|------------------|
| Beginning Balance             | \$0              | \$0              | \$0              | \$0        | \$0        | \$0              |
| Available Capital Funding     | \$117,517        | \$359,023        | \$203,882        | \$0        | \$0        | \$680,422        |
| <b>Total Sources of Funds</b> | <b>\$117,517</b> | <b>\$359,023</b> | <b>\$203,882</b> | <b>\$0</b> | <b>\$0</b> | <b>\$680,422</b> |

Capital

| Project Number | Proposal Name                                                                  |                  |                  |                  |            |            |                  |
|----------------|--------------------------------------------------------------------------------|------------------|------------------|------------------|------------|------------|------------------|
| 18BP02         | Milvia Bikeway Project                                                         | \$76,000         | \$345,690        | \$0              | \$0        | \$0        | \$421,690        |
|                | Citywide Bicycle Parking                                                       | \$13,334         | \$13,333         | \$13,333         | \$0        | \$0        | \$40,000         |
|                | Transportation Impact Fee Nexus Study & Transportation Impact Study Guidelines | \$28,183         | \$0              | \$0              | \$0        | \$0        | \$28,183         |
|                | Bike & Ped CIP (Unprogrammed)                                                  | \$0              | \$0              | \$190,549        | \$0        | \$0        | \$190,549        |
|                | <b>Total Uses of Funds</b>                                                     | <b>\$117,517</b> | <b>\$359,023</b> | <b>\$203,882</b> | <b>\$0</b> | <b>\$0</b> | <b>\$680,422</b> |
|                | <b>Ending Fund Balance</b>                                                     | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> |                  |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Measure F -  
Ala Ct VRF St & Rd

Fund Number 133 (397)

Fund Description: Revenue is generated from a vehicle registration fee in Alameda County to sustain the County's transportation network and reduce traffic congestion and vehicle related pollution.

|                               | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>Source of Funds</b>        |                  |                  |                  |                  |                  |                    |
| Beginning Balance             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Available Capital Funding     | \$259,948        | \$534,467        | \$255,000        | \$255,000        | \$255,000        | \$1,559,415        |
| <b>Total Sources of Funds</b> | <b>\$259,948</b> | <b>\$534,467</b> | <b>\$255,000</b> | <b>\$255,000</b> | <b>\$255,000</b> | <b>\$1,559,415</b> |

**Capital**

| Project Number | Proposal Name                                            | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|----------------|----------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| 14ST06         | Shattuck Reconfiguration Project                         | \$0              | \$279,467        | \$0              | \$0              | \$0              | \$279,467          |
| 09TM18         | San Pablo/Ashby Intersection Traffic Signal Improvements | \$4,948          | \$0              | \$0              | \$0              | \$0              | \$4,948            |
|                | Traffic Signals Improvement (Unallocated)                |                  |                  |                  |                  |                  | \$0                |
|                | Sidewalk Program                                         | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$500,000          |
|                | Street Rehab (Complete Streets)                          | \$155,000        | \$155,000        | \$155,000        | \$155,000        | \$155,000        | \$775,000          |
|                | <b>Total Uses of Funds</b>                               | <b>\$259,948</b> | <b>\$534,467</b> | <b>\$255,000</b> | <b>\$255,000</b> | <b>\$255,000</b> | <b>\$1,559,415</b> |
|                | <b>Ending Fund Balance</b>                               | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |                    |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Measure BB - Local Street & Road

Fund Number 134 (406)

Fund Description: Measure BB Funding apportioned to the City from Alameda County Transportation Commission.

|                               | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024            | 5 Year Total        |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Source of Funds</b>        |                    |                    |                    |                    |                    |                     |
| Beginning Balance             | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Available Capital Funding     | \$3,094,983        | \$4,026,015        | \$2,822,212        | \$3,688,629        | \$3,705,537        | \$17,337,375        |
| <b>Total Sources of Funds</b> | <b>\$3,094,983</b> | <b>\$4,026,015</b> | <b>\$2,822,212</b> | <b>\$3,688,629</b> | <b>\$3,705,537</b> | <b>\$17,337,375</b> |

**Capital**

| Project Number | Proposal Name                                                                  | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024            | 5 Year Total        |
|----------------|--------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| 14ST06         | Shattuck Reconfiguration Project                                               | \$0                | \$567,324          | \$0                | \$0                | \$0                | \$567,324           |
| 13TP01         | Traffic Calming Program                                                        | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$250,000           |
| 13TM01         | Pavement Marking Program                                                       | \$50,000           | \$50,000           | \$50,000           | \$200,000          | \$200,000          | \$550,000           |
| 09TM18         | San Pablo/Ashby Intersection Traffic Signal Improvements                       | \$76,000           | \$0                | \$0                | \$0                | \$0                | \$76,000            |
| 15TP06         | Sacramento/Hopkins & Sacramento/Allston Traffic Signals                        | \$0                | \$952,417          | \$0                | \$0                | \$0                | \$952,417           |
| 16TP06         | Traffic Signal Maintenance                                                     | \$515,800          | \$531,274          | \$547,212          | \$563,629          | \$580,537          | \$2,738,452         |
|                | Transportation Impact Fee Nexus Study & Transportation Impact Study Guidelines | \$28,183           | \$0                | \$0                | \$0                | \$0                | \$28,183            |
|                | Bike & Ped CIP (Contingency)                                                   | \$75,000           | \$75,000           | \$75,000           | \$75,000           | \$75,000           | \$375,000           |
|                | Sidewalk Program                                                               | \$100,000          | \$100,000          | \$100,000          | \$100,000          | \$100,000          | \$500,000           |
|                | Street Rehab                                                                   | \$2,200,000        | \$1,700,000        | \$2,000,000        | \$2,700,000        | \$2,700,000        | \$11,300,000        |
|                | <b>Total Uses of Funds</b>                                                     | <b>\$3,094,983</b> | <b>\$4,026,015</b> | <b>\$2,822,212</b> | <b>\$3,688,629</b> | <b>\$3,705,537</b> | <b>\$17,337,375</b> |
|                | <b>Ending Fund Balance</b>                                                     | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                     |

2020 - 2024 Capital Improvement Program

Fund Name: Measure BB - Bike & Ped Fund Source and Use Report

Fund Number 135 (407)

Fund Description: Measure BB Funding apportioned to the City from Alameda County Transportation Commission.

|                               | FY 2020          | FY 2021          | FY 2022          | FY 2023         | FY 2024    | 5 Year Total       |
|-------------------------------|------------------|------------------|------------------|-----------------|------------|--------------------|
| <b>Source of Funds</b>        |                  |                  |                  |                 |            |                    |
| Beginning Balance             | \$0              | \$0              | \$0              | \$0             | \$0        | \$0                |
| Available Capital Funding     | \$714,218        | \$471,297        | \$442,972        | \$77,083        | \$0        | \$1,705,570        |
| <b>Total Sources of Funds</b> | <b>\$714,218</b> | <b>\$471,297</b> | <b>\$442,972</b> | <b>\$77,083</b> | <b>\$0</b> | <b>\$1,705,570</b> |

**Capital**

| Project Number | Proposal Name                                            | FY 2020          | FY 2021          | FY 2022          | FY 2023         | FY 2024    | 5 Year Total       |
|----------------|----------------------------------------------------------|------------------|------------------|------------------|-----------------|------------|--------------------|
| 14ST06         | Shattuck Reconfiguration Project                         | \$118,354        | \$31,646         | \$0              | \$0             | \$0        | \$150,000          |
| 17BP07         | Ninth Street Pathway Phase II                            | \$83,557         | \$0              | \$0              | \$0             | \$0        | \$83,557           |
| 18BP02         | Milvia Bikeway Project                                   | \$0              | \$0              | \$416,310        | \$0             | \$0        | \$416,310          |
| 09TM18         | San Pablo/Ashby Intersection Traffic Signal Improvements | \$212,390        | \$0              | \$0              | \$0             | \$0        | \$212,390          |
| 18BP03         | Sacramento St/North Berkeley BART Complete Sts           | \$273,253        | \$412,987        | \$0              | \$0             | \$0        | \$686,240          |
| 17TP01         | Southside Complete Streets                               | \$0              | \$0              | \$0              | \$77,083        | \$0        | \$77,083           |
|                | Citywide Bicycle Parking                                 | \$26,664         | \$26,664         | \$26,662         | \$0             | \$0        | \$79,990           |
|                | <b>Total Uses of Funds</b>                               | <b>\$714,218</b> | <b>\$471,297</b> | <b>\$442,972</b> | <b>\$77,083</b> | <b>\$0</b> | <b>\$1,705,570</b> |
|                | <b>Ending Fund Balance</b>                               | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>      | <b>\$0</b> |                    |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Streetlight Assmt District

Fund Number 142 (470)

Fund Description: Street lighting special assessment district to be used for maintenance and/or servicing of existing and future public lighting facilities, and the installation or construction of public lighting for the maintenance of servicing thereof.

|                               | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>Source of Funds</b>        |                  |                  |                  |                  |                  |                    |
| Beginning Balance             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Available Capital Funding     | \$416,608        | \$443,026        | \$199,660        | \$392,798        | \$392,798        | \$1,844,890        |
| <b>Total Sources of Funds</b> | <b>\$416,608</b> | <b>\$443,026</b> | <b>\$199,660</b> | <b>\$392,798</b> | <b>\$392,798</b> | <b>\$1,844,890</b> |

Capital

| Project Number | Proposal Name              | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|----------------|----------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
|                | City Streetlight Program   | \$416,608        | \$443,026        | \$199,660        | \$392,798        | \$392,798        | \$1,844,890        |
|                | <b>Total Uses of Funds</b> | <b>\$416,608</b> | <b>\$443,026</b> | <b>\$199,660</b> | <b>\$392,798</b> | <b>\$392,798</b> | <b>\$1,844,890</b> |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: UC Settlement (LRDP)

Fund Number 147 (489)

Fund Description:

|                               | FY 2020    | FY 2021         | FY 2022          | FY 2023          | FY 2024    | 5 Year Total     |
|-------------------------------|------------|-----------------|------------------|------------------|------------|------------------|
| <b>Source of Funds</b>        |            |                 |                  |                  |            |                  |
| Beginning Balance             | \$0        | \$0             | \$0              | \$0              | \$0        | \$0              |
| Available Capital Funding     | \$0        | \$21,219        | \$555,128        | \$160,829        | \$0        | \$737,177        |
| <b>Total Sources of Funds</b> | <b>\$0</b> | <b>\$21,219</b> | <b>\$555,128</b> | <b>\$160,829</b> | <b>\$0</b> | <b>\$737,177</b> |

Capital

| Project Number | Proposal Name              | FY 2020    | FY 2021         | FY 2022          | FY 2023          | FY 2024    | 5 Year Total     |
|----------------|----------------------------|------------|-----------------|------------------|------------------|------------|------------------|
| 17TP01         | Southside Complete Streets | \$0        | \$21,219        | \$555,128        | \$160,829        | \$0        | \$737,177        |
|                | <b>Total Uses of Funds</b> | <b>\$0</b> | <b>\$21,219</b> | <b>\$555,128</b> | <b>\$160,829</b> | <b>\$0</b> | <b>\$737,177</b> |
|                | <b>Ending Fund Balance</b> | <b>\$0</b> | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b> |                  |



## Fund Source and Use Report

**Fund Name:** Measure T1 Infrastructure Bond

**Fund Number:** 511 (607)

**Fund Description:** Measure T1 Infrastructure Bond Funding

|                               | FY 2020            | FY 2021          | FY 2022          | FY 2023             | FY 2024             | 5 Year Total     |
|-------------------------------|--------------------|------------------|------------------|---------------------|---------------------|------------------|
| <b>Source of Funds</b>        |                    |                  |                  |                     |                     |                  |
| Beginning Balance             | \$656,421          | \$656,421        | \$656,421        | -\$1,343,579        | -\$3,343,579        | -\$2,717,895     |
| Available Capital Funding     | \$3,452,571        |                  |                  |                     |                     | \$3,452,571      |
| <b>Total Sources of Funds</b> | <b>\$4,108,992</b> | <b>\$656,421</b> | <b>\$656,421</b> | <b>-\$1,343,579</b> | <b>-\$3,343,579</b> | <b>\$734,676</b> |

**Capital**

| Project Number                       | Proposal Name                                |                    |                  |                     |                     |                     |
|--------------------------------------|----------------------------------------------|--------------------|------------------|---------------------|---------------------|---------------------|
| <a href="#"><u>T1PW01/18CB01</u></a> | North Berkeley Senior Center                 | \$0                |                  |                     | \$0                 |                     |
| <a href="#"><u>T1PW02</u></a>        | Old City Hall                                | \$0                |                  |                     | \$0                 |                     |
| <a href="#"><u>T1PW03</u></a>        | Veterans Buildings                           | \$148,215          |                  |                     | \$148,215           |                     |
| <a href="#"><u>T1PW05</u></a>        | Berkeley Rose Garden Drainage                | \$679,239          |                  |                     | \$679,239           |                     |
| <a href="#"><u>T1PW07/T1PW08</u></a> | T1 Streets                                   | \$2,554,888        |                  |                     | \$2,554,888         |                     |
| <a href="#"><u>T1PW09</u></a>        | Corporation Yard                             | \$50,467           |                  |                     | \$50,467            |                     |
| <a href="#"><u>T1PW11</u></a>        | Berkeley (Ann Chandler) Public Health Clinic | \$0                |                  |                     |                     |                     |
| <a href="#"><u>14CB05</u></a>        | Mental Health Building Renovation/Clinic     | \$0                |                  |                     |                     |                     |
| <a href="#"><u>PSB</u></a>           | Public Safety Building                       | \$19,762           |                  |                     | \$19,762            |                     |
|                                      | * Sidewalk 50/50 Program Catch-Up            |                    | \$2,000,000      | \$2,000,000         | \$1,000,000         |                     |
|                                      |                                              |                    |                  |                     | \$5,000,000         |                     |
|                                      | <b>Total Uses of Funds</b>                   | <b>\$3,452,571</b> | <b>\$0</b>       | <b>\$2,000,000</b>  | <b>\$2,000,000</b>  | <b>\$1,000,000</b>  |
|                                      | <b>Ending Fund Balance</b>                   | <b>\$656,421</b>   | <b>\$656,421</b> | <b>-\$1,343,579</b> | <b>-\$3,343,579</b> | <b>-\$4,343,579</b> |

\*Negative balances are shown for FY 2022, FY 2023 and FY 2024 because funding is proposed from the second phase of T1 bond monies. Approval for the use of these funds has not been determined.

## 2020 - 2024 Capital Improvement Program

### Fund Source and Use Report

Fund Name: Capital Improvement Fund

Fund Number 501 (610)

Fund Description:

|                               | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024            | 5 Year Total        |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Source of Funds</b>        |                    |                    |                    |                    |                    |                     |
| Beginning Balance             | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                 |
| Available Capital Funding     | \$5,743,662        | \$6,770,000        | \$5,510,000        | \$5,510,000        | \$5,510,000        | \$29,043,662        |
| <b>Total Sources of Funds</b> | <b>\$5,743,662</b> | <b>\$6,770,000</b> | <b>\$5,510,000</b> | <b>\$5,510,000</b> | <b>\$5,510,000</b> | <b>\$29,043,662</b> |

**Capital**

| Project Number | Proposal Name                                            |           |             |             |             |             |             |
|----------------|----------------------------------------------------------|-----------|-------------|-------------|-------------|-------------|-------------|
| 13TP01         | Traffic Calming Program                                  | \$50,000  | \$50,000    | \$50,000    | \$50,000    | \$50,000    | \$250,000   |
| 09TM18         | San Pablo/Ashby Intersection Traffic Signal Improvements | \$606,662 | \$0         | \$0         | \$0         | \$0         | \$606,662   |
| 18BP03         | Sacramento St/North Berkeley BART Complete Sts           | \$47,000  | \$0         | \$0         | \$0         | \$0         | \$47,000    |
|                | Buidling Assessment (continuous)                         | \$70,000  | \$73,500    | \$74,900    | \$78,645    | \$82,577    | \$379,622   |
|                | Civic Center Carpet Replacement                          | \$440,000 | \$462,000   | \$485,100   |             |             | \$1,387,100 |
|                | Fire Station 6 Drill Tower                               | \$45,000  |             |             |             |             | \$45,000    |
|                | ADA Transition Plan Implementation                       |           | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$4,000,000 |
|                | Hazmat Storage Upgrade                                   | \$35,000  |             |             |             |             | \$35,000    |
|                | Marina Parking Enforcement/Traffic PD and Parking Lot    | \$250,000 |             |             |             |             | \$250,000   |

## 2020 - 2024 Capital Improvement Program

### Fund Source and Use Report

|                                           |                                             |                    |                    |                    |                    |                     |
|-------------------------------------------|---------------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Fund Name:</b>                         | <b>Capital Improvement Fund (Continued)</b> |                    |                    |                    |                    |                     |
| <b>Fund Number</b>                        | <b>501 (610)</b>                            |                    |                    |                    |                    |                     |
| Roof Replacement                          | \$290,000                                   | \$240,000          | \$240,000          | \$240,000          | \$240,000          | \$1,250,000         |
| ADA Building Improvements                 | \$100,000                                   | \$100,000          | \$100,000          | \$100,000          | \$100,000          | \$500,000           |
| Emergency Building Repairs                |                                             | \$24,500           |                    | \$421,355          | \$417,423          | \$863,278           |
| Deferred Building Maintenance             |                                             |                    |                    | \$60,000           | \$60,000           | \$120,000           |
| Undergrounding District 48 - Grizzly Peak | \$250,000                                   | \$260,000          |                    |                    |                    | \$510,000           |
| Sidewalk Program (baseline)               | \$635,000                                   | \$635,000          | \$635,000          | \$635,000          | \$635,000          | \$3,175,000         |
| Sidewalk Program (proposed)               | \$1,000,000                                 | \$2,000,000        | \$1,000,000        | \$1,000,000        | \$1,000,000        | \$6,000,000         |
| Street Rehab                              | \$1,925,000                                 | \$1,925,000        | \$1,925,000        | \$1,925,000        | \$1,925,000        | \$9,625,000         |
| <b>Total Uses of Funds</b>                | <b>\$5,743,662</b>                          | <b>\$6,770,000</b> | <b>\$5,510,000</b> | <b>\$5,510,000</b> | <b>\$5,510,000</b> | <b>\$29,043,662</b> |
| <b>Ending Fund Balance</b>                | <b>\$0</b>                                  | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |                     |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Bay Area Air Quality Management District

Fund Number 338 (613)

Fund Description:

|                               | FY 2020         | FY 2021         | FY 2022         | FY 2023    | FY 2024    | 5 Year Total     |
|-------------------------------|-----------------|-----------------|-----------------|------------|------------|------------------|
| <b>Source of Funds</b>        |                 |                 |                 |            |            |                  |
| Beginning Balance             | \$0             | \$0             | \$0             | \$0        | \$0        | \$0              |
| Available Capital Funding     | \$60,000        | \$60,000        | \$60,000        | \$0        | \$0        | \$180,000        |
| <b>Total Sources of Funds</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$180,000</b> |

Capital

| Project Number | Proposal Name              | FY 2020         | FY 2021         | FY 2022         | FY 2023    | FY 2024    | 5 Year Total     |
|----------------|----------------------------|-----------------|-----------------|-----------------|------------|------------|------------------|
|                | Citywide Bicycle Parking   | \$60,000        | \$60,000        | \$60,000        | \$0        | \$0        | \$180,000        |
|                | <b>Total Uses of Funds</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$60,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$180,000</b> |
|                | <b>Ending Fund Balance</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b> | <b>\$0</b> |                  |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: MTC

Fund Number 339 (614)

Fund Description:

|                               | FY 2020    | FY 2021          | FY 2022          | FY 2023    | FY 2024    | 5 Year Total     |
|-------------------------------|------------|------------------|------------------|------------|------------|------------------|
| <b>Source of Funds</b>        |            |                  |                  |            |            |                  |
| Beginning Balance             | \$0        | \$0              | \$0              | \$0        | \$0        | \$0              |
| Available Capital Funding     | \$0        | \$125,000        | \$125,000        | \$0        | \$0        | \$250,000        |
| <b>Total Sources of Funds</b> | <b>\$0</b> | <b>\$125,000</b> | <b>\$125,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$250,000</b> |

Capital

Project Number

Proposal Name

|                            |            |                  |                  |            |            |                  |
|----------------------------|------------|------------------|------------------|------------|------------|------------------|
| Bicycle Plan 2022          | \$0        | \$125,000        | \$125,000        | \$0        | \$0        | \$250,000        |
| <b>Total Uses of Funds</b> | <b>\$0</b> | <b>\$125,000</b> | <b>\$125,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$250,000</b> |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Private Party Sidewalks

Fund Number 149 (642)

Fund Description:

|                               | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total     |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Source of Funds</b>        |                  |                  |                  |                  |                  |                  |
| Beginning Balance             | \$0              | \$0              | \$0              | \$0              | \$0              | \$0              |
| Available Capital Funding     | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$500,000        |
| <b>Total Sources of Funds</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$500,000</b> |

Capital

| Project Number | Proposal Name              | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total     |
|----------------|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                | Sidewalk 50/50 Program     | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$100,000        | \$500,000        |
|                | <b>Total Uses of Funds</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$500,000</b> |
|                | <b>Ending Fund Balance</b> | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       |                  |

## 2020 - 2024 Capital Improvement Program

### Fund Source and Use Report

Fund Name: Caltrans

Fund Number 344 (674)

Fund Description:

|                               | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024    | 5 Year Total        |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|------------|---------------------|
| <b>Source of Funds</b>        |                    |                    |                    |                    |            |                     |
| Beginning Balance             | \$0                | \$0                | \$0                | \$0                | \$0        | \$0                 |
| Available Capital Funding     | \$2,143,842        | \$3,566,160        | \$4,290,900        | \$1,836,300        | \$0        | \$11,837,202        |
| <b>Total Sources of Funds</b> | <b>\$2,143,842</b> | <b>\$3,566,160</b> | <b>\$4,290,900</b> | <b>\$1,836,300</b> | <b>\$0</b> | <b>\$11,837,202</b> |

**Capital**

| Project Number | Proposal Name                                  |                    |                    |                    |                    |            |                     |
|----------------|------------------------------------------------|--------------------|--------------------|--------------------|--------------------|------------|---------------------|
| 18BP02         | Milvia Bikeway Project                         | \$273,000          | \$3,072,800        | \$6,200            | \$0                | \$0        | \$3,352,000         |
| 18BP03         | Sacramento St/North Berkeley BART Complete Sts | \$1,364,202        | \$0                | \$0                | \$0                | \$0        | \$1,364,202         |
| 17TP01         | Southside Complete Streets                     | \$506,640          | \$493,360          | \$4,284,700        | \$1,836,300        | \$0        | \$7,121,000         |
|                | <b>Total Uses of Funds</b>                     | <b>\$2,143,842</b> | <b>\$3,566,160</b> | <b>\$4,290,900</b> | <b>\$1,836,300</b> | <b>\$0</b> | <b>\$11,837,202</b> |
|                | <b>Ending Fund Balance</b>                     | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b> |                     |

## 2020 - 2024 Capital Improvement Program

### Fund Source and Use Report

Fund Name: Zero Waste Fund

Fund Number 601 (820)

Fund Description:

|                               | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024             | 5 Year Total        |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Source of Funds</b>        |                    |                    |                    |                    |                     |                     |
| Beginning Balance             | \$0                | \$0                | \$0                | \$0                | \$0                 | \$0                 |
| Available Capital Funding     | \$2,005,328        | \$4,329,938        | \$4,239,836        | \$1,650,031        | \$25,360,532        | \$37,585,665        |
| <b>Total Sources of Funds</b> | <b>\$2,005,328</b> | <b>\$4,329,938</b> | <b>\$4,239,836</b> | <b>\$1,650,031</b> | <b>\$25,360,532</b> | <b>\$37,585,665</b> |

| <b>Project Number</b> | <b>Capital Proposal Name</b>                             | FY 2020            | FY 2021            | FY 2022            | FY 2023            | FY 2024             | 5 Year Total        |
|-----------------------|----------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
|                       | Transfer Station-- CEQA Process                          | \$1,200,000        | \$3,000,000        | \$800,000          |                    |                     | \$5,000,000         |
|                       | Transfer Station-- GeoTech Work                          | \$100,000          | \$700,000          | \$200,000          |                    |                     | \$1,000,000         |
|                       | Transfer Station-- Final Design Work                     |                    | \$300,000          | \$2,900,000        | \$800,000          |                     | \$4,000,000         |
|                       | Transfer Station-- Construction                          |                    |                    |                    | \$500,000          | \$25,000,000        | \$25,500,000        |
|                       | Landfill Postclosure Monitoring (routine)                | \$167,000          | \$172,010          | \$177,170          | \$182,485          | \$187,960           | \$886,625           |
|                       | Closed Landfill Maintenance and Monitoring (non-routine) | \$153,328          | \$157,928          | \$162,666          | \$167,546          | \$172,572           | \$814,040           |
|                       | AirCo. Building ("City Facility")                        | \$385,000          |                    |                    |                    |                     | \$385,000           |
|                       | <b>Total Uses of Funds</b>                               | <b>\$2,005,328</b> | <b>\$4,329,938</b> | <b>\$4,239,836</b> | <b>\$1,650,031</b> | <b>\$25,360,532</b> | <b>\$37,585,665</b> |
|                       | <b>Ending Fund Balance</b>                               | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>          |                     |



## 2020 - 2024 Capital Improvement Program Fund Source and Use Report

Fund Name: Sanitary Sewer Rehabilitation

Fund Number 611 (830)

Fund Description: Rehabilitate sanitary sewer mains and the associated manholes, sewer laterals and related work

|                               | FY 2020             | FY 2021             | FY 2022             | FY 2023             | FY 2024             | 5 Year Total        |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Source of Funds</b>        |                     |                     |                     |                     |                     |                     |
| Beginning Balance             | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 | \$0                 |
| Available Capital Funding     | \$17,265,619        | \$20,019,884        | \$20,738,750        | \$17,478,631        | \$20,003,551        | \$95,506,435        |
| <b>Total Sources of Funds</b> | <b>\$17,265,619</b> | <b>\$20,019,884</b> | <b>\$20,738,750</b> | <b>\$17,478,631</b> | <b>\$20,003,551</b> | <b>\$95,506,435</b> |

**Capital**

| Project Number | Proposal Name                     |             |             |  |             |
|----------------|-----------------------------------|-------------|-------------|--|-------------|
| 20SR01         | San Pablo (City's Limit to Limit) | \$3,256,112 |             |  | \$3,256,112 |
| 20SR02         | Neilson, Berryman, et al          | \$4,515,649 |             |  | \$4,515,649 |
| 20SR03         | Seawall Dr, Seventh St, et al     | \$5,099,864 |             |  | \$5,099,864 |
| 20SR04         | West Frontage (Caltrans ROW)      | \$182,617   | \$494,472   |  | \$677,089   |
| 20SR05         | Urgent Repairs FY 2020            | \$503,457   |             |  | \$503,457   |
| 20SR06         | MH Rehab FY 2020                  | \$503,457   |             |  | \$503,457   |
| 21SR01         | Parker St, MLK Wy, et al          | \$1,035,441 | \$6,398,497 |  | \$7,433,939 |
| 21SR02         | MLK Wy, Cedar St, et al           | \$782,526   | \$4,835,608 |  | \$5,618,133 |
| 21SR03         | Walnut St, The Alameda, et al     | \$593,927   | \$3,670,163 |  | \$4,264,089 |
| 21SR04         | Urgent Repairs FY 2021            | \$84,731    | \$523,595   |  | \$608,326   |
| 21SR05         | MH Rehab FY 2021                  | \$84,731    | \$523,595   |  | \$608,326   |

**Fund Name: Sanitary Sewer Rehabilitation (Continued)**

|                            |                                     |                     |                     |                     |                     |                     |                     |
|----------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 19SR08                     | Sanitary Sewer Master Plan          | \$623,106           | \$189,053           |                     |                     | \$812,159           |                     |
| 21SR06                     | Condition Assessment (CCTV) FY 2021 |                     | \$486,661           |                     |                     | \$486,661           |                     |
| 22SR01                     | Shattuck Ave (Vine - Parker)        |                     | \$1,458,943         | \$9,015,520         |                     | \$10,474,463        |                     |
| 22SR02                     | Cragmont Ave, Alvarado Rd, et al    |                     | \$708,881           | \$4,380,520         |                     | \$5,089,401         |                     |
| 22SR03                     | Euclid Ave, Grizzly Peak Blv, et al |                     | \$554,175           | \$3,424,520         |                     | \$3,978,695         |                     |
| 22SR04                     | Urgent Repair FY 2022               |                     | \$88,120            | \$544,539           |                     | \$632,660           |                     |
| 22SR05                     | MH Rehab FY 2022                    |                     | \$88,120            | \$544,539           |                     | \$632,659           |                     |
| 22SR06                     | Condition Assessment (CCTV) FY 2022 |                     |                     | \$506,128           |                     | \$506,128           |                     |
| 23SR01                     | Piedmont Ave, Woolsey St, et al     |                     |                     | \$704,887           | \$4,355,839         | \$5,060,725         |                     |
| 23SR02                     | Spruce St, Eunice St, et al         |                     |                     | \$805,011           | \$4,974,553         | \$5,779,564         |                     |
| 23SR03                     | Tanglewood Rd, La Loma Ave, et al   |                     |                     | \$629,797           | \$3,891,824         | \$4,521,621         |                     |
| 23SR04                     | Urgent Repair FY 2023               |                     |                     | \$91,645            | \$566,321           | \$657,966           |                     |
| 23SR05                     | MH Rehab FY 2023                    |                     |                     | \$91,645            | \$566,321           | \$657,966           |                     |
| 23SR06                     | Condition Assessment (CCTV) FY 2023 |                     |                     |                     | \$526,373           | \$526,373           |                     |
| 24SR01                     | Poppy Ln, Keeler Ave, et al         |                     |                     |                     | \$661,049           | \$4,084,944         | \$4,745,993         |
| 24SR02                     | Hearst Ave, Euclid Ave, et al       |                     |                     |                     | \$681,690           | \$4,212,495         | \$4,894,185         |
| 24SR03                     | Adeline St, Parnasus Rd, et al      |                     |                     |                     | \$1,064,040         | \$6,575,220         | \$7,639,260         |
| 24SR04                     | Urgent Repair FY 2024               |                     |                     |                     | \$95,311            | \$588,973           | \$684,285           |
| 24SR05                     | MH Rehab FY 2024                    |                     |                     |                     | \$95,311            | \$588,973           | \$684,285           |
| 24SR06                     | Condition Assessment (CCTV) FY 2024 |                     |                     |                     |                     | \$547,428           | \$547,428           |
| FY 2025 Design Costs       |                                     |                     |                     |                     |                     | \$3,405,518 *       | \$3,405,518         |
| <b>Total Uses of Funds</b> |                                     | <b>\$17,265,619</b> | <b>\$20,019,884</b> | <b>\$20,738,750</b> | <b>\$17,478,631</b> | <b>\$20,003,551</b> | <b>\$95,506,435</b> |
| <b>Ending Fund Balance</b> |                                     | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          |                     |

\*Only design costs for FY2025 CIP Projects to hit in FY 2024. FY 2025 CIP Projects to be included in FY2022-FY2023 CIP Budget Book.

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Clean Storm Water

Fund Number 616 (831)

Fund Description:

FY 2020      FY 2021      FY 2022      FY 2023      FY 2024      5 Year Total

| <b>Source of Funds</b>        |                    |                    |                  |                  |                    |                    |
|-------------------------------|--------------------|--------------------|------------------|------------------|--------------------|--------------------|
| Beginning Balance             | \$0                | \$0                | \$0              | \$0              | \$0                | \$0                |
| Available Capital Funding     | \$1,050,000        | \$1,785,000        | \$927,500        | \$495,000        | \$1,875,000        | \$6,132,500        |
| <b>Total Sources of Funds</b> | <b>\$1,050,000</b> | <b>\$1,785,000</b> | <b>\$927,500</b> | <b>\$495,000</b> | <b>\$1,875,000</b> | <b>\$6,132,500</b> |

| <b>Project Number</b> | <b>Capital Proposal Name</b>     |                    |                    |                  |                  |                    |                    |
|-----------------------|----------------------------------|--------------------|--------------------|------------------|------------------|--------------------|--------------------|
|                       | Storm Drain Green Infrastructure | \$225,000          | \$125,000          | \$600,000        |                  |                    | \$950,000          |
|                       | Storm Drain Planning and Studies | \$750,000          | \$525,000          | \$287,500        | \$0              | \$0                | \$1,562,500        |
|                       | Storm Drain Major Repair         | \$75,000           | \$1,135,000        | \$40,000         | \$495,000        | \$1,875,000        | \$3,620,000        |
|                       | <b>Total Uses of Funds</b>       | <b>\$1,050,000</b> | <b>\$1,785,000</b> | <b>\$927,500</b> | <b>\$495,000</b> | <b>\$1,875,000</b> | <b>\$6,132,500</b> |
|                       | <b>Ending Fund Balance</b>       | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>         |                    |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Off-Street Parking

Fund Number 627 (835)

Fund Description:

|                               | FY 2020          | FY 2021    | FY 2022    | FY 2023    | FY 2024    | 5 Year Total     |
|-------------------------------|------------------|------------|------------|------------|------------|------------------|
| <b>Source of Funds</b>        |                  |            |            |            |            |                  |
| Beginning Balance             | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Available Capital Funding     | \$800,000        | \$0        | \$0        | \$0        | \$0        | \$800,000        |
| <b>Total Sources of Funds</b> | <b>\$800,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$800,000</b> |

Capital

| Project Number | Proposal Name                                  | FY 2020          | FY 2021    | FY 2022    | FY 2023    | FY 2024    | 5 Year Total     |
|----------------|------------------------------------------------|------------------|------------|------------|------------|------------|------------------|
|                | Telegraph Channing Garage Elevator Replacement | \$800,000        | \$0        | \$0        | \$0        | \$0        | \$800,000        |
|                | <b>Total Uses of Funds</b>                     | <b>\$800,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$800,000</b> |
|                | <b>Ending Fund Balance</b>                     | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |                  |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Parking Meter Fund

Fund Number 631 (840)

Fund Description:

|                               | FY 2020          | FY 2021    | FY 2022    | FY 2023    | FY 2024    | 5 Year Total     |
|-------------------------------|------------------|------------|------------|------------|------------|------------------|
| <b>Source of Funds</b>        |                  |            |            |            |            |                  |
| Beginning Balance             | \$0              | \$0        | \$0        | \$0        | \$0        | \$0              |
| Available Capital Funding     | \$350,000        | \$0        | \$0        | \$0        | \$0        | \$350,000        |
| <b>Total Sources of Funds</b> | <b>\$350,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$350,000</b> |

| Project Number | <u>Capital</u>                                        |                  |            |            |            |                  |
|----------------|-------------------------------------------------------|------------------|------------|------------|------------|------------------|
|                | Proposal Name                                         |                  |            |            |            |                  |
|                | Marina Parking Enforcement/Traffic PD and Parking Lot | \$350,000        |            |            |            | \$350,000        |
|                | <b>Total Uses of Funds</b>                            | <b>\$350,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$350,000</b> |
|                | <b>Ending Fund Balance</b>                            | <b>\$0</b>       | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |                  |

## Fund Source and Use Report

### Camps Fund

Fund Number **125**

Fund Descrip: **Deriving revenue from registration and miscellaneous fees for the purpose of operating the City's vacation camp and day camps.**

|                           | FY 2020      | FY 2021     | FY 2022   | FY 2023  | FY 2024 | 5 Year Total |
|---------------------------|--------------|-------------|-----------|----------|---------|--------------|
| <b>Source of Funds</b>    |              |             |           |          |         |              |
| Available Capital Funding | \$50,650,129 | \$1,699,713 | \$722,123 | \$99,464 | \$0     | \$53,171,429 |

### Capital

**Project Number Proposal Name**

|                                      |                                 |                     |                    |                  |                 |            |                     |
|--------------------------------------|---------------------------------|---------------------|--------------------|------------------|-----------------|------------|---------------------|
| PRWEM16004                           | Cazadero Camp                   | \$854,306           | \$0                | \$0              | \$0             | \$0        | \$854,306           |
| 14EM01 /<br>08CP01 /<br>18CP01 / tbd | Berkeley Tuolumne<br>Camp (BTC) | \$49,795,822        | \$1,699,713        | \$722,123        | \$99,464        | \$0        | \$52,317,123        |
| <b>Total Uses of Funds</b>           |                                 | <b>\$50,650,129</b> | <b>\$1,699,713</b> | <b>\$722,123</b> | <b>\$99,464</b> | <b>\$0</b> | <b>\$53,171,429</b> |

**Ending Fund Balance**

Note: these projects will be funded by Insurance, FEMA, CalOES, and donation proceeds

### Fund Source and Use Report

Fund Name: **Parks Tax Fund- recurring capital allocation**

Fund Number **138**

Fund Descrip: **Used for maintenance and improvements of existing and future public landscaping and parks.**

|                           | FY 2020     | FY 2021     | FY 2022     | FY 2023     | FY 2024     | 5 Year Total |
|---------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| <b>Source of Funds</b>    |             |             |             |             |             |              |
| Available Capital Funding | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$5,000,000  |

**Capital**

**Project Number Proposal Name**

|                                                     |                                                          |                    |                    |                    |                    |                    |                    |
|-----------------------------------------------------|----------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| na                                                  | Gilman Reserve/ Facility Assmt./ Sewer-Laterals          | \$100,000          | \$100,000          | \$100,000          | \$100,000          | \$100,000          | \$500,000          |
| tbd                                                 | Cedar Rose Tennis Court                                  | \$400,000          | \$0                | \$0                | \$0                | \$0                | \$400,000          |
| tbd                                                 | W. Campus Pool Filter                                    | \$175,000          | \$0                | \$0                | \$0                | \$0                | \$175,000          |
| PRWT119012                                          | Rose Garden-Phase II (see Meas. T1 proj wksht)           | \$50,000           | \$0                | \$0                | \$0                | \$0                | \$50,000           |
| PRWT119009                                          | San Pablo Play Equipment (see Meas. T1 proj wksht)       | \$100,000          | \$0                | \$0                | \$0                | \$0                | \$100,000          |
| PRWT119008                                          | George Florence Play Equipment (see Meas. T1 proj wksht) | \$125,000          | \$0                | \$0                | \$0                | \$0                | \$125,000          |
| tbd                                                 | King School Park Play Area                               | \$50,000           | \$0                | \$0                | \$0                | \$0                | \$50,000           |
| tbd                                                 | Grove Park Play Equipment                                | \$0                | \$200,000          | \$0                | \$0                | \$0                | \$200,000          |
| tbd                                                 | Skate Park Fencing Improvement                           | \$0                | \$300,000          | \$0                | \$0                | \$0                | \$300,000          |
| tbd                                                 | John Hinkel-Play Area                                    | \$0                | \$400,000          | \$0                | \$0                | \$0                | \$400,000          |
| tbd                                                 | Unallocated                                              |                    |                    | \$900,000          | \$900,000          | \$900,000          | \$2,700,000        |
| <b>Total Uses of Funds</b>                          |                                                          | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$5,000,000</b> |
| <b>Ending Fund Balance</b> <input type="checkbox"/> |                                                          |                    |                    |                    |                    |                    |                    |

### Fund Source and Use Report

Fund Name: **Capital Improvement Fund- recurring capital allocation**

Fund Number **501**

Fund Descrip: **To facilitate expenditures for land, buildings, for major reconstruction and renovation of structures, and for major landscaping or park improvements.**

|                           | FY 2020   | FY 2021   | FY 2022   | FY 2023   | FY 2024   | 5 Year Total |
|---------------------------|-----------|-----------|-----------|-----------|-----------|--------------|
| <b>Source of Funds</b>    |           |           |           |           |           |              |
| Available Capital Funding | \$400,000 | \$400,000 | \$400,000 | \$400,000 | \$400,000 | \$2,000,000  |

**Capital**

**Project  
Number**

**Proposal Name**

| Project Number             | Proposal Name                                         | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|----------------------------|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| PRWT119012                 | Rose Garden-Phase II<br>(see Meas. T1 proj wksht)     | \$100,000        | \$0              | \$0              | \$0              | \$0              | \$100,000          |
| PRWT119009                 | San Pablo Play Structure<br>(see Meas. T1 proj wksht) | \$300,000        | \$0              | \$0              | \$0              | \$0              | \$300,000          |
| tbd                        | Grove Park Play<br>Equipment                          | \$0              | \$200,000        | \$0              | \$0              | \$0              | \$200,000          |
| tbd                        | Aquatic Park Dream Land<br>Improvements               | \$0              | \$200,000        | \$0              | \$0              | \$0              | \$200,000          |
| tbd                        | Unallocated                                           | \$0              | \$0              | \$400,000        | \$400,000        | \$400,000        | \$1,200,000        |
| <b>Total Uses of Funds</b> |                                                       | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$400,000</b> | <b>\$2,000,000</b> |
| <b>Ending Fund Balance</b> |                                                       |                  |                  |                  |                  |                  |                    |



2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Measure T1 - Infrastructure and facilities bond

Fund Number 511

Fund Description: Improving existing city infrastructure and facilities

|                           | FY 2020      | FY 2021     | FY 2022 | FY 2023 | FY 2024 | 5 Year Total |
|---------------------------|--------------|-------------|---------|---------|---------|--------------|
| <b>Source of Funds</b>    |              |             |         |         |         |              |
| Available Capital Funding | \$11,313,678 | \$1,149,457 | \$0     | \$0     | \$0     | \$12,463,135 |

**Capital**

| Project Number             | Proposal Name                        | FY 2020             | FY 2021            | FY 2022    | FY 2023    | FY 2024    | 5 Year Total        |
|----------------------------|--------------------------------------|---------------------|--------------------|------------|------------|------------|---------------------|
| <a href="#">PRWT119001</a> | AQUATIC PARK TIDE TUBES              | \$220,835           | \$0                | \$0        | \$0        | \$0        | \$220,835           |
| <a href="#">PRWT119003</a> | FRANCES ALBRIER COMMUNITY CENTER     | \$425,000           | \$215,162          | \$0        | \$0        | \$0        | \$640,162           |
| <a href="#">PRWT119004</a> | GROVE PARK PHASE 2                   | \$880,325           | \$0                | \$0        | \$0        | \$0        | \$880,325           |
| <a href="#">PRWT119005</a> | LIVE OAK COMMUNITY CENTER            | \$4,232,106         | \$0                | \$0        | \$0        | \$0        | \$4,232,106         |
| <a href="#">PRWT119006</a> | UNIVERSITY AVE, MARINA, SPINNAKER ST | \$2,056,908         | \$934,295          | \$0        | \$0        | \$0        | \$2,991,203         |
| <a href="#">PRWT119007</a> | MUNICIPAL PIER                       | \$83,022            | \$0                | \$0        | \$0        | \$0        | \$83,022            |
| <a href="#">PRWT119008</a> | GEORGE FLORENCE PLAY STRUC           | \$531,703           | \$0                | \$0        | \$0        | \$0        | \$531,703           |
| <a href="#">PRWT119009</a> | SAN PABLO PLAY EQUIP                 | \$1,037,505         | \$0                | \$0        | \$0        | \$0        | \$1,037,505         |
| <a href="#">PRWT119011</a> | STRAWBERRY CREEK PARK PH 2           | \$345,835           | \$0                | \$0        | \$0        | \$0        | \$345,835           |
| <a href="#">PRWT119012</a> | ROSE GRDN PTHWAYS, TENNIS CRT, PERG  | \$1,131,389         | \$0                | \$0        | \$0        | \$0        | \$1,131,389         |
| <a href="#">PRWT119014</a> | GILMAN N. FLDHOSE/RSTRM              | \$197,025           | \$0                | \$0        | \$0        | \$0        | \$197,025           |
| <a href="#">PRWT119016</a> | WILLARD CLUBHOUSE RENO               | \$172,025           | \$0                | \$0        | \$0        | \$0        | \$172,025           |
| <b>Total Uses of Funds</b> |                                      | <b>\$11,313,678</b> | <b>\$1,149,457</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$12,463,135</b> |
| <b>Ending Fund Balance</b> |                                      |                     |                    |            |            |            |                     |

2020 - 2024 Capital Improvement Program

Fund Source and Use Report

Fund Name: Marina Fund - recurring capital allocation

Fund Number 608

Fund Descrip: Established to meet all expenditures for infrastructure, maintenance and services at the Berkeley Marina.

|                           | FY 2020   | FY 2021   | FY 2022   | FY 2023   | FY 2024   | 5 Year Total |
|---------------------------|-----------|-----------|-----------|-----------|-----------|--------------|
| <b>Source of Funds</b>    |           |           |           |           |           |              |
| Available Capital Funding | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$1,750,000  |

Capital

| Project                    | Proposal Name                     | FY 2020          | FY 2021          | FY 2022          | FY 2023          | FY 2024          | 5 Year Total       |
|----------------------------|-----------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| tbd                        | Finger Dock & Piling Replacement  | \$250,000        | \$100,000        | \$0              | \$0              | \$0              | \$350,000          |
| tbd                        | Sewer Lateral Work                | \$100,000        | \$0              | \$0              | \$0              | \$0              | \$100,000          |
| tbd                        | Restroom Upgrades                 | \$0              | \$250,000        | \$0              | \$0              | \$0              | \$250,000          |
| tbd                        | Maintenance - Unallocated Project |                  |                  | \$350,000        | \$350,000        | \$350,000        | \$1,050,000        |
| <b>Total Uses of Funds</b> |                                   | <b>\$350,000</b> | <b>\$350,000</b> | <b>\$350,000</b> | <b>\$350,000</b> | <b>\$350,000</b> | <b>\$1,750,000</b> |
| <b>Ending Fund Balance</b> |                                   |                  |                  |                  |                  |                  |                    |



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## UNFUNDED CAPITAL

## Summary of All Capital Assets and Infrastructure

The City has an extensive portfolio of capital assets and infrastructure, which includes 95 public buildings, 254 miles of public sanitary sewer mains and 130 miles of public sewer laterals, 52 parks, 2 pools, 3 camps, and 42 different facilities served by the City's IT systems. Maintaining these assets is a costly and time-consuming enterprise that requires significant resources and constant attention. Additionally, Berkeley is an aging city and thus its infrastructure faces challenges that other younger cities do not.

Several recent actions by the voters have provided an important boost to the resources available for meeting these challenges:

- In November 2016, Berkeley voters passed [Measure T1](#),<sup>1</sup> authorizing the City to sell \$100 million of General Obligation Bonds to repair, renovate, replace, or reconstruct the City's aging infrastructure and facilities, including sidewalks, storm drains, parks, streets, senior and recreation centers, and other important City facilities and buildings. Council has approved 33 projects to be completed in Phase 1, spanning 2017 to 2021. These projects are [now underway](#).<sup>2</sup>
- The November 2014 voter approval of Measure F (a Citywide special parks parcel tax) provided an additional \$750,000 per year for major maintenance projects, raising annual funding for parks capital and major maintenance projects from the prior \$250,000 to \$1 million.
- In November 2012, Berkeley voters approved Measure M (a general obligation bond), to provide an additional \$30 million towards improving the condition of city streets and where appropriate, install Green Infrastructure projects as defined in the Watershed Master Plan.
- In November 2014, Alameda County voters approved Measure BB (a property tax assessment), increasing funding for local transportation enhancements. Berkeley's allocation is approximately \$2.6 million annually and is applied to improving the pavement condition and specific street/transportation improvement projects.

Despite these measures, City facilities and infrastructure needs continue to exceed available funds. The minimum unfunded needs in parks, pools and camps exceed \$71 million. The amount of recurring funding to address these needs has been bolstered by

<sup>1</sup> See <https://www.cityofberkeley.info/MeasureT1/>.

<sup>2</sup> See <https://www.cityofberkeley.info/MeasureT1Updates.aspx>.

**UNFUNDED CAPITAL**

the passage of Measure F, but is still only \$1.4 million per year. The unfunded needs at the Waterfront exceed \$109 million. There is only \$500,000/year of Marina Funds being allocated to address to those needs, and even this level of investment is at risk given the Marina Fund’s projected insolvency within two years. Significantly more investment is needed to stabilize the Fund and address the growing backlog of deteriorating infrastructure. The unfunded needs in streets, sidewalks, storm drain/watershed, transportation and buildings/facilities exceeds \$510 million. The amount of recurring funding to address these needs is \$9.67 million.

These costs will continue to increase through typical wear and tear on our City infrastructure in the coming years, plus the pressures of long-deferred maintenance. As needed improvements continue to be deferred, operating and maintenance costs rise and rehabilitation and replacement costs increase substantially. The figures in Attachment 3 do not account for these additional cost escalators.

**a. Parks, Waterfront, Pools, and Camps**

The Parks, Recreation & Waterfront Department (PRW) operates, maintains and manages 52 parks, 4 community centers, 2 clubhouses, 2 pools, 3 resident camps, 15 sports fields, 49 sports courts, 63 play areas, 36 picnic areas, 35,000 street trees and park trees, 152 landscaped street medians and triangles, 263 street irrigation systems, and 29 restrooms and out-buildings. In addition, PRW operates and maintains the Berkeley Waterfront and its related facilities, including the docks, pilings, channel, streets, pathways, parking lots, buildings, trails, Adventure Playground, and 1,000 boat and berth rentals.

Recurring funding available for capital and major maintenance of these facilities is \$1.9M, (see table below).

**Annual Funding for Parks, Waterfront, Pools & Camps Capital & Major Maintenance Needs**

| <b>Funding Source</b>          | <b>Annual Funding</b> |
|--------------------------------|-----------------------|
| Parks Tax Fund                 | \$1,000,000           |
| Capital Improvement Fund       | \$400,000             |
| Marina Fund                    | \$500,000             |
| Camps Fund <sup>3</sup>        | \$0                   |
| <b>Total Funding Available</b> | <b>\$1,900,000</b>    |

Unfunded needs in these facilities are summarized in the table below, and available in detail at

<sup>3</sup> Due to the loss of Berkeley Tuolumne Camp, the Camps Fund does not have sufficient funds at this time to cover any annual investment in capital or major maintenance.

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[http://www.cityofberkeley.info/Parks\\_Rec\\_Waterfront/Home/Unfunded\\_Capital\\_Projects\\_List.aspx](http://www.cityofberkeley.info/Parks_Rec_Waterfront/Home/Unfunded_Capital_Projects_List.aspx).

### Unfunded Needs in Parks, Waterfront, Pools & Camps Facilities and Infrastructure

| Needed Improvements       | Cost Estimate        |
|---------------------------|----------------------|
| Resident Camps            | \$3,355,000          |
| Waterfront                | \$109,987,000        |
| Pools                     | \$7,050,000          |
| Park Buildings/Facilities | \$6,981,800          |
| Parks (General)           | \$9,900,000          |
| Parks (Specific)          | \$36,962,000         |
| Park Restrooms            | \$7,300,000          |
| <b>Total</b>              | <b>\$181,535,800</b> |

The majority of these unfunded needs are at the Waterfront, where many of the docks, pilings, buildings, parking lots and streets have reached the end of their useful life and are starting to fail. As documented in multiple reports over the last year<sup>4</sup>, there is a diminishing ability to pay for the pressing capital needs in the Waterfront. The Marina Fund, which is the City's mechanism for managing all Waterfront revenues and expenditures, is projected to be insolvent by 2020. Revenues steeply declined in the last two years as a result of safety and security concerns and failing infrastructure. The combination of falling revenue and increasing expenditure needs have strained the relatively small Marina Fund to a breaking point.

The City has begun a long-term planning effort – the Berkeley Marina Area Specific Plan – to establish the community's vision for the Waterfront and a plan for making the Marina Fund viable and stable. There is still a need to address an estimated \$10.33 million in urgent infrastructure repairs to finger docks, pilings, electrical systems, and restrooms. If these investments are not made, facilities and infrastructure will either require more costly emergency funding or be closed as in the case of the Berkeley Pier.

<sup>4</sup> See December 13, 2018 Off-Agenda Memo ([https://www.cityofberkeley.info/uploadedFiles/Clerk/Level\\_3\\_-\\_General/Marina%20Fund%20Update%20121318.pdf](https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/Marina%20Fund%20Update%20121318.pdf)); November 15, 2018 Worksession Report ([https://www.cityofberkeley.info/Clerk/City\\_Council/2018/11\\_Nov/Documents/2018-11-15\\_WS\\_Item\\_02\\_Parks\\_Recreation\\_Waterfront\\_pdf.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/11_Nov/Documents/2018-11-15_WS_Item_02_Parks_Recreation_Waterfront_pdf.aspx)); July 1, 2018 Off-Agenda Report ([https://www.cityofberkeley.info/uploadedFiles/Clerk/Level\\_3\\_-\\_General/CM%20Update%20-%20Waterfront%20-%20Hs%20%20Lordships%20\(w%20attachments\).pdf](https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/CM%20Update%20-%20Waterfront%20-%20Hs%20%20Lordships%20(w%20attachments).pdf)); May 8, 2018 Worksession Report ([https://www.cityofberkeley.info/Clerk/City\\_Council/2018/05\\_May/Documents/2018-05-08\\_WS\\_Item\\_03\\_Parks\\_Recreation\\_Waterfront.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/05_May/Documents/2018-05-08_WS_Item_03_Parks_Recreation_Waterfront.aspx)); May 8, 2018 Proposed Budget Update ([https://www.cityofberkeley.info/Clerk/City\\_Council/2018/05\\_May/Documents/2018-05-08\\_WS\\_Item\\_01\\_FY\\_2019\\_Proposed\\_Budget\\_Update.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/05_May/Documents/2018-05-08_WS_Item_01_FY_2019_Proposed_Budget_Update.aspx)); April 12, 2018 Off-Agenda Report ([https://www.cityofberkeley.info/uploadedFiles/Clerk/Level\\_3\\_-\\_General/Marina%20Fund%20Update%20041218.pdf](https://www.cityofberkeley.info/uploadedFiles/Clerk/Level_3_-_General/Marina%20Fund%20Update%20041218.pdf)); and November 7, 2017 Worksession Report ([https://www.cityofberkeley.info/Clerk/City\\_Council/2017/11\\_Nov/Documents/2017-11-07\\_WS\\_Item\\_02\\_Parks\\_Recreation\\_and\\_Waterfront\\_CIP.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2017/11_Nov/Documents/2017-11-07_WS_Item_02_Parks_Recreation_and_Waterfront_CIP.aspx)).

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Waterfront customers will continue to leave the Berkeley Marina, continuing the downward spiral of revenue loss and blight.

### **b. Public Buildings**

The following is a preliminary cost estimate of capital improvements and major maintenance for City facilities over the next 5 years. The City is responsible for maintenance of 95 facilities, not including Library facilities and facilities leased to other entities, which were not part of this analysis. These 95 facilities include: 39 facilities in the Parks Recreation and Waterfront inventory and 56 facilities in the Public Works inventory.

In 2013, staff retained the professional services of Kitchell Consulting to perform new assessments and provide updated condition reports and cost estimates for the City's facility inventory. All projects included in these assessments are considered either major maintenance or capital projects. Major maintenance projects typically involve improvements to a facility at a cost of up to \$50,000 that are over and above the industry norm for routine maintenance services. Capital projects involve the construction of new or restored facilities or improvements to existing facilities at a cost of \$50,000 or more. Routine maintenance projects are defined as projects involving repairs to minor components at existing facilities including plumbing, electrical, HVAC, painting etc., and are not included in this report.

Despite support from a variety of City funds, the cost for routine maintenance, major maintenance, and capital improvements far exceeds currently existing sources of funds. The current estimated cost for city facility needs within the 5-Year Facility Capital Improvement Program is estimated at approximately \$85 million, while the current budget allocation for this work is \$4 million; which results in an estimated unfunded liability of \$81 million. As noted earlier, the facility maintenance program budgeted amount does not include future T1 bond funds as specific projects have not yet been allocated funding.

### **c. Streets & Roads**

On November 15, 2011, the City Auditor presented Council with an Audit on the condition of the City's 216 centerline miles of improved streets. A principle recommendation of the audit was the adoption of a Pavement Condition Index (PCI) ratings goal. On May 29, 2012, Council included a goal of a PCI of 75 in five years in its request for a report on long-term obligations.

Using the StreetSaver system software and the current projections for future funding, it is now estimated that the City would need to allocate an additional \$120 million to achieve a PCI of 70 within ten years. An additional \$50 million could be added to the

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\$120 million needed strictly for paving to represent the full cost of improving city streets to comply with the City's Complete Streets policy, which prescribes that capital transportation projects accommodate the needs of all roadway users. This funding would go towards improvements adjacent to the main paving project, including sidewalks, storm drains, curb ramps, and green infrastructure. The total \$170 million gap in funding exists in spite of \$30 million received from Measure M, approved by Berkeley voters in 2012 to improve the condition of City streets and install Green Infrastructure projects. Utilizing solely recurring local sources of funding, including Measure BB, Vehicle Registration Fees (VRF), State Transportation Tax, and including \$8.5 million of T1 Phase 1 funds, the projected PCI within five years is projected to drop from 55 to 52, far short of the original target of 75. In order to merely maintain the City's PCI after one-time bond funds are expended, it will be necessary to identify additional annual funding for the pavement management program.

**d. Sidewalks**

The City manages sidewalk repair programs to keep the City's sidewalks safe and provide for safe pedestrian passage, including make-safe repairs, annual proactive and responsive repair programs, and the City's 50/50 replacement cost-share program in which the City shares the liability and costs for broken sidewalks with property owners. Public Works operations staff responds to all reported sidewalk hazards, assesses each situation and installs an asphalt make-safe or grinds the sidewalk hazard if applicable. Operations staff also have the capacity to perform limited sidewalk removal and replacement if a sidewalk hazard can't be made reasonably safe otherwise or some of the sidewalk replacement work associated with the 50/50 program. For larger projects, the Engineering division designs and manages annual construction of a proactive program within specific areas of the City and in commercial and other high-pedestrian volume areas, as well as larger responsive repair projects, pathway repairs and improvements, and some 50/50 program replacements.

Approximately \$1.0 million is available in annual funding towards sidewalks maintenance and repair from baseline allocations from the Capital Improvement Fund and 50/50 Program contributions from residents. Additional funding to sidewalks from State Transportation Tax sources was considered based on initial projected revenues after the adoption of SB1, but updated revenue forecasts from the state project lower gas tax revenues in the next two years, only enough to maintain baseline streets pavement funding. Initiated in 2011, the 50/50 program has been very popular with Berkeley. Over time, the backlog of sidewalk repairs identified to be addressed through the 50/50 program has grown significantly beyond the funding capacity to make the needed repairs. Staff estimates that it would require \$7 million to close the 50/50 program funding gap to address the backlog within the next 5 year CIP cycle, with about \$5 million in other sidewalk infrastructure repairs needed over that same period. Staff will consider proposing the use of T1 Phase 2 funding to address some of the backlog. Any reallocation to sidewalks from local streets and roads funds such as gas tax would impact the streets paving program.



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**e. Sewers**

In 2014, the City (along with EBMUD and all agencies conveying flows to EBMUD) concluded negotiations with the Environmental Protection Agency and the Department of Justice for violation of the Clean Water Act and agreed to a stipulated settlement known as the final [Consent Decree](#)<sup>5</sup>. To comply with the Consent Decree, the City is required to rehabilitate an average of 4.2 miles of sewer pipeline annually based on a three-year rolling average. Effectively, this mandated significant additional maintenance activities and capital improvements results in increased costs of managing the City's existing sewer system. After a sewer rate study was completed, a [series of rate adjustments were adopted](#)<sup>6</sup> beginning in FY 2016 to support the added financial load of the Consent Decree requirements.

The City is currently on track to meet rehabilitation mileage targets with revenues generated from sanitary sewer fees, however, the costs per mile for sewer construction have increased since the rate study was completed. These costs will have to be closely monitored going forward over the duration of the Consent Decree, in case funding supplementation from additional sources or future rate adjustments are needed to fund the cost of the required capital improvements. A system test is scheduled to be conducted in 2022. Based on the results of this test, a better assessment of liability will be determined in the next Unfunded Liabilities Report.

**f. Storm Drains – Clean Stormwater Program**

The City's engineered storm drains include approximately 78 miles of underground pipes, manholes, catch basins and cross-drains. Much of the stormwater infrastructure is over 80 years old and needs substantial rehabilitation. The backlog of projects includes: rehabilitation of pipeline reaches; conveying dry weather flows; replacement of deteriorated drain inlets and piping; major cleaning of the primary storm collectors in the lower Berkeley drainage watersheds; and replacement of street cross drains. The City desires to address these issues while forwarding its policies to improve the environment by pursuing Low Impact Development (LID) methods.

The City has already started to address implementing LID. In 2012, City Council adopted the City's [Watershed Management Plan \(WMP\)](#)<sup>7</sup>. The WMP uses LID methods to develop an integrated and sustainable strategy for managing stormwater resources that addresses water quality, flooding, and the preservation of local creek habitats and the San Francisco Bay. Through modeling and analysis, the WMP also identifies capital

<sup>5</sup> See [http://www.cityofberkeley.info/Clerk/City\\_Council/2014/09\\_Sep/Documents/2014-09-09\\_Item\\_62\\_EPA\\_Litigation.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2014/09_Sep/Documents/2014-09-09_Item_62_EPA_Litigation.aspx) for EPA litigation settlement report

<sup>6</sup> See [http://www.cityofberkeley.info/Clerk/City\\_Council/2015/06\\_Jun/Documents/2015-06-30\\_Item\\_21\\_Setting\\_New\\_Sustainable.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2015/06_Jun/Documents/2015-06-30_Item_21_Setting_New_Sustainable.aspx) for Sanitary Sewer Rate increases and Proposition 218 information.

<sup>7</sup> See [http://www.cityofberkeley.info/Clerk/City\\_Council/2012/10Oct/Documents/2012-10-30\\_Item\\_20\\_Watershed\\_Management\\_Plan.aspx](http://www.cityofberkeley.info/Clerk/City_Council/2012/10Oct/Documents/2012-10-30_Item_20_Watershed_Management_Plan.aspx)

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improvement projects and projected revenue needs for all City watersheds. In adopting the WMP in 2012 the City recognized that the WMP was developed by examining only two of the 99 watersheds in the City, therefore the remaining watersheds need to be analyzed. According to the Watershed Management Plan, the total unfunded need of the stormwater system is approximately \$204 million. Staff projects an additional need of \$37 million over the next five years, including \$5 million in unfunded maintenance needs and \$32 million for projected capital improvement projects.

The City is developing the Green Infrastructure Plan (GI Plan) as required by the Stormwater NPDES Permit. The GI Plan is a dynamic planning document that includes goals for future green streets retrofits, prioritization tools, and guidelines for incorporating green infrastructure into future capital projects.

The GI Plan and the WMP do not address rehabilitating and replacing the aging infrastructure. The City needs to integrate the findings of the WMP and the GI Plan with requirements to rehabilitate or replace aging infrastructure and address future flows. This integration will be done by preparing a Stormwater Master Plan.

The City has two Clean Stormwater Fee sources assessed to owners of real property that contribute to stormwater runoff and use the City's storm drain for collection and conveyance. The first Clean Stormwater Fee was established in the early 1990s and has never been increased, with approximately \$200,000 in revenue allocated to capital improvements. This funding only provided for minor capital and maintenance work and some emergency storm drain response efforts. Annual projected expenditures to maintain the system, including capital replacements to the aging storm drains, storm support and maintenance of new Green Infrastructure projects underway, well exceeded the available revenues. In FY 2018, the City passed a second Clean Stormwater Fee, through voter approval of a majority of responding property owners in accordance with the requirements of Proposition 218. In addition to increasing revenue for maintenance and operations, the new fee is projected to add an additional \$1.1 million in annual revenue available for capital projects, beginning in FY 2019.

**g. Traffic Signals**

The City currently has 141 traffic signals which are maintained by Public Works Department. Due to underfunding, a backlog of capital improvement work has grown, preventing the signals from being kept up to date. As a result, there are deficiencies at many intersections throughout the city, including lack of detection devices, lack of pedestrian push buttons, and lack of battery backup for signal controllers in case of power outage. Since 2014, an annual budget of \$50,000 has been allocated for improvement of the traffic signals, and the City has begun to address the deficiencies.

|                                                            | FY 2020<br>Year 1      | FY 2021<br>Year 2      | FY 2022<br>Year 3      | FY 2023<br>Year 4      | FY 2024<br>Year 5      | Total<br>Year 1- 5     |
|------------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Parks, Park Buildings, Pools, Waterfront, and Camps</b> |                        |                        |                        |                        |                        |                        |
| Available Funding <sup>(1)</sup>                           | \$1,900,000            | \$1,900,000            | \$1,900,000            | \$1,900,000            | \$1,900,000            | \$9,500,000            |
| Expenditures                                               | \$1,900,000            | \$1,900,000            | \$1,900,000            | \$1,900,000            | \$1,900,000            | \$9,500,000            |
| Capital & Maint. Need <sup>(2)</sup> \$181,535,800         |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$183,228,516)</b> | <b>(\$184,955,086)</b> | <b>(\$186,716,188)</b> | <b>(\$188,512,512)</b> | <b>(\$190,344,762)</b> | <b>(\$190,344,762)</b> |
| <b>Public Buildings</b>                                    |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$800,000              | \$800,000              | \$800,000              | \$800,000              | \$800,000              | \$4,000,000            |
| Expenditures                                               | \$800,000              | \$800,000              | \$800,000              | \$800,000              | \$800,000              | \$4,000,000            |
| Capital & Maint. Need \$85,100,000                         |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$85,986,000)</b>  | <b>(\$86,889,720)</b>  | <b>(\$87,811,514)</b>  | <b>(\$88,751,745)</b>  | <b>(\$89,710,780)</b>  | <b>(\$89,710,780)</b>  |
| <b>Sidewalks</b>                                           |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$700,000              | \$700,000              | \$700,000              | \$700,000              | \$700,000              | \$3,500,000            |
| Expenditures                                               | \$700,000              | \$700,000              | \$700,000              | \$700,000              | \$700,000              | \$3,500,000            |
| Capital & Maint. Need \$7,000,000                          |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$6,426,000)</b>   | <b>(\$5,840,520)</b>   | <b>(\$5,243,330)</b>   | <b>(\$4,634,197)</b>   | <b>(\$4,012,881)</b>   | <b>(\$4,012,881)</b>   |
| <b>Streets &amp; Roads</b>                                 |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$6,820,000            | \$6,820,000            | \$6,820,000            | \$6,820,000            | \$6,820,000            | \$34,100,000           |
| Expenditures                                               | \$6,820,000            | \$6,820,000            | \$6,820,000            | \$6,820,000            | \$6,820,000            | \$34,100,000           |
| Capital & Maint. Need \$170,000,000                        |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$166,443,600)</b> | <b>(\$162,816,072)</b> | <b>(\$159,115,993)</b> | <b>(\$155,341,913)</b> | <b>(\$151,492,352)</b> | <b>(\$151,492,352)</b> |
| <b>Sewers</b>                                              |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$13,564,676           | \$15,823,627           | \$17,133,255           | \$16,234,521           | \$18,121,445           | \$80,877,524           |
| Expenditures                                               | \$13,564,676           | \$15,823,627           | \$17,133,255           | \$16,234,521           | \$18,121,445           | \$80,877,524           |
| Capital & Maint. Need \$190,000,000                        |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$179,964,030)</b> | <b>(\$167,423,212)</b> | <b>(\$153,295,756)</b> | <b>(\$139,802,459)</b> | <b>(\$124,114,635)</b> | <b>(\$124,114,635)</b> |
| <b>Storm Drains</b>                                        |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$1,300,000            | \$1,300,000            | \$1,300,000            | \$1,300,000            | \$1,300,000            | \$6,500,000            |
| Expenditures                                               | \$1,300,000            | \$1,300,000            | \$1,300,000            | \$1,300,000            | \$1,300,000            | \$6,500,000            |
| Capital & Maint. Need \$241,000,000                        |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$244,494,000)</b> | <b>(\$248,057,880)</b> | <b>(\$251,693,038)</b> | <b>(\$255,400,898)</b> | <b>(\$259,182,916)</b> | <b>(\$259,182,916)</b> |
| <b>Traffic Signals</b>                                     |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$50,000               | \$50,000               | \$50,000               | \$50,000               | \$50,000               | \$250,000              |
| Expenditures                                               | \$50,000               | \$50,000               | \$50,000               | \$50,000               | \$50,000               | \$250,000              |
| Capital & Maint. Need \$7,444,000                          |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$7,541,880)</b>   | <b>(\$7,641,718)</b>   | <b>(\$7,743,552)</b>   | <b>(\$7,847,423)</b>   | <b>(\$7,953,371)</b>   | <b>(\$7,953,371)</b>   |
| <b>Geographical Systems: Master Address Database</b>       |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$0                    | \$0                    | \$0                    | \$0                    | \$0                    | \$0                    |
| Expenditures                                               | \$200,000              | \$150,000              | \$0                    | \$0                    | \$0                    | \$350,000              |
| Capital & Maint. Need \$350,000                            |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$153,000)</b>     | <b>(\$3,060)</b>       | <b>(\$3,121)</b>       | <b>(\$3,184)</b>       | <b>(\$3,247)</b>       | <b>(\$3,247)</b>       |
| <b>Data Backup System Replacement</b>                      |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$0                    | \$0                    | \$0                    | \$0                    | \$0                    | \$0                    |
| Expenditures                                               | \$550,000              | \$0                    | \$0                    | \$0                    | \$0                    | \$550,000              |
| Capital & Maint. Need \$550,000                            |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>TOTAL</b>                                               |                        |                        |                        |                        |                        |                        |
| Available Funding                                          | \$25,134,676           | \$27,393,627           | \$28,703,255           | \$27,804,521           | \$29,691,445           | \$138,727,524          |
| Expenditures                                               | \$25,884,676           | \$27,543,627           | \$28,703,255           | \$27,804,521           | \$29,691,445           | \$139,627,524          |
| T1 Funding: \$100M Infrastructure Bond <sup>(3)</sup>      | \$8,330,000            | \$8,330,000            | \$8,330,000            | \$8,330,000            | \$8,330,000            | \$41,650,000           |
| Capital & Maint. Need \$882,979,800                        |                        |                        |                        |                        |                        |                        |
| <b>Unfunded Liability</b>                                  | <b>(\$865,740,426)</b> | <b>(\$847,181,608)</b> | <b>(\$827,091,985)</b> | <b>(\$807,499,304)</b> | <b>(\$785,627,845)</b> | <b>(\$785,627,845)</b> |

<sup>(1)</sup> Unless otherwise noted, available funding includes recurring sources of capital and major maintenance funding.

<sup>(2)</sup> Capital & Maint. Needs are current estimates of unfunded needs. Needs are estimated to increase at a rate of 2% per year.

<sup>(3)</sup> The \$100 million in bond expenditures are estimated to be equally distributed over 12 years, (\$8.33 million/year).

## CITY FACILITIES

### Summary

For many years, the City has deferred maintenance on many City buildings, which has decreased the value of assets and diminished the utility of the buildings for City programs. To partially address this problem, Measure T1 bonds have been approved to upgrade a number of City buildings, including the Public Safety Building, North Berkeley Senior Center, Mental Health Facility, or the Corp Yard Maintenance Building. However, many outdated structures remain that require considerable improvements. Projects are selected and prioritized each fiscal year based on facility condition assessments, life-safety deficiencies, facility maintenance staff recommendations, and department needs.

### Accomplishments

Over the last two years, Facilities Engineering has delivered a variety of facilities projects:

**Civic Center Carpet Replacement.** The condition of the carpet in the Civic Center and select offices in the Public Safety Building was very poor. It had numerous locations where the carpet had deteriorated beyond its useful life, coming apart at the seams, and creating tripping hazards. The replacement scope included removing and disposing of existing carpeting and installing new carpet tiles. The project required a lot of coordination for the packing and moving of all furnishings and office equipment prior to installing the new carpet. The work in the Council Chambers and half of the third floor, where the condition was extreme, was completed over several consecutive weekends. The contractor worked very efficiently and completed the project faster than planned. The remaining areas are being addressed and will continue to be addressed in FY 2020 and FY 2021.

**The Pathways 2nd Street project.** This project houses a homeless transition program, which is operated out of trailer buildings. It provides sleeping accommodations, bathrooms, showers, and program space. The facilities group managed the design, bidding, and construction of utilities to provide HVAC, drinking water, and waste water to the temporary trailers. The facilities group also assisted with the beautification coordination of the project area.

**Transfer Station Column Repair.** The goal was to protect building columns from equipment damage. The transfer station operates a variety of large equipment that move continuously. Each bay contains two concrete columns which support the building. The columns were heavily damaged and needed to be strengthened. The addition of steel plates filled with concrete provide sufficient protection and improve the safety of the building.

**Telegraph Channing Water Intrusion.** The facilities team performed a pilot study to prevent water from entering the elevator shafts. The area around the elevators is sloped towards the elevators and not towards the drains. So, if it rains, water will enter the elevator shafts and cause rusting and malfunctioning of the equipment. The goal was to direct water away from the elevators while still complying with ADA requirements. The pilot study was successful and diversion devices were installed on all floors.

## CITY FACILITIES

**Center Street Garage.** The new garage is an eight-story, 248,000 square foot (SF) building that provides 720 parking spaces, replacing a five-story garage with 420 spaces. Features include 19 disabled parking spaces (up from nine in the previous building), 19 electric vehicle charging stations, and solar panels on the roof.

### **Planned Projects**

**North Berkeley Senior Center.** The senior center was built in 1977, and is in need of restoration. The project includes a seismic upgrade to improve the care and shelter facility, paid by the FEMA. The seismic upgrades are designed so the building can remain operational after an earthquake (immediate occupancy). The project also includes T1 upgrades, such as the heating, ventilation, and cooling system, office modifications, lighting, the electrical system to make the building compliant with current codes (ADA, Fire, CBC) and make the energy use more efficient. The project also includes a solar system on the roof. The project is currently in the bidding stage with start of construction planned for the third quarter of FY 2019.

**Health, Housing and Community Services (HHCS) – Adult Mental Health Clinic.** The Mental Health Adult Clinic project includes a comprehensive renovation of the facility to provide a safe, secure, and accessible building for community-based mental health services for City residents. The new facility will provide a welcoming, inviting, clean, durable, and secure facility for staff and clients that facilitates the mission and goals of the Mental Health Division. The construction is planned to start in the second quarter of FY 2019.

### **Deferred & Emergency Facilities Maintenance**

Deferred facilities maintenance and repair for City buildings continues to be at a critical point. The General Fund budget allocation for emergency building maintenance and deferred maintenance remain at the same levels as FY 2013. In FY 2020 & FY 2021, the annual allocation of \$100,000 for ADA Compliance is programmed for ADA update. Deferred Maintenance and Emergency projects are programmed for various maintenance improvements throughout the City.

## Facilities

## Program and Funding Summary

| Program Summary                                       |                  |                  |                  |                  |                   |                   |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| Project Description                                   | Proposed FY 2020 | Proposed FY 2021 | Proposed FY 2022 | Proposed FY 2023 | Proposed FY 2024  | 5 Year Total      |
| <b>One-Time Funding</b>                               |                  |                  |                  |                  |                   |                   |
| Building Assessment (continuous)                      | 70,000           | 73,500           | 74,900           | 78,645           | 82,577            | 379,622           |
| Civic Center Carpet Replacement                       | 440,000          | 462,000          | 485,100          |                  |                   | 1,387,100         |
| Fire Station 6 Drill Tower                            | 45,000           |                  |                  |                  |                   | 45,000            |
| Hazmat Storage Upgrade                                | 35,000           |                  |                  |                  |                   | 35,000            |
| Marina Parking Enforcement/Traffic PD and Parking Lot | 600,000          |                  |                  |                  |                   | 600,000           |
| Roof Replacements                                     | 290,000          | 264,500          | 240,000          | 455,436          | 352,497           | 1,602,433         |
| Transfer Station:                                     |                  |                  |                  |                  |                   |                   |
| CEQA                                                  | 1,200,000        | 3,000,000        | 800,000          |                  |                   | 5,000,000         |
| Design, GeoTech                                       | 100,000          | 1,000,000        | 3,100,000        | 800,000          |                   | 5,000,000         |
| Construction                                          |                  |                  |                  | 500,000          | 25,000,000        | 25,500,000        |
| Telegraph Channing Mall (Elevator Replacement)        | 300,000          | 500,000          |                  |                  |                   | 800,000           |
| ADA Transition Plan Implementation*                   |                  |                  |                  |                  |                   |                   |
| Veterans Building                                     | 148,215          |                  |                  |                  |                   | 148,215           |
| Corporation Yard and Equipment Mtc Bldg Upgrade       | 50,467           |                  |                  |                  |                   | 50,467            |
| Public Safety Building HVAC Upgrades                  | 19,762           |                  |                  |                  |                   | 19,762            |
| AirCo. Building (City Facility)                       | 385,000          |                  |                  |                  |                   | 385,000           |
| <b>Subtotal</b>                                       | <b>3,683,444</b> | <b>5,300,000</b> | <b>4,700,000</b> | <b>1,834,081</b> | <b>25,435,074</b> | <b>40,952,599</b> |
| <b>Recurring Funding</b>                              |                  |                  |                  |                  |                   |                   |
| ADA Building Improvements                             | 100,000          | 100,000          | 100,000          | 100,000          | 100,000           | 500,000           |
| Emergency Building Repairs**                          |                  |                  |                  | 265,919          | 364,926           | 630,845           |
| Deferred Building Maintenance**                       |                  |                  |                  |                  |                   | 0                 |
| <b>Subtotal</b>                                       | <b>100,000</b>   | <b>100,000</b>   | <b>100,000</b>   | <b>365,919</b>   | <b>464,926</b>    | <b>1,130,845</b>  |
| <b>Total</b>                                          | <b>3,783,444</b> | <b>5,400,000</b> | <b>4,800,000</b> | <b>2,200,000</b> | <b>25,900,000</b> | <b>42,083,444</b> |
| <b>Funding Summary</b>                                |                  |                  |                  |                  |                   |                   |
| Fund Source                                           | Proposed FY 2020 | Proposed FY 2021 | Proposed FY 2022 | Proposed FY 2023 | Proposed FY 2024  | 5 Year Total      |
| Capital Improvement Fund (baseline)                   | 900,000          | 900,000          | 900,000          | 900,000          | 900,000           | 4,500,000         |
| Capital Improvement Fund (1x)                         | 330,000          |                  |                  |                  |                   | 330,000           |
| Capital Improvement Fund (Proposed)                   |                  |                  |                  |                  |                   |                   |
| Zero Waste Fund                                       | 1,685,000        | 4,000,000        | 3,900,000        | 1,300,000        |                   | 10,885,000        |
| ZW TS Bond                                            |                  |                  |                  |                  | 25,000,000        | 25,000,000        |
| T1 Infrastructure Bond                                | 218,444          |                  |                  |                  |                   | 218,444           |
| On Street Parking Fund                                | 350,000          |                  |                  |                  |                   | 350,000           |
| Off Street Parking Fund                               | 300,000          | 500,000          | 0                | 0                | 0                 | 800,000           |
| <b>Total</b>                                          | <b>3,783,444</b> | <b>5,400,000</b> | <b>4,800,000</b> | <b>2,200,000</b> | <b>25,900,000</b> | <b>42,083,444</b> |

\* \$4M listed in Sidewalks Program, amount to be split btwn the 2 programs

\*\*Annual \$500K Emergency Building Repairs & \$300K Deferred Building Maintenance reduced to fund projects

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Transfer Station AirCo building upgrade for office use

**Project Number:**

**Project Total Cost:** \$ 385,000 **FY 20-24 Program Cost:** \$ 385,000

**Department:** Public Works **Division:** Zero Waste **Capital Program:**

| Project Budget    | Previous    | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ 385,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 385,000        |
| Staff/Labor       | \$ -        | \$ 10,000         |             |             |             |             | \$ 10,000         |
| Design/Consultant | \$ -        | \$ 75,000         |             |             |             |             | \$ 75,000         |
| Construction      | \$ -        | \$ 300,000        |             |             |             |             | \$ 300,000        |
| Ops/Maint Cost    | \$ -        |                   |             |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ 385,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 385,000</b> |

| Sources of Funding    | 2020        | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Zero Waste Fund (820) | \$ 385,000  |                   |             |             |             | \$ 385,000        |
| Fund xxx (xxx) -      |             |                   |             |             |             | \$ -              |
| Fund xxx (xxx) -      |             |                   |             |             |             | \$ -              |
| <b>Total</b>          | <b>\$ -</b> | <b>\$ 385,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 385,000</b> |

**Project Description:** Upgrade the TS' AirCo building to provide workplace for ZWD staff addtions in FY2020

**Project Justification:** AirCo requires upgrade and build out of offices to be useable by ZWD staff

**Project Location:** 1201 2nd and Gilman streets

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Telegraph Channing Elevator Replacement

Project Number:

Project Total Cost: \$ 800,000

FY 20-24 Program Cost: \$ 800,000

Department: Public Works

Division: Engineering

Capital Program: Facilities

| Project Budget    | Previous | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|------------|------------|------|------|------|------------|
| Project Cost      | \$ -     | \$ 300,000 | \$ 500,000 |      |      |      | \$ 800,000 |
| Staff/Labor       | \$ -     | \$ 30,000  | \$ 20,000  |      |      |      | \$ 50,000  |
| Design/Consultant | \$ -     | \$ 150,000 |            |      |      |      | \$ 150,000 |
| Construction      | \$ -     | \$ 120,000 | \$ 480,000 |      |      |      | \$ 600,000 |
| Ops/Maint Cost    | \$ -     |            |            |      |      |      | \$ -       |
| Total             | \$ -     | \$ 300,000 | \$ 500,000 | \$ - | \$ - | \$ - | \$ 800,000 |

| Sources of Funding                | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------------------|------------|------------|------|------|------|------------|
| Fund 835 (627) Off Street Parking | \$ 300,000 | \$ 500,000 |      |      |      | \$ 800,000 |
| Total                             | \$ 300,000 | \$ 500,000 | \$ - | \$ - | \$ - | \$ 800,000 |

**Project Description:** Replace elevators at Telegraph Channing Garage

**Project Justification:** Original elevators. Reliability and Safety Issues

**Project Location:** Telegraph/Channing

**History/Notes:**



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Trasfer Station Rebuild Final engineering, design and ready for construction plans

**Project Number:**

**Project Total Cost:** \$ 4,000,000      **FY 20-24 Program Cost:** \$ 4,000,000

**Department:** Public Works      **Division:** Zero Waste      **Capital Program:**

| Project Budget    | Previous    | 2020        | 2021              | 2022                | 2023              | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------|-------------------|---------------------|-------------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ -              | \$ -                | \$ -              | \$ -        | \$ -                |
| Staff/Labor       | \$ -        |             |                   |                     |                   |             | \$ -                |
| Design/Consultant | \$ -        | \$ -        | \$ 300,000        | \$ 2,900,000        | \$ 800,000        |             | \$ 4,000,000        |
| Construction      | \$ -        |             |                   |                     |                   |             | \$ -                |
| Ops/Maint Cost    | \$ -        |             |                   |                     |                   |             | \$ -                |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 300,000</u> | <u>\$ 2,900,000</u> | <u>\$ 800,000</u> | <u>\$ -</u> | <u>\$ 4,000,000</u> |

| Sources of Funding    | 2020        | 2021              | 2022                | 2023              | 2024        | 5 Yr Total          |
|-----------------------|-------------|-------------------|---------------------|-------------------|-------------|---------------------|
| Zero Waste Fund (820) |             | 300,000           | 2,900,000           | 800,000           |             | \$ 4,000,000        |
| Fund xxx (xxx) -      |             |                   |                     |                   |             | \$ -                |
| Fund xxx (xxx) -      |             |                   |                     |                   |             | \$ -                |
| <b>Total</b>          | <u>\$ -</u> | <u>\$ 300,000</u> | <u>\$ 2,900,000</u> | <u>\$ 800,000</u> | <u>\$ -</u> | <u>\$ 4,000,000</u> |

|                               |                                                                                                                                                                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | With the completion of the Solid Waste & recycling Transfer Station Feasibility all stgudies and issuance of FEIR to comply with the California Environmental Quality Act (CEQA), detailed engineering would be started and completed |
| <b>Project Justification:</b> | Design for City and CEQA approved design                                                                                                                                                                                              |
| <b>Project Location:</b>      | 1201 2nd and Gilman streets                                                                                                                                                                                                           |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                       |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Trasfer Station Rebuild Final Geotechnical Site investigation to support engineering design

Project Number:

Project Total Cost: \$ 1,000,000 FY 20-24 Program Cost: \$ 1,000,000

Department: Public Works Division: Zero Waste Capital Program:

| Project Budget    | Previous | 2020       | 2021       | 2022       | 2023 | 2024 | 5 Yr Total   |
|-------------------|----------|------------|------------|------------|------|------|--------------|
| Project Cost      | \$ -     | \$ -       | \$ -       | \$ -       | \$ - | \$ - | \$ -         |
| Staff/Labor       | \$ -     |            |            |            |      |      | \$ -         |
| Design/Consultant | \$ -     | \$ 100,000 | \$ 700,000 | \$ 200,000 |      |      | \$ 1,000,000 |
| Construction      | \$ -     |            |            |            |      |      | \$ -         |
| Ops/Maint Cost    | \$ -     |            |            |            |      |      | \$ -         |
| Total             | \$ -     | \$ 100,000 | \$ 700,000 | \$ 200,000 | \$ - | \$ - | \$ 1,000,000 |

| Sources of Funding    | 2020       | 2021       | 2022       | 2023 | 2024 | 5 Yr Total   |
|-----------------------|------------|------------|------------|------|------|--------------|
| Zero Waste Fund (820) | \$ 100,000 | 700,000    | 200,000    |      |      | \$ 1,000,000 |
| Fund xxx (xxx) -      |            |            |            |      |      | \$ -         |
| Fund xxx (xxx) -      |            |            |            |      |      | \$ -         |
| Total                 | \$ 100,000 | \$ 700,000 | \$ 200,000 | \$ - | \$ - | \$ 1,000,000 |

|                               |                                                                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Because no information exists, it is estimated that extensive geotechnical subsurface will be required to support the engineering design of the new facilities |
| <b>Project Justification:</b> | Geotechnical work to support engineering design                                                                                                                |
| <b>Project Location:</b>      | 1201 2nd and Gilman streets                                                                                                                                    |
| <b>History/Notes:</b>         |                                                                                                                                                                |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Solid Waste & Recycling Transfer Station Rebuild CEQA process

Project Number:

Project Total Cost: \$ 5,000,000 FY 20-24 Program Cost: \$ 5,000,000

Department: Public Works Division: Zero Waste Capital Program:

| Project Budget    | Previous | 2020         | 2021         | 2022       | 2023 | 2024 | 5 Yr Total   |
|-------------------|----------|--------------|--------------|------------|------|------|--------------|
| Project Cost      | \$ -     | \$ -         | \$ -         | \$ -       | \$ - | \$ - | \$ -         |
| Staff/Labor       | \$ -     |              |              |            |      |      | \$ -         |
| Design/Consultant | \$ -     | \$ 1,200,000 | \$ 3,000,000 | \$ 800,000 |      |      | \$ 5,000,000 |
| Construction      | \$ -     |              |              |            |      |      | \$ -         |
| Ops/Maint Cost    | \$ -     |              |              |            |      |      | \$ -         |
| Total             | \$ -     | \$ 1,200,000 | \$ 3,000,000 | \$ 800,000 | \$ - | \$ - | \$ 5,000,000 |

| Sources of Funding    | 2020         | 2021         | 2022         | 2023       | 2024 | 5 Yr Total   |
|-----------------------|--------------|--------------|--------------|------------|------|--------------|
| Zero Waste Fund (820) | \$ 1,200,000 | 3,000,000    | 800,000      |            |      | \$ 5,000,000 |
| Fund xxx (xxx) -      |              |              |              |            |      | \$ -         |
| Fund xxx (xxx) -      |              |              |              |            |      | \$ -         |
| Total                 | \$ -         | \$ 1,200,000 | \$ 3,000,000 | \$ 800,000 | \$ - | \$ 5,000,000 |

|                               |                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | With the completion of the Solid Waste & recycling Transfer Station Feasibility Study with at least 2 options for redesign/rebuild of all facilities at 1201 2nd Street, the project with need to comply with the California Environmental Quality Act (CEQA) |
| <b>Project Justification:</b> | Comply with CEQA                                                                                                                                                                                                                                              |
| <b>Project Location:</b>      | 1201 2nd and Gilman streets                                                                                                                                                                                                                                   |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                               |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Trasnfer Station Rebuild Final Geotechnical Site investigation to support engineering design

**Project Number:**

**Project Total Cost:** \$ 40,000,000      **FY 20-24 Program Cost:** \$ 25,500,000

**Department:** Public Works      **Division:** Zero Waste      **Capital Program:**

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023              | 2024                 | 5 Yr Total           |
|-------------------|-------------|-------------|-------------|-------------|-------------------|----------------------|----------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              | \$ -                 | \$ -                 |
| Staff/Labor       | \$ -        |             |             |             |                   |                      | \$ -                 |
| Design/Consultant | \$ -        |             |             |             | \$ 500,000        | \$ 25,000,000        | \$ 25,500,000        |
| Construction      | \$ -        |             |             |             |                   |                      | \$ -                 |
| Ops/Maint Cost    | \$ -        |             |             |             |                   |                      | \$ -                 |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 500,000</u> | <u>\$ 25,000,000</u> | <u>\$ 25,500,000</u> |

| Sources of Funding    | 2020        | 2021        | 2022        | 2023              | 2024                 | 5 Yr Total           |
|-----------------------|-------------|-------------|-------------|-------------------|----------------------|----------------------|
| Zero Waste Fund (820) |             |             |             | 500,000           | 25000000             | \$ 25,500,000        |
| Fund xxx (xxx) -      |             |             |             |                   |                      | \$ -                 |
| Fund xxx (xxx) -      |             |             |             |                   |                      | \$ -                 |
| <b>Total</b>          | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 500,000</u> | <u>\$ 25,000,000</u> | <u>\$ 25,500,000</u> |

|                               |                                                                                                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | With completion of all environmental permits, geotechnical and design work commenced of construcion for the new Solid Waste & Recycling Transfer Station |
| <b>Project Justification:</b> | Replacement of all existing facilites                                                                                                                    |
| <b>Project Location:</b>      | 1201 2nd and Gilman streets                                                                                                                              |
| <b>History/Notes:</b>         |                                                                                                                                                          |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Proposal Form**

**Project Name:** Veteran's Building

**Project Number:** T1PW04

**Project Total Cost:** \$ 148,215                      **FY 20-24 Program Cost:** \$ 148,215

**Department:** Public Works                      **Division:** Engineering                      **Capital Program:** Facilities

| <b>Project Budget</b> | Previous    | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost          |             | \$ 148,215        |             |             |             |             | <u>\$ 148,215</u> |
| Staff/Labor           |             |                   |             |             |             |             | <u>\$ -</u>       |
| Design/Consultant     |             |                   |             |             |             |             | <u>\$ -</u>       |
| Construction          | \$ -        |                   |             |             |             |             | <u>\$ -</u>       |
| Ops/Maint Cost        | \$ -        |                   |             |             |             |             | <u>\$ -</u>       |
| <b>Total</b>          | <u>\$ -</u> | <u>\$ 148,215</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 148,215</u> |

| <b>Sources of Funding</b>   | 2020        | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-----------------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Fund 511 (607) - Measure T1 | \$ 148,215  |                   |             |             |             | <u>\$ 148,215</u> |
| <b>Total</b>                | <u>\$ -</u> | <u>\$ 148,215</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 148,215</u> |

|                               |                                                                                                                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Structural analysis and visioning of possible conceptual design alternatives, in concert with Civic Center Park, to help determine a direction for future capital improvements to restore and secure these facilities to maximize their community benefit. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                                                                                                 |
| <b>Project Location:</b>      | 1931 Center Street, Berkeley, CA 94704                                                                                                                                                                                                                     |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                            |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Proposal Form**

**Project Name:** Corporation Yard

**Project Number:** T1PW09

**Project Total Cost:** \$ 513,812                      **FY 20-24 Program Cost:** \$ 50,467

**Department:** Public Works                      **Division:** Engineering                      **Capital Program:** Facilities

| <b>Project Budget</b> | Previous          | 2020             | 2021        | 2022        | 2023        | 2024        | 5 Yr Total       |
|-----------------------|-------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Project Cost          | \$ 463,345        | \$ 50,467        |             |             |             |             | <u>\$ 50,467</u> |
| Staff/Labor           |                   |                  |             |             |             |             | <u>\$ -</u>      |
| Design/Consultant     |                   |                  |             |             |             |             | <u>\$ -</u>      |
| Construction          | \$ -              |                  |             |             |             |             | <u>\$ -</u>      |
| Ops/Maint Cost        | \$ -              |                  |             |             |             |             | <u>\$ -</u>      |
| <b>Total</b>          | <u>\$ 463,345</u> | <u>\$ 50,467</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 50,467</u> |

| <b>Sources of Funding</b>   | 2020              | 2021             | 2022        | 2023        | 2024        | 5 Yr Total       |
|-----------------------------|-------------------|------------------|-------------|-------------|-------------|------------------|
| Fund 511 (607) - Measure T1 | \$ 463,345        | \$ 50,467        |             |             |             | <u>\$ 50,467</u> |
| <b>Total</b>                | <u>\$ 463,345</u> | <u>\$ 50,467</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 50,467</u> |

|                               |                                            |
|-------------------------------|--------------------------------------------|
| <b>Project Description:</b>   | Roof and electrical improvements           |
| <b>Project Justification:</b> | Council approved project on June 27, 2017. |
| <b>Project Location:</b>      | 1326 Allston Way, Berkeley, CA             |
| <b>History/Notes:</b>         |                                            |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Proposal Form**

**Project Name:** Public Safety Building

**Project Number:**

**Project Total Cost:** \$ 19,762

**FY 20-24 Program Cost:** \$ 19,762

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Facilities

| <b>Project Budget</b> | Previous | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|-----------|------|------|------|------|------------|
| Project Cost          |          | \$ 19,762 |      |      |      |      | \$ 19,762  |
| Staff/Labor           |          |           |      |      |      |      | \$ -       |
| Design/Consultant     |          |           |      |      |      |      | \$ -       |
| Construction          | \$ -     |           |      |      |      |      | \$ -       |
| Ops/Maint Cost        | \$ -     |           |      |      |      |      | \$ -       |
| <b>Total</b>          | \$ -     | \$ 19,762 | \$ - | \$ - | \$ - | \$ - | \$ 19,762  |

| <b>Sources of Funding</b>   | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------------|-----------|------|------|------|------|------------|
| Fund 511 (607) - Measure T1 | \$ 19,762 |      |      |      |      | \$ 19,762  |
| <b>Total</b>                | \$ 19,762 | \$ - | \$ - | \$ - | \$ - | \$ 19,762  |

|                               |                                               |
|-------------------------------|-----------------------------------------------|
| <b>Project Description:</b>   | Cost estimate for Mechanical/HVAC upgrades.   |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.    |
| <b>Project Location:</b>      | 2100 Martin Luther King Jr. Way, Berkeley, CA |
| <b>History/Notes:</b>         |                                               |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Roof Replacements

Project Number:

Project Total Cost: \$ 1,602,433

FY 20-24 Program Cost: \$ 1,602,433

Department: Public Works

Division: Engineering

Capital Program: Facilities

| Project Budget    | Previous | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total   |
|-------------------|----------|------------|------------|------------|------------|------------|--------------|
| Project Cost      | \$ -     | \$ 290,000 | \$ 304,500 | \$ 319,725 | \$ 335,711 | \$ 352,497 | \$ 1,602,433 |
| Staff/Labor       | \$ -     | \$ 20,000  | \$ 21,000  | \$ 22,050  | \$ 23,153  | \$ 24,310  | \$ 110,513   |
| Design/Consultant | \$ -     | \$ 20,000  | \$ 21,000  | \$ 22,050  | \$ 23,153  | \$ 24,310  | \$ 110,513   |
| Construction      | \$ -     | \$ 250,000 | \$ 262,500 | \$ 275,625 | \$ 289,406 | \$ 303,877 | \$ 1,381,408 |
| Ops/Maint Cost    | \$ -     |            |            |            |            |            | \$ -         |
| Total             | \$ -     | \$ 290,000 | \$ 304,500 | \$ 319,725 | \$ 335,711 | \$ 352,497 | \$ 1,602,433 |

| Sources of Funding           | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total   |
|------------------------------|------------|------------|------------|------------|------------|--------------|
| Fund 5U1 Capital Improvement | \$ 290,000 | 264500     | 240000     | 455436     | 352497     | \$ 1,602,433 |
| Fund xxx (xxx) -             |            |            |            |            |            | \$ -         |
| Fund xxx (xxx) -             |            |            |            |            |            | \$ -         |
| Total                        | \$ -       | \$ 290,000 | \$ 264,500 | \$ 240,000 | \$ 455,436 | \$ 352,497   |

**Project Description:** Replacement of leaking roofs > 20yrs old: Fire Station 3

**Project Justification:** Leaking roofs. Requires replacement.

**Project Location:** City wide

**History/Notes:**





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## INFORMATION TECHNOLOGY

### Summary

Currently, the City's PC inventory comprises 1,271 desktops, 238 laptops, 93 tablets, and 78 Public Safety MDTs (Mobile Data Terminals). In FY 2003, the City's server infrastructure comprised 93 Physical servers (13 for email), with each server supporting a single software application. Currently, the City runs 35 Physical servers (4 virtual for email), 200 virtual servers as a result of Virtualization and thus reducing carbon footprint and resulted in energy efficiencies. The City also runs City owned Fiber to the downtown locations and this was placed in operation in year 2000. City Network Infrastructure runs over 170 routers, switches, and 206 wireless access points that connect the City's 42 service locations.

In FY 2008, the City centralized PC purchasing and instituted a capital replacement program requiring departments to set aside money every year for desktop PCs, enterprise desktop software, and for servers. Because a capital replacement fund was established, the City's PC inventory, Servers and Storage is a funded liability and the network devices, wireless and UPS inventory is an underfunded liability. In FY 2015 the City established a replacement fund for our core enterprise financial system, FUND\$, the property tax in excess of the \$10.5 million baseline will be allocated for FUND\$ replacement. In FY 2019, a Technology Internal Service Fund was developed and all IT Infrastructure Costs for existing technology are now a funded liability. In FY 2019, the IT department will also be upgrading the Server and Storage backend infrastructure to support the City's Cyber Resilience efforts and to provide operational and disaster recovery including business continuity to our critical applications.

### Computer Replacement Fund: PC & Server

This fund supports centralized licensing and maintenance of Citywide PCs and servers: critical desktop hardware is upgraded every four to six years, all desktops are licensed for the City standard software suite, and servers are maintained for all departments.

In FY 2013, this fund provided for a replacement of our disk and cloud-based backup system. In FY 2014, this fund provided for an upgrade and expansion of our virtual server infrastructure, comprising 11 physical servers that support over 183 virtual servers. In FY 2016, this fund provided for a additions to our storage area network (SAN), which supports the backend storage for our virtual server infrastructure. In FY 2017, the City upgraded their Microsoft Office software licenses to enable video conferencing and Office 365 capabilities. Implementation will begin in 2019, and will improve access to data and files from any location thus increasing employee efficiencies, will provide more reliable security, and help enhance the disaster recovery process, which will allow email to still be accessible on our mobile devices should City Hall be impacted in a disaster. Our investment decisions will prioritize initiatives that achieve the best performance outcomes and greatest benefit so funding and other resources currently dedicated to operations and maintenance efforts can be recapitalized and invested in modernization efforts

### FUND\$ Replacement Project

The FUND\$ Replacement project provides project management, change management and subject matter expertise to implement a new, fully integrated, public sector Enterprise Resource Planning ("ERP") system that meets the City's functional needs related to financial data management, purchasing, human resources, payroll, benefits administration, and

## INFORMATION TECHNOLOGY

budget preparation. In later phases the ERP Project Team will also identify optimal solutions to improve refuse billing, the City's work order system, fleet and facilities management, performance evaluations for City staff, learning management system for all City employees, administration of business licenses, and property tax assessments.

The City has selected Tyler Munis, a new, fully integrated, public sector Enterprise Resource Planning ("ERP") system that meets the City's functional scope (Core Financials, Purchasing, Human Resources, Payroll, Budget Preparation, Time Entry, and Benefits Administration). The City has begun implementation of the new ERP and went live with Phase 1 A of the project on Nov 1, 2018. The timelines for Phase 1B for AR/GB and HR Payroll being developed and plan to tentatively go-live Jan 1, 2020

Phase 2 is in progress and will include replacement of the Zero Waste system, Work Order (including Facilities Management), Fleet Management, Performance and Learning Management, and Real Property Leasing. eProcurement (automating the bidding process) to improve the procurement process thus reducing paper and office visits to submit bids in person thus implementing an environmentally- sound technology infrastructure.

Phase 3 has not yet started, but will include Business Licenses and Property Tax Assessment. Online community payment portal and Electronic Signatures (eSignatures) will be evaluated as part of Phase 3.

**Information Technology**  
**Program and Funding Summary**

| Project Description                          | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Planned<br>FY 2022 | Planned<br>FY 2023 | Planned<br>FY 2024 | 5 Year Total        |
|----------------------------------------------|---------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
| <b>One-Time Funding</b>                      |                     |                     |                    |                    |                    |                     |
|                                              |                     |                     | -                  | -                  | -                  | -                   |
| <b>Subtotal</b>                              | \$ -                | \$ -                | \$ -               | \$ -               | \$ -               | \$ -                |
| <b>Recurring Funding</b>                     |                     |                     |                    |                    |                    |                     |
| FUND\$ Replacement Project                   | 2,734,552           | 2,734,552           |                    |                    |                    | 5,469,104           |
| PC Replacement (PC-R) and Server Replacement | \$540,370           | \$385,370           | \$439,789          | \$518,678          | \$288,062          | 2,172,269           |
| <b>Total</b>                                 | <b>\$ 3,274,922</b> | <b>\$ 3,119,922</b> | <b>\$ 439,789</b>  | <b>\$ 518,678</b>  | <b>\$ 288,062</b>  | <b>\$ 7,641,373</b> |
| <b>Funding Summary</b>                       |                     |                     |                    |                    |                    |                     |
| Fund Source                                  | Proposed FY<br>2018 | Proposed FY 2019    | Planned FY<br>2020 | Planned<br>FY 2021 | Planned<br>FY 2022 | 5 Year Total        |
|                                              | -                   | -                   | -                  | -                  | -                  | -                   |
| Fund 609 - FUND\$ Replacement                | 2,734,552           | 2,734,552           | -                  | -                  | -                  | 5,469,104           |
| Fund 891 - IT Cost Allocation                | 540,370             | 385,370             | 439,789            | 518,678            | 288,062            | 2,172,269           |
| <b>Total</b>                                 | <b>\$ 3,274,922</b> | <b>\$ 3,119,922</b> | <b>\$ 439,789</b>  | <b>\$ 518,678</b>  | <b>\$ 288,062</b>  | <b>\$ 7,641,373</b> |

City of Berkeley  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** PC Replacement (PC-R) and Server Replacement  
**Project Number:** -  
**Total Cost:** \$2,172,268  
**Department:** IT      **Division:** Network Operations      **Capital Program:**

| Project Budget | Previous   | 2020             | 2021             | 2022             | 2023             | 2024             | 5 Yr Total         |
|----------------|------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Project Cost   | \$0        | \$0              | \$0              | \$0              | \$0              | \$0              | \$0                |
| Ops/Maint Cost | \$0        | \$540,370        | \$385,370        | \$439,789        | \$518,678        | \$288,062        | \$2,172,268        |
| <b>Total</b>   | <b>\$0</b> | <b>\$540,370</b> | <b>\$385,370</b> | <b>\$439,789</b> | <b>\$518,678</b> | <b>\$288,062</b> | <b>\$2,172,268</b> |

| Sources of Funding            | 2020             | 2021             | 2022             | 2023             | 2024             | 5 Yr Total         |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Fund 891 - IT Cost Allocation | \$540,370        | \$385,370        | \$439,789        | \$518,678        | \$288,062        | \$2,172,268        |
| <b>Total</b>                  | <b>\$540,370</b> | <b>\$385,370</b> | <b>\$439,789</b> | <b>\$518,678</b> | <b>\$288,062</b> | <b>\$2,172,268</b> |

**Project Description:** This project supports centralized licensing and maintenance of Citywide PCs, servers and storage: critical desktop hardware is upgraded every five years, all desktops are licensed for the City standard software suite, and servers are maintained for all departments. Staff replace approximately 200 citywide desktops per fiscal year.

**Project Justification:** The purpose of these programs are to maximize the value of the City’s investment by adopting a citywide standard for desktops, desktop deployment, and centralized servers.

**Project Location:** Citywide

In FY 2013, this fund provided for a replacement of our disk and cloud-based backup system. In FY2014, this fund provided for an upgrade and expansion of our virtual server infrastructure, comprising 11 physical servers that support over 183 virtual servers. In FY 2016, this fund provided for a replacement of our storage area network (SAN), which supports the backend storage for our virtual server infrastructure.

**History/Notes:** In FY2017, the City upgraded their Microsoft Office software licenses to enable video conferencing and Office 365 capabilities. Implementation will occur in early 2017, and will improve access to data and files from any location thus increasing employee efficiencies, will provide more reliable security, and help enhance the disaster recovery process, which will allow email to still be accessible on our mobile devices should City Hall be impacted in a disaster.

In FY2019, the City is planning to upgrade the core server and storage infrastructure to establish disaster recovery and business continuity functionality citywide.

City of Berkeley  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** FUND\$ Replacement Project  
**Project Number:** -  
**Total Cost:** \$15,100,000  
**Department:** IT      **Division:** Multiple      **Capital Program:**

| Project Budget | Previous           | 2020               | 2021               | 2022       | 2023       | 2024       | 5 Yr Total          |
|----------------|--------------------|--------------------|--------------------|------------|------------|------------|---------------------|
| Project Cost   | \$9,630,896        | \$2,734,552        | \$2,734,552        | \$0        | \$0        | \$0        | \$15,100,000        |
| Ops/Maint Cost | \$0                | \$0                | \$0                | \$0        | \$0        | \$0        | \$0                 |
| <b>Total</b>   | <b>\$9,630,896</b> | <b>\$2,734,552</b> | <b>\$2,734,552</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$15,100,000</b> |

| Sources of Funding            | Previous           | 2020               | 2021               | 2022       | 2023       | 2024       | 5 Yr Total         |
|-------------------------------|--------------------|--------------------|--------------------|------------|------------|------------|--------------------|
| Fund 609 - FUND\$ Replacement | \$9,630,896        | \$2,734,552        | \$2,734,552        | \$0        | \$0        | \$0        | \$5,469,104        |
| <b>Total</b>                  | <b>\$9,630,896</b> | <b>\$2,734,552</b> | <b>\$2,734,552</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$5,469,104</b> |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | <p>The FUND\$ Replacement team provides project management, change management and subject matter expertise to implement multiple software solutions to address the core data needs for the City. The Program is divided into multiple projects to be completed over a five year period.</p> <p>The City has selected Tyler Munis, a new, fully integrated, public sector Enterprise Resource Planning (“ERP”) system that meets the City’s functional scope (Core Financials, Purchasing, Human Resources, Payroll, Budget Preparation, Time Entry, and Benefits Administration). The City has begun implementation of the new ERP and went live with Phase 1 A of the project on Nov 1, 2018.</p> <p>Phase 2 is in progress and will include replacement of the Zero Waste system, Work Order (including Facilities Management), Fleet Management, Performance and Learning Management, and Real Property Leasing. Phase 3 has not yet started, but will include Business Licenses and Property Tax Assessment.</p> |
| <b>Project Justification:</b> | <p>Replacement of FUND\$ will improve integration, reporting, roll-up capabilities, orgnizational processes, and allow for the implementation of business process best practices.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Project Location:</b>      | <p>Citywide</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>History/Notes:</b>         | <p>Since 1991, the City has used the SunGard Public Sector (formerly HTE) solution for financials, budgeting, and payroll functions. In May 2015, the City contracted with the Government Finance Officers Association (GFOA) for a review of its current financial processes, and for identification of areas for improvement and recommended business process changes to implement a modern ERP to provide improved core financial, HR and payroll processes. This assessment led to the determination that a new enterprise system will improve integration, reporting and roll-up capabilities, and organizational processes, and allow for the implementation of business process best practices.</p>                                                                                                                                                                                                                                                                                                           |



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## PARKS, RECREATION AND WATERFRONT

### Summary

The City of Berkeley Parks, Recreation and Waterfront Department maintains 250 park acres, 9.5 miles of medians, 175 acres in the Waterfront, and three resident camps outside of the City.

The City has 52 parks that contain 15 athletic fields, 49 sports courts (basketball and tennis), 63 play areas, 4 community centers, 2 clubhouses, 29 restrooms and outbuildings, and 2 swimming pools.

The medians include 152 landscaped areas between streets and numerous turf and landscaped triangles adjacent to our streets.

The Waterfront is the largest public Marina in the Bay Area located on 125 acres of land and 50 acres of water, and maintains approximately 1040 berths, public access docks, pilings, channels, streets, pathways, parking lots, buildings, restrooms, buildings, and small boat launch ramps.

The City of Berkeley's non-resident camps include Cazadero Camp located off the Russian River, Echo Lake Camp located just above South Lake Tahoe, and Berkeley Tuolumne Camp located just east of Yosemite Park. These camps include hundreds of facilities, amphitheaters, bridges, pathways, water systems, and swimming pools.

### Funding

Recurring funding available for capital and major maintenance of these facilities and infrastructure is \$1.75 million.

| <b>Funding Source</b>          | <b>Annual Capital &amp; Major Maintenance Funding</b> |
|--------------------------------|-------------------------------------------------------|
| Parks Tax Fund                 | \$1,000,000                                           |
| Capital Improvement Fund       | \$400,000                                             |
| Marina Fund                    | \$350,000                                             |
| Camps Fund <sup>1</sup>        | \$0                                                   |
| <b>Total Funding Available</b> | <b>\$1,750,000</b>                                    |

The Department relies on other one-time funding to supplement these sources, including bond measures and grants, to address our most critical unfunded needs. The passage of Measure T1 by voters in 2016 provided \$100 million in funding for existing facilities and infrastructure over a period of 12 years. While this is for citywide needs, Phase 1 includes funding for a number of park and Waterfront projects.<sup>2</sup> Over the past 10 years, Measure WW, a regional measure to fund the improvement of parks and recreation facilities, has provided funding for 16 local park improvement projects.<sup>3</sup> Work on these projects will conclude by December 2020.

<sup>1</sup> Due to the loss of Berkeley Tuolumne Camp, the Camps Fund does not have sufficient funds at this time to cover any annual investment in capital or major maintenance.

<sup>2</sup> See <https://www.cityofberkeley.info/MeasureT1/>

<sup>3</sup> See [https://www.cityofberkeley.info/Parks\\_Rec\\_Waterfront/Home/Measure\\_WW\\_Bonds.aspx](https://www.cityofberkeley.info/Parks_Rec_Waterfront/Home/Measure_WW_Bonds.aspx)



## PARKS, RECREATION AND WATERFRONT

For the Department's largest capital project, the rebuild of Berkeley Tuolumne Camp, the primary funding sources are insurance and a Public Assistance grant from the Federal Emergency Management Agency (FEMA).

An additional \$600,000 is set aside for minor maintenance in Parks and the Waterfront.

| <b>Funding Source</b>          | <b>Annual Minor Maintenance Funding</b> |
|--------------------------------|-----------------------------------------|
| Parks Tax Fund                 | \$450,000                               |
| Marina Fund                    | \$150,000                               |
| <b>Total Funding Available</b> | <b>\$600,000</b>                        |

These funds are critical to address the minor maintenance repairs that are required annually, from painting to playground surfacing to stone work to facility repairs.<sup>4</sup> In the past, when there was not this dedicated set aside, these more minor repairs often cut into capital budgets, exacerbating the problem of under-investment in capital and major maintenance.

### **FY2020 & FY2021 Capital & Major Maintenance Projects**

The following table summarizes the priority capital projects proposed for allocation of the \$1.75 million in recurring funds. In FY 2020, park projects include renovating the tennis courts at Cedar Rose Park; replacing the filters at West Campus Pool; irrigation and pathway improvements at the Rose Garden; and playground improvements at San Pablo Park, George Florence Park, and King School Park. In addition, two WW-funded projects will be completed: John Hinkel Park improvements and James Kenney Park playground renovation. In FY 2021, park projects include playground renovation at Grove Park, fencing improvements at the Harrison Skate Park, and play area improvements at John Hinkel Park and Aquatic Park's Dreamland.

At the Waterfront, proposed projects focus on the most urgent repair needs, and those that prevent the further loss of revenue from customers leaving the Marina. These include finger dock and piling replacement, restroom upgrades, and sewer lateral work.

There are two significant camp projects. The rebuild of Berkeley Tuolumne Camp is set to bid and start construction in FY 2020. Construction will proceed over two years at an estimated cost of approx. \$50 million. Camp is scheduled to re-open in the summer of 2022. At Cazadero Camp, the Jensen Dorm, which was destroyed by a landslide in 2016, will be reconstructed in FY 2020. That project is primarily funded by insurance.

<sup>4</sup> See [https://www.cityofberkeley.info/Parks\\_Rec\\_Waterfront/Home/Capital\\_Improvements\\_Program\\_\(CIP\).aspx](https://www.cityofberkeley.info/Parks_Rec_Waterfront/Home/Capital_Improvements_Program_(CIP).aspx) for a list of Minor Maintenance projects over the past several years.

## PARKS, RECREATION AND WATERFRONT

### PRW FY2020 & FY2021 Capital & Major Maintenance Plan

| FY 2020                                         | Funding Sources  |                    |                  |                    |                     | Grand Total         |
|-------------------------------------------------|------------------|--------------------|------------------|--------------------|---------------------|---------------------|
|                                                 | Capital Imprvmt. | Parks Tax          | Marina           | Grants-Meas. WW    | Camps               |                     |
| Gilman Reserve/ Facility Assmt./ Sewer Laterals | \$0              | \$100,000          | \$0              | \$0                | \$0                 | \$100,000           |
| Cedar Rose Tennis Court                         | \$0              | \$400,000          | \$0              | \$0                | \$0                 | \$400,000           |
| W. Campus Pool Filter                           | \$0              | \$175,000          | \$0              | \$0                | \$0                 | \$175,000           |
| Rose Garden-Phase II                            | \$100,000        | \$50,000           | \$0              | \$0                | \$0                 | \$150,000           |
| San Pablo Park Play Equipment                   | \$300,000        | \$100,000          | \$0              | \$0                | \$0                 | \$400,000           |
| George Florence Play Equipment                  | \$0              | \$125,000          | \$0              | \$0                | \$0                 | \$125,000           |
| John Hinkel Park Improvements                   | \$0              | \$0                | \$0              | \$465,000          | \$0                 | \$465,000           |
| James Kenney Play Area                          | \$0              | \$0                | \$0              | \$1,060,274        | \$0                 | \$1,060,274         |
| King School Park Play Area                      | \$0              | \$50,000           | \$0              | \$0                | \$0                 | \$50,000            |
| Finger Dock & Piling Replacement                | \$0              | \$0                | \$250,000        | \$0                | \$0                 | \$250,000           |
| Sewer Lateral Work                              | \$0              | \$0                | \$100,000        | \$0                | \$0                 | \$100,000           |
| Cazadero Dorm Reconstruction                    | \$0              | \$0                | \$0              | \$0                | \$854,306           | \$854,306           |
| Berkeley Tuolumne Camp                          | \$0              | \$0                | \$0              | \$0                | \$49,795,822        | \$49,795,822        |
| <b>FY 2020 Budget Total</b>                     | <b>\$400,000</b> | <b>\$1,000,000</b> | <b>\$350,000</b> | <b>\$1,525,274</b> | <b>\$50,650,128</b> | <b>\$53,925,402</b> |
| <b>FY 2021</b>                                  |                  |                    |                  |                    |                     |                     |
| Gilman Reserve/ Facility Assmt/Sewer Laterals   | \$0              | \$100,000          | \$0              | \$0                | \$0                 | \$100,000           |
| Grove Park Play Equipment                       | \$200,000        | \$200,000          | \$0              | \$0                | \$0                 | \$400,000           |
| Skate Park Fencing Improvements                 | \$0              | \$300,000          | \$0              | \$0                | \$0                 | \$300,000           |
| John Hinkel-Play Area                           | \$0              | \$400,000          | \$0              | \$0                | \$0                 | \$400,000           |
| Aquatic Park Dream Land Improvements            | \$200,000        | \$0                | \$0              | \$0                | \$0                 | \$200,000           |
| Finger Dock & Piling Replacement                | \$0              | \$0                | \$100,000        | \$0                | \$0                 | \$100,000           |
| Restroom Upgrades                               | \$0              | \$0                | \$250,000        | \$0                | \$0                 | \$250,000           |
| Berkeley Tuolumne Camp                          | \$0              | \$0                | \$0              | \$0                | \$1,699,713         | \$1,699,713         |
| <b>FY2021 Budget Total</b>                      | <b>\$400,000</b> | <b>\$1,000,000</b> | <b>\$350,000</b> | <b>\$0</b>         | <b>\$1,699,713</b>  | <b>\$3, 449,713</b> |

Note: projects may change at the discretion of the department

## PARKS, RECREATION AND WATERFRONT

### Unfunded Needs

While this capital plan for FY 2020 and FY 2021 addresses a number of important capital priorities, there remains a large unfunded need in parks, pools, camps and Waterfront facilities and infrastructure. As of March 2019, the unfunded need is estimated to exceed \$180 million.

| <b>Needed Improvements<sup>5</sup></b> | <b>Cost Estimate</b> |
|----------------------------------------|----------------------|
| Resident Camps                         | \$3,355,000          |
| Waterfront                             | \$109,987,000        |
| Pools                                  | \$7,050,000          |
| Park Buildings/Facilities              | \$6,981,800          |
| Parks (General)                        | \$9,900,000          |
| Parks (Specific)                       | \$36,962,000         |
| Park Restrooms                         | \$7,300,000          |
| <b>Total</b>                           | <b>\$181,535,800</b> |

The majority of these unfunded needs are at the Waterfront, where many of the docks, pilings, buildings, parking lots and streets have reached the end of their useful life and are starting to fail. Of the nearly \$110 million in unfunded needs at the Waterfront, an estimated \$10.33 million is needed for urgent infrastructure repairs to finger docks, pilings, electrical systems and restrooms. If these investments are not made, facilities and infrastructure will either require more costly emergency funding or be closed as in the case of the Berkeley Pier. This has a direct and negative impact on Marina Fund revenues, which the City relies on to fund the operations of the Waterfront, and which is projected to be insolvent within two years.

<sup>5</sup> See Unfunded Capital Projects:  
[https://www.cityofberkeley.info/Parks\\_Rec\\_Waterfront/Home/Capital\\_Improvements\\_Program\\_\(CIP\).aspx](https://www.cityofberkeley.info/Parks_Rec_Waterfront/Home/Capital_Improvements_Program_(CIP).aspx)

**PROGRAM AND FUNDING SUMMARY**

| Project Description                                   | Proposed FY 2020     | Proposed FY 2021    | Planned FY 2022     | Planned FY 2023     | Planned FY 2024     | 5 Year Total         |
|-------------------------------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>One-Time Funding</b>                               |                      |                     |                     |                     |                     |                      |
| <i>Camps Fund</i>                                     |                      |                     |                     |                     |                     |                      |
| Berkeley Tuolumne Camp*                               | 49,795,822           | 1,699,713           | 722,123             | 99,464              |                     | 52,317,122           |
| Cazadero Landslide Repair: Dorm Replacement**         | 854,306              |                     |                     |                     |                     | 854,306              |
| <i>Measure T1 Bond Program</i>                        |                      |                     |                     |                     |                     |                      |
| Aquatic Park Tide Tubes                               | 220,835              |                     |                     |                     |                     | 220,835              |
| Frances Albrier Community Center                      | 425,000              | 215,162             |                     |                     |                     | 640,162              |
| Grove Park Phase II                                   | 880,325              |                     |                     |                     |                     | 880,325              |
| Live Oak Community Center                             | 4,232,106            |                     |                     |                     |                     | 4,232,106            |
| University Ave., Marina Blvd, Spinnaker Wy Renovation | 2,056,908            | 934,295             |                     |                     |                     | 2,991,203            |
| Berkeley Municipal Pier                               | 83,022               |                     |                     |                     |                     | 83,022               |
| George Florence Play Structure                        | 531,703              |                     |                     |                     |                     | 531,703              |
| San Pablo Play Structure                              | 1,037,505            |                     |                     |                     |                     | 1,037,505            |
| Strawberry Creek Park Phase II                        | 345,835              |                     |                     |                     |                     | 345,835              |
| Rose Garden Pathways, Tennis, Pergola                 | 1,131,389            |                     |                     |                     |                     | 1,131,389            |
| Gilman N. Fieldhouse/Restroom                         | 197,025              |                     |                     |                     |                     | 197,025              |
| Willard Clubhouse                                     | 172,025              |                     |                     |                     |                     | 172,025              |
| <b>Subtotal</b>                                       | <b>61,963,806</b>    | <b>2,849,170</b>    | <b>722,123</b>      | <b>99,464</b>       | <b>-</b>            | <b>65,634,563</b>    |
| <b>Recurring Funding</b>                              |                      |                     |                     |                     |                     |                      |
| <i>Parks Tax Fund</i>                                 |                      |                     |                     |                     |                     |                      |
| Gilman Reserve/Facility Assessment/Sewer Lateral      | 100,000              | 100,000             | 100,000             | 100,000             | 100,000             | 500,000              |
| Cedar Rose Tennis Courts                              | 400,000              | -                   | -                   | -                   | -                   | 400,000              |
| George Florence Play Equipment                        | 125,000              | -                   | -                   | -                   | -                   | 125,000              |
| Grove Park Play Equipment                             | -                    | 200,000             | -                   | -                   | -                   | 200,000              |
| John Hinkel -lower                                    | -                    | 400,000             | -                   | -                   | -                   | 400,000              |
| Kind School Play Area                                 | 50,000               | -                   | -                   | -                   | -                   | 50,000               |
| Rose Garden Trellis Phase II                          | 50,000               | -                   | -                   | -                   | -                   | 50,000               |
| San Pablo Park Play Equipment                         | 100,000              | -                   | -                   | -                   | -                   | 100,000              |
| Skate Park Fencing                                    | -                    | 300,000             | -                   | -                   | -                   | 300,000              |
| West Campus Pool Filters                              | 175,000              | -                   | -                   | -                   | -                   | 175,000              |
| Unallocated Projects                                  | -                    | -                   | 900,000             | 900,000             | 900,000             | 2,700,000            |
| <i>Capital Improvement Fund</i>                       |                      |                     |                     |                     |                     |                      |
| Aquatic Park Dream Land                               | -                    | 200,000             | -                   | -                   | -                   | 200,000              |
| Grove Park Play Equipment                             | -                    | 200,000             | -                   | -                   | -                   | 200,000              |
| Rose Garden Trellis Phase II                          | 100,000              | -                   | -                   | -                   | -                   | 100,000              |
| San Pablo Park Play Equipment                         | 300,000              | -                   | -                   | -                   | -                   | 300,000              |
| Unallocated: ADA Parks                                | -                    | -                   | 250,000             | 250,000             | 250,000             | 750,000              |
| Unallocated: Replace Hazardous Play Equipment         | -                    | -                   | 150,000             | 150,000             | 150,000             | 450,000              |
| Ball Fields Acquisition Debt Service                  | 249,971              | 249,467             | 249,901             | 249,848             | 249,819             | 1,249,006            |
| <i>Marina Fund</i>                                    |                      |                     |                     |                     |                     |                      |
| Finger Docks                                          | 250,000              | 100,000             | -                   | -                   | -                   | 350,000              |
| Sewer Lateral Work                                    | 100,000              | -                   | -                   | -                   | -                   | 100,000              |
| Waterfront Restroom Upgrades                          | -                    | 250,000             | -                   | -                   | -                   | 250,000              |
| Marina Debt Service                                   | 485,719              | 792,677             | 792,677             | 792,677             | 792,677             | 3,656,427            |
| Unallocated Projects                                  | -                    | -                   | 350,000             | 350,000             | 350,000             | 1,050,000            |
| <b>Subtotal</b>                                       | <b>2,485,690</b>     | <b>2,792,144</b>    | <b>2,792,578</b>    | <b>2,792,525</b>    | <b>2,792,496</b>    | <b>13,655,433</b>    |
| <b>Total</b>                                          | <b>\$ 64,449,496</b> | <b>\$ 5,641,314</b> | <b>\$ 3,514,701</b> | <b>\$ 2,891,989</b> | <b>\$ 2,792,496</b> | <b>\$ 79,289,996</b> |
| <b>Funding Summary</b>                                |                      |                     |                     |                     |                     |                      |
| Fund Source                                           | Proposed FY 2020     | Proposed FY 2021    | Planned FY 2022     | Planned FY 2023     | Planned FY 2024     | 5 Year Total         |
| <b>One-Time Funding</b>                               |                      |                     |                     |                     |                     |                      |
| One-Time: Camps Fund                                  | 50,650,128           | 1,699,713           | 722,123             | 99,464              | -                   | 53,171,428           |
| Measure T1 Bond Program                               | 11,313,678           | 1,149,457           |                     |                     |                     | 12,463,135           |
| <b>Subtotal</b>                                       | <b>61,963,806</b>    | <b>2,849,170</b>    | <b>722,123</b>      | <b>99,464</b>       | <b>-</b>            | <b>65,634,563</b>    |
| <b>Recurring Funding</b>                              |                      |                     |                     |                     |                     |                      |
| Parks Tax                                             | 1,000,000            | 1,000,000           | 1,000,000           | 1,000,000           | 1,000,000           | 5,000,000            |
| Capital Improvement Fund                              | 649,971              | 649,467             | 649,901             | 649,848             | 649,819             | 3,249,006            |
| Marina Fund                                           | 835,719              | 1,142,677           | 1,142,677           | 1,142,677           | 1,142,677           | 5,406,427            |
| <b>Subtotal</b>                                       | <b>2,485,690</b>     | <b>2,792,144</b>    | <b>2,792,578</b>    | <b>2,792,525</b>    | <b>2,792,496</b>    | <b>13,655,433</b>    |
| <b>Total</b>                                          | <b>\$ 64,449,496</b> | <b>\$ 5,641,314</b> | <b>\$ 3,514,701</b> | <b>\$ 2,891,989</b> | <b>\$ 2,792,496</b> | <b>\$ 79,289,996</b> |

\*This project will be funded by insurance, Federal Emergency Management Agency (FEMA), California's Office of Emergency Services (CalOES), donation proceeds, and the City of Berkeley. The City's cost share is not estimated to exceed \$3.3 million, which was allocated from the Catastrophic Reserve Fund and included in the FY18-19 adopted budget.

\*\*This project will be funded by insurance.

First Source Fund receives 1% of the project budget from all eligible capital projects (i.e. Capital Improvement Fund, Camps Fund, Parks Tax Fund and Marina Fund). First Source Fund (B.M.C. 13.26) promotes the hiring of local jobseekers on local and publicly funded construction projects, in addition to non-construction jobs that are created after construction is complete.

Public Art Fund receives 1.5% of the project budget from all eligible capital projects (i.e. Capital Improvement Fund, Camps Fund, Parks Tax Fund and Marina Fund). Funding for the program is provided through the Public Art Resolution, passed in 1999, which requires all eligible capital projects within the city to allocate 1.5% of the project budget of public improvements to the Public Art Fund.

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Berkeley Tuolumne Camp Reconstruction Project  
**Project Number:** 14EM01 / 08CP01 / 18CP01 / NEW CM  
**Total Cost:** \$ 62,066,573  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous            | 2020                 | 2021                | 2022              | 2023             | 2024        | 5 Yr Total           | Project Total        |
|----------------|---------------------|----------------------|---------------------|-------------------|------------------|-------------|----------------------|----------------------|
| Project Cost   | \$ 9,749,451        | \$ 49,795,822        | \$ 1,699,713        | \$ 722,123        | \$ 99,464        | \$ -        | \$ 52,317,123        | \$ 62,066,573        |
| Ops/Maint Cost | \$ -                | \$ -                 | \$ -                | \$ -              | \$ -             | \$ -        | \$ -                 | \$ -                 |
| <b>Total</b>   | <b>\$ 9,749,451</b> | <b>\$ 49,795,822</b> | <b>\$ 1,699,713</b> | <b>\$ 722,123</b> | <b>\$ 99,464</b> | <b>\$ -</b> | <b>\$ 62,066,573</b> | <b>\$ 62,066,573</b> |

| Sources of Funding                              | Previous            | 2020                 | 2021                | 2022              | 2023             | 2024        | 5 Yr Total           |                      |
|-------------------------------------------------|---------------------|----------------------|---------------------|-------------------|------------------|-------------|----------------------|----------------------|
| Fund-Camps (Insurance, FEMA, CalOES, Donations) | \$ 9,577,175        | \$ 46,855,161        | \$ 1,549,713        | \$ 572,123        | \$ 99,464        | \$ -        | \$ 49,076,462        | \$ 58,653,637        |
| Catastrophic Reserve Fund                       | \$ 46,872           | \$ 2,940,661         | \$ 150,000          | \$ 150,000        | \$ -             | \$ -        | \$ 3,240,661         | \$ 3,287,533         |
| Various (Initial emergency Response & Debris)   | \$ 125,403          | \$ -                 | \$ -                | \$ -              | \$ -             | \$ -        | \$ -                 | \$ 125,403           |
| <b>Total</b>                                    | <b>\$ 9,749,451</b> | <b>\$ 49,795,822</b> | <b>\$ 1,699,713</b> | <b>\$ 722,123</b> | <b>\$ 99,464</b> | <b>\$ -</b> | <b>\$ 52,317,123</b> | <b>\$ 62,066,573</b> |

**Project Description:** Reconstruct Berkeley Tuolumne Camp to pre-fire Capacity, meeting current code requirements.

**Project Justification:** Berkeley Tuolumne Camp is needed to ensure a stable Camps fund to support all City of Berkeley Camps programming.

**Project Location:** Hardin Flat Road, Groveland, California

**History/Notes:** Berkeley Tuolumne Camp (BTC) was destroyed by the Rim Fire in 2013. Since then, City staff have worked to secure funding for the reconstruction, complete design, environmental compliance, and obtain permits. Project currently anticipates bidding in November-December, 2019, starting construction in early 2020, and re-opening Camp in Summer, 2022.

This project will be funded by Insurance, FEMA, and donations proceeds

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Cazadero Camp Landslide Repair  
**Project Number:** PRWEM16004  
**Total Cost:** \$ 854,306  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$854,306  | \$ - | \$ - | \$ - | \$ - | \$ 854,306 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 854,306 | \$ - | \$ - | \$ - | \$ - | \$ 854,306 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund-Camps         | \$ -     | \$854,306  | \$ - | \$ - | \$ - | \$ - | \$ 854,306 |
| <b>Total</b>       | \$ -     | \$ 854,306 | \$ - | \$ - | \$ - | \$ - | \$ 854,306 |

|                               |                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Design and construction of Jensen Dormitory in Cazadero Camp, which was destroyed by a landslide in April, 2016.                                                                                                                                                                                                                |
| <b>Project Justification:</b> | Costs associated with Jensen Dorm replacement are eligible for coverage under the City's insurance policy, and is necessary to restore full capacity to Cazadero Camp.                                                                                                                                                          |
| <b>Project Location:</b>      | 5000 Austin Creek Road, Cazadero, CA 95421                                                                                                                                                                                                                                                                                      |
| <b>History/Notes:</b>         | Landslide occurred in April, 2016. Emergency tree removals and stabilization, design of permanent landslide repair completed in FY16-FY17, permanent landslide repair construction completed in FY18, Jensen Dormitory replacement design services encumbered in FY19.<br><br>This project will be funded by Insurance proceeds |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Gilman Reserve / Facility Assessment / Sewer Lateral  
**Project Number:** tbd  
**Total Cost:** \$100,000  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total |
|----------------|----------|------------|------------|------------|------------|------------|------------|
| Project Cost   | \$ -     | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| <b>Total</b>   | \$ -     | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |

| Sources of Funding | Previous | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total |
|--------------------|----------|------------|------------|------------|------------|------------|------------|
| Fund -Parks Tax    | \$ -     | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |
| <b>Total</b>       | \$ -     | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000 |

|                               |                                                                                                                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Recurring allocation to City of Berkeley's commitment to the Tom Bates (Gilman) Fields turf replacement fund (\$15k/yr); plus set-asides for facility condition assessments and sewer lateral upgrades. |
| <b>Project Justification:</b> | These meet ongoing commitments, compliance requirements, and facility assessment needs.                                                                                                                 |
| <b>Project Location:</b>      | Citywide                                                                                                                                                                                                |
| <b>History/Notes:</b>         |                                                                                                                                                                                                         |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Cedar Rose Tennis Court  
**Project Number:** tbd  
**Total Cost:** \$400,000  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ 400,000 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ 400,000 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund -Parks Tax    | \$ -     | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ 400,000 |
| <b>Total</b>       | \$ -     | \$ 400,000 | \$ - | \$ - | \$ - | \$ - | \$ 400,000 |

|                               |                                                                         |
|-------------------------------|-------------------------------------------------------------------------|
| <b>Project Description:</b>   | Repair and renovate existing tennis courts and related infrastructure.  |
| <b>Project Justification:</b> | Tennis courts are in need of major maintenance and safety improvements. |
| <b>Project Location:</b>      | Cedar Rose Park                                                         |
| <b>History/Notes:</b>         |                                                                         |



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** West Campus Pool Filter  
**Project Number:** tbd  
**Total Cost:** \$175,000  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund -Parks Tax    | \$ -     | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |
| <b>Total</b>       | \$ -     | \$ 175,000 | \$ - | \$ - | \$ - | \$ - | \$ 175,000 |

**Project Description:** Replace existing pool filters and improve related infrastructure.

**Project Justification:** Pool filters are in need of replacement and improvements.

**Project Location:** West Campus Pool

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** King School Park Play Area  
**Project Number:** tbd  
**Total Cost:** \$50,000  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|-----------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000  |
| Ops/Maint Cost | \$ -     | \$ -      | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000  |

| Sources of Funding | Previous | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|-----------|------|------|------|------|------------|
| Fund -Parks Tax    | \$ -     | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000  |
| <b>Total</b>       | \$ -     | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000  |

**Project Description:** Reconstruct tot playground to as-was plus code.

**Project Justification:** Supplement insurance claim from fallen tree.

**Project Location:** King School Park

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Grove Park play equipment  
**Project Number:** tbd  
**Total Cost:** \$400,000  
**Department:** Parks, Recreation & Waterfront

| Project Budget | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------|------------|------|------|------|------------|
| Project Cost   | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |
| Ops/Maint Cost | \$ -     | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |

| Sources of Funding  | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|---------------------|----------|------|------------|------|------|------|------------|
| Fund -Parks Tax     | \$ -     | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |
| Fund -Cap. Imprvmt. | \$ -     | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |
| <b>Total</b>        | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |

**Project Description:** Repair and renovate existing playground area and related infrastructure.

**Project Justification:** Play area is in need of major maintenance and safety improvements.

**Project Location:** Grove Park

**History/Notes:**

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Skate Park Fencing Improvement  
**Project Number:** tbd  
**Total Cost:** \$300,000  
**Department:** Parks, Recreation & Waterfront

| <b>Project Budget</b> | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|------|------------|------|------|------|------------|
| Project Cost          | \$ -     | \$ - | \$ 300,000 | \$ - | \$ - | \$ - | \$ 300,000 |
| Ops/Maint Cost        | \$ -     | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>          | \$ -     | \$ - | \$ 300,000 | \$ - | \$ - | \$ - | \$ 300,000 |

| <b>Sources of Funding</b> | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|---------------------------|----------|------|------------|------|------|------|------------|
| Fund -Parks Tax           | \$ -     | \$ - | \$ 300,000 | \$ - | \$ - | \$ - | \$ 300,000 |
| <b>Total</b>              | \$ -     | \$ - | \$ 300,000 | \$ - | \$ - | \$ - | \$ 300,000 |

|                               |                                                                                                |
|-------------------------------|------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Repair and replace existing fencing around the skate park, and improve related infrastructure. |
| <b>Project Justification:</b> | Fencing is in need of major maintenance and safety improvements.                               |
| <b>Project Location:</b>      | Skate Park                                                                                     |
| <b>History/Notes:</b>         |                                                                                                |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: John Hinkel Play Area  
 Project Number: tbd  
 Total Cost: \$400,000  
 Department: Parks, Recreation & Waterfront

| Project Budget | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------|------------|------|------|------|------------|
| Project Cost   | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |
| Ops/Maint Cost | \$ -     | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| Total          | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |

| Sources of Funding | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------|------------|------|------|------|------------|
| Fund -Parks Tax    | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |
| Total              | \$ -     | \$ - | \$ 400,000 | \$ - | \$ - | \$ - | \$ 400,000 |

**Project Description:** Develop play area and picnic site at John Hinkel Park.

**Project Justification:** Play area improvements to address safety concerns.

**Project Location:** John Hinkel Park

**History/Notes:**

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Aquatic Park-Dream Land Improvements  
**Project Number:** tbd  
**Total Cost:** \$200,000  
**Department:** Parks, Recreation & Waterfront

| <b>Project Budget</b> | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|------|------------|------|------|------|------------|
| Project Cost          | \$ -     | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |
| Ops/Maint Cost        | \$ -     | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>          | \$ -     | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |

| <b>Sources of Funding</b> | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|---------------------------|----------|------|------------|------|------|------|------------|
| Fund -Cap. Imprvmt.       | \$ -     | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |
| <b>Total</b>              | \$ -     | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |

|                               |                                                                          |
|-------------------------------|--------------------------------------------------------------------------|
| <b>Project Description:</b>   | Repair and renovate existing playground area and related infrastructure. |
| <b>Project Justification:</b> | Dreamland is in need of major maintenance and improvements.              |
| <b>Project Location:</b>      | Aquatic Park Dream Land                                                  |
| <b>History/Notes:</b>         |                                                                          |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Finger Dock & Piling Replacement  
**Project Number:** tbd  
**Total Cost:** \$350,000  
**Department:** Parks, Recreation & Waterfront

| <b>Project Budget</b> | Previous | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|------------|------------|------|------|------|------------|
| Project Cost          | \$ -     | \$ 250,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 350,000 |
| Ops/Maint Cost        | \$ -     | \$ -       | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>          | \$ -     | \$ 250,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 350,000 |

| <b>Sources of Funding</b> | Previous | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|---------------------------|----------|------------|------------|------|------|------|------------|
| Fund -Marina              | \$ -     | \$ 250,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 350,000 |
| <b>Total</b>              | \$ -     | \$ 250,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 350,000 |

|                               |                                                |
|-------------------------------|------------------------------------------------|
| <b>Project Description:</b>   | Replace aging finger docks and broken pilings. |
| <b>Project Justification:</b> | Maintenance of deteriorated infrastructure.    |
| <b>Project Location:</b>      | Berkeley Marina                                |
| <b>History/Notes:</b>         |                                                |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Sewer Lateral Work  
**Project Number:** tbd  
**Total Cost:** \$100,000  
**Department:** Parks, Recreation & Waterfront

| <b>Project Budget</b> | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|------------|------|------|------|------|------------|
| Project Cost          | \$ -     | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| Ops/Maint Cost        | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>          | \$ -     | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |

| <b>Sources of Funding</b> | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|---------------------------|----------|------------|------|------|------|------|------------|
| Fund -Marina              | \$ -     | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| <b>Total</b>              | \$ -     | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |

|                               |                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Perform inspection on all sewer laterals in the Berkeley Marina. Laterals will then be tested, repaired, or replaced based on inspection results. |
| <b>Project Justification:</b> | The Consent Decree from the EPA requires all city properties to be in compliance by 2020.                                                         |
| <b>Project Location:</b>      | Berkeley Marina                                                                                                                                   |
| <b>History/Notes:</b>         |                                                                                                                                                   |



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Restroom Upgrade  
 Project Number: tbd  
 Total Cost: \$250,000  
 Department: Parks, Recreation & Waterfront

| Project Budget | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------|------------|------|------|------|------------|
| Project Cost   | \$ -     | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |
| Ops/Maint Cost | \$ -     | \$ - | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| Total          | \$ -     | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |

| Sources of Funding | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------|------------|------|------|------|------------|
| Fund -Parks Tax    | \$ -     | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |
| Total              | \$ -     | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |

|                               |                                             |
|-------------------------------|---------------------------------------------|
| <b>Project Description:</b>   | Renovate the aging Marina restrooms.        |
| <b>Project Justification:</b> | Maintenance of deteriorated infrastructure. |
| <b>Project Location:</b>      | Berkeley Marina                             |
| <b>History/Notes:</b>         |                                             |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Aquatic Park Tide Tubes  
**Project Number:** T1PK01/ PRWT119001  
**Total Cost:** \$345,835  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 220,835 | \$ - | \$ - | \$ - | \$ - | \$ 220,835 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 220,835 | \$ - | \$ - | \$ - | \$ - | \$ 220,835 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund-Measure T1    | \$ -     | \$ 220,835 | \$ - | \$ - | \$ - | \$ - | \$ 220,835 |
| <b>Total</b>       | \$ -     | \$ 220,835 | \$ - | \$ - | \$ - | \$ - | \$ 220,835 |

|                               |                                                                                                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Final design, acquiring regulatory permits and environmental documents, and preparation of construction documents for repair of the tide tubes connecting the main lagoon with the Bay. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                              |
| <b>Project Location:</b>      | Aquatic Park: 80 Bolivar Drive                                                                                                                                                          |
| <b>History/Notes:</b>         |                                                                                                                                                                                         |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Frances Albrier Community Center  
**Project Number:** T1PK03/ PRWT119003  
**Total Cost:** \$741,075  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 425,000 | \$ 215,162 | \$ - | \$ - | \$ - | \$ 640,162 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ -       | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 425,000 | \$ 215,162 | \$ - | \$ - | \$ - | \$ 640,162 |

| Sources of Funding | Previous | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------------|------|------|------|------------|
| Fund-Measure T1    | \$ -     | \$ 425,000 | 215,162    | \$ - | \$ - | \$ - | \$ 640,162 |
| <b>Total</b>       | \$ -     | \$ 425,000 | \$ 215,162 | \$ - | \$ - | \$ - | \$ 640,162 |

|                               |                                                                                                                                                                                                                                                                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Evaluation of site conditions, facility and structural assessments, and recreation programming to determine what improvements to move forward with to upgrade the center as a Care and Shelter facility and for improved recreation programming and opportunities. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                                                                                                         |
| <b>Project Location:</b>      | 2800 Park Street, Berkeley                                                                                                                                                                                                                                         |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                    |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Grove Park Phase II  
**Project Number:** T1PK04/ PRWT119004  
**Total Cost:** \$988,100  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous    | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|----------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost   | \$ -        | \$ 880,325        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 880,325        |
| Ops/Maint Cost | \$ -        | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| <b>Total</b>   | <b>\$ -</b> | <b>\$ 880,325</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 880,325</b> |

| Sources of Funding | Previous    | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|--------------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Fund-Measure T1    | \$ -        | \$ 880,325        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 880,325        |
| <b>Total</b>       | <b>\$ -</b> | <b>\$ 880,325</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 880,325</b> |

|                               |                                                                                                                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Improvements to the ballfield, dugouts, site lighting and accessibility for safety and energy savings, including improvements to site drainage; partial renovation of the restroom building. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                                   |
| <b>Project Location:</b>      | 1730 Oregon St, Berkeley                                                                                                                                                                     |
| <b>History/Notes:</b>         |                                                                                                                                                                                              |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Live Oak Community Center  
**Project Number:** T1PK05/ PRWT119005  
**Total Cost:** \$4,841,690  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020         | 2021 | 2022 | 2023 | 2024 | 5 Yr Total   |
|----------------|----------|--------------|------|------|------|------|--------------|
| Project Cost   | \$ -     | \$ 4,232,106 | \$ - | \$ - | \$ - | \$ - | \$ 4,232,106 |
| Ops/Maint Cost | \$ -     | \$ -         | \$ - | \$ - | \$ - | \$ - | \$ -         |
| <b>Total</b>   | \$ -     | \$ 4,232,106 | \$ - | \$ - | \$ - | \$ - | \$ 4,232,106 |

| Sources of Funding | Previous | 2020         | 2021 | 2022 | 2023 | 2024 | 5 Yr Total   |
|--------------------|----------|--------------|------|------|------|------|--------------|
| Fund-Measure T1    | \$ -     | \$ 4,232,106 | \$ - | \$ - | \$ - | \$ - | \$ 4,232,106 |
| <b>Total</b>       | \$ -     | \$ 4,232,106 | \$ - | \$ - | \$ - | \$ - | \$ 4,232,106 |

|                               |                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Seismic retrofit, deferred maintenance upgrades, and programming improvements to upgrade the center as a Care and Shelter facility and enable improved recreation programming. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                     |
| <b>Project Location:</b>      | 1301 Shattuck Ave, Berkeley                                                                                                                                                    |
| <b>History/Notes:</b>         |                                                                                                                                                                                |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** University Avenue, Marina Boulevard, Spinnaker Street  
**Project Number:** T1PK06/ PRWT119006  
**Total Cost:** \$3,458,350  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020         | 2021       | 2022 | 2023 | 2024 | 5 Yr Total   |
|----------------|----------|--------------|------------|------|------|------|--------------|
| Project Cost   | \$ -     | \$ 2,056,908 | \$ 934,295 | \$ - | \$ - | \$ - | \$ 2,991,203 |
| Ops/Maint Cost | \$ -     | \$ -         | \$ -       | \$ - | \$ - | \$ - | \$ -         |
| <b>Total</b>   | \$ -     | \$ 2,056,908 | \$ 934,295 | \$ - | \$ - | \$ - | \$ 2,991,203 |

| Sources of Funding | Previous | 2020         | 2021       | 2022 | 2023 | 2024 | 5 Yr Total   |
|--------------------|----------|--------------|------------|------|------|------|--------------|
| Fund-Measure T1    | \$ -     | \$ 2,056,908 | \$ 934,295 | \$ - | \$ - | \$ - | \$ 2,991,203 |
| <b>Total</b>       | \$ -     | \$ 2,056,908 | \$ 934,295 | \$ - | \$ - | \$ - | \$ 2,991,203 |

|                               |                                                                                                                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Final design, obtaining permits, and pavement reconstruction. Design will be based on the preferred alternative identified in the Feasibility Study on Mitigation of Undulating Pavement at University Avenue. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                                                     |
| <b>Project Location:</b>      | University Avenue, Marina Boulevard, Spinnaker Street                                                                                                                                                          |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Municipal Pier  
**Project Number:** T1PK07/ PRWT119007  
**Total Cost:** \$889,290  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|-----------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 83,022 | \$ - | \$ - | \$ - | \$ - | \$ 83,022  |
| Ops/Maint Cost | \$ -     | \$ -      | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 83,022 | \$ - | \$ - | \$ - | \$ - | \$ 83,022  |

| Sources of Funding | Previous | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|-----------|------|------|------|------|------------|
| Fund-Measure T1    | \$ -     | \$ 83,022 | \$ - | \$ - | \$ - | \$ - | \$ 83,022  |
| <b>Total</b>       | \$ -     | \$ 83,022 | \$ - | \$ - | \$ - | \$ - | \$ 83,022  |

|                               |                                                                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Final design, acquiring regulatory permits and environmental documents, and preparation of construction documents for structural repairs to restore the pier for recreational use. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                         |
| <b>Project Location:</b>      | University Avenue, Berkeley, CA                                                                                                                                                    |
| <b>History/Notes:</b>         | *WETA contribution for expanded feasibility study for a WETA scale ferry service of up to \$250,000 pending WETA approval.                                                         |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** George Florence Play Equipment  
**Project Number:** T1PK08/ PRWT119008  
**Total Cost:** \$717,860  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 656,703 | \$ - | \$ - | \$ - | \$ - | \$ 656,703 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 656,703 | \$ - | \$ - | \$ - | \$ - | \$ 656,703 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund-Parks Tax     | \$ -     | \$ 125,000 | \$ - | \$ - | \$ - | \$ - | \$ 125,000 |
| Fund-Measure T1    | \$ -     | \$ 531,703 | \$ - | \$ - | \$ - | \$ - | \$ 531,703 |
| <b>Total</b>       | \$ -     | \$ 656,703 | \$ - | \$ - | \$ - | \$ - | \$ 656,703 |

|                               |                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Renovate age 2-5 play structures and age 5-12 play structures and complete ADA improvements. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                   |
| <b>Project Location:</b>      | 2121 Tenth Street, Berkeley                                                                  |
| <b>History/Notes:</b>         |                                                                                              |



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** San Pablo Play Equipment  
**Project Number:** T1PK09/ PRWT119009  
**Total Cost:** \$1,437,505  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020         | 2021 | 2022 | 2023 | 2024 | 5 Yr Total   |
|----------------|----------|--------------|------|------|------|------|--------------|
| Project Cost   | \$ -     | \$1,437,505  | \$ - | \$ - | \$ - | \$ - | \$ 1,437,505 |
| Ops/Maint Cost | \$ -     | \$ -         | \$ - | \$ - | \$ - | \$ - | \$ -         |
| <b>Total</b>   | \$ -     | \$ 1,437,505 | \$ - | \$ - | \$ - | \$ - | \$ 1,437,505 |

| Sources of Funding  | Previous | 2020         | 2021 | 2022 | 2023 | 2024 | 5 Yr Total   |
|---------------------|----------|--------------|------|------|------|------|--------------|
| Fund -Cap. Imprvmt. | \$ -     | \$ 300,000   | \$ - | \$ - | \$ - | \$ - | \$ 300,000   |
| Fund -Parks Tax     | \$ -     | \$ 100,000   | \$ - | \$ - | \$ - | \$ - | \$ 100,000   |
| Fund-Measure T1     | \$ -     | \$ 1,037,505 | \$ - | \$ - | \$ - | \$ - | \$ 1,037,505 |
| <b>Total</b>        | \$ -     | \$ 1,437,505 | \$ - | \$ - | \$ - | \$ - | \$ 1,437,505 |

**Project Description:** Renovate ages 2-5 and 5-12 play structures and complete ADA improvements. Renovation of the existing lighted tennis courts at San Pablo Park.

**Project Justification:** Council approved project on June 27, 2017.

**Project Location:** 2800 Park Street, Berkeley

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Strawberry Creek Park Phase 2  
 T1PK11/ PRWT119011  
**Total Cost:** \$345,835  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$345,835  | \$ - | \$ - | \$ - | \$ - | \$ 345,835 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 345,835 | \$ - | \$ - | \$ - | \$ - | \$ 345,835 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund-Measure T1    | \$ -     | \$ 345,835 | \$ - | \$ - | \$ - | \$ - | \$ 345,835 |
| <b>Total</b>       | \$ -     | \$ 345,835 | \$ - | \$ - | \$ - | \$ - | \$ 345,835 |

|                               |                                                                               |
|-------------------------------|-------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Renovate playground, restroom, and ADA improvements at Strawberry Creek Park. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                    |
| <b>Project Location:</b>      | 1260 West Street, Berkeley                                                    |
| <b>History/Notes:</b>         |                                                                               |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Rose Garden-Phase II  
**Project Number:** T1PK12/ PRWT119012  
**Total Cost:** \$1,281,389  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020         | 2021 | 2022 | 2023 | 2024 | 5 Yr Total   |
|----------------|----------|--------------|------|------|------|------|--------------|
| Project Cost   | \$ -     | \$ 1,281,389 | \$ - | \$ - | \$ - | \$ - | \$ 1,281,389 |
| Ops/Maint Cost | \$ -     | \$ -         | \$ - | \$ - | \$ - | \$ - | \$ -         |
| <b>Total</b>   | \$ -     | \$ 1,281,389 | \$ - | \$ - | \$ - | \$ - | \$ 1,281,389 |

| Sources of Funding  | Previous | 2020         | 2021 | 2022 | 2023 | 2024 | 5 Yr Total   |
|---------------------|----------|--------------|------|------|------|------|--------------|
| Fund-Parks Tax      | \$ -     | \$ 50,000    | \$ - | \$ - | \$ - | \$ - | \$ 50,000    |
| Fund -Cap. Imprvmt. | \$ -     | \$ 100,000   | \$ - | \$ - | \$ - | \$ - | \$ 100,000   |
| Fund-Measure T1     | \$ -     | \$ 1,131,389 | \$ - | \$ - | \$ - | \$ - | \$ 1,131,389 |
| <b>Total</b>        | \$ -     | \$ 1,281,389 | \$ - | \$ - | \$ - | \$ - | \$ 1,281,389 |

|                               |                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Renovation of existing site pathways and construction of new pathways and retaining walls to provide an accessible path of travel to the center of the trellis. Reconstruction of portions or all of the tennis courts for safety. Parks Tax funds have been added for irrigation improvements. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                                                                                                                                                      |
| <b>Project Location:</b>      | 1200 Euclid Avenue, Berkeley                                                                                                                                                                                                                                                                    |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                                                 |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Gilman Fieldhouse/Restroom  
**Project Number:** T1PK14/ PRWT119014  
**Total Cost:** \$247,025  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------|----------|------------|------|------|------|------|------------|
| Project Cost   | \$ -     | \$ 247,025 | \$ - | \$ - | \$ - | \$ - | \$ 247,025 |
| Ops/Maint Cost | \$ -     | \$ -       | \$ - | \$ - | \$ - | \$ - | \$ -       |
| <b>Total</b>   | \$ -     | \$ 247,025 | \$ - | \$ - | \$ - | \$ - | \$ 247,025 |

| Sources of Funding | Previous | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|--------------------|----------|------------|------|------|------|------|------------|
| Fund-Measure T1    | \$ -     | \$ 197,025 | \$ - | \$ - | \$ - | \$ - | \$ 197,025 |
| <b>Total</b>       | \$ -     | \$ 197,025 | \$ - | \$ - | \$ - | \$ - | \$ 197,025 |

|                               |                                                                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Evaluation of needs for restroom and storage, analysis of utility and supporting infrastructure needed, and development of detailed design and construction documents. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                                                                                             |
| <b>Project Location:</b>      | 400-408 Gilman Street, Berkeley                                                                                                                                        |
| <b>History/Notes:</b>         |                                                                                                                                                                        |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Willard Clubhouse Renovation  
**Project Number:** T1PK16/ PRWT119016  
**Total Cost:** \$247,025  
**Department:** Parks, Recreation and Waterfront

| Project Budget | Previous    | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|----------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost   | \$ -        | \$ 172,025        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 172,025        |
| Ops/Maint Cost | \$ -        | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| <b>Total</b>   | <b>\$ -</b> | <b>\$ 172,025</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 172,025</b> |

| Sources of Funding | Previous    | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|--------------------|-------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Fund-Measure T1    | \$ -        | \$ 172,025        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 172,025        |
| <b>Total</b>       | <b>\$ -</b> | <b>\$ 172,025</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 172,025</b> |

|                               |                                                                  |
|-------------------------------|------------------------------------------------------------------|
| <b>Project Description:</b>   | Planning and design to renovate or expand the Willard Clubhouse. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                       |
| <b>Project Location:</b>      | 2720 Hillgass Avenue, Berkeley                                   |
| <b>History/Notes:</b>         |                                                                  |

## SANITARY SEWER SYSTEM

### Summary

There are 254 miles of public sanitary sewer mains and 130 miles of public sewer laterals serving an area of approximately 6,300 acres. Approximately 89% (227 miles of sewer main and associated sewer laterals) have been replaced since the current program started in 1987. The remaining sewers range in age from 30 to 100 years with the average age around 60 years old. The sewer pipes are beyond or near the end of normal life expectancy, and are in need of rehabilitation or repair.

In September 2014, the Consent Decree (CD) was finalized, with EBMUD and its seven satellite collection system agencies-- agencies to which EBMUD provides sewage treatment (Cities of Alameda, Albany, Berkeley, Emeryville, Oakland, and Piedmont and the Stege Sanitary District, which serves parts of El Cerrito and Kensington). The CD addressed the EPA's concerns regarding excess wet weather flows and facility discharges. The settlement reached required each agency to develop plans and programs to reduce inflow and infiltration (I&I), reduce sanitary sewer overflows, and repair and replace aging sewer pipelines. Under the final CD requirements, Berkeley agreed to replace an average of 4.2 miles of sewer pipeline annually for the next 10 years; replace noncompliant manholes; perform regular condition assessment, spot repairs, and increase required maintenance activities.

Prior to the Consent Decree, a total of approximately \$4.5 million per year was budgeted for sewer capital. In 2016, a sewer rate study and Proposition 218 process led to the adoption of a series of rate adjustments to support the added financial load of the Consent Decree requirements. Based on current construction costs, a total of approximately \$17-21 Million in annual capital expenditures is necessary to cover increased costs of CD compliance.

There are also approximately 31,600 private sewer laterals (130 miles), many of which are expected to need repair or replacement. Private portions of the collection system are believed to be a major cause of ongoing I/I problems. In 2006, Berkeley began a private lateral program to address this issue. To date, approximately 36% of City private sewer laterals have been tested or replaced.

### Accomplishments

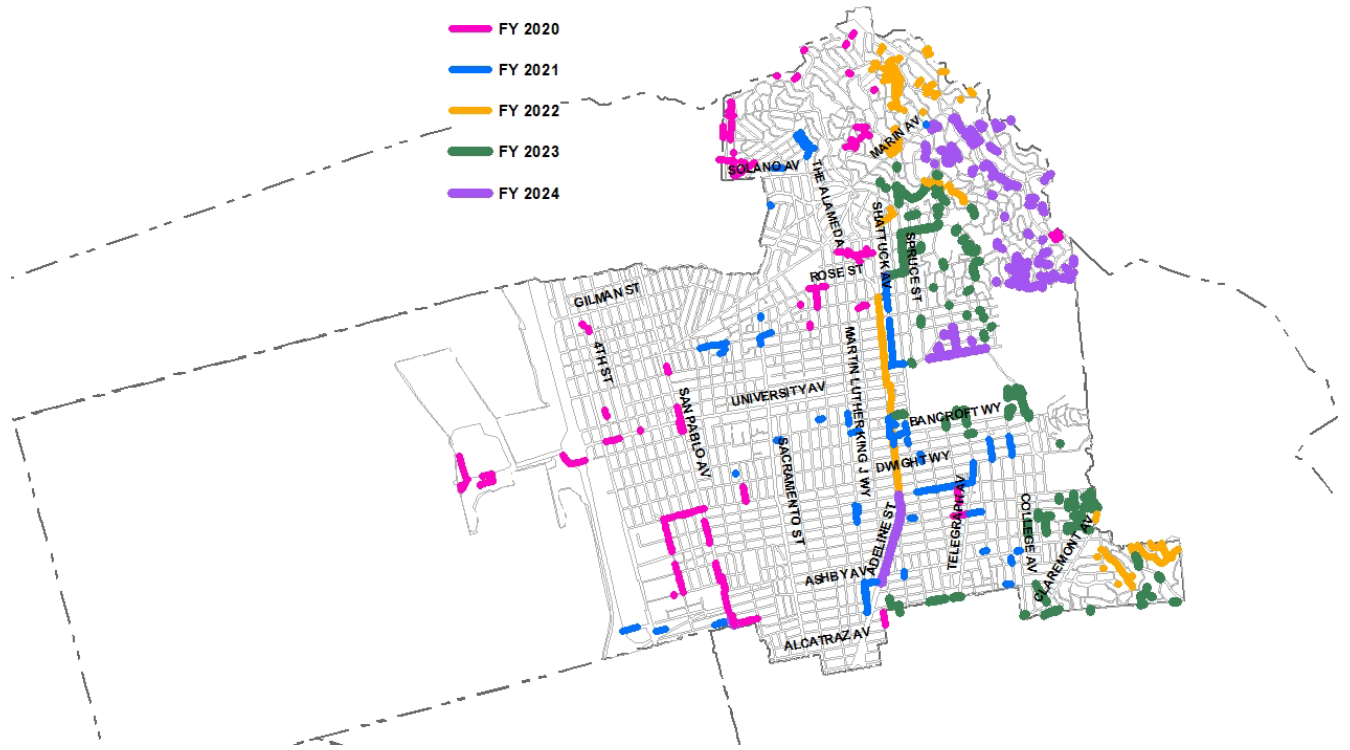
Sanitary sewer CIP projects completed in FY 2018 and FY 2019 include major segments on Martin Luther King Junior Way, Virginia Street, Haste Street, Ninth Street, San Pablo Avenue between Russell Street and Ashby Avenue, and Third Street. The completed scope included the rehabilitation of approximately 8.8 miles of sewer mains at a construction cost of about \$21M. Currently, staff is working on the design for FY 2020 sanitary sewer rehabilitations and replacements including major segments on San Pablo Avenue (from City limit to City limit), Neilson Street, and Seventh Street. The estimated construction cost of the FY 2020 projects is \$11.8M. Construction is scheduled to start in the fall 2019 and projected to be completed by June 30, 2020.

## SANITARY SEWER SYSTEM

### **Funding**

The capital program is funded entirely by sewer fees, which are adopted by Council on an annual basis. A five-year phased-in approach to rate adjustments for single family residential customers was implemented in FY 2016. A final rate increase of 3.6% is scheduled for FY 2020. Future rate adjustments will be considered for FY 2021, or beyond if projected to be necessary to fund costs for sewer maintenance and rehabilitation.

# 5- YEAR SEWER CAPITAL IMPROVEMENT PROGRAM (FY 2020 TO FY 2024)





## Sanitary Sewer

## Program and Funding Summary

| <b>Program Summary</b>              |                             |                             |                             |                             |                             |                     |
|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Project Description</b>          | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year Total</b> |
| <b>Recurring Funding</b>            |                             |                             |                             |                             |                             |                     |
| Sewer Rehabilitation                | 13,910,402                  | 14,561,497                  | 16,349,046                  | 13,104,019                  | 16,598,034                  | 74,522,998          |
| Sewer Design & Planning (Next year) | 4,472,795                   | 4,963,915                   | 4,389,704                   | 4,374,612                   | 3,405,518                   | 21,606,543          |
| <b>Total</b>                        | <b>18,383,197</b>           | <b>19,525,412</b>           | <b>20,738,750</b>           | <b>17,478,631</b>           | <b>20,003,551</b>           | <b>96,129,541</b>   |
| <b>Funding Summary</b>              |                             |                             |                             |                             |                             |                     |
| <b>Fund Source</b>                  | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year Total</b> |
| Sanitary Sewer Fund                 | 18,383,197                  | 19,525,412                  | 20,738,750                  | 17,478,631                  | 20,003,551                  | 96,129,541          |
| <b>Total</b>                        | <b>18,383,197</b>           | <b>19,525,412</b>           | <b>20,738,750</b>           | <b>17,478,631</b>           | <b>20,003,551</b>           | <b>96,129,541</b>   |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Sanitary Sewer Master Plan

**Project Number:** PWENSR1908 (19SR08)

**Project Total Cost:** \$ 1,086,212 **FY 20-24 Program Cost:** \$ 812,159

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous          | 2020              | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ 274,053        | \$ 623,106        | \$ 189,053        |             |             |             | \$ 812,159        |
| Staff/Labor       | \$ 49,053         | \$ 98,106         | \$ 49,053         |             |             |             | \$ 147,159        |
| Design/Consultant | \$ 225,000        | \$ 525,000        | \$ 140,000        |             |             |             | \$ 665,000        |
| Construction      | \$ -              |                   |                   |             |             |             | \$ -              |
| Ops/Maint Cost    | \$ -              |                   |                   |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ 274,053</b> | <b>\$ 623,106</b> | <b>\$ 189,053</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 812,159</b> |

| Sources of Funding | 2020              | 2021              | 2022              | 2023        | 2024        | 5 Yr Total        |
|--------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------------|
| Fund 611 (830) -   |                   |                   |                   |             |             |                   |
| Sanitary Sewer Fee | \$ 274,053        | \$ 623,106        | \$ 189,053        |             |             | \$ 812,159        |
| Fund xxx (xxx) -   |                   |                   |                   |             |             | \$ -              |
| Fund xxx (xxx) -   |                   |                   |                   |             |             | \$ -              |
| <b>Total</b>       | <b>\$ 274,053</b> | <b>\$ 623,106</b> | <b>\$ 189,053</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 812,159</b> |

**Project Description:** Perform condition assessment on the City's sanitary sewer collection system, update sanitary sewer hydraulic model, and develop sanitary sewer CIP projects.

**Project Justification:** To support the sewer CIP planning and budgeting

**Project Location:** Various locations. Council District - All Districts

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - San Pablo (City's Limit to Limit)

**Project Number:** PWENSR2001 (20SR01)

**Project Total Cost:** \$ 3,783,035 **FY 20-24 Program Cost:** \$ 3,256,112

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous          | 2020                | 2021        | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ 526,923        | \$ 3,256,112        |             |             |             |             | \$ 3,256,112        |
| Staff/Labor       | \$ 353,038        | \$ 190,098          |             |             |             |             | \$ 190,098          |
| Design/Consultant | \$ 173,885        | \$ 93,630           |             |             |             |             | \$ 93,630           |
| Construction      | \$ -              | \$ 2,972,385        |             |             |             |             | \$ 2,972,385        |
| Ops/Maint Cost    | \$ -              |                     |             |             |             |             | \$ -                |
| <b>Total</b>      | <u>\$ 526,923</u> | <u>\$ 3,256,112</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,256,112</u> |

| Sources of Funding                     | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|----------------------------------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Fund 611 (83U) -<br>Sanitary Sewer Fee | \$ 526,923        | \$ 3,256,112        |             |             |             | \$ 3,256,112        |
| Fund xxx (xxx) -                       |                   |                     |             |             |             | \$ -                |
| Fund xxx (xxx) -                       |                   |                     |             |             |             | \$ -                |
| <b>Total</b>                           | <u>\$ 526,923</u> | <u>\$ 3,256,112</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,256,112</u> |

**Project Description:** Rehabilitate approximately 4,421 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along San Pablo Avenue.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along San Pablo Avenue. Council Districts 1 & 2.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Neilson, Berryman, et al  
**Project Number:** PWENSR2002 (20SR02)  
**Project Total Cost:** \$ 5,246,398 **FY 20-24 Program Cost:** \$ 4,515,649  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous          | 2020                | 2021        | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ 730,748        | \$ 4,515,649        |             |             |             |             | \$ 4,515,649        |
| Staff/Labor       | \$ 489,601        | \$ 263,631          |             |             |             |             | \$ 263,631          |
| Design/Consultant | \$ 241,147        | \$ 129,848          |             |             |             |             | \$ 129,848          |
| Construction      | \$ -              | \$ 4,122,169        |             |             |             |             | \$ 4,122,169        |
| Ops/Maint Cost    | \$ -              |                     |             |             |             |             | \$ -                |
| <b>Total</b>      | <u>\$ 730,748</u> | <u>\$ 4,515,649</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 4,515,649</u> |

| Sources of Funding                     | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|----------------------------------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Fund 611 (83U) -<br>Sanitary Sewer Fee | \$ 730,748        | \$ 4,515,649        |             |             |             | \$ 4,515,649        |
| Fund xxx (xxx) -                       |                   |                     |             |             |             | \$ -                |
| Fund xxx (xxx) -                       |                   |                     |             |             |             | \$ -                |
| <b>Total</b>                           | <u>\$ 730,748</u> | <u>\$ 4,515,649</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 4,515,649</u> |

**Project Description:** Rehabilitate approximately 8,358 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Neilson, Peralta, Capistrano, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along San Pablo Avenue. Council Districts 5 & 6.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Seawall Dr, Seventh St, et al

**Project Number:** PWENSR2003 (20SR03)

**Project Total Cost:** \$ 5,925,153 **FY 20-24 Program Cost:** \$ 5,099,864

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous          | 2020                | 2021        | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ 825,289        | \$ 5,099,864        |             |             |             |             | \$ 5,099,864        |
| Staff/Labor       | \$ 552,944        | \$ 297,739          |             |             |             |             | \$ 297,739          |
| Design/Consultant | \$ 272,345        | \$ 146,648          |             |             |             |             | \$ 146,648          |
| Construction      | \$ -              | \$ 4,655,478        |             |             |             |             | \$ 4,655,478        |
| Ops/Maint Cost    | \$ -              |                     |             |             |             |             | \$ -                |
| <b>Total</b>      | <b>\$ 825,289</b> | <b>\$ 5,099,864</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,099,864</b> |

| Sources of Funding                  | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------------------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Fund 611 (83U) - Sanitary Sewer Fee | \$ 825,289        | \$ 5,099,864        |             |             |             | \$ 5,099,864        |
| Fund xxx (xxx) -                    |                   |                     |             |             |             | \$ -                |
| Fund xxx (xxx) -                    |                   |                     |             |             |             | \$ -                |
| <b>Total</b>                        | <b>\$ 825,289</b> | <b>\$ 5,099,864</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,099,864</b> |

**Project Description:** Rehabilitate approximately 8,385 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Seawall Dr, Seventh St, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along San Pablo Avenue. Council Districts 1 & 2.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - West Frontage (Caltrans ROW)

**Project Number:** PWENSR2004 (20SR04)

**Project Total Cost:** \$ 786,659 **FY 20-24 Program Cost:** \$ 677,089

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous          | 2020              | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ 109,570        | \$ 182,617        | \$ 494,472        |             |             |             | \$ 677,089        |
| Staff/Labor       | \$ 73,412         | \$ 39,530         |                   |             |             |             | \$ 39,530         |
| Design/Consultant | \$ 36,158         | \$ 19,470         |                   |             |             |             | \$ 19,470         |
| Construction      | \$ -              | \$ 123,618        | \$ 494,472        |             |             |             | \$ 618,089        |
| Ops/Maint Cost    | \$ -              |                   |                   |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ 109,570</b> | <b>\$ 182,617</b> | <b>\$ 494,472</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 677,089</b> |

| Sources of Funding                  | 2020              | 2021              | 2022              | 2023        | 2024        | 5 Yr Total        |
|-------------------------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------------|
| Fund 611 (83U) - Sanitary Sewer Fee | \$ 109,570        | \$ 182,617        | \$ 494,472        |             |             | \$ 677,089        |
| Fund xxx (xxx) -                    |                   |                   |                   |             |             | \$ -              |
| Fund xxx (xxx) -                    |                   |                   |                   |             |             | \$ -              |
| <b>Total</b>                        | <b>\$ 109,570</b> | <b>\$ 182,617</b> | <b>\$ 494,472</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 677,089</b> |

**Project Description:** Rehabilitate approximately 896 linear feet of sanitary sewer mains along West Frontage Road and crossing under Highway 80.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along West Frontage Road and Highway 80. Council District 2.

**History/Notes:** This project is required Caltrans permit for surveying and construction. One of the manholes is located in the middle of the off-ramp and it will require Caltrans to close the off-ramp for surveying and construction. Also, the project connects to EBMUD 66-inch interceptor.

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2020 Sewer Urgent Repair

**Project Number:** PWENSR2005 (20SR05)

2020

**Project Total Cost:** \$ 584,929 **FY 20-24 Program Cost:** \$ 503,457

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous         | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ 81,472        | \$ 503,457        | \$ -        |             |             |             | \$ 503,457        |
| Staff/Labor       | \$ 54,586        | \$ 29,393         |             |             |             |             | \$ 29,393         |
| Design/Consultant | \$ 26,886        | \$ 14,477         |             |             |             |             | \$ 14,477         |
| Construction      | \$ -             | \$ 459,587        |             |             |             |             | \$ 459,587        |
| Ops/Maint Cost    | \$ -             |                   |             |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ 81,472</b> | <b>\$ 503,457</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 503,457</b> |

| Sources of Funding                  | 2020             | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------------------------|------------------|-------------------|-------------|-------------|-------------|-------------------|
| Fund 611 (83U) - Sanitary Sewer Fee | \$ 81,472        | \$ 503,457        | \$ -        |             |             | \$ 503,457        |
| Fund xxx (xxx) -                    |                  |                   |             |             |             | \$ -              |
| Fund xxx (xxx) -                    |                  |                   |             |             |             | \$ -              |
| <b>Total</b>                        | <b>\$ 81,472</b> | <b>\$ 503,457</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 503,457</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer mains, manholes and sewer laterals at various locations.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2020 MH Rehab

**Project Number:** PWENSR2006 (20SR06) 2020

**Project Total Cost:** \$ 584,929 **FY 20-24 Program Cost:** \$ 503,457

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous         | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ 81,472        | \$ 503,457        | \$ -        |             |             |             | \$ 503,457        |
| Staff/Labor       | \$ 54,586        | \$ 29,393         |             |             |             |             | \$ 29,393         |
| Design/Consultant | \$ 26,886        | \$ 14,477         |             |             |             |             | \$ 14,477         |
| Construction      | \$ -             | \$ 459,587        |             |             |             |             | \$ 459,587        |
| Ops/Maint Cost    | \$ -             |                   |             |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ 81,472</b> | <b>\$ 503,457</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 503,457</b> |

| Sources of Funding | 2020             | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|--------------------|------------------|-------------------|-------------|-------------|-------------|-------------------|
| Fund 611 (830) -   |                  |                   |             |             |             |                   |
| Sanitary Sewer Fee | \$ 81,472        | \$ 503,457        | \$ -        |             |             | \$ 503,457        |
| Fund xxx (xxx) -   |                  |                   |             |             |             | \$ -              |
| Fund xxx (xxx) -   |                  |                   |             |             |             | \$ -              |
| <b>Total</b>       | <b>\$ 81,472</b> | <b>\$ 503,457</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 503,457</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer manholes at various locations.

**Project Justification:** Referrals by Ops, Smoke Testing program, Service Calls, and routine maintenance.

**Project Location:** Various locations. Council District - TBD

**History/Notes:**



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Parker St, MLK Wy, et al  
**Project Number:** PWENSR2101 (21SR01)  
**Project Total Cost:** \$ 7,433,939 **FY 20-24 Program Cost:** \$ 7,433,939  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020                | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------|---------------------|---------------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ 1,035,441        | \$ 6,398,497        | \$ -        | \$ -        | \$ -        | \$ 7,433,939        |
| Staff/Labor       |             | \$ 693,746          | \$ 373,555          |             |             |             | \$ 1,067,301        |
| Design/Consultant |             | \$ 341,696          | \$ 183,990          |             |             |             | \$ 525,686          |
| Construction      | \$ -        |                     | \$ 5,840,952        |             |             |             | \$ 5,840,952        |
| Ops/Maint Cost    | \$ -        |                     |                     |             |             |             | \$ -                |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ 1,035,441</u> | <u>\$ 6,398,497</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 7,433,939</u> |

| Sources of Funding                  | 2020        | 2021                | 2022                | 2023        | 2024        | 5 Yr Total          |
|-------------------------------------|-------------|---------------------|---------------------|-------------|-------------|---------------------|
| Fund 611 (83U) - Sanitary Sewer Fee | \$ -        | \$ 1,035,441        | \$ 6,398,497        | \$ -        | \$ -        | \$ 7,433,939        |
| Fund xxx (xxx) -                    |             |                     |                     |             |             | \$ -                |
| Fund xxx (xxx) -                    |             |                     |                     |             |             | \$ -                |
| <b>Total</b>                        | <u>\$ -</u> | <u>\$ 1,035,441</u> | <u>\$ 6,398,497</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 7,433,939</u> |

**Project Description:** Rehabilitate approximately 7,825 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Parker St, MLK Wy, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along San Pablo Avenue. Council Districts 3, 7, & 8.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - MLK Wy, Cedar St, et al  
**Project Number:** PWENSR2102 (21SR02)  
**Project Total Cost:** \$ 5,618,133 **FY 20-24 Program Cost:** \$ 5,618,133  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ 782,526        | \$ 4,835,608        | \$ -        | \$ -        | \$ -        | \$ 5,618,133        |
| Staff/Labor       |             | \$ 524,292        | \$ 282,311          |             |             |             | \$ 806,603          |
| Design/Consultant |             | \$ 258,233        | \$ 139,049          |             |             |             | \$ 397,282          |
| Construction      | \$ -        |                   | \$ 4,414,248        |             |             |             | \$ 4,414,248        |
| Ops/Maint Cost    | \$ -        |                   |                     |             |             |             | \$ -                |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ 782,526</u> | <u>\$ 4,835,608</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,618,133</u> |

| Sources of Funding | 2020        | 2021              | 2022                | 2023        | 2024        | 5 Yr Total          |
|--------------------|-------------|-------------------|---------------------|-------------|-------------|---------------------|
| Fund 611 (83U) -   |             |                   |                     |             |             |                     |
| Sanitary Sewer Fee | \$ -        | \$ 782,526        | \$ 4,835,608        | \$ -        | \$ -        | \$ 5,618,133        |
| Fund xxx (xxx) -   |             |                   |                     |             |             | \$ -                |
| Fund xxx (xxx) -   |             |                   |                     |             |             | \$ -                |
| <b>Total</b>       | <u>\$ -</u> | <u>\$ 782,526</u> | <u>\$ 4,835,608</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,618,133</u> |

**Project Description:** Rehabilitate approximately 7,610 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along MLK Wy, Cedar St, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along San Pablo Avenue. Council Districts 1, 2, 3, 4, 7, & 8.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Walnut St, The Alameda, et al

**Project Number:** PWENSR2103 (21SR03)

**Project Total Cost:** \$ 4,264,089 **FY 20-24 Program Cost:** \$ 4,264,089

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous | 2020       | 2021         | 2022 | 2023 | 2024 | 5 Yr Total   |
|-------------------|----------|------------|--------------|------|------|------|--------------|
| Project Cost      | \$ -     | \$ 593,927 | \$ 3,670,163 | \$ - | \$ - | \$ - | \$ 4,264,089 |
| Staff/Labor       |          | \$ 397,931 | \$ 214,270   |      |      |      | \$ 612,201   |
| Design/Consultant |          | \$ 195,996 | \$ 105,536   |      |      |      | \$ 301,532   |
| Construction      | \$ -     |            | \$ 3,350,356 |      |      |      | \$ 3,350,356 |
| Ops/Maint Cost    | \$ -     |            |              |      |      |      | \$ -         |
| <b>Total</b>      | \$ -     | \$ 593,927 | \$ 3,670,163 | \$ - | \$ - | \$ - | \$ 4,264,089 |

| Sources of Funding                  | 2020 | 2021       | 2022         | 2023 | 2024 | 5 Yr Total   |
|-------------------------------------|------|------------|--------------|------|------|--------------|
| Fund 611 (83U) - Sanitary Sewer Fee | \$ - | \$ 593,927 | \$ 3,670,163 | \$ - | \$ - | \$ 4,264,089 |
| Fund xxx (xxx) -                    |      |            |              |      |      | \$ -         |
| Fund xxx (xxx) -                    |      |            |              |      |      | \$ -         |
| <b>Total</b>                        | \$ - | \$ 593,927 | \$ 3,670,163 | \$ - | \$ - | \$ 4,264,089 |

**Project Description:** Rehabilitate approximately 6,401 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Walnut St, The Alameda, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along San Pablo Avenue. Council Districts 4 & 5.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2021 Sewer Urgent Repair

**Project Number:** PWENSR2104 (21SR04)

2021

**Project Total Cost:** \$ 608,326 **FY 20-24 Program Cost:** \$ 608,326

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous | 2020      | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|-----------|------------|------|------|------|------------|
| Project Cost      | \$ -     | \$ 84,731 | \$ 523,595 |      |      |      | \$ 608,326 |
| Staff/Labor       |          | \$ 56,770 | \$ 30,568  |      |      |      | \$ 87,338  |
| Design/Consultant | \$ -     | \$ 27,961 | \$ 15,056  |      |      |      | \$ 43,017  |
| Construction      | \$ -     |           | \$ 477,971 |      |      |      | \$ 477,971 |
| Ops/Maint Cost    | \$ -     |           |            |      |      |      | \$ -       |
| <b>Total</b>      | \$ -     | \$ 84,731 | \$ 523,595 | \$ - | \$ - | \$ - | \$ 608,326 |

| Sources of Funding                  | 2020 | 2021      | 2022       | 2023 | 2024 | 5 Yr Total |
|-------------------------------------|------|-----------|------------|------|------|------------|
| Fund 611 (83U) - Sanitary Sewer Fee | \$ - | \$ 84,731 | \$ 523,595 |      |      | \$ 608,326 |
| Fund xxx (xxx) -                    |      |           |            |      |      | \$ -       |
| Fund xxx (xxx) -                    |      |           |            |      |      | \$ -       |
| <b>Total</b>                        | \$ - | \$ 84,731 | \$ 523,595 | \$ - | \$ - | \$ 608,326 |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer mains, manholes and sewer laterals at various locations.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Sewer Rehabilitation - FY 2021 MH Rehab  
 Project Number: PWENSR2105 (21SR05) 2021  
 Project Total Cost: \$ 608,326 FY 20-24 Program Cost: \$ 608,326  
 Department: Public Works Division: Engineering Capital Program: Sewer

| Project Budget    | Previous | 2020      | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|-----------|------------|------|------|------|------------|
| Project Cost      | \$ -     | \$ 84,731 | \$ 523,595 |      |      |      | \$ 608,326 |
| Staff/Labor       |          | \$ 56,770 | \$ 30,568  |      |      |      | \$ 87,338  |
| Design/Consultant |          | \$ 27,961 | \$ 15,056  |      |      |      | \$ 43,017  |
| Construction      |          |           | \$ 477,971 |      |      |      | \$ 477,971 |
| Ops/Maint Cost    | \$ -     |           |            |      |      |      | \$ -       |
| Total             | \$ -     | \$ 84,731 | \$ 523,595 | \$ - | \$ - | \$ - | \$ 608,326 |

| Sources of Funding                     | 2020 | 2021      | 2022       | 2023 | 2024 | 5 Yr Total |
|----------------------------------------|------|-----------|------------|------|------|------------|
| Fund 611 (830) -<br>Sanitary Sewer Fee | \$ - | \$ 84,731 | \$ 523,595 |      |      | \$ 608,326 |
| Fund xxx (xxx) -                       |      |           |            |      |      | \$ -       |
| Fund xxx (xxx) -                       |      |           |            |      |      | \$ -       |
| Total                                  | \$ - | \$ 84,731 | \$ 523,595 | \$ - | \$ - | \$ 608,326 |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer manholes at various locations.

**Project Justification:** Referrals by Ops, Smoke Testing program, Service Calls, and routine maintenance.

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2021 Condition Assessment (CCTV)

**Project Number:** PWENSR2106 (21SR06)

2022

**Project Total Cost:** \$ 486,661 **FY 20-24 Program Cost:** \$ 486,661

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ 486,661        | \$ -        | \$ -        | \$ -        | \$ 486,661        |
| Staff/Labor       |             |             | \$ 486,661        | \$ -        |             |             | \$ 486,661        |
| Design/Consultant |             |             | \$ -              | \$ -        |             |             | \$ -              |
| Construction      |             |             |                   | \$ -        |             |             | \$ -              |
| Ops/Maint Cost    | \$ -        |             |                   |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 486,661</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 486,661</b> |

| Sources of Funding                  | 2020        | 2021        | 2022              | 2023        | 2024        | 5 Yr Total        |
|-------------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ 486,661        | \$ -        | \$ -        | \$ 486,661        |
| Fund xxx (xxx) -                    |             |             |                   |             |             | \$ -              |
| Fund xxx (xxx) -                    |             |             |                   |             |             | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 486,661</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 486,661</b> |

|                               |                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Sanitary Sewer Collection System Condition Assessment                                                                                                                                                                                                                                                                                                           |
| <b>Scope of Work:</b>         | Perform CCTV Inspections and produce inspection reports meeting NASSCP PACP Standards; evaluate the condition of sewer mains, manholes and lateral connections inspected; Identify critical structural and O&M defects; Prioritize repairs and provide rehab recommendations. Draft Condition Assessment Reports to summarize the findings and recommendations. |
| <b>Project Justification:</b> | Meet goals/requirements of the "Consent Decree"                                                                                                                                                                                                                                                                                                                 |
| <b>Project Location:</b>      | TBD                                                                                                                                                                                                                                                                                                                                                             |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                                                                                                                 |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Shattuck Ave (Vine - Parker)  
**Project Number:** PWENSR2201 (22SR01)  
**Project Total Cost:** \$10,474,463 **FY 20-24 Program Cost:** \$10,474,463  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021                | 2022                | 2023        | 2024        | 5 Yr Total           |
|-------------------|-------------|-------------|---------------------|---------------------|-------------|-------------|----------------------|
| Project Cost      | \$ -        | \$ -        | \$ 1,458,943        | \$ 9,015,520        | \$ -        | \$ -        | \$ 10,474,463        |
| Staff/Labor       |             |             | \$ 977,492          | \$ 526,342          |             |             | \$ 1,503,834         |
| Design/Consultant |             |             | \$ 481,451          | \$ 259,243          |             |             | \$ 740,694           |
| Construction      | \$ -        |             |                     | \$ 8,229,935        |             |             | \$ 8,229,935         |
| Ops/Maint Cost    | \$ -        |             |                     |                     |             |             | \$ -                 |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,458,943</u> | <u>\$ 9,015,520</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 10,474,463</u> |

| Sources of Funding                  | 2020        | 2021        | 2022                | 2023                | 2024        | 5 Yr Total  |                      |
|-------------------------------------|-------------|-------------|---------------------|---------------------|-------------|-------------|----------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ 1,458,943        | \$ 9,015,520        | \$ -        | \$ -        | \$ 10,474,463        |
| Fund xxx (xxx) -                    |             |             |                     |                     |             | \$ -        |                      |
| Fund xxx (xxx) -                    |             |             |                     |                     |             | \$ -        |                      |
| <b>Total</b>                        | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,458,943</u> | <u>\$ 9,015,520</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 10,474,463</u> |

**Project Description:** Rehabilitate approximately 7,850 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Shattuck Ave, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Shattuck Avenue. Council Districts 3, 4, & 5.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Cragmont Ave, Alvarado Rd, et al  
**Project Number:** PWENSR2202 (22SR02)  
**Project Total Cost:** \$ 5,089,400 **FY 20-24 Program Cost:** \$ 5,089,400  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021              | 2022                | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------|-------------------|---------------------|-------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ 708,881        | \$ 4,380,520        | \$ -        | \$ -        | \$ 5,089,400        |
| Staff/Labor       |             |             | \$ 474,950        | \$ 255,742          |             |             | \$ 730,692          |
| Design/Consultant |             |             | \$ 233,931        | \$ 125,963          |             |             | \$ 359,893          |
| Construction      | \$ -        |             |                   | \$ 3,998,815        |             |             | \$ 3,998,815        |
| Ops/Maint Cost    | \$ -        |             |                   |                     |             |             | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 708,881</b> | <b>\$ 4,380,520</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 5,089,400</b> |

| Sources of Funding                  | 2020        | 2021        | 2022              | 2023                | 2024        | 5 Yr Total          |
|-------------------------------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ 708,881        | \$ 4,380,520        | \$ -        | \$ 5,089,400        |
| Fund xxx (xxx) -                    |             |             |                   |                     |             | \$ -                |
| Fund xxx (xxx) -                    |             |             |                   |                     |             | \$ -                |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 708,881</b> | <b>\$ 4,380,520</b> | <b>\$ -</b> | <b>\$ 5,089,400</b> |

**Project Description:** Rehabilitate approximately 7,766 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Cragmont Ave, Alvarado Rd, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Cragmont Ave, Alvarado Rd, et al. Council Districts 5, 6, & 8.

**History/Notes:**



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Euclid Ave, Grizzly Peak Blvd, et al  
**Project Number:** PWENSR2203 (22SR03)  
**Project Total Cost:** \$ 3,978,695 **FY 20-24 Program Cost:** \$ 3,978,695  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021              | 2022                | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------|-------------------|---------------------|-------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ 554,175        | \$ 3,424,520        | \$ -        | \$ -        | \$ 3,978,695        |
| Staff/Labor       |             |             | \$ 371,298        | \$ 199,929          |             |             | \$ 571,227          |
| Design/Consultant |             |             | \$ 182,878        | \$ 98,473           |             |             | \$ 281,351          |
| Construction      | \$ -        |             |                   | \$ 3,126,118        |             |             | \$ 3,126,118        |
| Ops/Maint Cost    | \$ -        |             |                   |                     |             |             | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 554,175</b> | <b>\$ 3,424,520</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,978,695</b> |

| Sources of Funding                  | 2020        | 2021        | 2022              | 2023                | 2024        | 5 Yr Total          |
|-------------------------------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ 554,175        | \$ 3,424,520        | \$ -        | \$ 3,978,695        |
| Fund xxx (xxx) -                    |             |             |                   |                     |             | \$ -                |
| Fund xxx (xxx) -                    |             |             |                   |                     |             | \$ -                |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 554,175</b> | <b>\$ 3,424,520</b> | <b>\$ -</b> | <b>\$ 3,978,695</b> |

**Project Description:** Rehabilitate approximately 6,615 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Euclid Ave, Grizzly Peak Blvd, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Euclid Ave, Grizzly Peak Blvd, et al. Council District 6.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2022 Sewer Urgent Repair

**Project Number:** PWENSR2204 (22SR04)

2022

**Project Total Cost:** \$ 632,660 **FY 20-24 Program Cost:** \$ 632,660

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021             | 2022              | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|------------------|-------------------|-------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ 88,120        | \$ 544,539        | \$ -        | \$ -        | \$ 632,660        |
| Staff/Labor       |             |             | \$ 59,041        | \$ 31,791         |             |             | \$ 90,832         |
| Design/Consultant | \$ -        |             | \$ 29,080        | \$ 15,658         |             |             | \$ 44,738         |
| Construction      | \$ -        |             |                  | \$ 497,090        |             |             | \$ 497,090        |
| Ops/Maint Cost    | \$ -        |             |                  |                   |             |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 88,120</b> | <b>\$ 544,539</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 632,660</b> |

| Sources of Funding                  | 2020        | 2021        | 2022             | 2023              | 2024        | 5 Yr Total        |
|-------------------------------------|-------------|-------------|------------------|-------------------|-------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ 88,120        | \$ 544,539        | \$ -        | \$ 632,660        |
| Fund xxx (xxx) -                    |             |             |                  |                   |             | \$ -              |
| Fund xxx (xxx) -                    |             |             |                  |                   |             | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 88,120</b> | <b>\$ 544,539</b> | <b>\$ -</b> | <b>\$ 632,660</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer mains, manholes and sewer laterals at various locations.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2022 Manhole Rehab

**Project Number:** PWENSR2205 (22SR05) 2022

**Project Total Cost:** \$ 632,660 **FY 20-24 Program Cost:** \$ 632,660

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous | 2020 | 2021      | 2022       | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|------|-----------|------------|------|------|------------|
| Project Cost      | \$ -     | \$ - | \$ 88,120 | \$ 544,539 | \$ - | \$ - | \$ 632,660 |
| Staff/Labor       |          |      | \$ 59,041 | \$ 31,791  |      |      | \$ 90,832  |
| Design/Consultant |          |      | \$ 29,080 | \$ 15,658  |      |      | \$ 44,738  |
| Construction      |          |      |           | \$ 497,090 |      |      | \$ 497,090 |
| Ops/Maint Cost    | \$ -     |      |           |            |      |      | \$ -       |
| <b>Total</b>      | \$ -     | \$ - | \$ 88,120 | \$ 544,539 | \$ - | \$ - | \$ 632,660 |

| Sources of Funding                  | 2020 | 2021 | 2022      | 2023       | 2024 | 5 Yr Total |
|-------------------------------------|------|------|-----------|------------|------|------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ - | \$ - | \$ 88,120 | \$ 544,539 | \$ - | \$ 632,660 |
| Fund xxx (xxx) -                    |      |      |           |            |      | \$ -       |
| Fund xxx (xxx) -                    |      |      |           |            |      | \$ -       |
| <b>Total</b>                        | \$ - | \$ - | \$ 88,120 | \$ 544,539 | \$ - | \$ 632,660 |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer manholes at various locations.

**Project Justification:** Referrals by Ops, Smoke Testing program, Service Calls, and routine maintenance.

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2022 Condition Assessment (CCTV)  
**Project Number:** PWENSR2206 (22SR06) 2022  
**Project Total Cost:** \$ 506,128 **FY 20-24 Program Cost:** \$ 506,128  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022              | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ 506,128        | \$ -        | \$ -        | \$ 506,128        |
| Staff/Labor       |             |             | \$ -        | \$ 506,128        |             |             | \$ 506,128        |
| Design/Consultant |             |             | \$ -        | \$ -              |             |             | \$ -              |
| Construction      |             |             |             | \$ -              |             |             | \$ -              |
| Ops/Maint Cost    | \$ -        |             |             |                   |             |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 506,128</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 506,128</b> |

| Sources of Funding                  | 2020        | 2021        | 2022              | 2023        | 2024        | 5 Yr Total        |
|-------------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ 506,128        | \$ -        | \$ -        | \$ 506,128        |
| Fund xxx (xxx) -                    |             |             |                   |             |             | \$ -              |
| Fund xxx (xxx) -                    |             |             |                   |             |             | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 506,128</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 506,128</b> |

|                               |                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Sanitary Sewer Collection System Condition Assessment                                                                                                                                                                                                                                                                                                           |
| <b>Scope of Work:</b>         | Perform CCTV Inspections and produce inspection reports meeting NASSCP PACP Standards; evaluate the condition of sewer mains, manholes and lateral connections inspected; Identify critical structural and O&M defects; Prioritize repairs and provide rehab recommendations. Draft Condition Assessment Reports to summarize the findings and recommendations. |
| <b>Project Justification:</b> | Meet goals/requirements of the "Consent Decree"                                                                                                                                                                                                                                                                                                                 |
| <b>Project Location:</b>      | TBD                                                                                                                                                                                                                                                                                                                                                             |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                                                                                                                 |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Piedmont Ave, Woolsey St, et al

**Project Number:** PWENSR2301 (23SR01)

**Project Total Cost:** \$ 5,060,725 **FY 20-24 Program Cost:** \$ 5,060,725

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022              | 2023                | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ 704,887        | \$ 4,355,839        | \$ -        | \$ 5,060,725        |
| Staff/Labor       |             |             |             | \$ 472,274        | \$ 254,301          |             | \$ 726,576          |
| Design/Consultant |             |             |             | \$ 232,613        | \$ 125,253          |             | \$ 357,866          |
| Construction      | \$ -        |             |             |                   | \$ 3,976,284        |             | \$ 3,976,284        |
| Ops/Maint Cost    | \$ -        |             |             |                   |                     |             | \$ -                |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 704,887</u> | <u>\$ 4,355,839</u> | <u>\$ -</u> | <u>\$ 5,060,725</u> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023              | 2024                | 5 Yr Total  |                     |
|-------------------------------------|-------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ 704,887        | \$ 4,355,839        | \$ -        | \$ 5,060,725        |
| Fund xxx (xxx) -                    |             |             |             |                   |                     |             | \$ -                |
| Fund xxx (xxx) -                    |             |             |             |                   |                     |             | \$ -                |
| <b>Total</b>                        | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 704,887</u> | <u>\$ 4,355,839</u> | <u>\$ -</u> | <u>\$ 5,060,725</u> |

**Project Description:** Rehabilitate approximately 7,647 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Piedmont Ave, Woolsey St, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Piedmot Ave, Woolsey St, et al. Council Districts 3, 4, 7, & 8.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Spruce St, Eunice St, et al

**Project Number:** PWENSR2302 (23SR02)

**Project Total Cost:** \$ 5,779,564 **FY 20-24 Program Cost:** \$ 5,779,564

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022              | 2023                | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ 805,011        | \$ 4,974,553        | \$ -        | \$ 5,779,564        |
| Staff/Labor       |             |             |             | \$ 539,357        | \$ 290,423          |             | \$ 829,780          |
| Design/Consultant |             |             |             | \$ 265,654        | \$ 143,044          |             | \$ 408,698          |
| Construction      | \$ -        |             |             |                   | \$ 4,541,086        |             | \$ 4,541,086        |
| Ops/Maint Cost    | \$ -        |             |             |                   |                     |             | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 805,011</b> | <b>\$ 4,974,553</b> | <b>\$ -</b> | <b>\$ 5,779,564</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023              | 2024                | 5 Yr Total  |                     |
|-------------------------------------|-------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ 805,011        | \$ 4,974,553        | \$ -        | \$ 5,779,564        |
| Fund xxx (xxx) -                    |             |             |             |                   |                     |             | \$ -                |
| Fund xxx (xxx) -                    |             |             |             |                   |                     |             | \$ -                |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 805,011</b> | <b>\$ 4,974,553</b> | <b>\$ -</b> | <b>\$ 5,779,564</b> |

**Project Description:** Rehabilitate approximately 7,275 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Spruce St, Eunice St, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Spruce St, Eunice St, et al. Council Districts 6, 7, & 8.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Tanglewood Rd, La Loma Ave, et al

**Project Number:** PWENSR2303 (23SR03)

**Project Total Cost:** \$ 4,521,621 **FY 20-24 Program Cost:** \$ 4,521,621

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous | 2020 | 2021 | 2022       | 2023         | 2024 | 5 Yr Total   |
|-------------------|----------|------|------|------------|--------------|------|--------------|
| Project Cost      | \$ -     | \$ - | \$ - | \$ 629,797 | \$ 3,891,824 | \$ - | \$ 4,521,621 |
| Staff/Labor       |          |      |      | \$ 421,964 | \$ 227,211   |      | \$ 649,176   |
| Design/Consultant |          |      |      | \$ 207,833 | \$ 111,910   |      | \$ 319,743   |
| Construction      | \$ -     |      |      |            | \$ 3,552,702 |      | \$ 3,552,702 |
| Ops/Maint Cost    | \$ -     |      |      |            |              |      | \$ -         |
| <b>Total</b>      | \$ -     | \$ - | \$ - | \$ 629,797 | \$ 3,891,824 | \$ - | \$ 4,521,621 |

| Sources of Funding                  | 2020 | 2021 | 2022 | 2023       | 2024         | 5 Yr Total |              |
|-------------------------------------|------|------|------|------------|--------------|------------|--------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ - | \$ - | \$ - | \$ 629,797 | \$ 3,891,824 | \$ -       | \$ 4,521,621 |
| Fund xxx (xxx) -                    |      |      |      |            |              |            | \$ -         |
| Fund xxx (xxx) -                    |      |      |      |            |              |            | \$ -         |
| <b>Total</b>                        | \$ - | \$ - | \$ - | \$ 629,797 | \$ 3,891,824 | \$ -       | \$ 4,521,621 |

**Project Description:** Rehabilitate approximately 7,303 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Tanglewood Rd, La Loma Ave, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Tanglewood Rd, La Loma Ave, et al. Council District 6.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2023 Sewer Urgent Repair

**Project Number:** PWENSR2304 (23SR04)

2023

**Project Total Cost:** \$ 657,966 **FY 20-24 Program Cost:** \$ 657,966

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022             | 2023              | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|------------------|-------------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ 91,645        | \$ 566,321        |             | \$ 657,966        |
| Staff/Labor       |             |             |             | \$ 61,402        | \$ 33,063         |             | \$ 94,465         |
| Design/Consultant | \$ -        |             |             | \$ 30,243        | \$ 16,285         |             | \$ 46,528         |
| Construction      | \$ -        |             |             |                  | \$ 516,973        |             | \$ 516,973        |
| Ops/Maint Cost    | \$ -        |             |             |                  |                   |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 91,645</b> | <b>\$ 566,321</b> | <b>\$ -</b> | <b>\$ 657,966</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023             | 2024              | 5 Yr Total  |                   |
|-------------------------------------|-------------|-------------|-------------|------------------|-------------------|-------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ 91,645        | \$ 566,321        | \$ -        | \$ 657,966        |
| Fund xxx (xxx) -                    |             |             |             |                  |                   |             | \$ -              |
| Fund xxx (xxx) -                    |             |             |             |                  |                   |             | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 91,645</b> | <b>\$ 566,321</b> | <b>\$ -</b> | <b>\$ 657,966</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer mains, manholes and sewer laterals at various locations.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Various locations. Council District - TBD

**History/Notes:**



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2023 Manhole Rehab

**Project Number:** PWENSR2305 (23SR05) 2023

**Project Total Cost:** \$ 657,966 **FY 20-24 Program Cost:** \$ 657,966

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022             | 2023              | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|------------------|-------------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ 91,645        | \$ 566,321        | \$ -        | \$ 657,966        |
| Staff/Labor       |             |             |             | \$ 61,402        | \$ 33,063         |             | \$ 94,465         |
| Design/Consultant |             |             |             | \$ 30,243        | \$ 16,285         |             | \$ 46,528         |
| Construction      |             |             |             |                  | \$ 516,973        |             | \$ 516,973        |
| Ops/Maint Cost    | \$ -        |             |             |                  |                   |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 91,645</b> | <b>\$ 566,321</b> | <b>\$ -</b> | <b>\$ 657,966</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023             | 2024              | 5 Yr Total  |                   |
|-------------------------------------|-------------|-------------|-------------|------------------|-------------------|-------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ 91,645        | \$ 566,321        | \$ -        | \$ 657,966        |
| Fund xxx (xxx) -                    |             |             |             |                  |                   |             | \$ -              |
| Fund xxx (xxx) -                    |             |             |             |                  |                   |             | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 91,645</b> | <b>\$ 566,321</b> | <b>\$ -</b> | <b>\$ 657,966</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer manholes at various locations.

**Project Justification:** Referrals by Ops, Smoke Testing program, Service Calls, and routine maintenance.

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2023 Condition Assessment (CCTV)

**Project Number:** PWENSR2306 (23SR06)

2022

**Project Total Cost:** \$ 526,373 **FY 20-24 Program Cost:** \$ 526,373

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023              | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|-------------|-------------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ 526,373        | \$ -        | \$ 526,373        |
| Staff/Labor       |             |             | \$ -        | \$ -        | \$ 526,373        |             | \$ 526,373        |
| Design/Consultant |             |             | \$ -        | \$ -        |                   |             | \$ -              |
| Construction      |             |             |             | \$ -        |                   |             | \$ -              |
| Ops/Maint Cost    | \$ -        |             |             |             |                   |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 526,373</b> | <b>\$ -</b> | <b>\$ 526,373</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023              | 2024        | 5 Yr Total        |
|-------------------------------------|-------------|-------------|-------------|-------------------|-------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ 526,373        | \$ -        | \$ 526,373        |
| Fund xxx (xxx) -                    |             |             |             |                   |             | \$ -              |
| Fund xxx (xxx) -                    |             |             |             |                   |             | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 526,373</b> | <b>\$ -</b> | <b>\$ 526,373</b> |

|                               |                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Sanitary Sewer Collection System Condition Assessment                                                                                                                                                                                                                                                                                                           |
| <b>Scope of Work:</b>         | Perform CCTV Inspections and produce inspection reports meeting NASSCP PACP Standards; evaluate the condition of sewer mains, manholes and lateral connections inspected; Identify critical structural and O&M defects; Prioritize repairs and provide rehab recommendations. Draft Condition Assessment Reports to summarize the findings and recommendations. |
| <b>Project Justification:</b> | Meet goals/requirements of the "Consent Decree"                                                                                                                                                                                                                                                                                                                 |
| <b>Project Location:</b>      | TBD                                                                                                                                                                                                                                                                                                                                                             |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                                                                                                                 |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Poppy Ln, Keeler Ave, et al

**Project Number:** PWENSR2401 (24SR01)

**Project Total Cost:** \$ 4,745,993 **FY 20-24 Program Cost:** \$ 4,745,993

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous | 2020 | 2021 | 2022 | 2023       | 2024         | 5 Yr Total   |
|-------------------|----------|------|------|------|------------|--------------|--------------|
| Project Cost      | \$ -     | \$ - | \$ - | \$ - | \$ 661,049 | \$ 4,084,944 | \$ 4,745,993 |
| Staff/Labor       |          |      |      |      | \$ 442,903 | \$ 238,486   | \$ 681,389   |
| Design/Consultant |          |      |      |      | \$ 218,146 | \$ 117,463   | \$ 335,610   |
| Construction      | \$ -     |      |      |      |            | \$ 3,728,995 | \$ 3,728,995 |
| Ops/Maint Cost    | \$ -     |      |      |      |            |              | \$ -         |
| <b>Total</b>      | \$ -     | \$ - | \$ - | \$ - | \$ 661,049 | \$ 4,084,944 | \$ 4,745,993 |

| Sources of Funding                  | 2020 | 2021 | 2022 | 2023 | 2024       | 5 Yr Total   |              |
|-------------------------------------|------|------|------|------|------------|--------------|--------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ - | \$ - | \$ - | \$ - | \$ 661,049 | \$ 4,084,944 | \$ 4,745,993 |
| Fund xxx (xxx) -                    |      |      |      |      |            | \$ -         |              |
| Fund xxx (xxx) -                    |      |      |      |      |            | \$ -         |              |
| <b>Total</b>                        | \$ - | \$ - | \$ - | \$ - | \$ 661,049 | \$ 4,084,944 | \$ 4,745,993 |

**Project Description:** Rehabilitate approximately 7,365 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Piedmont Ave, Woolsey St, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Piedmot Ave, Woolsey St, et al. Council District 6.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Hearst Ave, Euclid Ave, et al

**Project Number:** PWENSR2402 (24SR02)

**Project Total Cost:** \$ 4,894,185 **FY 20-24 Program Cost:** \$ 4,894,185

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023              | 2024                | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ 681,690        | \$ 4,212,495        | \$ 4,894,185        |
| Staff/Labor       |             |             |             |             | \$ 456,732        | \$ 245,933          | \$ 702,665          |
| Design/Consultant |             |             |             |             | \$ 224,958        | \$ 121,131          | \$ 346,089          |
| Construction      | \$ -        |             |             |             |                   | \$ 3,845,431        | \$ 3,845,431        |
| Ops/Maint Cost    | \$ -        |             |             |             |                   |                     | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 681,690</b> | <b>\$ 4,212,495</b> | <b>\$ 4,894,185</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023        | 2024              | 5 Yr Total          |                     |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ -        | \$ 681,690        | \$ 4,212,495        | \$ 4,894,185        |
| Fund xxx (xxx) -                    |             |             |             |             |                   | \$ -                |                     |
| Fund xxx (xxx) -                    |             |             |             |             |                   | \$ -                |                     |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 681,690</b> | <b>\$ 4,212,495</b> | <b>\$ 4,894,185</b> |

**Project Description:** Rehabilitate approximately 7,090 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Hearst Ave, Euclid Ave, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Hearst Ave, Euclid Ave, et al. Council Districts 6 & 7.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - Adeline St, Parnasus Rd, et al

**Project Number:** PWENSR2403 (24SR03)

**Project Total Cost:** \$ 7,639,260 **FY 20-24 Program Cost:** \$ 7,639,260

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023                | 2024                | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------|---------------------|---------------------|---------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,064,040        | \$ 6,575,220        | \$ 7,639,260        |
| Staff/Labor       |             |             |             |             | \$ 712,907          | \$ 383,873          | \$ 1,096,779        |
| Design/Consultant |             |             |             |             | \$ 351,133          | \$ 189,072          | \$ 540,205          |
| Construction      | \$ -        |             |             |             |                     | \$ 6,002,275        | \$ 6,002,275        |
| Ops/Maint Cost    | \$ -        |             |             |             |                     |                     | \$ -                |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,064,040</u> | <u>\$ 6,575,220</u> | <u>\$ 7,639,260</u> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023        | 2024                | 5 Yr Total          |                     |
|-------------------------------------|-------------|-------------|-------------|-------------|---------------------|---------------------|---------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ -        | \$ 1,064,040        | \$ 6,575,220        | \$ 7,639,260        |
| Fund xxx (xxx) -                    |             |             |             |             |                     | \$ -                |                     |
| Fund xxx (xxx) -                    |             |             |             |             |                     | \$ -                |                     |
| <b>Total</b>                        | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,064,040</u> | <u>\$ 6,575,220</u> | <u>\$ 7,639,260</u> |

**Project Description:** Rehabilitate approximately 7,445 linear feet of sanitary sewer mains and the associated manholes, sewer laterals and related work along Adeline St., Parnansus Rd, et al.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Street segments along Adeline St., Parnansus Rd,, et al. Council Districts 2, 3 & 6.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2024 Sewer Urgent Repair

**Project Number:** PWENSR2404 (24SR04)

2024

**Project Total Cost:** \$ 684,285 **FY 20-24 Program Cost:** \$ 684,285

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023             | 2024              | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|-------------|------------------|-------------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ 95,311        | \$ 588,973        | \$ 684,285        |
| Staff/Labor       |             |             |             | \$ -        | \$ 63,858        | \$ 34,385         | \$ 98,244         |
| Design/Consultant | \$ -        |             |             | \$ -        | \$ 31,453        | \$ 16,936         | \$ 48,389         |
| Construction      | \$ -        |             |             |             |                  | \$ 537,652        | \$ 537,652        |
| Ops/Maint Cost    | \$ -        |             |             |             |                  |                   | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 95,311</b> | <b>\$ 588,973</b> | <b>\$ 684,285</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023        | 2024             | 5 Yr Total        |
|-------------------------------------|-------------|-------------|-------------|-------------|------------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ -        | \$ 95,311        | \$ 588,973        |
| Fund xxx (xxx) -                    |             |             |             |             |                  | \$ -              |
| Fund xxx (xxx) -                    |             |             |             |             |                  | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 95,311</b> | <b>\$ 588,973</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer mains, manholes and sewer laterals at various locations.

**Project Justification:** Meet goals/requirements of the "Consent Decree"

**Project Location:** Various locations. Council District - TBD

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2024 Manhole Rehab  
**Project Number:** PWENSR2405 (24SR05) 2024  
**Project Total Cost:** \$ 684,285 **FY 20-24 Program Cost:** \$ 684,285  
**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023             | 2024              | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|-------------|------------------|-------------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ 95,311        | \$ 588,973        | \$ 684,285        |
| Staff/Labor       |             |             |             |             | \$ 63,858        | \$ 34,385         | \$ 98,244         |
| Design/Consultant |             |             |             |             | \$ 31,453        | \$ 16,936         | \$ 48,389         |
| Construction      |             |             |             |             |                  | \$ 537,652        | \$ 537,652        |
| Ops/Maint Cost    | \$ -        |             |             |             |                  |                   | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 95,311</b> | <b>\$ 588,973</b> | <b>\$ 684,285</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023             | 2024              | 5 Yr Total        |
|-------------------------------------|-------------|-------------|-------------|------------------|-------------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ 95,311        | \$ 588,973        | \$ 684,285        |
| Fund xxx (xxx) -                    |             |             |             |                  |                   | \$ -              |
| Fund xxx (xxx) -                    |             |             |             |                  |                   | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 95,311</b> | <b>\$ 588,973</b> | <b>\$ 684,285</b> |

**Project Description:** The scope of this project is to design and construct/rehabilitate defective sanitary sewer manholes at various locations.  
  
**Project Justification:** Referrals by Ops, Smoke Testing program, Service Calls, and routine maintenance.  
  
**Project Location:** Various locations. Council District - TBD  
  
**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sewer Rehabilitation - FY 2024 Condition Assessment (CCTV)

**Project Number:** PWENSR2406 (24SR06)

2022

**Project Total Cost:** \$ 547,428 **FY 20-24 Program Cost:** \$ 547,428

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023        | 2024              | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 547,428        | \$ 547,428        |
| Staff/Labor       |             |             | \$ -        | \$ -        | \$ -        | \$ 547,428        | \$ 547,428        |
| Design/Consultant |             |             | \$ -        | \$ -        | \$ -        |                   | \$ -              |
| Construction      |             |             |             | \$ -        | \$ -        |                   | \$ -              |
| Ops/Maint Cost    | \$ -        |             |             |             |             |                   | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 547,428</b> | <b>\$ 547,428</b> |

| Sources of Funding                  | 2020        | 2021        | 2022        | 2023        | 2024              | 5 Yr Total        |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------------|-------------------|
| Fund 611 (830) - Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ -        | \$ 547,428        | \$ 547,428        |
| Fund xxx (xxx) -                    |             |             |             |             |                   | \$ -              |
| Fund xxx (xxx) -                    |             |             |             |             |                   | \$ -              |
| <b>Total</b>                        | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 547,428</b> | <b>\$ 547,428</b> |

|                               |                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Sanitary Sewer Collection System Condition Assessment                                                                                                                                                                                                                                                                                                           |
| <b>Scope of Work:</b>         | Perform CCTV Inspections and produce inspection reports meeting NASSCP PACP Standards; evaluate the condition of sewer mains, manholes and lateral connections inspected; Identify critical structural and O&M defects; Prioritize repairs and provide rehab recommendations. Draft Condition Assessment Reports to summarize the findings and recommendations. |
| <b>Project Justification:</b> | Meet goals/requirements of the "Consent Decree"                                                                                                                                                                                                                                                                                                                 |
| <b>Project Location:</b>      | TBD                                                                                                                                                                                                                                                                                                                                                             |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                                                                                                                 |



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** FY2025 Design Costs Sanitary Sewer rehabilitation project design costs.

**Project Number:** various

**Project Total Cost:** TBD **FY 20-24 Program Cost:** \$ 3,405,518

**Department:** Public Works **Division:** Engineering **Capital Program:** Sewer

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023        | 2024                | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------|-------------|---------------------|---------------------|
| Project Cost      |             |             |             |             |             | \$ 3,405,518        | \$ 3,405,518        |
| Staff/Labor       |             |             |             |             |             |                     | \$ -                |
| Design/Consultant |             |             |             |             |             | \$ 3,405,518        | \$ 3,405,518        |
| Construction      | \$ -        |             |             |             |             |                     | \$ -                |
| Ops/Maint Cost    | \$ -        |             |             |             |             |                     | \$ -                |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,405,518</u> | <u>\$ 3,405,518</u> |

| Sources of Funding                     | 2020        | 2021        | 2022        | 2023        | 2024                | 5 Yr Total          |
|----------------------------------------|-------------|-------------|-------------|-------------|---------------------|---------------------|
| Fund 611 (830) -<br>Sanitary Sewer Fee | \$ -        | \$ -        | \$ -        | \$ -        | \$ 3,405,518        | \$ 3,405,518        |
| Fund xxx (xxx) -                       |             |             |             |             |                     | \$ -                |
| Fund xxx (xxx) -                       |             |             |             |             |                     | \$ -                |
| <b>Total</b>                           | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,405,518</u> | <u>\$ 3,405,518</u> |

**Project Description:** Design work for FY 2025 Sanitary Sewer Rehabilitation projects.

**Project Justification:** Sanitary Sewer Consent Decree

**Project Location:** various locations throughout City of Berkeley.

**History/Notes:**

## STORM WATER SYSTEM

### Summary

The City's storm drain system consists of approximately 78 miles of underground pipes, manholes, catch basins, and cross-drains (corner inlets and outlets). The storm water program includes storm water system maintenance, capital improvements, street cleaning, and clean stormwater program activities such as toxics management, clean stormwater education, developing a Green Infrastructure Plan, Watershed Planning documentation, and a food service and industrial inspection program. The storm water infrastructure is more than 80 years old and needs to be rehabilitated. The current backlog of projects include: rehabilitating piping reaches; addressing rising groundwater issues, replacing deteriorated drain inlets and piping; major cleaning of the primary storm collectors in the lower Berkeley Drainage watersheds; and replacing cross drains (storm water "street" crossings). According to the 2011 Watershed Management Plan, the total unfunded capital needs of the storm water system exceed \$208 million (2012 dollars).

### Accomplishments

In FY 2018, Measure M funding was used to construct the bio-swale installation at the intersection of Rose Street and Hopkins Street, and a permeable paver bus pad on the northwest corner of the intersection of Shattuck Avenue and University Avenue. The Hearst/Oxford bio-swale was installed at the SW corner of Hearst Avenue and Oxford Street in FY 2019 as part of the Hearst Avenue Complete Street Project. The City plans to award a contract for the Woolsey Low Impact Development (LID) June 2019, with construction anticipated to begin in October 2019. The performance of Allston Way Permeable Paver Pilot Project is currently being assessed to determine its LID benefits and long-term durability of pavers for streets.

Though not a part of the City's storm drainage infrastructure, Public Works staff are tasked with shepherding creek related projects. Scheduled for FY 2019 and FY 2020 is the design and permitting of two creek projects. The Rose Garden Drainage Project has been designed and submitted for regulatory permits. The Codornices Creek Restoration Project at Kains Avenue is grant funded and in design.

The Municipal Regional Stormwater NPDES Permit (MRP2) requires the City to prepare and its governing body to adopt a Green Infrastructure Program Plan (GI Plan). Staff has prepared a draft plan, made public presentations, and collected comments in FY 2019. The final GI Plan will be presented to the City Council for formal adoption in June 2019.

### Funding

The City has two Clean Stormwater Fee sources. The first source was established in the early 1990's and the fee level of \$2 million per year has not changed. The second source is the 2018 Clean Stormwater Fee enabled by receiving a super-majority approval from

## STORM WATER SYSTEM

property owners in accordance with the requirements of Proposition 218. Both fees are assessed to owners of real property that contribute to stormwater runoff and use the City's storm drain system for collection and conveyance. This funding only provides for minor capital and maintenance work and some emergency storm drain response efforts. In addition, the City also receives \$269,000 annually from the University of California as part of a Long Range Development Plan agreement. Annual projected expenditures to maintain the system, including capital replacements to the aging storm drains, storm support and maintenance of the new Green Infrastructure projects currently being installed, exceed available funding.

Program and Funding Summary

| <b>Program Summary</b>                       |                             |                             |                             |                             |                             |                     |
|----------------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Project Description</b>                   | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year Total</b> |
| <b>One-Time Funding (Measure M &amp; T1)</b> |                             |                             |                             |                             |                             |                     |
| Storm Drain Green Infrastructure             | 225,000                     | 125,000                     | 600,000                     | 0                           | 0                           | 950,000             |
| Storm Drain Planning and Studies             | 750,000                     | 525,000                     | 287,500                     | 0                           | 0                           | 1,562,500           |
| Storm Drain Major Repair                     | 75,000                      | 1,135,000                   | 40,000                      | 495,000                     | 1,875,000                   | 3,620,000           |
| <b>T1 Green Infrastructure</b>               |                             |                             |                             |                             |                             |                     |
| Berkeley Rose Garden Drainage                | 679,240                     | 0                           | 0                           | 0                           | 0                           | 679,240             |
| <b>Subtotal</b>                              | <b>1,729,240</b>            | <b>1,785,000</b>            | <b>927,500</b>              | <b>495,000</b>              | <b>1,875,000</b>            | <b>6,811,740</b>    |
| <b>Funding Summary</b>                       |                             |                             |                             |                             |                             |                     |
| <b>Fund Source</b>                           | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year Total</b> |
| Clean Stormwater Fund                        | 1,050,000                   | 1,785,000                   | 927,500                     | 495,000                     | 1,875,000                   | 6,132,500           |
| T1 Infrastructure Bond                       | 679,240                     | 0                           | 0                           | 0                           | 0                           | 679,240             |
| <b>Total</b>                                 | <b>1,729,240</b>            | <b>1,785,000</b>            | <b>927,500</b>              | <b>495,000</b>              | <b>1,875,000</b>            | <b>6,811,740</b>    |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Berkeley Rose Garden Drainage

**Project Number:** T1PW05

**Project Total Cost:** \$ 790,480

**FY 20-24 Program Cost:** \$ 679,239

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Clean Storm - Green Infrastructure

| <b>Project Budget</b> | Previous          | 2020              | 2021        | 2022        | 2023        | 2024        | 5 Yr Total        |
|-----------------------|-------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Project Cost          | \$ 111,241        | \$ 679,239        |             |             |             |             | \$ 679,239        |
| Staff/Labor           |                   |                   |             |             |             |             | \$ -              |
| Design/Consultant     |                   |                   |             |             |             |             | \$ -              |
| Construction          | \$ -              |                   |             |             |             |             | \$ -              |
| <b>Total</b>          | <u>\$ 111,241</u> | <u>\$ 679,239</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 679,239</u> |

| <b>Sources of Funding</b>          | 2020              | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|------------------------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Clean Stormwater Fund<br>616 (831) | \$ 111,241        | \$ 679,239        |             |             |             | \$ 679,239        |
| <b>Total</b>                       | <u>\$ 111,241</u> | <u>\$ 679,239</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 679,239</u> |

|                               |                                                                                                      |
|-------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Improvements to Codornices Creek to repair erosion damage at the downstream end of Rose Garden site. |
| <b>Project Justification:</b> | Council approved project on June 27, 2017.                                                           |
| <b>Project Location:</b>      |                                                                                                      |
| <b>History/Notes:</b>         |                                                                                                      |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: GI Allston Way Permeable Paver Maintenance

Project Number: tbd

Project Total Cost: \$ 200,000

FY 20-24 Program Cost: \$ 200,000

Department: Public Works

Division: Engineering

Capital Program: Clean Storm

| Project Budget    | Previous  | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|-----------|------------|------|------|------|------|------------|
| Project Cost      |           | \$ 200,000 |      |      |      |      | \$ 200,000 |
| Staff/Labor       |           | \$ 10,000  |      |      |      |      | \$ 10,000  |
| Design/Consultant | \$ 50,000 | \$ 15,000  |      |      |      |      | \$ 15,000  |
| Construction      | \$ -      | \$ 175,000 |      |      |      |      | \$ 175,000 |
| Total             | \$ -      | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |

| Sources of Funding                 | 2020       | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|------------------------------------|------------|------------|------|------|------|------------|
| Clean Stormwater Fund<br>616 (831) | \$ 200,000 |            |      |      |      | \$ 200,000 |
| Total                              | \$ -       | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |

|                               |                                                                                                                                                              |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Allston Permeable Paver Maintenance; releveling of settled pavers, cleaning of paver joints and replacement of paver joint aggregate.                        |
| <b>Project Justification:</b> | Several areas of the pavers have settled and significant amounts of the paver joint aggregate needs to be replaced to stabilize the pavers.                  |
| <b>Project Location:</b>      | Allston Way from Milvia to Martin Luther King                                                                                                                |
| <b>History/Notes:</b>         | Project was completed in the fall of 2015. Maintenance costs will be used to update the life cycle cost analysis (LCCA) data for this demonstration project. |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Storm Drainage Repairs - WILDCAT/SELBY TRAIL  
 Project Number:  
 Project Total Cost: \$ 350,000 FY 20-24 Program Cost: \$ 350,000  
 Department: Public Works Division: Engineering Capital Program: Clean Storm

| Project Budget    | Previous | 2020      | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|-----------|------------|------|------|------|------------|
| Project Cost      |          | \$ 75,000 | \$ 275,000 | \$ - | \$ - | \$ - | \$ 350,000 |
| Staff/Labor       |          | \$ 25,000 | \$ 25,000  |      |      |      | \$ 50,000  |
| Design/Consultant |          | \$ 50,000 | \$ 50,000  |      |      |      | \$ 100,000 |
| Construction      | \$ -     |           | \$ 200,000 |      |      |      | \$ 200,000 |
| Ops/Maint Cost    | \$ -     |           |            |      |      |      | \$ -       |
| Total             | \$ -     | \$ 75,000 | \$ 275,000 | \$ - | \$ - | \$ - | \$ 350,000 |

| Sources of Funding    | 2020      | 2021       | 2022       | 2023 | 2024 | 5 Yr Total |
|-----------------------|-----------|------------|------------|------|------|------------|
| Clean Stormwater Fund |           |            |            |      |      |            |
| 616 (831)             | \$ 75,000 | \$ 275,000 |            |      |      | \$ 350,000 |
| Fund xxx (xxx) -      |           |            |            |      |      | \$ -       |
| Fund xxx (xxx) -      |           |            |            |      |      | \$ -       |
| Total                 | \$ -      | \$ 75,000  | \$ 275,000 | \$ - | \$ - | \$ 350,000 |

**Project Description:** Address drainage related issues to East Bay Regional Parks' Selby Trail in proportion to City's responsibility.

**Project Justification:** Maintain storm drainage to protect public safety and properties.

**Project Location:** Wildcat Canyon Road and Selby Trail in Tilden Park.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Storm Drainage Repairs - MARIN AVENUE  
 Project Number:  
 Project Total Cost: \$ 385,000 FY 20-24 Program Cost: \$ 385,000  
 Department: Public Works Division: Engineering Capital Program: Clean Storm

| Project Budget    | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|------|------------|------|------|------|------------|
| Project Cost      |          | \$ - | \$ 385,000 | \$ - | \$ - | \$ - | \$ 385,000 |
| Staff/Labor       |          |      | \$ 25,000  |      |      |      | \$ 25,000  |
| Design/Consultant |          |      | \$ 40,000  |      |      |      | \$ 40,000  |
| Construction      | \$ -     |      | \$ 320,000 |      |      |      | \$ 320,000 |
| Ops/Maint Cost    | \$ -     |      |            |      |      |      | \$ -       |
| Total             | \$ -     | \$ - | \$ 385,000 | \$ - | \$ - | \$ - | \$ 385,000 |

| Sources of Funding    | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|------|------------|------|------|------|------------|
| Clean Stormwater Fund |      |            |      |      |      |            |
| 616 (831)             |      | \$ 385,000 |      |      |      | \$ 385,000 |
| Fund xxx (xxx) -      |      |            |      |      |      | \$ -       |
| Fund xxx (xxx) -      |      |            |      |      |      | \$ -       |
| Total                 | \$ - | \$ 385,000 | \$ - | \$ - | \$ - | \$ 385,000 |

**Project Description:** Install galley catch basins at 9 intersections on Marin to address high velocity gutter flow Marin catch basins at 9 intersections.

**Project Justification:** Maintain storm drainage to protect public safety and properties.

**Project Location:** On Marin Street between Grizzley Peak and the Circle.

**History/Notes:**



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Storm Drainage Repairs - SPRUCE AT VIRGINIA  
 Project Number:  
 Project Total Cost: \$ 475,000                      FY 20-24 Program Cost: \$ 475,000  
 Department: Public Works                      Division: Engineering                      Capital Program: Clean Storm

| Project Budget    | Previous | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|------|------------|------|------|------|------------|
| Project Cost      |          | \$ - | \$ 475,000 | \$ - | \$ - | \$ - | \$ 475,000 |
| Staff/Labor       |          |      | \$ 25,000  |      |      |      | \$ 25,000  |
| Design/Consultant |          |      | \$ 50,000  |      |      |      | \$ 50,000  |
| Construction      | \$ -     |      | \$ 400,000 |      |      |      | \$ 400,000 |
| Ops/Maint Cost    | \$ -     |      |            |      |      |      | \$ -       |
| Total             | \$ -     | \$ - | \$ 475,000 | \$ - | \$ - | \$ - | \$ 475,000 |

| Sources of Funding    | 2020 | 2021       | 2022 | 2023 | 2024 | 5 Yr Total |
|-----------------------|------|------------|------|------|------|------------|
| Clean Stormwater Fund |      |            |      |      |      |            |
| 616 (831)             |      | \$ 475,000 |      |      |      | \$ 475,000 |
| Fund xxx (xxx) -      |      |            |      |      |      | \$ -       |
| Fund xxx (xxx) -      |      |            |      |      |      | \$ -       |
| Total                 | \$ - | \$ 475,000 | \$ - | \$ - | \$ - | \$ 475,000 |

**Project Description:** Investigate and improve drainage capacity at intersection, from properties west side of Spruce, north of Virginia.

**Project Justification:** Maintain storm drainage to protect public safety and properties.

**Project Location:** Spruce Street at Virginia Street.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Storm Drainage Repairs - COLLEGE/ALCATRAZ  
 Project Number:  
 Project Total Cost: \$ 285,000                      FY 20-24 Program Cost: \$ 285,000  
 Department: Public Works                      Division: Engineering                      Capital Program: Clean Storm

| Project Budget    | Previous | 2020 | 2021 | 2022      | 2023       | 2024 | 5 Yr Total |
|-------------------|----------|------|------|-----------|------------|------|------------|
| Project Cost      |          | \$ - | \$ - | \$ 40,000 | \$ 245,000 | \$ - | \$ 285,000 |
| Staff/Labor       |          |      |      | \$ 15,000 | \$ 15,000  |      | \$ 30,000  |
| Design/Consultant |          |      |      | \$ 25,000 | \$ 15,000  |      | \$ 40,000  |
| Construction      | \$ -     |      |      |           | \$ 215,000 |      | \$ 215,000 |
| Ops/Maint Cost    | \$ -     |      |      |           |            |      | \$ -       |
| Total             | \$ -     | \$ - | \$ - | \$ 40,000 | \$ 245,000 | \$ - | \$ 285,000 |

| Sources of Funding    | 2020 | 2021 | 2022      | 2023       | 2024 | 5 Yr Total |
|-----------------------|------|------|-----------|------------|------|------------|
| Clean Stormwater Fund |      |      |           |            |      |            |
| 616 (831)             |      |      | \$ 40,000 | \$ 245,000 |      | \$ 285,000 |
| Fund xxx (xxx) -      |      |      |           |            |      | \$ -       |
| Fund xxx (xxx) -      |      |      |           |            |      | \$ -       |
| Total                 | \$ - | \$ - | \$ 40,000 | \$ 245,000 | \$ - | \$ 285,000 |

**Project Description:** Replace existing cross drains from NE corner to SE corner

**Project Justification:** Maintain storm drainage to protect public safety and properties.

**Project Location:** College and Alcatraz intersection.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Storm Drainage Repairs - 2nd/VIRGINIA EBMUD NORTH INTERCEPTOR SEPARATION  
 Project Number:  
 Project Total Cost: \$ 2,125,000 FY 20-24 Program Cost: \$ 2,125,000  
 Department: Public Works Division: Engineering Capital Program: Clean Storm

| Project Budget    | Previous | 2020 | 2021 | 2022 | 2023       | 2024         | 5 Yr Total   |
|-------------------|----------|------|------|------|------------|--------------|--------------|
| Project Cost      |          | \$ - | \$ - | \$ - | \$ 250,000 | \$ 1,875,000 | \$ 2,125,000 |
| Staff/Labor       |          |      |      |      | \$ 50,000  | \$ 40,000    | \$ 90,000    |
| Design/Consultant |          |      |      |      | \$ 200,000 | \$ 75,000    | \$ 275,000   |
| Construction      | \$ -     |      |      |      |            | \$ 1,760,000 | \$ 1,760,000 |
| Ops/Maint Cost    | \$ -     |      |      |      |            |              | \$ -         |
| Total             | \$ -     | \$ - | \$ - | \$ - | \$ 250,000 | \$ 1,875,000 | \$ 2,125,000 |

| Sources of Funding    | 2020 | 2021 | 2022 | 2023       | 2024         | 5 Yr Total   |
|-----------------------|------|------|------|------------|--------------|--------------|
| Clean Stormwater Fund |      |      |      |            |              |              |
| 616 (831)             |      |      |      | \$ 250,000 | \$ 1,875,000 | \$ 2,125,000 |
| Fund xxx (xxx) -      |      |      |      |            |              | \$ -         |
| Fund xxx (xxx) -      |      |      |      |            |              | \$ -         |
| Total                 | \$ - | \$ - | \$ - | \$ 250,000 | \$ 1,875,000 | \$ 2,125,000 |

|                               |                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Repair existing storm drainage facilities, including separating Virginia Storm Drain from EBMUD North Interceptor at Second Street |
| <b>Project Justification:</b> | Maintain storm drainage to protect public safety and properties.                                                                   |
| <b>Project Location:</b>      | Virginia Street at the Second Street intersection.                                                                                 |
| <b>History/Notes:</b>         | EBMUD's 2018 North Interceptor project identified deficiencies in the storm drain pipe.                                            |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Piedmont Avenue Green Infrastructure  
**Project Number:** tbd  
**Project Total Cost:** \$ 750,000      **FY 20-24 Program Cost:** \$ 750,000  
**Department:** Public Works      **Division:** Engineering      **Capital Program:** Clean Storm

| <b>Project Budget</b> | Previous | 2020      | 2021       | 2022       | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|-----------|------------|------------|------|------|------------|
| Project Cost          |          | \$ 25,000 | \$ 125,000 | \$ 600,000 |      |      | \$ 750,000 |
| Staff/Labor           |          | \$ 25,000 | \$ 25,000  | \$ 25,000  |      |      | \$ 75,000  |
| Design/Consultant     |          |           | \$ 100,000 | \$ 75,000  |      |      | \$ 175,000 |
| Construction          | \$ -     |           |            | \$ 500,000 |      |      | \$ 500,000 |
| Ops/Maint Cost        | \$ -     |           |            |            |      |      | \$ -       |
| <b>Total</b>          | \$ -     | \$ 25,000 | \$ 125,000 | \$ 600,000 | \$ - | \$ - | \$ 750,000 |

| <b>Sources of Funding</b>          | 2020      | 2021       | 2022       | 2023       | 2024 | 5 Yr Total |
|------------------------------------|-----------|------------|------------|------------|------|------------|
| Clean Stormwater Fund<br>616 (831) | \$ 25,000 | \$ 125,000 | \$ 600,000 |            |      | \$ 750,000 |
| Fund xxx (xxx) -                   |           |            |            |            |      | \$ -       |
| Fund xxx (xxx) -                   |           |            |            |            |      | \$ -       |
| <b>Total</b>                       | \$ -      | \$ 25,000  | \$ 125,000 | \$ 600,000 | \$ - | \$ 750,000 |

|                               |                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Install Low Impact Development (LID) improvements; multi-benefit GI project at the Piedmont traffic circle and median. |
| <b>Project Justification:</b> | High scoring multi-benefit project per the GI plan and WMP                                                             |
| <b>Project Location:</b>      | Piedmont at Channing                                                                                                   |
| <b>History/Notes:</b>         |                                                                                                                        |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Detail Report**

**Project Name:** Storm Drain Planning and Studies

**Project Number:** tbd

**Project Total Cost:** \$ 1,562,500

**FY 20-24 Program Cost:** \$ 1,562,500

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Clean Storm

| <b>Project Budget</b> | Previous | 2020       | 2021       | 2022       | 2023 | 2024 | 5 Yr Total   |
|-----------------------|----------|------------|------------|------------|------|------|--------------|
| Project Cost          |          | \$ 750,000 | \$ 525,000 | \$ 287,500 | \$ - | \$ - | \$ 1,562,500 |
| Staff/Labor           |          | \$ 200,000 | \$ 75,000  | \$ 37,500  |      |      | \$ 312,500   |
| Design/Consultant     |          | \$ 550,000 | \$ 450,000 | \$ 250,000 | \$ - | \$ - | \$ 1,250,000 |
| Construction          | \$ -     | \$ -       | \$ -       | \$ -       | \$ - | \$ - | \$ -         |
| Ops/Maint Cost        | \$ -     |            |            |            |      |      | \$ -         |
| <b>Total</b>          | \$ -     | \$ 750,000 | \$ 525,000 | \$ 287,500 | \$ - | \$ - | \$ 1,562,500 |

| <b>Sources of Funding</b>          | 2020       | 2021       | 2022       | 2023 | 2024 | 5 Yr Total   |
|------------------------------------|------------|------------|------------|------|------|--------------|
| Clean Stormwater Fund<br>xxx (831) | \$ 750,000 | \$ 525,000 | \$ 287,500 |      |      | \$ 1,562,500 |
| <b>Total</b>                       | \$ 750,000 | \$ 525,000 | \$ 287,500 | \$ - | \$ - | \$ 1,562,500 |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Prepare master plan document to use to plan and prioritize future repairs, rehabilitation, and improvements to the storm drainage facilities using methods and input from the WMP and GI Plans.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Project Justification:</b> | Provide guidance for the efficient use of City funds and facilitate City's environmental improvement goals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Project Location:</b>      | Studies will cover entire City.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>History/Notes:</b>         | In Oct 2011 Watershed Management Plan (WMP) demonstrated Low Impact Development (LID) methods can be used to meet capacity improvement needs in operating storm drainage infrastructure. Subsequent to the WMP the City was required to complete its Green Infrastructure Plan (GI Plan). To use the strengths of the WMP and GI Plan the City needs to coordinate their implementation and also account for replacing aging infrastructure. The Storm Drainage Master Plan will apply the WMP analysis to the remainder of the watersheds and will coordinate project selection using the tools of the GI Plan. |

## SIDEWALKS

### Summary

There are approximately 300 miles of concrete sidewalk in the City. An estimated 20-25 miles are in need of replacement, at a total estimated cost of \$7 million. Each year, sidewalk replacements are performed within the Proactive Sidewalk Repair Program and the Responsive Sidewalk Repair Program Funds. The Proactive Repair Program is focused on high pedestrian areas. The Responsive Sidewalk Repair Program targets residential neighborhoods where staff has received information about damaged sidewalks.

The California Streets and Highway Code assigns full responsibility for sidewalk maintenance and repair to the abutting property owner. On June 7, 2011, the City Council amended Berkeley Municipal Code Section 16.04.010 to establish a policy of splitting the costs 50%-50% with property owners, regardless of the cause of the damage, with the goal of increasing the amount of sidewalk repaired or replaced each year and improving overall pedestrian safety. Over time, the backlog of sidewalk repairs identified to be addressed through the 50/50 program has grown significantly beyond the funding capacity to make the needed repairs. Staff estimates that it would require \$7 million to close the 50/50 program funding gap to address the backlog within the next 5 year CIP cycle, with about \$5 million in baseline sidewalk infrastructure repairs needed over that same period.

### Accomplishments

In FY 2017 the City deferred its annual sidewalk program and combined funding for FY 2017 with funding for FY 2018 to develop a larger scale sidewalk project with the expectation of receiving better bid pricing for the construction work. In FY 2018 the City started construction of the sidewalk project which includes responsive sidewalks improvements identified through property owner notification to City staff, and sidewalk gap closure improvements in West Berkeley. The project is currently 25% complete-- construction is expected to be completed by October, 2019.

### Funding

The recurring annual budget for the City's Sidewalks Capital Improvement Program, including the Proactive and Responsive Sidewalk Programs, curb ramps, curbs, driveway aprons, and pathways, totals \$1,035,000 in FY 2020 & FY 2021. This includes recurring allocations from State Gas Tax, the Measure F Vehicle Registration Fee, Measure BB, the Capital Improvement Fund, and a \$100,000 allocation from the Private Party Sidewalk Fund. One-time funding is proposed from the Capital Improvement Fund in FY 2020 and 2021 in the amount of \$1,000,000 per year, to decrease the backlog of the 50/50 program list.

## Sidewalks

### Program and Funding Summary

| Program Summary                         |                     |                     |                     |                     |                     |                   |
|-----------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Project Description                     | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| <b>Recurring Funding</b>                |                     |                     |                     |                     |                     |                   |
| <b>Capital Maintenance (Operations)</b> |                     |                     |                     |                     |                     |                   |
| Make-Safe                               | 225,000             | 225,000             | 225,000             | 225,000             | 225,000             | 1,125,000         |
| 50/50 Program                           | 120,000             | 120,000             | 120,000             | 120,000             | 120,000             | 600,000           |
| <b>Annual Project (Engineering)</b>     |                     |                     |                     |                     |                     |                   |
| Proactive/Responsive                    | 440,000             | 440,000             | 440,000             | 440,000             | 440,000             | 2,200,000         |
| Pathways                                | 50,000              | 50,000              | 50,000              | 50,000              | 50,000              | 250,000           |
| 50/50 Catch-up                          | 1,000,000           | 1,000,000           | 2,000,000           | 2,000,000           | 1,000,000           | 7,000,000         |
| ADA Curb Ramps                          | 200,000             | 200,000             | 200,000             | 200,000             | 200,000             | 1,000,000         |
| ADA Transition Plan Implementation*     | 0                   | 1,000,000           | 1,000,000           | 1,000,000           | 1,000,000           | 4,000,000         |
| <b>Total</b>                            | <b>2,035,000</b>    | <b>3,035,000</b>    | <b>4,035,000</b>    | <b>4,035,000</b>    | <b>3,035,000</b>    | <b>16,175,000</b> |
| <b>Funding Summary</b>                  |                     |                     |                     |                     |                     |                   |
| Fund Source                             | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| State Transportation Tax                | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000           |
| Measure BB - Local Streets & Roads      | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000           |
| Measure F - Vehicle Registration Fee    | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000           |
| Capital Improvement Fund (baseline)     | 635,000             | 635,000             | 635,000             | 635,000             | 635,000             | 3,175,000         |
| Capital Improvement Fund (proposed)     | 1,000,000           | 2,000,000           | 1,000,000           | 1,000,000           | 1,000,000           | 6,000,000         |
| Private Party Sidewalks Fund            | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000           |
| T1 Infrastructure Bond                  | 0                   | 0                   | 2,000,000           | 2,000,000           | 1,000,000           | 5,000,000         |
| <b>Total</b>                            | <b>2,035,000</b>    | <b>3,035,000</b>    | <b>4,035,000</b>    | <b>4,035,000</b>    | <b>3,035,000</b>    | <b>16,175,000</b> |

\* \$4M to be split btwn Facilities and Sidewalks Programs

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: 50-50 Program

Project Number: TBD

Project Total Cost: \$ 1,000,000

FY 20-24 Program Cost: \$ 1,000,000

Department: Public Works

Division: Engineering

Capital Program: Sidewalks

| Project Budget    | Previous | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total   |
|-------------------|----------|------------|------------|------------|------------|------------|--------------|
| Project Cost      |          | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |
| Staff/Labor       |          |            |            |            |            |            | \$ -         |
| Design/Consultant |          |            |            |            |            |            | \$ -         |
| Construction      |          | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000   |
| Ops/Maint Cost    | \$ -     | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000   |
| Total             | \$ -     | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |

| Sources of Funding      | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total   |
|-------------------------|------------|------------|------------|------------|------------|--------------|
| Capital Improvement     |            |            |            |            |            |              |
| Fund 610 (501)          | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000   |
| Private Party Sidewalks |            |            |            |            |            |              |
| Fund                    |            |            |            |            |            |              |
| Fund 642 (149)          | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 500,000   |
| Fund xxx (xxx) -        |            |            |            |            |            | \$ -         |
| Total                   | \$ -       | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |

**Project Description:** Sidewalk repair in residential neighborhoods where the cost is split between the property owner and the City.

**Project Justification:**

**Project Location:** Various locations throughout the City.

**History/Notes:**



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: 50-50 Catch Up Program

Project Number: TBD

Project Total Cost: \$ 7,000,000

FY 20-24 Program Cost: \$ 7,000,000

Department: Public Works

Division: Engineering

Capital Program: Sidewalks

| Project Budget    | Previous | 2020         | 2021         | 2022         | 2023         | 2024         | 5 Yr Total   |
|-------------------|----------|--------------|--------------|--------------|--------------|--------------|--------------|
| Project Cost      |          | \$ 1,000,000 | \$ 1,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 1,000,000 | \$ 7,000,000 |
| Staff/Labor       |          |              |              |              |              |              | \$ -         |
| Design/Consultant |          |              |              |              |              |              | \$ -         |
| Construction      |          |              |              |              |              |              | \$ -         |
| Ops/Maint Cost    | \$ -     |              |              |              |              |              | \$ -         |
| Total             | \$ -     | \$ 1,000,000 | \$ 1,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 1,000,000 | \$ 7,000,000 |

| Sources of Funding     | 2020         | 2021         | 2022         | 2023         | 2024         | 5 Yr Total   |              |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Capital Improvement    |              |              |              |              |              |              |              |
| Fund 610 (501)         | \$ 1,000,000 | \$ 1,000,000 |              |              |              | \$ 2,000,000 |              |
| T1 Infrastructure Bond |              |              |              |              |              |              |              |
| 511 (607)              |              |              | 2,000,000    | \$ 2,000,000 | \$ 1,000,000 | \$ 5,000,000 |              |
| Fund xxx (xxx) -       |              |              |              |              |              | \$ -         |              |
| Total                  | \$ -         | \$ 1,000,000 | \$ 1,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 1,000,000 | \$ 7,000,000 |

**Project Description:**

**Project Justification:**

**Project Location:** Various locations throughout the City.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Proactive and Responsive Sidewalk Repair Projects

**Project Number:** TBD

**Project Total Cost:** \$ 2,925,000                      **FY 20-24 Program Cost:** \$ 2,925,000

**Department:** Public Works                      **Division:** Engineering                      **Capital Program:** Sidewalks

| Project Budget    | Previous    | 2020              | 2021              | 2022              | 2023              | 2024              | 5 Yr Total          |
|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Project Cost      |             | \$ 585,000        | \$ 585,000        | \$ 585,000        | \$ 585,000        | \$ 585,000        | \$ 2,925,000        |
| Staff/Labor       |             | \$ 135,000        | \$ 135,000        | \$ 135,000        | \$ 135,000        | \$ 135,000        | \$ 675,000          |
| Design/Consultant |             |                   |                   |                   |                   |                   | \$ -                |
| Construction      |             | \$ 300,000        | \$ 300,000        | \$ 300,000        | \$ 300,000        | \$ 300,000        | \$ 1,500,000        |
| Ops/Maint Cost    | \$ -        | \$ 150,000        | \$ 150,000        | \$ 150,000        | \$ 150,000        | \$ 150,000        | \$ 750,000          |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 2,925,000</u> |

| Sources of Funding  | 2020        | 2021              | 2022              | 2023              | 2024              | 5 Yr Total          |
|---------------------|-------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Capital Improvement |             |                   |                   |                   |                   |                     |
| Fund 610 (501)      | \$ 285,000  | \$ 285,000        | \$ 285,000        | \$ 285,000        | \$ 285,000        | <u>\$ 1,425,000</u> |
| Measure BB LS&R     |             |                   |                   |                   |                   |                     |
| Fund 406 (134)      | \$ 100,000  | \$ 100,000        | \$ 100,000        | \$ 100,000        | \$ 100,000        | <u>\$ 500,000</u>   |
| Measure F VRF       |             |                   |                   |                   |                   |                     |
| Fund 397 (133)      | \$ 200,000  | \$ 200,000        | \$ 200,000        | \$ 200,000        | \$ 200,000        | <u>\$ 1,000,000</u> |
| <b>Total</b>        | <u>\$ -</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 585,000</u> | <u>\$ 2,925,000</u> |

**Project Description:** Both proactive and responsive sidewalk repairs being made Citywide. Proactive program targets high pedestrian areas. Responsive program focuses in residential neighborhoods.

**Project Justification:**

**Project Location:** Various locations throughout the City.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Pathways  
 Project Number: TBD  
 Project Total Cost: \$ 250,000 FY 20-24 Program Cost: \$ 250,000  
 Department: Public Works Division: Engineering Capital Program: Sidewalks

| Project Budget    | Previous | 2020      | 2021      | 2022      | 2023      | 2024      | 5 Yr Total |
|-------------------|----------|-----------|-----------|-----------|-----------|-----------|------------|
| Project Cost      |          | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| Staff/Labor       |          |           |           |           |           |           |            |
| Design/Consultant |          |           |           |           |           |           |            |
| Construction      |          | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| Ops/Maint Cost    | \$ -     |           |           |           |           |           |            |
| Total             | \$ -     | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |

| Sources of Funding  | 2020      | 2021      | 2022      | 2023      | 2024      | 5 Yr Total |
|---------------------|-----------|-----------|-----------|-----------|-----------|------------|
| Capital Improvement |           |           |           |           |           |            |
| Fund 610 (501)      | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| Fund xxx (xxx) -    |           |           |           |           |           | \$ -       |
| Fund xxx (xxx) -    |           |           |           |           |           | \$ -       |
| Total               | \$ -      | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |

**Project Description:** Improve and maintain Citywide network of pedestrian paths.

**Project Justification:**

**Project Location:** Various locations throughout the City.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: ADA Curb Ramps

Project Number: TBD

Project Total Cost: \$ 1,000,000

FY 20-24 Program Cost: \$ 1,000,000

Department: Public Works

Division: Engineering

Capital Program: Sidewalks

| Project Budget    | Previous | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total   |
|-------------------|----------|------------|------------|------------|------------|------------|--------------|
| Project Cost      |          | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |
| Staff/Labor       |          |            |            |            |            |            |              |
| Design/Consultant |          |            |            |            |            |            |              |
| Construction      |          | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |
| Ops/Maint Cost    | \$ -     |            |            |            |            |            |              |
| Total             | \$ -     | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |

| Sources of Funding  | 2020       | 2021       | 2022       | 2023       | 2024       | 5 Yr Total   |
|---------------------|------------|------------|------------|------------|------------|--------------|
| Capital Improvement |            |            |            |            |            |              |
| Fund 610 (501)      | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |
| Fund xxx (xxx) -    |            |            |            |            |            | \$ -         |
| Fund xxx (xxx) -    |            |            |            |            |            | \$ -         |
| Total               | \$ -       | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 1,000,000 |

**Project Description:** To bring curb ramps into compliance with the American Disabilities Act, improving ADA access to City streets and sidewalks.

**Project Justification:**

**Project Location:** Various locations throughout the City.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: ADA Transition Plan Implementation

Project Number: TBD

Project Total Cost: \$ 4,000,000 FY 20-24 Program Cost: \$ 4,000,000

Department: Public Works Division: Engineering Capital Program: Sidewalks

| Project Budget    | Previous | 2020 | 2021         | 2022         | 2023         | 2024         | 5 Yr Total   |
|-------------------|----------|------|--------------|--------------|--------------|--------------|--------------|
| Project Cost      |          | \$ - | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 4,000,000 |
| Staff/Labor       |          |      |              |              |              |              |              |
| Design/Consultant |          |      |              |              |              |              |              |
| Construction      |          |      |              |              |              |              |              |
| Ops/Maint Cost    | \$ -     |      |              |              |              |              |              |
| Total             | \$ -     | \$ - | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 4,000,000 |

| Sources of Funding  | 2020 | 2021         | 2022         | 2023         | 2024         | 5 Yr Total   |
|---------------------|------|--------------|--------------|--------------|--------------|--------------|
| Capital Improvement |      |              |              |              |              |              |
| Fund 610 (501)      |      | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 4,000,000 |
| Fund xxx (xxx) -    |      |              |              |              |              | \$ -         |
| Fund xxx (xxx) -    |      |              |              |              |              | \$ -         |
| Total               | \$ - | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 4,000,000 |

|                               |                                                                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | An ADA Transition Plan will be developed by DAC consultants. Results of the assessment will drive an implementation strategy for the program.                                                     |
| <b>Project Justification:</b> | Mandated by law.                                                                                                                                                                                  |
| <b>Project Location:</b>      | Various locations throughout the City.                                                                                                                                                            |
| <b>History/Notes:</b>         | <b>T1 and/or General Fund monies may be considered for funding this program.</b><br>No monies anticipated to be spend in FY20, as the ADA Transition Plan is anticipated to be completed in FY20. |

## STREETS

### Summary

There are approximately 216 centerline miles of improved streets in Berkeley. Every two to three years, Berkeley's streets are inspected as part of the Metropolitan Transportation Commission's Pavement Management System (PMS) to identify repair needs and assign a pavement condition index (PCI) for each street. The City uses the PMS and PCI to track and prioritize pavement rehabilitation and maintenance needs on individual streets, and the overall condition of the City's street pavement network.

The primary purpose of the street rehabilitation program is to maintain a safe surface conveyance system in the public right-of-way for vehicles, bicycles, transit and pedestrians. The right-of-way also provides ancillary functions of a storm water conveyance system and the location of public utilities. Recent efforts have been made to revise paving project construction cost estimates to better reflect the cost of upgrading the complete street system as pavement improvements are made.

In FY 2020 and FY 2021, the City plans to resurface approximately 10.0 miles and make needed repairs to associated infrastructure including storm drains, curbs, gutters and sidewalks.

### Accomplishments

The passage of the \$30 million Measure M Streets and Watersheds Bond in 2012 enabled the City to accelerate the implementation of the paving program and install green infrastructure where appropriate from FY 2014 through FY 2019. In FY 2019 the City is resurfacing 6.3 miles of streets amongst four projects, Panoramic Hill Rehabilitation, FY 2018 Measure M Street Rehabilitation, Street Rehabilitation and Surface Seals FY 2019, and Measure T1 Street Improvements- Adeline Street, Hearst Avenue & Milvia Street.

### Funding

The City's annual CIP budget for street paving prior to the passage of Measure M was \$3.4 million. That amount proved insufficient to maintain the City's PCI and prevent continued deterioration of the City's street network. Measure M added \$30 million to the street and green infrastructure projects from its passage through FY 2019 planned expenditures. Approximately \$24.5 million has been spent or is being spent on street paving and \$6.5 million has been spent or is being spent on green infrastructure projects, discussed in the Storm Drain section of this report. With the passage of Measure BB in November 2014, an additional \$1,300,000 was added to the annual paving program budget beginning in FY16. Between \$1,700,000 and \$2,700,000 of Measure BB funding has been allocated for street paving and associated improvements annually. Funds generated from the T1 Infrastructure Bond, passed in November 2016 by Berkeley voters, were added to the street paving program for Phase 1 of the bond implementation. It is also expected that in November 2020 T1 funds for Phase 2 of the bond implementation will be allocated for streets. The state legislature approved Senate Bill 1 (SB1), the Road Maintenance Repair and Accountability Act in 2017, which increased state transportation taxes. Around \$1,500,000 in annual SB1 funds are programmed for streets.

## Streets

### Program and Funding Summary

| Program Summary                      |                     |                     |                     |                     |                     |                   |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Project Description                  | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| <b>Recurring Funding</b>             |                     |                     |                     |                     |                     |                   |
| Street Rehabilitation                | 9,380,241           | 6,825,353           | 6,825,353           | 7,125,353           | 7,125,353           | 37,281,653        |
| Prelim Design Next FY Project        | 149,950             | 149,950             | 149,950             | 149,950             | 149,950             | 749,750           |
| <b>Total</b>                         | <b>9,530,191</b>    | <b>6,975,303</b>    | <b>6,975,303</b>    | <b>7,275,303</b>    | <b>7,275,303</b>    | <b>38,031,403</b> |
| <b>Funding Summary</b>               |                     |                     |                     |                     |                     |                   |
| Fund Source                          | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| State Transportation Tax             | 495,303             | 495,303             | 495,303             | 495,303             | 495,303             | 2,476,515         |
| State Transportation Tax - SB1       | 1,500,000           | 1,700,000           | 1,700,000           | 2,000,000           | 2,000,000           | 8,900,000         |
| Measure B - Local Streets & Roads    | 700,000             | 1,000,000           | 700,000             |                     |                     | 2,400,000         |
| Measure T1 - Infrastructure          | 2,554,888           | 0                   |                     |                     |                     | 2,554,888         |
| Measure BB - Local Streets & Roads   | 2,200,000           | 1,700,000           | 2,000,000           | 2,700,000           | 2,700,000           | 11,300,000        |
| Measure F - Vehicle Registration Fee | 155,000             | 155,000             | 155,000             | 155,000             | 155,000             | 775,000           |
| Capital Improvement Fund             | 1,925,000           | 1,925,000           | 1,925,000           | 1,925,000           | 1,925,000           | 9,625,000         |
| <b>Total</b>                         | <b>9,530,191</b>    | <b>6,975,303</b>    | <b>6,975,303</b>    | <b>7,275,303</b>    | <b>7,275,303</b>    | <b>38,031,403</b> |

**City of Berkeley  
FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** Street Rehabilitation FY 2020

**Project Number:**

**Project Total Cost:** \$ 9,530,191

**FY 20-24 Program Cost:** \$ 9,380,241

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Street

| <b>Project Budget</b> | Previous          | 2020                | 2021        | 2022        | 2023        | 2024        | 5 Yr Total          |
|-----------------------|-------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Project Cost          | \$ 149,950        | \$ 9,380,241        |             |             |             |             | \$ 9,380,241        |
| Staff/Labor           | \$ 50,000         | \$ 350,000          |             |             |             |             | \$ 350,000          |
| Design/Consultant     | \$ 99,950         | \$ 900,050          |             |             |             |             | \$ 900,050          |
| Construction          | \$ -              | \$ 8,130,191        |             |             |             |             | \$ 8,130,191        |
| Ops/Maint Cost        | \$ -              |                     |             |             |             |             | \$ -                |
| <b>Total</b>          | <b>\$ 149,950</b> | <b>\$ 9,380,241</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 9,380,241</b> |

| <b>Sources of Funding</b>                 |                   | 2020                | 2021        | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------------------------------|-------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Fund 501 (610) - Capital Improvement      | \$ 99,950         | \$ 1,825,050        |             |             |             |             | \$ 1,825,050        |
| Fund 127 (369) - State Transportation Tax | \$ 50,000         | \$ 445,303          |             |             |             |             | \$ 445,303          |
| Fund 127 (369) - SB1                      |                   | \$ 1,500,000        |             |             |             |             | \$ 1,500,000        |
| Fund 130 (391) - M-B LSR Sales Tax        | \$ -              | \$ 700,000          |             |             |             |             | \$ 700,000          |
| Fund 133 (397) - Measure F VRF            | \$ -              | \$ 155,000          |             |             |             |             | \$ 155,000          |
| Fund 134 (406) - M-BB LSR Sales Tax       | \$ -              | \$ 2,200,000        |             |             |             |             | \$ 2,200,000        |
| Fund 511 (607) - Measure T1               | \$ -              | \$ 2,554,888        |             |             |             |             | \$ 2,554,888        |
| <b>Total</b>                              | <b>\$ 149,950</b> | <b>\$ 9,380,241</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 9,380,241</b> |

|                               |                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Rehabilitation of street pavement at various locations throughout the City. Includes curb ramps, curb and gutter, sidewalk, drainage improvements (e.g., pipes, valley gutters, inlets), traffic striping/markings including bicycle/pedestrian improvements. |
| <b>Project Justification:</b> | Improvement of pavement conditions citywide                                                                                                                                                                                                                   |
| <b>Project Location:</b>      | See 5-Year Street Plan                                                                                                                                                                                                                                        |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                               |



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Proposal Form

Project Name: Street Rehabilitation FY 2021

Project Number:

Project Total Cost: \$ 6,975,303

FY 20-24 Program Cost: \$ 6,975,303

Department: Public Works

Division: Engineering

Capital Program: Street

| Project Budget    | Previous    | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ -        | \$ 149,950        | \$ 6,825,353        |             |             |             | \$ 6,975,303        |
| Staff/Labor       | \$ -        | \$ 50,000         | \$ 150,000          |             |             |             | \$ 200,000          |
| Design/Consultant | \$ -        | \$ 99,950         | \$ 502,100          |             |             |             | \$ 602,050          |
| Construction      | \$ -        |                   | \$ 6,173,253        |             |             |             | \$ 6,173,253        |
| Ops/Maint Cost    | \$ -        |                   |                     |             |             |             | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ 149,950</b> | <b>\$ 6,825,353</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 6,975,303</b> |

| Sources of Funding                         |             | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|--------------------------------------------|-------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Fund 501 (61U) - Capital Improvement       | \$ -        | \$ 99,950         | \$ 1,825,050        |             |             |             | \$ 1,925,000        |
| Fund 12 / (369) - State Transportation Tax | \$ -        | \$ 50,000         | \$ 445,303          |             |             |             | \$ 495,303          |
| Fund 127 (369) - SB1                       | \$ -        |                   | \$ 1,700,000        |             |             |             | \$ 1,700,000        |
| Fund 130 (391) - M-B LSR Sales Tax         | \$ -        |                   | \$ 1,000,000        |             |             |             | \$ 1,000,000        |
| Fund 133 (397) - Measure F VRF             | \$ -        |                   | \$ 155,000          |             |             |             | \$ 155,000          |
| Fund 134 (406) - M-BB LSR Sales Tax        | \$ -        |                   | \$ 1,700,000        |             |             |             | \$ 1,700,000        |
| <b>Total</b>                               | <b>\$ -</b> | <b>\$ 149,950</b> | <b>\$ 6,825,353</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 6,975,303</b> |

|                               |                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Rehabilitation of street pavement at various locations throughout the City. Includes curb ramps, curb and gutter, sidewalk, drainage improvements (e.g., pipes, valley gutters, inlets), traffic striping/markings including bicycle/pedestrian improvements. |
| <b>Project Justification:</b> | Improvement of pavement conditions citywide                                                                                                                                                                                                                   |
| <b>Project Location:</b>      | See 5-Year Street Plan                                                                                                                                                                                                                                        |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                               |

## City of Berkeley

## FY 2020 - 2024 Capital Improvement Program

## Project Proposal Form

Project Name: Street Rehabilitation FY 2022

Project Number:

Project Total Cost: \$ 6,975,303FY 20-24 Program Cost: \$ 6,975,303

Department: Public Works

Division: EngineeringCapital Program: Street

| Project Budget    | Previous | 2020 | 2021       | 2022         | 2023 | 2024 | 5 Yr Total   |
|-------------------|----------|------|------------|--------------|------|------|--------------|
| Project Cost      | \$ -     |      | \$ 149,950 | \$ 6,825,353 |      |      | \$ 6,975,303 |
| Staff/Labor       | \$ -     |      | \$ 50,000  | \$ 150,000   |      |      | \$ 200,000   |
| Design/Consultant | \$ -     |      | \$ 99,950  | \$ 502,100   |      |      | \$ 602,050   |
| Construction      | \$ -     |      |            | \$ 6,173,253 |      |      | \$ 6,173,253 |
| Ops/Maint Cost    | \$ -     |      |            |              |      |      | \$ -         |
| Total             | \$ -     | \$ - | \$ 149,950 | \$ 6,825,353 | \$ - | \$ - | \$ 6,975,303 |

| Sources of Funding                         | 2020 | 2021       | 2022         | 2023 | 2024 | 5 Yr Total   |
|--------------------------------------------|------|------------|--------------|------|------|--------------|
| Fund 501 (610) - Capital Improvement       | \$ - | \$ 99,950  | \$ 1,825,050 |      |      | \$ 1,925,000 |
| Fund 12 / (369) - State Transportation Tax | \$ - | \$ 50,000  | \$ 445,303   |      |      | \$ 495,303   |
| Fund 127 (369) - SB1                       | \$ - | \$ -       | \$ 1,700,000 |      |      | \$ 1,700,000 |
| Fund 130 (391) - M-B LSR Sales Tax         | \$ - |            | \$ 700,000   |      |      | \$ 700,000   |
| Fund 133 (397) - Measure F VRF             | \$ - |            | \$ 155,000   |      |      | \$ 155,000   |
| Fund 134 (406) - M-BB LSR Sales Tax        | \$ - |            | \$ 2,000,000 |      |      | \$ 2,000,000 |
| Total                                      | \$ - | \$ 149,950 | \$ 6,825,353 | \$ - | \$ - | \$ 6,975,303 |

**Project Description:** Rehabilitation of street pavement at various locations throughout the City. Includes curb ramps, curb and gutter, sidewalk, drainage improvements (e.g., pipes, valley gutters, inlets), traffic striping/markings including bicycle/pedestrian improvements.

**Project Justification:** Improvement of pavement conditions citywide

**Project Location:** See 5-Year Street Plan

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Proposal Form

Project Name: Street Rehabilitation FY 2023

Project Number:

Project Total Cost: \$ 7,275,303

FY 20-24 Program Cost: \$ 7,275,303

Department: Public Works

Division: Engineering

Capital Program: Street

| Project Budget    | Previous    | 2020        | 2021        | 2022              | 2023                | 2024        | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Project Cost      | \$ -        |             |             | \$ 149,950        | \$ 7,125,353        |             | \$ 7,275,303        |
| Staff/Labor       | \$ -        |             |             | \$ 50,000         | \$ 150,000          |             | \$ 200,000          |
| Design/Consultant | \$ -        |             |             | \$ 99,950         | \$ 502,100          |             | \$ 602,050          |
| Construction      | \$ -        |             |             |                   | \$ 6,773,253        |             | \$ 6,773,253        |
| Ops/Maint Cost    | \$ -        |             |             |                   |                     |             | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 149,950</b> | <b>\$ 7,125,353</b> | <b>\$ -</b> | <b>\$ 7,275,303</b> |

| Sources of Funding                         | 2020        | 2021        | 2022              | 2023                | 2024        | 5 Yr Total          |
|--------------------------------------------|-------------|-------------|-------------------|---------------------|-------------|---------------------|
| Fund 501 (610) - Capital Improvement       | \$ -        |             | \$ 99,950         | \$ 1,825,050        |             | \$ 1,925,000        |
| Fund 12 / (369) - State Transportation Tax | \$ -        |             | \$ 50,000         | \$ 445,303          |             | \$ 495,303          |
| Fund 127 (369) - SB1                       | \$ -        |             | \$ -              | \$ 2,000,000        |             | \$ 2,000,000        |
| Fund 130 (391) - M-B LSR Sales Tax         | \$ -        |             |                   | \$ -                |             | \$ -                |
| Fund 133 (397) - Measure F VRF             | \$ -        |             |                   | \$ 155,000          |             | \$ 155,000          |
| Fund 134 (406) - M-BB LSR Sales Tax        | \$ -        |             |                   | \$ 2,700,000        |             | \$ 2,700,000        |
| <b>Total</b>                               | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 149,950</b> | <b>\$ 7,125,353</b> | <b>\$ -</b> | <b>\$ 7,275,303</b> |

|                               |                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Rehabilitation of street pavement at various locations throughout the City. Includes curb ramps, curb and gutter, sidewalk, drainage improvements (e.g., pipes, valley gutters, inlets), traffic striping/markings including bicycle/pedestrian improvements. |
| <b>Project Justification:</b> | Improvement of pavement conditions citywide                                                                                                                                                                                                                   |
| <b>Project Location:</b>      | See 5-Year Street Plan                                                                                                                                                                                                                                        |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                               |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Proposal Form

Project Name: Street Rehabilitation FY 2024

Project Number:

Project Total Cost: \$ 7,275,303

FY 20-24 Program Cost: \$ 7,275,303

Department: Public Works

Division: Engineering

Capital Program: Street

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023              | 2024                | 5 Yr Total          |
|-------------------|-------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|
| Project Cost      | \$ -        |             |             |             | \$ 149,950        | \$ 7,125,353        | \$ 7,275,303        |
| Staff/Labor       | \$ -        |             |             |             | \$ 50,000         | \$ 150,000          | \$ 200,000          |
| Design/Consultant | \$ -        |             |             |             | \$ 99,950         | \$ 502,100          | \$ 602,050          |
| Construction      | \$ -        |             |             |             |                   | \$ 6,473,253        | \$ 6,473,253        |
| Ops/Maint Cost    | \$ -        |             |             |             |                   |                     | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 149,950</b> | <b>\$ 7,125,353</b> | <b>\$ 7,275,303</b> |

| Sources of Funding                         | 2020        | 2021        | 2022        | 2023              | 2024                | 5 Yr Total          |
|--------------------------------------------|-------------|-------------|-------------|-------------------|---------------------|---------------------|
| Fund 501 (610) - Capital Improvement       | \$ -        |             |             | \$ 99,950         | \$ 1,825,050        | \$ 1,925,000        |
| Fund 12 / (369) - State Transportation Tax | \$ -        |             |             | \$ 50,000         | \$ 445,303          | \$ 495,303          |
| Fund 127 (369) - SB1                       | \$ -        |             |             | \$ -              | \$ 2,000,000        | \$ 2,000,000        |
| Fund 130 (391) - M-B LSR Sales Tax         | \$ -        |             |             |                   | \$ -                | \$ -                |
| Fund 133 (397) - Measure F VRF             | \$ -        |             |             |                   | \$ 155,000          | \$ 155,000          |
| Fund 134 (406) - M-BB LSR Sales Tax        | \$ -        |             |             |                   | \$ 2,700,000        | \$ 2,700,000        |
| <b>Total</b>                               | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 149,950</b> | <b>\$ 7,125,353</b> | <b>\$ 7,275,303</b> |

|                               |                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Rehabilitation of street pavement at various locations throughout the City. Includes curb ramps, curb and gutter, sidewalk, drainage improvements (e.g., pipes, valley gutters, inlets), traffic striping/markings including bicycle/pedestrian improvements. |
| <b>Project Justification:</b> | Improvement of pavement conditions citywide                                                                                                                                                                                                                   |
| <b>Project Location:</b>      | See 5-Year Street Plan                                                                                                                                                                                                                                        |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                               |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Proposal Form

Project Name: Street Rehabilitation FY 2025

Project Number:

Project Total Cost: \$ 7,275,303

FY 20-24 Program Cost: \$ 149,950

Department: Public Works

Division: Engineering

Capital Program: Street

| Project Budget    | Previous    | 2020        | 2021        | 2022        | 2023        | 2024              | 5 Yr Total        |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|-------------------|
| Project Cost      | \$ -        |             |             |             |             | \$ 149,950        | \$ 149,950        |
| Staff/Labor       | \$ -        |             |             |             |             | \$ 50,000         | \$ 50,000         |
| Design/Consultant | \$ -        |             |             |             |             | \$ 99,950         | \$ 99,950         |
| Construction      | \$ -        |             |             |             |             |                   | \$ -              |
| Ops/Maint Cost    | \$ -        |             |             |             |             |                   | \$ -              |
| <b>Total</b>      | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 149,950</u> | <u>\$ 149,950</u> |

| Sources of Funding                         | 2020        | 2021        | 2022        | 2023        | 2024              | 5 Yr Total        |
|--------------------------------------------|-------------|-------------|-------------|-------------|-------------------|-------------------|
| Fund 501 (610) - Capital Improvement       | \$ -        |             |             |             | \$ 99,950         | \$ 99,950         |
| Fund 12 / (369) - State Transportation Tax | \$ -        |             |             |             | \$ 50,000         | \$ 50,000         |
| Fund 127 (369) - SB1                       | \$ -        |             |             |             | \$ -              | \$ -              |
| Fund 130 (391) - M-B LSR Sales Tax         | \$ -        |             |             |             |                   | \$ -              |
| Fund 133 (397) - Measure F VRF             | \$ -        |             |             |             |                   | \$ -              |
| Fund 134 (406) - M-BB LSR Sales Tax        | \$ -        |             |             |             |                   | \$ -              |
| <b>Total</b>                               | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 149,950</u> | <u>\$ 149,950</u> |

|                               |                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Rehabilitation of street pavement at various locations throughout the City. Includes curb ramps, curb and gutter, sidewalk, drainage improvements (e.g., pipes, valley gutters, inlets), traffic striping/markings including bicycle/pedestrian improvements. |
| <b>Project Justification:</b> | Improvement of pavement conditions citywide                                                                                                                                                                                                                   |
| <b>Project Location:</b>      | See 5-Year Street Plan                                                                                                                                                                                                                                        |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                               |

## TRANSPORTATION

### Summary

The City of Berkeley is committed to improving traffic safety, encouraging transit use, bicycling and walking, and addressing a variety of transportation issues. Capital projects include: parking facilities; street improvements; traffic calming measures, such as signs, markings, striping, and traffic circles; and bicycle and pedestrian infrastructure improvements, such as pathways, on-street facilities, and bicycle parking.

### Accomplishments

Multiple transportation Capital Improvement Projects (CIP) were implemented in FY 2018 and FY 2019, including:

- ❑ Center Street Garage construction completion and opening;
- ❑ Ordination of the installation of City's 37 Ford GoBike Bike Share stations;
- ❑ Completion of Draft Environmental Impact Report for the I-80/Gilman Interchange in FY 2019 and commencement of preliminary detailed design plans for construction;
- ❑ Completion of Ashby Corridor Safety Improvements Project which included bike lanes, new rectangular rapid flashing beacons (RRFBs) at Tunnel Road/The Uplands, new pedestrian hybrid beacon (PHB) at Ashby/Hillegass, and new left-turn signal phase at Telegraph/Ashby;
- ❑ Completion of traffic calming measures along Le Conte Ave. including signal upgrade at the Hearst/Gayley intersection;
- ❑ Completion of construction of the Downtown Berkeley BART Plaza and Transit Area Capital Improvement Project;
- ❑ Commencement of construction for the Shattuck Avenue Reconfiguration Project;
- ❑ Expansion of the goBerkeley Program in Euclid/Hearst Area;
- ❑ Implementation of Mix-Use Residential Preferential Parking (RPP) Area in West Berkeley

### Funding

The Transportation Division receives recurring allocations from State Gas Tax, local fund sources such as Measures B, BB, and F, and the Capital Improvement Fund to fund transportation planning and operations such as traffic calming, traffic signal improvements and maintenance, and roadway marking, as well as bicycle and pedestrian planning and programs. The division also leverages use of these recurring funds with one-time grants and other outside funding sources, whenever possible. In this capital budget, several one-time fund sources are proposed, including developer mitigation funds and Caltrans funds for new traffic signal improvements along Ashby and Sacramento.

# Transportation

## Program and Funding Summary

| Program Summary                                                                   |                     |                     |                     |                     |                     |                   |
|-----------------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Project Description                                                               | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| <b>One-Time Funding</b>                                                           |                     |                     |                     |                     |                     |                   |
| Shattuck Reconfiguration                                                          | 118,354             | 1,150,160           | 0                   | 0                   | 0                   | 1,268,514         |
| Milvia Bikeway                                                                    | 349,000             | 3,418,490           | 422,510             | 0                   | 0                   | 4,190,000         |
| Sacramento Complete Streets / North Berkeley BART ATP                             | 1,684,455           | 963,616             | 0                   | 0                   | 0                   | 2,648,071         |
| San Pablo/Ashby Traffic Signal Improvements                                       | 797,610             | 0                   | 0                   | 0                   | 0                   | 797,610           |
| Ninth Street Pathway Phase II                                                     | 83,557              | 0                   | 0                   | 0                   | 0                   | 83,557            |
| Southside Complete Streets (Mobility Improvements)                                | 506,640             | 514,579             | 4,839,829           | 2,074,212           | 0                   | 7,935,260         |
| Sacramento/Hopkins & Sacramento/Allston Traffic Signals                           | 0                   | 955,000             | 0                   | 0                   | 0                   | 955,000           |
| Transportation Impact Fee Nexus Study &<br>Transportation Impact Study Guidelines | 56,365              | 0                   | 0                   | 0                   | 0                   | 56,365            |
| Bicycle Plan 2022                                                                 | 0                   | 125,000             | 125,000             | 0                   | 0                   | 250,000           |
| <b>Subtotal</b>                                                                   | <b>3,595,981</b>    | <b>7,126,846</b>    | <b>5,387,339</b>    | <b>2,074,212</b>    | <b>0</b>            | <b>18,184,377</b> |
| <b>Recurring Funding</b>                                                          |                     |                     |                     |                     |                     |                   |
| Fund Source                                                                       | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| Citywide Bicycle Parking (Bicycle Rack Installation)                              | 99,998              | 99,997              | 99,995              |                     |                     | 299,990           |
| Bike & Ped CIP Unprogrammed                                                       | 75,000              | 75,000              | 265,549             | 75,000              | 75,000              | 565,549           |
| <i>Traffic Calming Devices Replacement &amp; Maintenance</i>                      | 50,000              | 50,000              | 50,000              | 50,000              | 50,000              | 250,000           |
| Traffic Calming Program (New Requests)                                            | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000           |
| <i>Traffic Signals Maintenance</i>                                                | 515,800             | 531,274             | 547,212             | 563,629             | 580,537             | 2,738,452         |
| Pavement Markings (incl. Roadway Thermo Marking)                                  | 200,000             | 200,000             | 200,000             | 200,000             | 200,000             | 1,000,000         |
| <b>Subtotal</b>                                                                   | <b>1,040,798</b>    | <b>1,056,271</b>    | <b>1,262,756</b>    | <b>988,629</b>      | <b>1,005,537</b>    | <b>5,353,991</b>  |
| <b>Total</b>                                                                      | <b>4,636,779</b>    | <b>8,183,117</b>    | <b>6,650,095</b>    | <b>3,062,841</b>    | <b>1,005,537</b>    | <b>23,538,369</b> |
| <b>Funding Summary</b>                                                            |                     |                     |                     |                     |                     |                   |
| Fund Source                                                                       | Proposed<br>FY 2020 | Proposed<br>FY 2021 | Proposed<br>FY 2022 | Proposed<br>FY 2023 | Proposed<br>FY 2024 | 5 Year Total      |
| State Transportation Tax                                                          | 50,000              | 132,281             | 50,000              | 50,000              | 50,000              | 332,281           |
| Bay Area Air Quality Management                                                   | 60,000              | 60,000              | 60,000              | 0                   | 0                   | 180,000           |
| MTC                                                                               | 0                   | 125,000             | 125,000             | 0                   | 0                   | 250,000           |
| Measure B - Local Streets & Roads                                                 | 150,000             | 892,654             | 150,000             | 0                   | 0                   | 1,192,654         |
| Measure B - Bicycle & Pedestrian                                                  | 117,517             | 359,023             | 203,882             | 0                   | 0                   | 680,422           |
| Measure BB - Local Streets & Roads                                                | 830,983             | 2,226,015           | 722,212             | 888,629             | 905,537             | 5,537,375         |
| Measure BB - Bicycle & Pedestrian                                                 | 611,828             | 471,297             | 442,972             | 77,083              |                     | 1,603,180         |
| Measure F - Vehicle Registration Fee                                              | 4,948               | 279,467             | 0                   | 0                   | 0                   | 284,415           |
| Capital Improvement Fund                                                          | 39,097              | 50,000              | 50,000              | 50,000              | 50,000              | 239,097           |
| Capital Improvement Fund (Bayer Mitigation)                                       | 606,662             | 0                   | 0                   | 0                   | 0                   | 606,662           |
| Capital Improvement Fund (West Berkeley Redevelopment)                            | 57,903              | 0                   | 0                   | 0                   | 0                   | 57,903            |
| Caltrans                                                                          | 2,143,842           | 3,566,160           | 4,290,900           | 1,836,300           | 0                   | 11,837,202        |
| UC - LRDP                                                                         | 0                   | 21,219              | 555,128             | 160,829             | 0                   | 737,177           |
| <b>Total</b>                                                                      | <b>4,636,779</b>    | <b>8,183,117</b>    | <b>6,650,095</b>    | <b>3,062,841</b>    | <b>1,005,537</b>    | <b>23,538,369</b> |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Shattuck Reconfiguration and Pedestrian Safety Project

Project Number: 14ST06

Project Total Cost: \$ 10,320,132

FY 20-24 Program Cost: \$ 1,268,514

Department: Public Works

Division: Transportation

Capital Program: Capital Projects

| Project Budget    | Previous            | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|-------------------|---------------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Project Cost      | \$ 9,051,618        | \$ 118,354        | \$ 1,150,160        |             |             |             | \$ 1,268,514        |
| Staff/Labor       | \$ 1,334,160        | \$ -              | \$ 0                |             |             |             | \$ 0                |
| Design/Consultant | \$ 1,061,659        | \$ 118,354        | \$ -                |             |             |             | \$ 118,354          |
| Construction      | \$ 6,655,800        | \$ -              | \$ 1,150,160        |             |             |             | \$ 1,150,160        |
| Ops/Maint Cost    | \$ -                |                   |                     |             |             |             | \$ -                |
| <b>Total</b>      | <b>\$ 9,051,618</b> | <b>\$ 118,354</b> | <b>\$ 1,150,160</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,268,514</b> |

| Sources of Funding                            | Previous            | 2020              | 2021                | 2022        | 2023        | 2024        | 5 Yr Total          |
|-----------------------------------------------|---------------------|-------------------|---------------------|-------------|-------------|-------------|---------------------|
| Fund 011 (010) - General Fund                 | \$ 765              | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 124 (265) Parking In-Lieu Fee            | \$ 82,010           | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 127 (369) State Transportation Tax       | \$ 72,719           | \$ -              | \$ 82,281           | \$ -        | \$ -        | \$ -        | \$ 82,281           |
| Fund 130 (391) Measure B Local St & Road      | \$ 757,767          | \$ -              | \$ 189,442          | \$ -        | \$ -        | \$ -        | \$ 189,442          |
| Fund 131 (392) - Meas B - Bike & Pedestrian   | \$ 48,252           | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 133 (397) Meas F Ala Ct VRF St. & Road   | \$ 339,100          | \$ -              | \$ 279,467          | \$ -        | \$ -        | \$ -        | \$ 279,467          |
| Fund 134 (406) - Measure BB-Local St. & Road  | \$ 928,452          | \$ -              | \$ 567,324          | \$ -        | \$ -        | \$ -        | \$ 567,324          |
| Fund 135 (407) Measure BB-Bike & Pedestrian   | \$ -                | \$ 118,354        | \$ 31,646           | \$ -        | \$ -        | \$ -        | \$ 150,000          |
| Fund 139 (452) Street & Open Space Impr.      | \$ 1,140,512        | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 142 (470) Street Lighting                | \$ 214,715          | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 147 (489) UC Settlement                  | \$ 382,601          | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 501 (610) Capital Improvement            | \$ 2,075,000        | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 339 (614) MTC                            | \$ 2,777,000        | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 506 (630) - Measure M St. & Wtrshd Imprv | \$ 228,800          | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| Fund 631 (840) Parking Meter                  | \$ 3,925            | \$ -              | \$ -                | \$ -        | \$ -        | \$ -        | \$ -                |
| <b>Total</b>                                  | <b>\$ 9,051,618</b> | <b>\$ 118,354</b> | <b>\$ 1,150,160</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,268,514</b> |



**Project Name:** Shattuck Reconfiguration and Pedestrian Safety Project (Continued)

**Project Number:** 14ST06

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | <p>The Project will reconfigure a three-block segment of Shattuck Avenue from Allston Way to University Avenue. The Project's main goals are to improve pedestrian safety, improve northbound circulation for motorists and transit vehicles, and enhance the quality of public spaces in the Downtown core.</p> <p>One of the project's primary goals is to improve pedestrian safety at the Shattuck/University intersection, which has the highest number of auto/pedestrian collisions in the City and is the second-highest priority project in the City's Pedestrian Master Plan. The project is based on a conceptual plan developed as part of the Streets and Open Space Improvement Plan (SOSIP), adopted by the City Council on January 29, 2013. The project concept was also included in the Downtown Area Plan, adopted by Council in 2012.</p> |
| <b>Project Justification:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Project Location:</b>      | Shattuck Avenue, between Allston Way and University Avenue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>History/Notes:</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Ninth Street Pathway Phase II

Project Number: 17BP07

Project Total Cost: \$ 1,795,386

FY 20-24 Program Cost: \$ 83,557

Department: Public Works

Division: Transportation

Capital Program: Capital Projects

| Project Budget    | Previous     | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|--------------|-----------|------|------|------|------|------------|
| Project Cost      | \$ 1,711,829 | \$ 83,557 |      |      |      |      | \$ 83,557  |
| Staff/Labor       | \$ 42,597    | \$ 83,557 |      |      |      |      | \$ 83,557  |
| Design/Consultant | \$ 294,732   | \$ -      |      |      |      |      | \$ -       |
| Construction      | \$ 1,374,500 | \$ -      |      |      |      |      | \$ -       |
| Ops/Maint Cost    | \$ -         |           |      |      |      |      | \$ -       |
| Total             | \$ 1,711,829 | \$ 83,557 | \$ - | \$ - | \$ - | \$ - | \$ 83,557  |

| Sources of Funding                                | Previous     | 2020      | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|---------------------------------------------------|--------------|-----------|------|------|------|------|------------|
| Fund 131 (392) - Meas<br>B - Bike & Pedestrian    | \$ 2,897     | \$ -      |      |      |      |      | \$ -       |
| Fund 135 (407)<br>Measure BB-Bike &<br>Pedestrian | \$ 108,933   | \$ 83,557 |      |      |      |      | \$ 83,557  |
| Fund 344 (6/4) Caltrans<br>Grant                  | \$ 849,999   | \$ -      |      |      |      |      | \$ -       |
| Fund 695 Fac Mgmt -<br>Traf Signal Maint          | \$ 750,000   | \$ -      |      |      |      |      | \$ -       |
| Total                                             | \$ 1,711,829 | \$ 83,557 | \$ - | \$ - | \$ - | \$ - | \$ 83,557  |

**Project Name:** Ninth Street Pathway Phase II (Continued)

**Project Number:** 17BP07

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Project Description:</b> The Ninth Street Bicycle Boulevard Pathway Extension (Phase I and II) is a proposed Class 1 bike and pedestrian pathway connecting Berkeley’s Ninth Street Bicycle Boulevard to the Emeryville Greenway. Supported by the City’s Bicycle Plan, adopted in April 2017, the Project will close the last gap in this important north-south urban bicycle corridor, which serves many biking and walking trips by residents, employees, and retail customers in the Project’s immediate vicinity.</p> <p>Phase II completes the connection between West Berkeley and Emeryville by providing a safer, more direct, and continuous off-street route and intersection crossing, as opposed to the current temporary route. Phase II will construct the last two sections of new shared use pathway on City owned property; one section from the end Ninth Street just south of the intersection with Heinz Avenue to Ashby Avenue, and the other section between Ashby Avenue and Murray Street. The project will be coordinated with the proposed signal and intersection improvements at Ninth/Ashby, which is in project design.</p> |
| <p><b>Project Justification:</b> The project will allow safer travel for pedestrians, and cyclists, likely increasing the number of residents and visitors bicycling and walking. Increasing cycling and walking is the number 2 goal under the Transportation and Land Use section of the Climate Action Plan. The Plan sets the goal of reducing transportation emissions 33% below 2000 levels by 2020 and 80% by 2050, and states that transportation modes such as public transit, walking, and cycling must become the primary means of fulfilling our mobility needs in order to meet these goals. The project will improve traffic safety and is a high priority project in the City’s Bicycle Master Plan adopted by Council in April 2000 and in the most recent update approved by council in 2017.</p>                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Project Location:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>History/Notes:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Pavement Markings (incl. Roadway Thermo Marking)  
 Project Number: 13TM01  
 Project Total Cost: \$ - FY 20-24 Program Cost: \$ 1,000,000  
 Department: Public Works Division: Transportation Traffic Calming Program

| Project Budget    | Previous    | 2020              | 2021              | 2022              | 2023              | 2024              | 5 Yr Total          |
|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Project Cost      |             |                   |                   |                   |                   |                   | \$ -                |
| Staff/Labor       | \$ -        | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 250,000          |
| Design/Consultant | \$ -        |                   |                   |                   |                   |                   |                     |
| Construction      | \$ -        | \$ 150,000        | \$ 150,000        | \$ 150,000        | \$ 150,000        | \$ 150,000        | \$ 750,000          |
| Ops/Maint Cost    | \$ -        |                   |                   |                   |                   |                   | \$ -                |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 1,000,000</b> |

| Sources of Funding            | 2020        | 2021              | 2022              | 2023              | 2024              | 5 Yr Total          |
|-------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Fund 130 (391) Measure B      |             |                   |                   |                   |                   |                     |
| Local St & Road               | \$ 150,000  | \$ 150,000        | \$ 150,000        | \$ -              | \$ -              | \$ 450,000          |
| Fund 011 (010) - General Fund | \$ 50,000   | \$ 50,000         | \$ 50,000         | \$ 200,000        | \$ 200,000        | \$ 550,000          |
| <b>Total</b>                  | <b>\$ -</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 1,000,000</b> |

**Project Description:** For the installation of roadway thermoplastic and other pavement markings citywide.

**Project Justification:**

**Project Location:** Various streets citywide.

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Traffic Calming Devices Maintenance & Repair

Project Number: PWTRCT1405 (14TP05)

Project Total Cost: \$ 350,000 FY 20-24 Program Cost: \$ 350,000

Department: Public Works Division: Transportation Electronic Traffic Calming Devices Maintenance & Repair

| Project Budget    | Previous | 2020      | 2021      | 2022      | 2023      | 2024      | 5 Yr Total |
|-------------------|----------|-----------|-----------|-----------|-----------|-----------|------------|
| Project Cost      | \$ -     | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -       |
| Staff/Labor       |          |           |           |           |           |           | \$ -       |
| Design/Consultant | \$ -     |           |           |           |           |           | \$ -       |
| Construction      | \$ -     |           |           |           |           |           | \$ -       |
| Ops/Maint Cost    |          | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| Total             | \$ -     | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |

| Sources of Funding            | 2020      | 2021      | 2022      | 2023      | 2024      | 5 Yr Total |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|------------|
| Fund 127 (369) State          |           |           |           |           |           |            |
| Transportation Tax            | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| Fund 011 (010) - General Fund |           |           |           |           |           | \$ -       |
| Total                         | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |

**Project Description:** Maintenance and repair of electronic traffic control devices

**Project Justification:** Maintain safety infrastructure, protection of City's assets invested for safety of road users

**Project Location:** Various city streets

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Traffic Calming Program

Project Number: PWTRCT1301 (13TP01)

Project Total Cost: \$ 500,000 FY 20-24 Program Cost: \$ 500,000

Department: Public Works Division: Transportation Traffic Calming Program

| Project Budget    | Previous    | 2020              | 2021              | 2022              | 2023              | 2024              | 5 Yr Total        |
|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Project Cost      |             |                   |                   |                   |                   |                   | \$ -              |
| Staff/Labor       |             | \$ 20,000         | \$ 20,000         | \$ 20,000         | \$ 20,000         | \$ 20,000         | \$ 100,000        |
| Design/Consultant | \$ -        |                   |                   |                   |                   |                   |                   |
| Construction      |             | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 400,000        |
| Ops/Maint Cost    | \$ -        |                   |                   |                   |                   |                   | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 500,000</b> |

| Sources of Funding       | 2020        | 2021              | 2022              | 2023              | 2024              | 5 Yr Total        |
|--------------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Fund 130 (391) Measure B |             |                   |                   |                   |                   |                   |
| Local St & Road          |             |                   |                   |                   |                   | \$ -              |
| Fund 134 (406) - Measure |             |                   |                   |                   |                   |                   |
| BB-Local St. & Road      | \$ 50,000   | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 250,000        |
| Fund 501 (610) Capital   |             |                   |                   |                   |                   |                   |
| Improvement              | \$ 50,000   | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 50,000         | \$ 250,000        |
| Fund 650                 |             |                   |                   |                   |                   | \$ -              |
| <b>Total</b>             | <b>\$ -</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 500,000</b> |

|                               |                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Projects arising as a result of City's Annual Traffic Calming Program                     |
| <b>Project Justification:</b> | Implementation of Council-approved annual Traffic Calming Program                         |
| <b>Project Location:</b>      | Various residential streets                                                               |
| <b>History/Notes:</b>         | Until FY17/18 this program had a annual budget of \$50,000. Since FY18/19 Council has inc |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: San Pablo/Ashby Intersection Improvement

Project Number: PWTRCT0918 (09TM18)

Project Total Cost: \$ 968,278 FY 20-24 Program Cost: \$ 797,610

Department: Public Works Division: Transportation Capital Program: Traffic signals

| Project Budget    | Previous   | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|-------------------|------------|------------|------|------|------|------|------------|
| Project Cost      | \$ 170,668 | \$ 797,610 | \$ - | \$ - | \$ - | \$ - | \$ 797,610 |
| Staff/Labor       | \$ 29,987  | \$ 50,000  |      |      |      |      | \$ 50,000  |
| Design/Consultant | \$ 140,681 |            |      |      |      |      | \$ -       |
| Construction      | \$ -       | \$ 747,610 |      |      |      |      | \$ 747,610 |
| Ops/Maint Cost    | \$ -       |            |      |      |      |      | \$ -       |
| Total             | \$ 170,668 | \$ 797,610 | \$ - | \$ - | \$ - | \$ - | \$ 797,610 |

| Sources of Funding                           |            | 2020       | 2021 | 2022 | 2023 | 2024 | 5 Yr Total |
|----------------------------------------------|------------|------------|------|------|------|------|------------|
| Fund 397                                     | \$ 22,250  | \$ 4,948   |      |      |      |      | \$ 4,948   |
| Fund 134 (406) - Measure BB-Local St. & Road | \$ -       | \$ 76,000  |      |      |      |      | \$ 76,000  |
| Fund 135 (407) Measure BB-Bike & Pedestrian  | \$ -       | \$ 110,000 |      |      |      |      | \$ 110,000 |
| Fund 501 (610) CIP (Bayer Mitigation)        | \$ 148,418 | \$ 606,662 |      |      |      |      | \$ 606,662 |
| Total                                        | \$ 170,668 | \$ 797,610 | \$ - | \$ - | \$ - | \$ - | \$ 797,610 |

|                               |                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Widening the westbound approach of San Pablo/Ashby                                         |
| <b>Project Justification:</b> | Improve safety                                                                             |
| <b>Project Location:</b>      | San Pablo/Ashby                                                                            |
| <b>History/Notes:</b>         | Bayer Traffic Mitigation Fund has been funding this project and is expected to fund a sigr |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

**Project Name:** Sacramento/Hopkins & Sacramento/Allston Signal Improvements  
**Project Number:** PWTRCT1506 (15TP06)  
**Project Total Cost:** \$ 977,417      **FY 20-24 Program Cost:** \$ 955,000  
**Department:** Public Works      **Division:** Transportation      **Capital Program:** Traffic signals

| Project Budget    | Previous         | 2020        | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-------------------|------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
| Project Cost      | \$ 22,417        | \$ -        | \$ 955,000        | \$ -        | \$ -        | \$ -        | \$ 955,000        |
| Staff/Labor       | \$ 1,167         |             | \$ 5,000          |             |             |             | \$ 5,000          |
| Design/Consultant | \$ 21,250        |             | \$ 50,000         |             |             |             | \$ 50,000         |
| Construction      | \$ -             |             | \$ 900,000        |             |             |             | \$ 900,000        |
| Ops/Maint Cost    | \$ -             |             |                   |             |             |             | \$ -              |
| <b>Total</b>      | <b>\$ 22,417</b> | <b>\$ -</b> | <b>\$ 955,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 955,000</b> |

| Sources of Funding                           | 2020             | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|----------------------------------------------|------------------|-------------------|-------------|-------------|-------------|-------------------|
| Fund 130 (391) Measure B                     |                  |                   |             |             |             |                   |
| Local St & Road                              | \$ 22,417        | \$ 2,583          |             |             |             | \$ 2,583          |
| Fund 134 (406) - Measure BB-Local St. & Road | \$ -             | \$ 952,417        |             |             |             | \$ 952,417        |
| <b>Total</b>                                 | <b>\$ 22,417</b> | <b>\$ 955,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 955,000</b> |

|                               |                                                                        |
|-------------------------------|------------------------------------------------------------------------|
| <b>Project Description:</b>   | Upgrading traffic signals at Sacramento/Hopkins and Sacramento/Allston |
| <b>Project Justification:</b> | Improve safety and traffic operation                                   |
| <b>Project Location:</b>      | Sacramento/Hopkins, Sacramento/Allston                                 |
| <b>History/Notes:</b>         | Preliminary design has been completed for these signals                |



City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Milvia Bikeway Project

Project Number: 18BP02

Project Total Cost: \$ 4,585,000

FY 20-24 Program Cost: \$ 4,190,000

Department: Public Works

Division: Transportation

Capital Program: Bicycle and Pedestrian

| Project Budget    | Previous          | 2020              | 2021                | 2022              | 2023        | 2024        | 5 Yr Total          |
|-------------------|-------------------|-------------------|---------------------|-------------------|-------------|-------------|---------------------|
| Project Cost      | \$ 395,000        | \$ 349,000        | \$ 3,418,490        | \$ 422,510        | \$ -        | \$ -        | \$ 4,190,000        |
| Staff/Labor       | \$ 45,000         | \$ 76,000         | \$ 345,690          | \$ 38,410         |             |             | \$ 460,100          |
| Design/Consultant | \$ 350,000        | \$ 273,000        |                     |                   |             |             | \$ 273,000          |
| Construction      | \$ -              |                   | \$ 3,072,800        | \$ 384,100        |             |             | \$ 3,456,900        |
| Ops/Maint Cost    | \$ -              |                   |                     |                   |             |             | \$ -                |
| <b>Total</b>      | <b>\$ 395,000</b> | <b>\$ 349,000</b> | <b>\$ 3,418,490</b> | <b>\$ 422,510</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4,190,000</b> |

| Sources of Funding    | Previous          | 2020              | 2021                | 2022              | 2023        | 2024        | 5 Yr Total          |
|-----------------------|-------------------|-------------------|---------------------|-------------------|-------------|-------------|---------------------|
| Fund 695 - ACTC       | \$ 350,000        |                   |                     |                   |             |             | \$ -                |
| Fund 407 - Measure BB | \$ 45,000         |                   | \$ -                | \$ 416,310        |             |             | \$ 416,310          |
| Fund 392 - Measure B  |                   | \$ 76,000         | \$ 345,690          |                   |             |             | \$ 421,690          |
| Fund 674 - Caltrans   |                   | \$ 273,000        | \$ 3,072,800        | \$ 6,200          |             |             | \$ 3,352,000        |
| <b>Total</b>          | <b>\$ 395,000</b> | <b>\$ 349,000</b> | <b>\$ 3,418,490</b> | <b>\$ 422,510</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 4,190,000</b> |

|                               |                                                                                                                                                                                                                        |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Improve safety and access for bicyclists, pedestrians, and motorists on Milvia Street between Hearst Avenue and Blake Street by installing a Class IV protected bikeway, intersection treatments, and traffic calming. |
| <b>Project Justification:</b> | Tier 1 project in Council-adopted 2017 Bicycle Plan                                                                                                                                                                    |
| <b>Project Location:</b>      | Milvia Street between Hearst Avenue and Blake Street                                                                                                                                                                   |
| <b>History/Notes:</b>         | Pending detailed design/construction funding from ATP Cycle 4 grant                                                                                                                                                    |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** North Berkeley BART / Sacramento Street Complete Streets

**Project Number:** 18BP03

**Project Total Cost:** \$ 2,858,869      **FY 20-24 Program Cost:** \$ 2,648,071      1044869

**Department:** Public Works      **Division:** Transportation      **Capital Program:** Bicycle and Pedestrian

| <b>Project Budget</b> | Previous          | 2020                | 2021              | 2022        | 2023        | 2024        | 5 Yr Total          |
|-----------------------|-------------------|---------------------|-------------------|-------------|-------------|-------------|---------------------|
| Project Cost          | \$ 210,798        | \$ 1,684,455        | \$ 963,616        | \$ -        | \$ -        | \$ -        | \$ 2,648,071        |
| Staff/Labor           | \$ 57,788         | \$ 80,844           | \$ 12,987         | \$ -        |             |             | \$ 93,831           |
| Design/Consultant     | \$ 153,010        | \$ 94,240           | \$ -              |             |             |             | \$ 94,240           |
| Construction          | \$ -              | \$ 1,509,371        | \$ 950,629        | \$ -        |             |             | \$ 2,460,000        |
| Ops/Maint Cost        | \$ -              |                     |                   |             |             |             | \$ -                |
| <b>Total</b>          | <u>\$ 210,798</u> | <u>\$ 1,684,455</u> | <u>\$ 963,616</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 2,648,071</u> |

| <b>Sources of Funding</b> | Previous          | 2020                | 2021              | 2022        | 2023        | 2024        | 5 Yr Total          |
|---------------------------|-------------------|---------------------|-------------------|-------------|-------------|-------------|---------------------|
| Fund 674 - Caltrans       | \$ 177,798        | \$ 1,364,202        | \$ -              |             |             |             | \$ 1,364,202        |
| Fund 407 - Measure BB     | \$ -              | \$ 273,253          | \$ 412,987        |             |             |             | \$ 686,240          |
| Fund 610 - CIP            | \$ 33,000         | \$ 47,000           | \$ -              |             |             |             | \$ 47,000           |
| Fund 391 - Measure B      |                   |                     | \$ 550,629        |             |             |             | \$ 550,629          |
| <b>Total</b>              | <u>\$ 210,798</u> | <u>\$ 1,684,455</u> | <u>\$ 963,616</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 2,648,071</u> |

|                               |                                                                                                                                                                                                                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Improve safety and access for pedestrian and bicyclists in the vicinity of the North Berkeley BART station by constructing corner sidewalk bulbouts, adding green color for visibility of existing bicycle lanes, and installing a pedestrian hybrid beacon for crossing Sacramento St at Virginia. |
| <b>Project Justification:</b> | High-priority Pedestrian Master Plan project & Tier 1 Bicycle Plan project                                                                                                                                                                                                                          |
| <b>Project Location:</b>      | Sacramento St between Addison & Virginia St; Delaware St between Acton & Sacramento St; Acton between Delaware & Virginia                                                                                                                                                                           |
| <b>History/Notes:</b>         | Program Supplement Agreement was signed by City Manager in Dec 2018; fully executed copy is expected to be returned by Caltrans in Feb 2019.                                                                                                                                                        |

## City of Berkeley

## FY 2020 - 2024 Capital Improvement Program

## Project Form

Project Name: Southside Complete Streets

Project Number: 17TP01

Project Total Cost: \$ 8,455,760

FY 20-24 Program Cost: \$ 7,935,260

Department: Public Works

Division: Transportation

Capital Program: Complete Streets

| Project Budget    | Previous   | 2020       | 2021          | 2022         | 2023         | 2024 | 5 Yr Total   |
|-------------------|------------|------------|---------------|--------------|--------------|------|--------------|
| Project Cost      | \$ 520,499 | \$ 506,640 | \$ 514,579    | \$ 4,839,829 | \$ 2,074,212 | \$ - | \$ 7,935,260 |
| Staff/Labor       | \$ 71,651  | \$ 133,262 | \$ 141,201.40 | \$ 967,966   | \$ 414,842   |      | \$ 1,657,272 |
| Design/Consultant | \$ 269,500 | \$ 373,378 | \$ 373,378    |              |              |      | \$ 746,756   |
| Construction      | \$ 179,348 |            | \$ -          | \$ 3,871,863 | \$ 1,659,370 |      | \$ 5,531,233 |
| Ops/Maint Cost    | \$ -       |            |               |              |              |      | \$ -         |
| Total             | \$ 520,499 | \$ 506,640 | \$ 514,579    | \$ 4,839,829 | \$ 2,074,212 | \$ - | \$ 7,935,260 |

| Sources of Funding                          | Previous   | 2020       | 2021       | 2022         | 2023         | 2024 | 5 Yr Total   |
|---------------------------------------------|------------|------------|------------|--------------|--------------|------|--------------|
| Fund 489 - UCLRD                            | \$ 469,823 | \$ -       | \$ 21,219  | \$ 555,128   | \$ 160,829   |      | \$ 737,177   |
| Fund 674 - Caltrans<br>OBAG (Federal) Grant | \$ -       | \$ 506,640 | \$ 493,360 | \$ 4,284,700 | \$ 1,836,300 |      | \$ 7,121,000 |
| Fund 407 - Measure BB                       | \$ -       | \$ -       | \$ -       | \$ -         | \$ 77,083    |      | \$ 77,083    |
| Fund 010 - GF                               | \$ 30,645  |            |            |              |              |      |              |
| Fund 610 - CIP                              | \$ 19,793  |            |            |              |              |      |              |
| Fund 392 - M B B&P                          | \$ 119     |            |            |              |              |      |              |
| Fund 397 - VRF                              | \$ 119     | \$ -       | \$ -       | \$ -         | \$ -         |      | \$ -         |
| Total                                       | \$ 520,499 | \$ 506,640 | \$ 514,579 | \$ 4,839,829 | \$ 2,074,212 | \$ - | \$ 7,935,260 |

|                               |                                                                                                                                                                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Improve safety and access for bicyclists, pedestrians, and transit on the south side of the UC campus. The project includes protected bikeways, transit-only lanes, corner sidewalk bulbouts, slip lane removal or modifications, and protected signal phases. |
| <b>Project Justification:</b> | Berkeley Strategic Transportation Plan 5-Year Priority Project                                                                                                                                                                                                 |
| <b>Project Location:</b>      | Bancroft between Piedmont & Milvia; Telegraph, Dana and Fulton between Dwight & Bancroft                                                                                                                                                                       |
| <b>History/Notes:</b>         | Caltrans E-76 for PE/PS&E has been received; Program Supplement Agreement for this phase is expected to be received in Jan 2019 for the City manager to sign. (Description of accomplishments in Phase 1).                                                     |

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Citywide Bicycle Parking

Project Number: 19BPXX

Project Total Cost: \$ 299,990 FY 20-24 Program Cost: \$ 299,990

Department: Public Works Division: Transportation Capital Program: Bicycle and Pedestrian

| Project Budget    | Previous | 2020      | 2021      | 2022      | 2023 | 2024 | 5 Yr Total |
|-------------------|----------|-----------|-----------|-----------|------|------|------------|
| Project Cost      | \$ -     | \$ 86,664 | \$ 86,664 | \$ 86,662 | \$ - | \$ - | \$ 259,990 |
| Staff/Labor       | \$ -     | \$ 14,997 | \$ 14,997 | \$ 14,996 |      |      | \$ 44,990  |
| Design/Consultant | \$ -     | \$ -      |           |           |      |      | \$ -       |
| Construction      | \$ -     | \$ 71,667 | \$ 71,667 | \$ 71,666 |      |      | \$ 215,000 |
| Ops/Maint Cost    | \$ -     | \$ 13,334 | \$ 13,333 | \$ 13,333 |      |      | \$ 40,000  |
| Total             | \$ -     | \$ 99,998 | \$ 99,997 | \$ 99,995 | \$ - | \$ - | \$ 299,990 |

| Sources of Funding    | Previous | 2020      | 2021      | 2022      | 2023 | 2024 | 5 Yr Total |
|-----------------------|----------|-----------|-----------|-----------|------|------|------------|
| Fund 613 - BAAQM      |          |           |           |           |      |      |            |
| TFCA                  | \$ -     | \$ 60,000 | \$ 60,000 | \$ 60,000 |      |      | \$ 180,000 |
| Fund 407 - Measure BB | \$ -     | \$ 26,664 | \$ 26,664 | \$ 26,662 |      |      | \$ 79,990  |
| Fund 392 - Measure B  |          | \$ 13,334 | \$ 13,333 | \$ 13,333 |      |      | \$ 40,000  |
|                       |          | \$ -      | \$ -      | \$ -      |      |      | \$ -       |
| Total                 | \$ -     | \$ 99,998 | \$ 99,997 | \$ 99,995 | \$ - | \$ - | \$ 299,990 |

**Project Description:** Install bicycle racks and bike corrals city-wide in response to public requests and identified need. This is transitioning to using an on-call contractor so the public will not have to wait years for a new rack and to ease inspection scheduling.

**Project Justification:** Tier 1 project in Council-adopted 2017 Bicycle Plan as well as strong public expectation and available allocation from Transportation Fund for Clean Air.

**Project Location:** Citywide

**History/Notes:** Transitioning to using an on-call contractor

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Transportation Impact Fee Nexus Study & Transportation Impact Study Guidelines

Project Number:

Project Total Cost: \$ 112,730

FY 20-24 Program Cost: \$ 56,365

Department: Public Works

Division: Transportation

Capital Program: Traffic Operations / Complete Streets

| Project Budget    | Previous         | 2020             | 2021        | 2022        | 2023        | 2024        | 5 Yr Total       |
|-------------------|------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Project Cost      | \$ 56,365        | \$ 56,365        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 56,365        |
| Staff/Labor       | \$ -             | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Design/Consultant | \$ 56,365        | \$ 56,365        |             |             |             |             | \$ 56,365        |
| Construction      | \$ -             |                  | \$ -        | \$ -        | \$ -        |             | \$ -             |
| Ops/Maint Cost    | \$ -             |                  |             |             |             |             | \$ -             |
| <b>Total</b>      | <b>\$ 56,365</b> | <b>\$ 56,365</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 56,365</b> |

| Sources of Funding | Previous         | 2020             | 2021        | 2022        | 2023        | 2024        | 5 Yr Total       |
|--------------------|------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| FUND 614 MTC - TDA |                  |                  |             |             |             |             |                  |
| Article 3          | \$ 28,183        | \$ 28,183        |             |             |             |             | \$ 28,183        |
|                    | \$ 28,183        | \$ 28,183        | \$ -        | \$ -        |             |             | \$ 28,183        |
|                    |                  | \$ -             |             |             |             |             | \$ -             |
|                    |                  | \$ -             | \$ -        | \$ -        |             |             | \$ -             |
| <b>Total</b>       | <b>\$ 56,365</b> | <b>\$ 56,365</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 56,365</b> |

**Project Description:** Conduct a nexus study to support the levying of a citywide transportation impact fee from land developers and to identify the amount of the fee and how to calculate it. Develop new Transportation Impact Study Guidelines for use by developers and City staff in identifying needed transportation projects in the immediate vicinity of land development projects, to be funded and built by developers as a condition of approval of their land development projects.

Changes to the California Environmental Quality Act taking effect 1/1/20 necessitate coming up with an alternative way of acquiring funding to address transportation impacts of land development projects.

**Project Justification:**

**Project Location:** Citywide

**History/Notes:**

City of Berkeley

FY 2020 - 2024 Capital Improvement Program

Project Form

Project Name: Bicycle Plan 2022

Project Number:

Project Total Cost: \$ 250,000

FY 20-24 Program Cost: \$ 250,000

Department: Public Works

Division: Transportation

Capital Program: Traffic Operations / Complete Streets

| Project Budget    | Previous    | 2020        | 2021              | 2022              | 2023        | 2024        | 5 Yr Total        |
|-------------------|-------------|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| Project Cost      | \$ -        | \$ -        | \$ -              | \$ -              | \$ -        | \$ -        | \$ -              |
| Staff/Labor       | \$ -        | \$ -        | \$ -              | \$ -              | \$ -        | \$ -        | \$ -              |
| Design/Consultant |             |             | \$ 125,000        | \$ 125,000        |             |             | \$ 250,000        |
| Construction      | \$ -        |             | \$ -              | \$ -              |             |             | \$ -              |
| Ops/Maint Cost    | \$ -        |             |                   |                   |             |             | \$ -              |
| <b>Total</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 125,000</b> | <b>\$ 125,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b> |

| Sources of Funding | Previous    | 2020        | 2021              | 2022              | 2023        | 2024        | 5 Yr Total        |
|--------------------|-------------|-------------|-------------------|-------------------|-------------|-------------|-------------------|
| FUND 614 MTC - TDA |             |             |                   |                   |             |             |                   |
| Article 3          |             | \$ -        | 125000            | 125000            |             |             | \$ 250,000        |
|                    |             | \$ -        | \$ -              | \$ -              | \$ -        |             | \$ -              |
|                    |             | \$ -        |                   |                   |             |             | \$ -              |
|                    |             | \$ -        | \$ -              | \$ -              | \$ -        |             | \$ -              |
| <b>Total</b>       | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 125,000</b> | <b>\$ 125,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b> |

|                               |                                                                                                                                          |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Update the citywide Bicycle Plan to meet the Alameda CTC requirement to update the City's bicycle and pedestrian plans every five years. |
| <b>Project Justification:</b> | Required by Ala CTC and MTC to maintain eligibility for grant funding for capital projects                                               |
| <b>Project Location:</b>      | Citywide                                                                                                                                 |
| <b>History/Notes:</b>         | The City's Bicycle Plan was last updated in 2017.                                                                                        |



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## OTHER INFRASTRUCTURE

The projects and programs listed here in the “Other Infrastructure” category because they do not directly fit other capital program categories such as Streets or Facilities (buildings). As such, the fund sources for respective projects vary.

### **Closed Landfill**

The Public Works Department maintains, monitors and repairs the City’s closed landfill. The closed landfill accepted waste from approximately 1961 until its closure in 1985 and has an active gas collection and control system (GCCS) with an existing methane destruction device (flare station). Currently, the Site is developed as a City Park, known as Cesar Chavez Park, with approximately half of the 90-acre area landscaped as lawn area that is regularly maintained, and the other half designated as a natural area with native seasonal grasses, and a bird nesting area. Annual funding has been allocated in the past for both routine and non-routine maintenance and monitoring the landfill. Approximately \$320,000 of annual funding (plus a 3% annual increase in cost) is proposed to continue for FY 2020-2024. In 2015, the Public Works Department funded a project to replace the original flare station and construction was completed in August, 2017. The next scheduled major capital project at the landfill is the repair of the rock armoring on the east side of the park to prevent erosion. This project is scheduled to begin work in April, 2019.

### **City Streetlight Program**

The five year comprehensive city streetlight program has an annual budget of approximately \$1.5M, which is schedule to be supplemented with revenues from a property assessment (passage of Proposition 218, June 2018) in the amount of approximately \$500,000 annually starting FY19. Streetlight Program projects include streetlight pole replacement, pole painting and rust removal, installation of additional streetlights on existing poles, streetlight pedestal upgrades, and program related tree trimming.

### **Underground Utility District No. 48 Project**

Underground Utility District (UUD) No. 48 Project was created and approved by the City Council in the early 1990s to underground overhead utilities to enhance the aesthetics of the community and to create a general public benefit within the established UUD No. 48 boundary (in the area of Grizzly Peak Blvd. and Summit Road). Existing utility poles within the UUD boundary would be removed. New streetlight poles (approx. 22) would be installed to replace the lighting on the wood utility poles. PG&E will be ready to bid the UUD No. 48 project for construction proposals in May 2019 and be ready to construct the project in summer 2019. No budget has been allocated for this effort. Assessments from residents were received in the 1990s, however the funds were inadvertently spent on other lighting projects. A minimum of \$600,000 of City General Funds is requested to support the project. The construction cost of the project is approximately \$8,000,000 and will be paid for through the City’s balance of Rule 20A credits. The requested funds are



## OTHER INFRASTRUCTURE

for expenses that are not payable by 20A credits according Public Utility Commission (PUC) Rule 20A Guidelines, and are required to support the project.

### **Transfer Station (TS)**

Transfer Station Planning Projects: The Transfer Station (160 ft. by 150 ft.), which was constructed in 1982, is in desperate need of a redesign. As part of this process, a Feasibility Study, Design/Engineering Plans, Geotechnical Site Investigation, CEQA Process and actual construction are anticipated to occur over the course of the next 5 years. Currently, the TS has one below grade Municipal Solid Waste load out tunnel (to top load trailers with up to 20 tons of MSW). Since its establishment, a second loadout tunnel has been installed. The Transfer Station, its ancillary structures and operations are in need of replacement due to the following: the facilities are showing considerable wear and tear after thirty-five (35) years of operation; the current facilities do not promote efficient diversion or recycling of incoming wastes due to the need to integrate the City's recycling operations vendors: Zero Waste, Ecology (collects the City's residential recyclables) and Community Conservation Center (sorts and markets delivered recyclables) operations and facilities.

A City Council work session to be held on November 5, 2019, is anticipated to result in identification of a conceptual replacement option developed by the City's Study contractor, Zero Waste Collaborative, Inc.

AirCo Building: The Air Co Building located at the Transfer Station is being slated for upgrades in FY 2020 to create additional office space for Zero Waste staff, who are currently operating in very limited office space.

## Other Infrastructure

### Program and Funding Summary

| <b>Program Summary</b>                                   |                             |                             |                             |                             |                             |                         |
|----------------------------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------|
| <b>Project Description</b>                               | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year<br/>Total</b> |
| <b>Recurring Funding</b>                                 |                             |                             |                             |                             |                             |                         |
| City Streetlight Program                                 | 416,608                     | 443,026                     | 199,660                     | 392,798                     | 392,798                     | 1,844,890               |
| Landfill Postclosure Monitoring (routine)                | 167,000                     | 172,010                     | 177,170                     | 182,485                     | 187,960                     | 886,626                 |
| EV Charging Stations at Corp Yard and Marina             | 600,000                     | 0                           | 0                           | 0                           | 0                           | 600,000                 |
| Undergrounding District 48 - Grizzly Peak                | 250,000                     | 260,000                     |                             |                             |                             | 510,000                 |
| Closed Landfill Maintenance and Monitoring (non routine) | 153,328                     | 157,928                     | 162,666                     | 167,546                     | 172,572                     | 814,039                 |
| <b>Total</b>                                             | <b>1,586,936</b>            | <b>1,032,964</b>            | <b>539,496</b>              | <b>742,829</b>              | <b>753,330</b>              | <b>4,655,555</b>        |
| <b>Funding Summary</b>                                   |                             |                             |                             |                             |                             |                         |
| <b>Fund Source</b>                                       | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year<br/>Total</b> |
| Capital Improvement Fund                                 | 250,000                     | 260,000                     |                             |                             |                             | 510,000                 |
| General Fund (Proposed)                                  | 600,000                     | 0                           |                             |                             |                             | 600,000                 |
| Streetlight Assessment District Fee                      | 416,608                     | 443,026                     | 199,660                     | 392,798                     | 392,798                     | 1,844,890               |
| Zero Waste Fund                                          | 320,328                     | 329,938                     | 339,836                     | 350,031                     | 360,532                     | 1,700,665               |
| <b>Total</b>                                             | <b>1,586,936</b>            | <b>1,032,964</b>            | <b>539,496</b>              | <b>742,829</b>              | <b>753,330</b>              | <b>4,655,555</b>        |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:** City Streetlight Program

**Project Number:**

**Project Total Cost:** \$ 1,844,890

**FY 20-24 Program Cost:** \$ 1,844,890

**Department:** Public Works

**Division:** Facilities

**Capital Program:** Other Infrastructure

| <b>Project Budget</b> | Previous    | 2020              | 2021              | 2022              | 2023              | 2024              | 5 Yr Total          |
|-----------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Project Cost          | \$ -        | \$ 416,608        | \$ 443,026        | \$ 199,660        | \$ 392,798        | \$ 392,798        | <u>\$ 1,844,890</u> |
| Staff/Labor           |             |                   |                   |                   |                   |                   | \$ -                |
| Design/Consultant     |             |                   |                   |                   |                   |                   | \$ -                |
| Construction          | \$ -        | \$ 416,608        | \$ 443,026        | \$ 199,660        | \$ 392,798        | \$ 392,798        | <u>\$ 1,844,890</u> |
| Ops/Maint Cost        | \$ -        |                   |                   |                   |                   |                   | \$ -                |
| <b>Total</b>          | <u>\$ -</u> | <u>\$ 416,608</u> | <u>\$ 443,026</u> | <u>\$ 199,660</u> | <u>\$ 392,798</u> | <u>\$ 392,798</u> | <u>\$ 1,844,890</u> |

| <b>Sources of Funding</b>                |             | 2020              | 2021              | 2022              | 2023              | 2024              | 5 Yr Total          |
|------------------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Fund 142 (470) -<br>St Lt Assmt District | \$ -        | \$ 416,608        | \$ 443,026        | \$ 199,660        | \$ 392,798        | \$ 392,798        | <u>\$ 1,844,890</u> |
| <b>Total</b>                             | <u>\$ -</u> | <u>\$ 416,608</u> | <u>\$ 443,026</u> | <u>\$ 199,660</u> | <u>\$ 392,798</u> | <u>\$ 392,798</u> | <u>\$ 1,844,890</u> |

|                               |                                                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Description:</b>   | Paint, repair, or replace approximately 3,000 streetlight poles and fixtures as recommended in the conditions assessment and fee study. |
| <b>Project Justification:</b> | Much needed deferred maintenance and capital improvement.                                                                               |
| <b>Project Location:</b>      | Citywide                                                                                                                                |
| <b>History/Notes:</b>         |                                                                                                                                         |

**City of Berkeley**  
**FY 2020 - 2024 Capital Improvement Program**

**Project Form**

**Project Name:**                **Underground Utility District No. 48 Project**

**Project Number:**

**Project Total Cost:**        \$ 600,000

**FY 20-24 Program Cost:**    \$ 510,000

**Department:** Public Works

**Division:** Engineering

**Capital Program:** Utility Undergrounding

| <b>Project Budget</b> | Previous         | 2020              | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|-----------------------|------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Project Cost          | \$ 90,000        | \$ 250,000        | \$ 260,000        | \$ -        | \$ -        | \$ -        | \$ 510,000        |
| Staff/Labor           | \$ 45,000        | \$ 45,000         |                   |             |             |             | \$ 45,000         |
| Design/Consultant     | \$ -             | \$ 90,000         |                   |             |             |             | \$ 90,000         |
| Construction          | \$ -             | \$ -              | \$ 260,000        |             |             |             | \$ 260,000        |
| Right of Way          | \$ 45,000        | \$ 115,000        |                   |             |             |             | \$ 115,000        |
| Ops/Maint Cost        | \$ -             |                   |                   |             |             |             | \$ -              |
| <b>Total</b>          | <u>\$ 90,000</u> | <u>\$ 250,000</u> | <u>\$ 260,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 510,000</u> |

| <b>Sources of Funding</b> |                  | 2020              | 2021              | 2022        | 2023        | 2024        | 5 Yr Total        |
|---------------------------|------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| Fund 011 (010) -          |                  |                   |                   |             |             |             |                   |
| General Fund              | \$ 45,000        |                   |                   |             |             |             | \$ -              |
| Fund 501 (610) -          | \$ 45,000        | \$ 250,000        | \$ 260,000        |             |             |             | \$ 510,000        |
| Fund xxx (xxx) -          |                  |                   |                   |             |             |             | \$ -              |
| <b>Total</b>              | <u>\$ 90,000</u> | <u>\$ 250,000</u> | <u>\$ 260,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 510,000</u> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Project Name:</b>                    <b>Underground Utility District No. 48 Project (Continued)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Project Description:</b> Underground Utility District (UUD) No. 48 Project was created and approved by the City Council in the early 1990s to underground overhead utilities (PG&amp;E, Comcast and AT&amp;T) to underground to enhance the aesthetics of the community and create a general public benefit within the established UUD No. 48 boundary in the area of Grizzly Peak Blvd. and Summit Road. The Project consists of relocation of overhead utilities either into a main trench within the roadway or to the side of the roadway within the City right-of-way within the UUD boundary. Existing utility poles within the UUD boundary will be removed. New streetlight poles (approx. 22) will be installed to replace the lighting on the wood utility poles. The project will benefit 175 parcels along approximately 7000 linear feet of roadway centerline within the boundary of UUD No. 48. Acquisition of a total of 1443 SF easements on 3 properties will be required to construct the project.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Project Justification:</b> UUD No. 48 project had no City funds set aside for the project in the recent past. In 2018, the City used the \$16,000 set aside for Citywide Undergrounding consultant services for UUD No. 48 consultant services project, and those minimal funds have been exhausted. PG&amp;E will be ready to bid the UUD No. 48 project for construction proposals in May 2019 and be ready to construct the project in summer 2019. The City still needs property appraisal and acquisition services to secure 5 easements in order to construct the project. The easements acquisitions are estimated at \$160,000. The appraisal and acquisition services need to be complete by April 2019 and the acquisitions need to be secured by May 2019 in order to stay on schedule with the project. Staff are spending time to manage the project now and will continue to spend time throughout the construction of the project. No budget has been allocated for this effort. The new lighting to replace the lighting on the wood utility poles that will be coming down has a significant cost. The costs were already assessed to the residents and received in the 1990s but the funds were inadvertently spent on other lighting projects. A minimum of \$600,000 of City General Funds is requested to support the project. The construction cost of the project is approximately \$8,000,000 and will be paid for through the City's balance of Rule 20A credits. The requested funds are for expenses that are not payable by 20A credits according Public Utility Commission (PUC) Rule 20A Guidelines, and are required to support the project.</p> |
| <p><b>Project Location:</b> Along Grizzly Peak Boulevard between Hill Road and southeastern City Limit; Summit Road between Atlas Place and Grizzly Peak Blvd; Summit Road from Grizzly Peak Blvd to 1545 Summit Road; Summit Lane; Senior Avenue; Avenida Drive between Queens Road and Grizzly Peak Boulevard</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>History/Notes:</b>                    There was no previous appropriation for this project specifically.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## EQUIPMENT & FLEET

### Summary

All City Departments make annual replacement contributions into the Equipment Replacement Fund for the eventual replacement of their vehicles. Historically, the Equipment Maintenance Division has been responsible for determining what each Department's replacement contribution will be, recommending a schedule of vehicle replacements to the City Manager, and purchasing the equipment from the Replacement Fund in accordance with the replacement schedule. Staff will continue to review the replacement schedule and identify the vehicles on the schedule that can be replaced with energy saving vehicles.

### Accomplishments

In addition to managing the replacement schedule and purchase of new vehicles, the Equipment Maintenance Division maintains the city's fleet of 621 vehicles. In FY 2018 & 2019, purchases to replace 24 of vehicles were made, in the amount of \$4,105,292.

### Equipment Backlog

The equipment replacement backlog is currently estimated in the millions. The replacement of the remaining equipment and vehicles on the backlog is planned through FY 2024, as funds become available.

### Funding

The proposed budget reflects the 5-year replacement plan to replace equipment and vehicles citywide. The amount budgeted per year varies due to type/cost of the vehicles on the replacement schedule. All departments contribute to the Equipment Replacement Fund based on the projected replacement cost of each of their vehicles and in according to the vehicle's replacement schedule. Replacement vehicles are not purchased until the vehicle to be replaced has been fully funded. New vehicle purchases that are fleet additions (net new vehicles) are then added to the equipment replacement schedule and departmental cost allocation.

## Equipment & Fleet

### Program and Funding Summary

| <b>Program Summary</b>     |                             |                             |                             |                             |                             |                     |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------|
| <b>Project Description</b> | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year Total</b> |
| <b>Recurring Funding</b>   |                             |                             |                             |                             |                             |                     |
| Vehicle Replacment         | 2,611,000                   | 3,515,000                   | 6,664,227                   | 1,902,000                   | 1,036,000                   | 15,728,227          |
| <b>Total</b>               | <b>2,611,000</b>            | <b>3,515,000</b>            | <b>6,664,227</b>            | <b>1,902,000</b>            | <b>1,036,000</b>            | <b>15,728,227</b>   |
| <b>Funding Summary</b>     |                             |                             |                             |                             |                             |                     |
| <b>Fund Source</b>         | <b>Proposed<br/>FY 2020</b> | <b>Proposed<br/>FY 2021</b> | <b>Proposed<br/>FY 2022</b> | <b>Proposed<br/>FY 2023</b> | <b>Proposed<br/>FY 2024</b> | <b>5 Year Total</b> |
| Equipment Replacement Fund | 2,611,000                   | 3,515,000                   | 6,664,227                   | 1,902,000                   | 1,036,000                   | 15,728,227          |
| <b>Total</b>               | <b>2,611,000</b>            | <b>3,515,000</b>            | <b>6,664,227</b>            | <b>1,902,000</b>            | <b>1,036,000</b>            | <b>15,728,227</b>   |

## EQUIPMENT &amp; FLEET

## FY 2020 Vehicle Replacement Schedule

| Equipment Number | Description               | Replacement Fiscal Year | Replacement Cost       |
|------------------|---------------------------|-------------------------|------------------------|
| 1802             | CARGO VAN (SEU)           | FY20                    | \$ 57,116.62           |
| 1812             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1813             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1814             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1815             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1816             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1817             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1818             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1819             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1820             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1821             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1822             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1823             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1824             | POLICE SUV EXPLORER       | FY20                    | \$ 50,000.00           |
| 1825             | POLICE SUV EXPLORER 14    | FY20                    | \$ 50,000.00           |
| 1929             | EXPEDITION                | FY20                    | \$ 75,672.15           |
| 2318             | BACKHOE /LOADER           | FY20                    | \$ 171,377.53          |
| 2320             | RANGER SUPERCAB 4X2       | FY20                    | \$ 34,166.84           |
| 2601             | P/U WITH LIFT GATE        | FY20                    | \$ 54,900.49           |
| 2602             | P/U WITH LIFT GATE        | FY20                    | \$ 54,900.49           |
| 2603             | P/U WITH LIFT GATE        | FY20                    | \$ 54,900.49           |
| 2700             | ARROW BOARD TRAILER       | FY20                    | \$ 11,086.66           |
| 2902             | 1/2 TON PICKUP(ON CALL)   | FY20                    | \$ 26,161.22           |
| 2903             | 1/2 TON PICKUP            | FY20                    | \$ 26,616.22           |
| 3013             | 4X4 TRACTOR               | FY20                    | \$ 140,162.11          |
| 3904             | SMALL EQUIPMENT TRAILER   | FY20                    | \$ 6,155.28            |
| 3905             | SMALL EQUIPMENT TRAILER   | FY20                    | \$ 6,155.28            |
| 3906             | SMALL EQUIPMENT TRAILER   | FY20                    | \$ 6,155.28            |
| 3907             | SMALL EQUIPMENT TRAILER   | FY20                    | \$ 6,625.44            |
| 3908             | SMALL EQUIPMENT TRAILER   | FY20                    | \$ 6,915.78            |
| 4111             | RANGER UTILITY            | FY20                    | \$ 46,447.81           |
| 4112             | RANGER UTILITY            | FY20                    | \$ 40,912.09           |
| 4113             | RANGER UTILITY            | FY20                    | \$ 40,912.09           |
| 6213             | LEAF VACUUM               | FY20                    | \$ 1,000.00            |
| 6504             | WHEEL LOADER              | FY20                    | \$ 293,559.31          |
| 6505             | HYBRID WHEEL LOADER       | FY20                    | \$ 497,576.96          |
| 8191             | 16 PASSENGER BUS W/C LIFT | FY20                    | \$ 81,350.98           |
| 8602             | 3/4 TON UTILITY TRUCK     | FY20                    | \$ 55,401.72           |
| 9002             | MINI PICKUP               | FY20                    | \$ 19,415.64           |
| 9018             | FORD 1/2 TON PICK UP      | FY20                    | \$ 29,350.84           |
| 9116             | HYBRID TOYOTA PRIUS       | FY20                    | \$ 39,065.84           |
| 9801             | 1/2 TON P/U (SHOP TRUCK)  | FY20                    | \$ 27,221.09           |
|                  | <b>TOTAL</b>              |                         | <b>\$ 2,611,282.25</b> |



## EQUIPMENT &amp; FLEET

## FY 2021 Vehicle Replacement Schedule

| Equipment Number | Year | Description              | Replacement Fiscal Year | Replacement Cost       |
|------------------|------|--------------------------|-------------------------|------------------------|
| 1621             | 2015 | 2015 HONDA MOTORCYCLE    | 21                      | \$ 33,411.60           |
| 1622             | 2015 | 2015 HONDA MOTORCYCLE    | 21                      | \$ 33,411.60           |
| 1623             | 2015 | 2015 HONDA MOTORCYCLE    | 21                      | \$ 33,411.60           |
| 1624             | 2015 | 2015 HONDA MOTORCYCLE    | 21                      | \$ 33,411.60           |
| 1967             | 2011 | 4X4 SPORT UTILITY        | 21                      | \$ 98,374.04           |
| 2049             | 2017 | WET VAC                  | 21                      | \$ 1,471.00            |
| 2050             | 2017 | WET VAC                  | 21                      | \$ 1,471.00            |
| 2377             | 2011 | F150 4X2 SUPERCAB        | 21                      | \$ 36,150.55           |
| 2600             | 2011 | SD CUTAWAY VAN           | 21                      | \$ 66,772.79           |
| 3034             | 2016 | BRUSH CHIPPER            | 21                      | \$ 68,065.30           |
| 3035             | 2016 | BRUSH CHIPPER            | 21                      | \$ 68,065.30           |
| 3036             | 2016 | BRUSH CHIPPER            | 21                      | \$ 68,065.30           |
| 4011             | 2011 | PRIUS HYBRID             | 21                      | \$ 36,000.00           |
| 4705             | 2005 | 35' AERIAL TRUCK         | 21                      | \$ 269,456.73          |
| 6366             | 2008 | 30YD SIDE LOADER B/U     | 21                      | \$ 300,288.38          |
| 6377             | 2013 | MCNIELIUS CNG FRT LOADER | 21                      | \$ 524,107.58          |
| 6378             | 2013 | MCNIELIUS CNG FRT LOADER | 21                      | \$ 524,107.58          |
| 6379             | 2013 | MCNIELIUS FRT LOADER     | 21                      | \$ 482,611.28          |
| 6380             | 2013 | MCNIELIUS FRT LOADER     | 21                      | \$ 482,611.28          |
| 6404             | 2011 | FUSION 4 DOOR            | 21                      | \$ 32,254.28           |
| 8231             | 2011 | 15 PASSENGER VAN         | 21                      | \$ 42,397.73           |
| 9106             | 2006 | HYBRID TOYOTA PRIUS      | 21                      | \$ 55,828.67           |
| 9107             | 2006 | HYBRID TOYOTA PRIUS      | 21                      | \$ 55,828.67           |
| 9109             | 2006 | HYBRID TOY PRIUS(POOL)   | 21                      | \$ 55,828.67           |
| 9111             | 2006 | HYBRID TOYOTA PRIUS(SUP) | 21                      | \$ 55,828.67           |
| 9112             | 2006 | HYBRID TOYOTA PRIUS      | 21                      | \$ 55,828.67           |
|                  |      |                          |                         | <b>\$ 3,515,059.87</b> |

## EQUIPMENT &amp; FLEET

## FY 2022 Vehicle Replacement Schedule

| Equipment Number | Year | Description             | Replacement Fiscal Year | Replacement Cost       |
|------------------|------|-------------------------|-------------------------|------------------------|
| 1811             | 2015 | TUNDRA 4X4 (TRAFFIC)    | 22                      | \$ 54,948.12           |
| 1902             | 2015 | EXPLORER (CHIEF)        | 22                      | \$ 44,966.90           |
| 1959             | 2011 | 4X4 TYPE 3 (E305)       | 22                      | \$ 507,664.05          |
| 1973             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 1974             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 1975             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 1976             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 1977             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 2300             | 2017 | HONDA GENERATOR EU3000I | 22                      | \$ -                   |
| 2382             | 2014 | 1/2 TON PICKUP TRUCK    | 22                      | \$ 27,676.54           |
| 2604             | 2013 | E250 CARGO VAN          | 22                      | \$ 49,890.62           |
| 2605             | 2013 | E250 CARGO VAN          | 22                      | \$ 49,890.62           |
| 2606             | 2013 | E250 CARGO VAN          | 22                      | \$ 49,890.62           |
| 2607             | 2013 | E250 CARGO VAN          | 22                      | \$ 49,890.62           |
| 2608             | 2013 | E250 CARGO VAN          | 22                      | \$ 49,890.62           |
| 2909             | 2013 | FORD ESCAPE             | 22                      | \$ 38,203.89           |
| 2910             | 2012 | FORD F550 (SIGN TRUCK)  | 22                      | \$ 88,862.16           |
| 3021             | 2008 | F250 4X2 REG CAB        | 22                      | \$ 45,088.45           |
| 3033             | 2015 | RIDING MOWER 4X4        | 22                      | \$ 45,793.02           |
| 3246             | 2012 | 3/4 TON PICK UP         | 22                      | \$ 33,125.04           |
| 3247             | 2012 | 3/4 TON PICK UP         | 22                      | \$ 37,600.92           |
| 3248             | 2012 | 3/4 TON PICK UP         | 22                      | \$ 37,600.92           |
| 3249             | 2012 | 3/4 TON PICK UP         | 22                      | \$ 37,600.92           |
| 3740             | 2013 | RIDING MOWER 4WD        | 22                      | \$ 66,687.90           |
| 3741             | 2013 | RIDING MOWER 4WD        | 22                      | \$ 66,687.90           |
| 3861             | 2015 | 4 WD MOWER              | 22                      | \$ 140,998.15          |
| 4805             | 2012 | HYBRID TOYOTA PRIUS     | 22                      | \$ 36,000.00           |
| 6211             | 2012 | F150 4X2 SUPERCAB       | 22                      | \$ 40,352.04           |
| 6214             | 2017 | LEAF VACUUM             | 22                      | \$ 1,000.00            |
| 6281             | 2012 | F150 4X2 SUPERCAB       | 22                      | \$ 40,352.04           |
| 6282             | 2012 | F150 4X2 SUPERCAB       | 22                      | \$ 40,352.04           |
| 6284             | 2012 | F150 4X2 SUPERCAB       | 22                      | \$ 40,352.04           |
| 6367             | 2012 | HEIL SIDELOADER         | 22                      | \$ 400,000.00          |
| 6368             | 2012 | HEIL SIDELOADER         | 22                      | \$ 400,000.00          |
| 6369             | 2012 | HEIL SIDELOADER         | 22                      | \$ 400,000.00          |
| 6370             | 2012 | HEIL SIDELOADER         | 22                      | \$ 400,000.00          |
| 6371             | 2012 | HEIL SIDELOADER         | 22                      | \$ 400,000.00          |
| 6372             | 2012 | HEIL CNG SIDELOADER     | 22                      | \$ 450,000.00          |
| 6373             | 2012 | HEIL CNG SIDELOADER     | 22                      | \$ 450,000.00          |
| 6374             | 2012 | HEIL CNG SIDELOADER     | 22                      | \$ 450,000.00          |
| 6375             | 2012 | HEIL CNG SIDELOADER     | 22                      | \$ 450,000.00          |
| 6376             | 2012 | HEIL CNG SIDELOADER     | 22                      | \$ 450,000.00          |
| 8506             | 2012 | HYBRID TOYOTA PRIUS     | 22                      | \$ 46,485.29           |
| 8507             | 2012 | HYBRID TOYOTA PRIUS     | 22                      | \$ 46,485.29           |
| 8508             | 2012 | HYBRID TOYOTA PRIUS     | 22                      | \$ 46,485.29           |
| 8509             | 2012 | HYBRID TOYOTA PRIUS     | 22                      | \$ 46,485.29           |
| 8519             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 8520             | 2013 | FORD ESCAPE 4WD         | 22                      | \$ 40,933.73           |
| 9004             | 2012 | ESCAPE HYBRID           | 22                      | \$ 53,015.75           |
| 9019             | 2012 | ESCAPE HYBRID           | 22                      | \$ 55,825.36           |
| 9119             | 2013 | FORD ESCAPE             | 22                      | \$ 38,203.89           |
| 9120             | 2013 | FORD ESCAPE             | 22                      | \$ 38,203.89           |
| 9604             | 2013 | ESCAPE SE FWD           | 22                      | \$ 35,135.45           |
|                  |      |                         |                         | <b>\$ 6,664,227.75</b> |

## EQUIPMENT &amp; FLEET

## FY 2023 Vehicle Replacement Schedule

| Equipment Number | Year | Description           | Replacement Fiscal Year | Replacement Cost       |
|------------------|------|-----------------------|-------------------------|------------------------|
| 1806             | 2013 | FUSION HYBRID(CPT-C2) | 23                      | \$ 49,602.87           |
| 1807             | 2013 | FUSION HYBRID(CPT-C3) | 23                      | \$ 49,602.87           |
| 1830             | 2017 | POLICE SUV EXPLORER   | 23                      | \$ 67,573.00           |
| 1831             | 2017 | POLICE SUV EXPLORER   | 23                      | \$ 67,573.00           |
| 1832             | 2017 | POLICE SUV EXPLORER   | 23                      | \$ 67,573.00           |
| 1833             | 2017 | POLICE SUV EXPLORER   | 23                      | \$ 67,573.00           |
| 1834             | 2017 | POLICE SUV EXPLORER   | 23                      | \$ 67,573.00           |
| 1835             | 2018 | CHEVROLET TAHOE       | 23                      | \$ 72,155.00           |
| 1836             | 2018 | POLICE SUV EXPLORER   | 23                      | \$ 66,560.00           |
| 1933             | 2013 | 15 PASSENGER VAN      | 23                      | \$ 52,151.52           |
| 2034             | 2013 | CRACK FILL MACHINE    | 23                      | \$ 83,097.40           |
| 2035             | 2013 | CRACK ROUTER          | 23                      | \$ 13,939.76           |
| 2319             | 2011 | VACTOR                | 23                      | \$ 683,293.84          |
| 2378             | 2013 | F150 SUPERCAB PICK UP | 23                      | \$ 47,869.20           |
| 2379             | 2014 | TUNDRA 4X2            | 23                      | \$ 53,191.99           |
| 2380             | 2014 | TUNDRA 4X2            | 23                      | \$ 53,191.99           |
| 2381             | 2014 | ESCAPE SE FWD         | 23                      | \$ 42,655.06           |
| 3001             | 2013 | UTILITY TRAILER 5X8   | 23                      | \$ 6,842.95            |
| 3002             | 2013 | UTILITY TRAILER 4X6   | 23                      | \$ 4,768.97            |
| 3003             | 2013 | UTILITY TRAILER 4X6   | 23                      | \$ 4,768.97            |
| 3004             | 2013 | UTILITY TRAILER 4X6   | 23                      | \$ 4,768.97            |
| 3005             | 2013 | UTILITY TRAILER 4X6   | 23                      | \$ 4,768.97            |
| 3205             | 2013 | 1/2 TON PICKUP        | 23                      | \$ 35,441.66           |
| 3250             | 2014 | TACOMA 4X2            | 23                      | \$ 35,629.36           |
| 3863             | 2017 | 2017 BILLYGOAT VACUUM | 23                      | \$ -                   |
| 8006             | 2008 | HYBRID TOYOTA PRIUS   | 23                      | \$ 36,000.00           |
| 8007             | 2008 | HYBRID TOYOTA PRIUS   | 23                      | \$ 36,000.00           |
| 9123             | 2013 | HYBRID TOYOTA PRIUS   | 23                      | \$ 39,369.18           |
| 9124             | 2013 | F150 SUPERCAB         | 23                      | \$ 46,451.40           |
| 9605             | 2014 | ESCAPE FWD            | 23                      | \$ 42,655.06           |
|                  |      |                       |                         | <b>\$ 1,902,641.99</b> |

## EQUIPMENT &amp; FLEET

## FY 2024 Vehicle Replacement Schedule

| Equipment Number | Year | Description              | Replacement Fiscal Year | Replacement Cost       |
|------------------|------|--------------------------|-------------------------|------------------------|
| 1811             | 2015 | TRANSIT 350 LR VAN       | 24                      | \$ 50,168.78           |
| 1829             | 2017 | POLICE SUV EXPLORER      | 24                      | \$ 63,994.55           |
| 1830             | 2017 | POLICE SUV EXPLORER      | 24                      | \$ 66,814.55           |
| 2914             | 2014 | THERMOPLASTIC APPLICATOR | 24                      | \$ 156,279.58          |
| 3127             | 2014 | 1/2 TON UTILITY          | 24                      | \$ 50,148.27           |
| 3128             | 2014 | 1/2 TON UTILITY          | 24                      | \$ 50,148.27           |
| 3129             | 2014 | 1/2 TON UTILITY          | 24                      | \$ 50,148.27           |
| 3252             | 2014 | TACOMA 4X2               | 24                      | \$ 38,280.83           |
| 4115             | 2015 | ESCAPE SE FWD            | 24                      | \$ 38,086.01           |
| 6406             | 2014 | TACOMA 4X2               | 24                      | \$ 37,836.65           |
| 8511             | 2014 | HYBRID TOYOTA PRIUS      | 24                      | \$ 42,279.13           |
| 8512             | 2014 | HYBRID TOYOTA PRIUS      | 24                      | \$ 50,320.07           |
| 9115             | 2009 | HYBRID TOYOTA PRIUS      | 24                      | \$ 51,634.77           |
| 9522             | 2015 | HYBRID TOYOTA PRIUS      | 24                      | \$ 42,550.55           |
|                  | 2014 | T/S SHOP TRUCK           | 24                      | \$ 247,333.76          |
|                  |      |                          |                         | <b>\$ 1,036,024.04</b> |

| Fund                                           | FY 2020 Proposed | FY 2020 Revised Proposed | Variance  | FY 2021 Proposed | FY 2021 Revised Proposed | Variance  | Explanation for Change                                                                                                                                                                                                                                                                            |
|------------------------------------------------|------------------|--------------------------|-----------|------------------|--------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Fund                                   | 191,235,836      | 191,284,975              | 49,139    | 194,858,351      | 194,907,490              | 49,139    | Funds for the City's annual contract with the Telegraph Avenue Business Improvement District for the Berkeley Host Program that were not budgeted.                                                                                                                                                |
| Special Tax Measure E                          | 1,291,382        | 1,316,894                | 25,512    | 1,317,210        | 1,343,231                | 26,021    | Increase to Easy Does It Contract based on 4.015% Consumer Price Index increase.                                                                                                                                                                                                                  |
| ESGP                                           | 228,466          | 235,790                  | 7,324     | 229,104          | 236,428                  | 7,324     | Revise budget amount based on additional funds allocated by HUD                                                                                                                                                                                                                                   |
| Library - Tax                                  | 25,541,832       | 25,834,485               | 292,653   | 21,262,421       | 21,576,508               | 314,087   | Revise budget based on the amounts adopted by the Board of Library Trustees on May 24, 2019                                                                                                                                                                                                       |
| Library - Trans Based Reimbur                  | 18,000           | -                        | (18,000)  | 18,000           | -                        | (18,000)  | Revise budget based on the amounts adopted by the Board of Library Trustees on May 24, 2020                                                                                                                                                                                                       |
| Library - Foundation                           | 400,000          | 100,000                  | (300,000) | 400,000          | 100,000                  | (300,000) | Revise budget based on the amounts adopted by the Board of Library Trustees on May 24, 2021                                                                                                                                                                                                       |
| Measure B Bike & Pedestrian                    | 413,958          | 415,769                  | 1,811     |                  |                          |           | Increase FUND\$ baseline to reflect Proposed Capital Improvement Program Budget                                                                                                                                                                                                                   |
| Measure BB - Local Streets & Roads             | 3,626,000        | 3,654,183                | 28,183    |                  |                          | -         | Additional funds for Transportation Impact Fee Nexus Study & Transportation Impact Study Guidelines                                                                                                                                                                                               |
| Measure BB - Bike & Pedestrian                 | 750,182          | 631,828                  | (118,354) | 504,943          | 473,297                  | (31,646)  | To correct a duplication found reduce baseline by \$118,354 for FY 2020 and reduce by \$31,646 for FY 2021                                                                                                                                                                                        |
| One-Time Grant: No Cap Expense                 | 1,946,893        | 1,966,893                | 20,000    |                  |                          | -         | Grant from the William and Flora Hewlett Foundation for an assessment of art space affordability challenges, displacement risks and possible strategies to protect affordable spaces for art organizations, artists and cultural workers in the City of Berkeley. Approved by Council on 6/11/19. |
| Parks Tax                                      | 16,413,511       | 16,342,573               | (70,938)  | 13,955,060       | 13,884,122               | (70,938)  | Reduce budget for FY 2020 & FY 2021 to reflect proposed Capital Improvement spending amounts.                                                                                                                                                                                                     |
| Telegraph Avenue Business Improvement District | 503,670          | 515,637                  | 11,967    | 503,670          | 515,637                  | 11,967    | Revise budget to match amount approved by Council on 5/28/19                                                                                                                                                                                                                                      |

| Fund                                     | FY 2020 Proposed | FY 2020 Revised Proposed | Variance         | FY 2021 Proposed | FY 2021 Revised Proposed | Variance       | Explanation for Change                                                                                                                                                                                                                                                                |
|------------------------------------------|------------------|--------------------------|------------------|------------------|--------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measure T1 - Infrastructure & Facilities | 15,915,680       | 15,882,701               | (32,979)         | 1,123,362        | 2,272,819                | 1,149,457      | Reduce FY 2020 Proposed Budget for Marina Corporation Yard Electrical Upgrade to match the Proposed Capital Improvement Program Budget (-\$32,979). In FY 2021, add funds for Frances Albrier Community Center (\$215,162) and University Avenue, Marina Spinnaker Street (\$934,295) |
| Capital Improvement Fund                 | 7,442,802        | 7,399,464                | (43,338)         |                  |                          |                | Delete \$50,000 from Cazadero Camp Landslide Repair and \$600,000 for Leach Field Reconstruction. Add \$606,662 in Bayer Mitigation Funds received for the San Pablo/Ashby Intersection Project.                                                                                      |
| Zero Waste Fund                          | 48,962,247       | 48,362,247               | (600,000)        | 50,437,150       | 49,937,150               | (500,000)      | Delete \$500,000 Transfer Station Rebuild Reserve in FY 2020 & FY 2021 and \$100,000 for CEQA Transfer Station expense in FY 2020.                                                                                                                                                    |
| <b>Total</b>                             |                  |                          | <b>(747,020)</b> |                  |                          | <b>637,411</b> |                                                                                                                                                                                                                                                                                       |

| Fund                           | FY 2020 Proposed | FY 2020 Revised Proposed | Variance | FY 2021 Proposed | FY 2021 Revised Proposed | Variance | Explanation for Change                                                                                                                                                                                                                                                                            |
|--------------------------------|------------------|--------------------------|----------|------------------|--------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Tax Measure E          | 1,291,382        | 1,316,894                | 25,512   | 1,317,210        | 1,343,231                | 26,021   | Proposed Budget assumed 2% Consumer Price Index (CPI) increase. The actual CPI increase was 4.015% This fund can be increased by the greater of the CPI or the Personal Income Growth (PIG), which was 3.85%. Revised revenue budget figures assumes CPI increase since this is higher than PIG.  |
| Paramedic Tax                  | 3,711,829        | 3,773,052                | 61,223   | 3,773,812        | 3,836,259                | 62,447   | Proposed Budget assumed 2% CPI increase and actual increase was 4.015%.                                                                                                                                                                                                                           |
| Library - Discretionary        | 20,128,598       | 20,524,814               | 396,216  | 20,529,730       | 20,933,870               | 404,140  | Proposed Budget assumed 2% Consumer Price Index (CPI) increase. The actual CPI increase was 4.015% This fund can be increased by the greater of the CPI or the Personal Income Growth (PIG), which was 3.85%. Revised revenue budget figures assumes CPI increase since this is higher than PIG.  |
| Library - Trans Based Reimbur  | 1,500            | -                        | (1,500)  | 1,500            | -                        | (1,500)  | Revise budget based on the amounts adopted by the Board of Library Trustees on May 24, 2020.                                                                                                                                                                                                      |
| Library - Friends & Gifts      | 100,000          | 120,000                  | 20,000   | 100,000          | 105,000                  | 5,000    | Revise budget based on the amounts adopted by the Board of Library Trustees on May 24, 2020.                                                                                                                                                                                                      |
| Library - Foundation           | -                | 250,000                  | 250,000  | -                | 100,000                  | 100,000  | Revise budget based on the amounts adopted by the Board of Library Trustees on May 24, 2020.                                                                                                                                                                                                      |
| Playground Camp Fund           | 1,000,832        | 1,008,332                | 7,500    | 1,000,832        | 1,008,332                | 7,500    | Revise budget to remove refund accounts for Echo Lake Camp and Tuolumne Camp.                                                                                                                                                                                                                     |
| One-Time Grant: No Cap Expense | 1,466,932        | 1,486,932                | 20,000   |                  |                          |          | Grant from the William and Flora Hewlett Foundation for an assessment of art space affordability challenges, displacement risks and possible strategies to protect affordable spaces for art organizations, artists and cultural workers in the City of Berkeley. Approved by Council on 6/11/19. |
| Parks Tax                      | 13,709,037       | 13,978,376               | 269,339  | 13,969,718       | 14,244,443               | 274,725  | Proposed Budget assumed 2% Consumer Price Index (CPI) increase. The actual CPI increase was 4.015% This fund can be increased by the greater of the CPI or the Personal Income Growth (PIG), which was 3.85%. Revised revenue budget figures assumes CPI increase since this is higher than PIG.  |

| Fund                                           | FY 2020 Proposed | FY 2020 Revised Proposed | Variance         | FY 2021 Proposed | FY 2021 Revised Proposed | Variance       | Explanation for Change                                                                                                                                                                                                                                                                           |
|------------------------------------------------|------------------|--------------------------|------------------|------------------|--------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measure GG Fire Prep Tax                       | 5,182,625        | 5,284,098                | 101,473          | 5,285,357        | 5,388,860                | 103,503        | Proposed Budget assumed 2% Consumer Price Index (CPI) increase. The actual CPI increase was 4.015% This fund can be increased by the greater of the CPI or the Personal Income Growth (PIG), which was 3.85%. Revised revenue budget figures assumes CPI increase since this is higher than PIG. |
| Telegraph Avenue Business Improvement District | 503,670          | 515,637                  | 11,967           | 503,670          | 515,637                  | 11,967         | Revise budget to match amount approved by Council on 5/28/19                                                                                                                                                                                                                                     |
| <b>Total</b>                                   |                  |                          | <b>1,161,730</b> |                  |                          | <b>993,803</b> |                                                                                                                                                                                                                                                                                                  |



## FY 2020 &amp; FY 2021 Department &amp; City Council Recommendations

## General Funds - June 2019

Attachment 1

| Item # | Department/Program    | Fund Name    | Description                                                                                            | Amount  | Amount  |
|--------|-----------------------|--------------|--------------------------------------------------------------------------------------------------------|---------|---------|
| 1      | City Attorney         | General Fund | Cost shift 50% of Paralegal from Parks Tax and Marina Fund to General Fund                             | 82,615  | 82,615  |
| 2      | City Attorney         | General Fund | Add 1.0 FTE Deputy City Attorney                                                                       | -       | 278,172 |
| 3      | City Clerk            | General Fund | BUSD Board Room Expenses for Council Meetings and ZAB Meetings                                         | 84,000  | 84,000  |
| 4      | CMO- 2020 Vision      | General Fund | Supplybank.org - School Supply Distribution                                                            | 25,000  | 25,000  |
| 5      | CMO - 2020 Vision     | General Fund | 1)Consultant for data gathering and analysis and 2)engage the community in equity activities           | 47,400  | 50,000  |
| 6      | CMO- Code Enforcement | General Fund | Training and software                                                                                  | 29,400  | -       |
| 7      | CMO - Communications  | General Fund | Community Services Specialist II                                                                       | -       | 163,000 |
| 8      | CMO-Animal Services   | General Fund | Funds for hourly staffing, training, disaster supplies, emergency vet services, cell phones, and water | 22,088  | 22,088  |
| 9      | CMO - Strategic Plan  | General Fund | Operational Budget                                                                                     | 209,149 | 213,311 |
| 10     | CMO                   | General Fund | Technical Assistance for Cooperative Conversion and Succession Planning                                | 50,000  | 50,000  |
| 11     | Finance               | General Fund | Shift Information Systems Specialist from 50% General Fund & 50% Zero Waste to 100% General Fund       | 85,519  | 85,519  |
| 12     | Fire                  | General Fund | Fire Department Disaster Response Training and Equipment                                               | 80,000  | 100,000 |
| 13     | Fire                  | General Fund | Vegitation Management                                                                                  | 233,333 | -       |
| 14     | Fire                  | General Fund | Additional contribution of \$10,000 to Education Fund & \$10,000 to Wellness Program                   | 20,000  | 20,000  |

## General Funds - June 2019

Attachment 1

|    |                                     |              |                                                                                                               |         |         |
|----|-------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------|---------|---------|
| 15 | Fire                                | General Fund | Lease to replace 4 gurneys on ambulances                                                                      | 34,286  | 34,286  |
| 16 | Fire                                | General Fund | Upgrade Telestaff to iCloud version                                                                           | 9,000   | -       |
| 17 | Fire                                | General Fund | Increase Transfer to Paramedic Tax Fund                                                                       | 57,462  | 201,326 |
| 18 | Health Housing & Community Services | General Fund | Cost of Living Adjustments                                                                                    | 110,799 | 193,319 |
| 19 | Health Housing & Community Services | General Fund | Dorothy Day Drop-In Center                                                                                    | 17,000  | -       |
| 20 | Human Resources                     | General Fund | Converting OSII into an Assistant HR Analyst                                                                  | 31,575  | 31,575  |
| 21 | Human Resources                     | General Fund | Converting an OSIII to an HR Tech                                                                             | -       | -       |
| 22 | Human Resources                     | General Fund | Add 1 FTE Human Resources Manager                                                                             | 208,768 | 240,993 |
| 23 | Human Resources                     | General Fund | Safety Assessment                                                                                             | 50,000  | -       |
| 24 | Information Technology              | General Fund | Personnel Internal Services Fund Reallocation                                                                 | 308,570 | 380,853 |
| 25 | Mayor and Council Offices           | General Fund | Internship Program                                                                                            | 13,500  | 13,500  |
| 26 | Mayor's Office Budget               | General Fund | Continue Additional FTE Allocation                                                                            | 45,000  | 45,000  |
| 27 | Office of Economic Development      | General Fund | Innovation Sector Support                                                                                     | 15,000  | 15,000  |
| 28 | Office of Economic Development      | General Fund | Small Business Support                                                                                        | -       | 75,000  |
| 29 | Office of Economic Development      | General Fund | Department Operations                                                                                         | 30,000  | 30,000  |
| 30 | Office of Economic Development      | General Fund | Fund the City's Annual Contract with the Telegraph Avenue Business Improvement District Berkeley Host Program | 49,139  | -       |
| 31 | Parks, Recreation & Waterfront      | General Fund | Extending Operating Hours for West Campus Pool                                                                | 213,000 | 213,000 |
| 32 | PRW                                 | General Fund | Recreation Vehicle Mobile Pump-Out                                                                            | 15,000  |         |

## General Funds - June 2019

Attachment 1

|                            |                                                                      |               |                                                          |                  |                  |
|----------------------------|----------------------------------------------------------------------|---------------|----------------------------------------------------------|------------------|------------------|
| 33                         | Parks, Recreation & Waterfront                                       | General Fund  | 4th of July Resolution 68,797-N.S.                       | 75,000           | -                |
| 34                         | Parks, Recreation & Waterfront                                       | General Fund  | Kite Festival Resolution 65-797 N.S.                     | 27,500           | -                |
| 35                         | Planning                                                             | Excess Equity | Missing Middle Housing Study RFP                         | 100,000          | -                |
| 36                         | Police                                                               | General Fund  | Increased Cellular Costs                                 | 93,980           | -                |
| 37                         | Police                                                               | General Fund  | IPhone Equipment Upgrades every other year               | -                | 60,000           |
| 38                         | Police                                                               | General Fund  | Add 1.0 <b>FTE</b> Office Specialist III in Records Unit | 105,735          | 107,546          |
| 39                         | Police                                                               | General Fund  | Add 4.0 <b>FTE</b> Community Service Officers            | -                | -                |
| 40                         | Public Works                                                         | General Fund  | Solano Avenue Revitalization Plan                        | 300,000          | -                |
| 41                         | Public Works                                                         | General Fund  | Traffic Calming/Safety Analysis ay 62nd and King Streets | 50,000           | -                |
| 42                         | Council Action (Rebuilding Together) 5/14/19 Item #34                | General Fund  | Community Agency                                         | 122,850          | 122,850          |
| 43                         | Council Action (Vision Zero) 1/29/19 Item #12                        | General Fund  | Add 1.0 Senior Planner                                   | 197,830          | 204,228          |
| 44                         | Council Action (UC Theater Concert Career Pathways) 3/26/19 Item #12 | General Fund  | UC Theater Concert Career Pathways Education Program     | 30,000           | -                |
| <b>General Funds TOTAL</b> |                                                                      |               |                                                          | <b>3,279,498</b> | <b>3,142,181</b> |

Legend: Council Recommendations

**FY 2020 & FY 2021 Department & City Council Recommendations  
Special Funds - June 2019**

Attachment 2

| Item # | Department/<br>Program | Fund Name                                                                     | Description                                                                    | FY 2020<br>Amount | FY 2021<br>Amount | New<br>FTE | One-time/<br>Recurring |
|--------|------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------|-------------------|------------|------------------------|
| 1      | Finance                | Measure O*                                                                    | On-Call Financial Analyst<br>Funded by Measure O                               | 50,000            | 50,000            | -          | R                      |
| 2      | Finance                | Measure P*                                                                    | 1.0 New FTE Accountant II<br>funded by Measure P                               | 149,258           | 152,965           | 1          | R                      |
|        |                        |                                                                               | <b>Subtotal</b>                                                                | <b>199,258</b>    | <b>202,965</b>    |            |                        |
| 3      | Fire                   | Measure P*                                                                    | 5150 Response & Transport                                                      | 1,200,000         | 2,400,000         | -          | R                      |
| 4      | Fire                   | Measure Q                                                                     | Add 1 FTE Fire Captain for<br>Above Ground Water System                        | 280,000           | 287,000           | 1          | R                      |
|        |                        |                                                                               | <b>Subtotal</b>                                                                | <b>1,480,000</b>  | <b>2,687,000</b>  |            |                        |
| 5      | HHCS                   | U1                                                                            | Anti-Displacement**                                                            | 900,000           | 900,000           |            | R                      |
| 6      | HHCS                   | U1                                                                            | BACLT Capacity Building for<br>Housing Cooperatives                            | 100,000           | 100,000           |            | R                      |
|        |                        |                                                                               | <b>Subtotal</b>                                                                | <b>1,000,000</b>  | <b>1,000,000</b>  |            |                        |
| 7      | PRW                    | Parks Tax                                                                     | Cesar Chavez Solar Calendar<br>Maintenance                                     | 5,000             | -                 |            | OT                     |
|        |                        |                                                                               | <b>Subtotal</b>                                                                | <b>5,000</b>      | <b>-</b>          |            |                        |
| 8      | Planning               | Rental Housing<br>Safety Program                                              | 2 new hybrid vehicles (RHSP<br>expansion)                                      | 56,000            | -                 | -          | OT                     |
| 9      | Planning               | Rental Housing<br>Safety Program                                              | Add 2 new FTE's inspectors<br>(RHSP expansion)                                 | 353,505           | 364,030           | 2          | R                      |
|        |                        |                                                                               | <b>Subtotal</b>                                                                | <b>409,505</b>    | <b>364,030</b>    |            |                        |
| 10     | Public Works           | Zero Waste,<br>Sewer, Clean<br>Storm Water,<br>State<br>Transportation<br>Tax | Add 1.0 FTE Assistant Planner                                                  | 151,357           | 156,880           | 1          | R                      |
| 11     | Public Works           | Fleet                                                                         | 1.0 New FTE OSIII                                                              | 120,245           | 123,900           | 1          | R                      |
| 12     | Public Works           | Clean Storm<br>Water                                                          | 2.0 New FTE Skilled Laborers                                                   | 310,000           | 319,300           | 2          | R                      |
| 13     | Public Works           | Clean Storm<br>Water                                                          | 1.0 New FTE Laborer                                                            | 153,000           | 157,600           | 1          | R                      |
| 14     | Facilities             | Streetlight<br>Assesment                                                      | Two Temporary Electricians                                                     | 318,680           | 325,853           | -          | OT                     |
| 15     | Facilities             | Building<br>Maintenance<br>Fund, Building<br>Mgmt Fund,<br>General Fund       | Reclass Warehouse Operations<br>Specialist to Building<br>Maintenance Mechanic | 41,463            | 41,463            | -          | R                      |
| 16     | Zero Waste             | Zero Waste                                                                    | Single Use Disposable Foodware<br>Ordinance                                    | 80,294            | 82,226            |            |                        |
| 17     | Zero Waste             | Zero Waste                                                                    | Occupational Health and Safety<br>Officer (.50 FTE)                            | 86,566            | 97,166            | 0.5        | R                      |
| 18     | Zero Waste             | Zero Waste                                                                    | Add 1.0 FTE Solid Waste<br>Supervisor                                          | 178,793           | 184,724           | 1          | R                      |

| Item # | Department/<br>Program    | Fund Name                                   | Description                                                                        | FY 2020<br>Amount | FY 2021<br>Amount | New<br>FTE | One-time/<br>Recurring |
|--------|---------------------------|---------------------------------------------|------------------------------------------------------------------------------------|-------------------|-------------------|------------|------------------------|
| 19     | Zero Waste                | Zero Waste                                  | Add 2.0 FTE Field Representatives                                                  | 234,096           | 240,355           | 2          | R                      |
| 20     | Zero Waste                | Zero Waste                                  | Add 1.0 FTE ZWD Management Software Program Analyst (Associate Management Analyst) | 164,453           | 169,343           | 1          | R                      |
| 21     | Zero Waste                | Zero Waste                                  | Add 1.0 FTE Weighmaster                                                            | 145,718           | 150,232           | 1          | R                      |
| 22     | Zero Waste                | Zero Waste                                  | Add 2.0 FTE Solid Waste Workers                                                    | 249,459           | 257,761           | 2          | R                      |
| 23     | Transportation            | Parking Meter; Permit Service Center; Sewer | Add 1.0 FTE AOSII/Admin Assistant                                                  | 126,878           | 130,178           | 1          | R                      |
| 24     | Transportation            | Permit Service Center                       | Add 1.0 FTE Associate Traffic Engineer                                             | 221,132           | 227,922           | 1          | R                      |
| 25     | Transportation            | Capital Improvement                         | Add 1.0 FTE Associate Civil Engineer                                               | 205,431           | 210,242           | 1          | R                      |
| 26     | Transportation            | Permit Service Center; Capital Improvement  | Add 1.0 FTE Traffic Engineering Inspector                                          | 161,973           | 165,212           | 1          | R                      |
| 27     | Engineering: Sewer        | Sewer; Building Mtc.                        | Convert existing Architect position to Assistant Civil Engineer                    | 23,328            | 23,794            | -          | R                      |
| 28     | Engineering: Sewer        | Sewer                                       | Convert existing Drafting Technician to a Junior Public Works Engineer             | 26,887            | 27,425            | -          | R                      |
| 29     | Engineering: Facilities   | Capital Improvement; Building Mtc.          | Convert Assistant Architect to Assistant Engineer                                  | 29,285            | 29,871            | -          | R                      |
| 30     | Engineering: Construction | Capital Improvement                         | Convert existing Sr. Building Inspector to Senior Engineering Inspector            | 20,000            | 20,000            | -          | R                      |
| 31     | PW - Admin & Fiscal       | Zero Waste/Fleet                            | Software Costs Above ERMA                                                          | 360,000           | 360,000           | -          | OT                     |

| Item # | Department/<br>Program            | Fund Name                                                                                                                          | Description                                                                                                         | FY 2020<br>Amount | FY 2021<br>Amount | New<br>FTE  | One-time/<br>Recurring |
|--------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------|------------------------|
| 32     | PW - Admin & Fiscal               | State<br>Transportation<br>Tax, Streetlight<br>Assessment, CIP,<br>Zero Waste,<br>Sewer, Parking<br>Meter, Building<br>Maintenance | Add 1.0 FTE Senior<br>Management Analyst                                                                            | 177,514           | 181,679           | 1           | R                      |
| 33     | PW - Other General<br>Engineering | Various                                                                                                                            | Intern                                                                                                              | 42,000            | 42,000            | -           | R                      |
| 34     | PW - Other General<br>Engineering | Sewer                                                                                                                              | Intern                                                                                                              | 42,000            | 42,000            | -           | R                      |
| 35     | PW - Other General<br>Engineering | Clean Storm<br>Water                                                                                                               | Intern                                                                                                              | 42,000            | 42,000            | -           | R                      |
| 36     | Vehicle Replacement               | Vehicle<br>Replacmeent                                                                                                             | 5 vehicles for engineering<br>inspectors, sweepers/vactors<br>for clean cities storm and new<br>bicycle and bus pad | 175,000           | -                 | -           | OT                     |
| 37     | Transportation                    | Capital<br>Improvement                                                                                                             | San Pablo/Ashby Intersection<br>(Bayer Mitigation Fund)                                                             | 606,662           | -                 | -           | OT                     |
|        |                                   |                                                                                                                                    | <b>Subtotal</b>                                                                                                     | <b>4,494,214</b>  | <b>3,809,124</b>  |             |                        |
| 38     | CMO -<br>Communications           | Various                                                                                                                            | Community Services Specialist II                                                                                    | -                 | 163,000           | 1           | R                      |
|        |                                   |                                                                                                                                    | <b>Subtotal</b>                                                                                                     | <b>-</b>          | <b>163,000</b>    |             |                        |
|        |                                   |                                                                                                                                    | <b>SPECIAL FUNDS TOTAL</b>                                                                                          | <b>7,587,978</b>  | <b>8,226,119</b>  | <b>22.5</b> |                        |

Legend: Council Recommendations

## FY 2020 &amp; FY 2021 Department &amp; City Council Recommendations

## Priority Funding - November 2019

Attachment 3

| Item #                                    | Department/Program             | Fund Name                                     | Description                                                                                        | FY 2020 Amount   | FY 2021 Amount   |
|-------------------------------------------|--------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------|------------------|------------------|
| 1                                         | Facilities                     | Excess Property Transfer Tax                  | Relocate PEOs to Marina (University)                                                               | 250,000          | -                |
| 2                                         | PW - Admin & Fiscal            | Excess Property Transfer Tax/Zero Waste/Fleet | Fleet, Zero Waste, Facilities Software Costs Above ERMA                                            | 120,000          | 120,000          |
| 4                                         | Public Works                   | Excess Property Transfer Tax                  | Increase Traffic Calming Budget                                                                    | 100,000          | 100,000          |
| 5                                         | Public Works                   | Excess Property Transfer Tax                  | ADA Transition Plan Implementation                                                                 | -                | 1,000,000        |
| 6                                         | Public Works                   | Excess Property Transfer Tax                  | 50/50 Sidewalk (backlog)                                                                           | 500,000          | 500,000          |
| 7                                         | Public Works                   | Excess Property Transfer Tax                  | EV charging stations at the corp yard and the University parking lot for alternative fuel vehicles | 600,000          | -                |
| 8                                         | Parks, Recreation & Waterfront | Excess Property Transfer Tax/Excess Equity*   | Waterfront Immediate Capital Needs                                                                 | 1,505,000        | 1,945,000        |
| <b>Excess Property Transfer Tax Total</b> |                                |                                               |                                                                                                    | <b>3,075,000</b> | <b>3,665,000</b> |

| EXCESS EQUITY (November 2019) |                                      |                                |                                                |                |                |
|-------------------------------|--------------------------------------|--------------------------------|------------------------------------------------|----------------|----------------|
| Item #                        | Department/Program                   | Fund Name                      | Description                                    | FY 2020 Amount | FY 2021 Amount |
| 1                             | City Attorney                        | Excess Equity                  | Add 1.0 FTE Deputy City Attorney               | 204,196        | -              |
| 2                             | City Attorney                        | Excess Equity                  | Senior Legal Secretary                         | 150,000        | 156,000        |
| 3                             | City Attorney                        | Excess Equity                  | Calendaring Software                           | 25,000         | 25,000         |
| 4                             | City Clerk                           | Excess Equity                  | Software costs for Lobbist Registration System | 20,000         | 5,000          |
| 5                             | City Manager's Office                | Excess Equity                  | Citywide Risk Assessment                       | 100,000        | -              |
| 6                             | CMO - Communications                 | Excess Equity                  | Community Services Specialist II               | 160,000        | -              |
| 7                             | CMO- Office of Economic Development  | Short-Term Rental/General Fund | Civic Arts Grant (up to)                       | 75,000         | 75,000         |
| 8                             | CMO                                  | Excess Equity                  | Berkeley Contracting Availability Study        | 200,000        | -              |
| 9                             | CMO                                  | Excess Equity                  | Bay Area Book Festival                         | 50,000         | -              |
| 10                            | CMO - Strategic Plan                 | Excess Equity                  | Data Dashboard                                 | -              | 228,876        |
| 11                            | CMO - Office of Economic Development | Excess Equity                  | Bayer Development Agreement Update             | 25,000         | -              |

| Item #                     | Department/Program | Fund Name                                   | Description                                                                                                                                            | FY 2020 Amount   | FY 2021 Amount   |
|----------------------------|--------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| 12                         | Fire               | Excess Equity                               | Develop standards, code, updated and enforcement to identify narrow streets that need to have parking restrictions to keep areas clear (Safe Passages) | -                | 200,000          |
| 13                         | Human Resources    | Excess Equity                               | EEO Division Case Mgmt Software                                                                                                                        | 50,000           | -                |
| 14                         | Police             | Excess Equity                               | Gun Buyback and Art of Peace Program                                                                                                                   | 60,000           | -                |
| 15                         | Police             | Excess Equity                               | Increase Vehicle Replacement Budget due to higher costs from shift from Ford Crown Victoria Police Interceptor to Ford Explorer SUV Police Interceptor | 200,000          | -                |
| 16                         | Council Action     | Excess Equity                               | CalPERS Trust Fund (Unfunded Liabilities)<br>\$\$ TBD 2 year funding                                                                                   |                  |                  |
| 17                         | Council Action     | Excess Equity                               | Labor Negotiations<br>\$\$ TBD 2 year funding                                                                                                          |                  |                  |
| 18                         | Council Action     | Excess Property Transfer Tax/Excess Equity* | T-1 Loan Resolution 68.802-N.S. (August 2020)                                                                                                          |                  | 5,300,000        |
| <b>Excess Equity Total</b> |                    |                                             |                                                                                                                                                        | <b>1,319,196</b> | <b>5,989,876</b> |

\* Allocation dependent on funding availability

Legend: Council Recommendations





FY 2020 & FY 2021 Department & City Council Recommendations  
 For Funding Consideration - November 2019

Attachment 4

| Item #                                                 | Department/<br>Program          | Fund Name                               | Description                                          | FY 2020<br>Amount | FY 2021<br>Amount |
|--------------------------------------------------------|---------------------------------|-----------------------------------------|------------------------------------------------------|-------------------|-------------------|
| 1                                                      | HHCS                            | Excess Equity or<br>Measure P           | Youth Spirit Artworks Tiny<br>House Village Services | 78,000            | -                 |
| 2                                                      | Public Works/Fire               | Excess Property Tax<br>or Excess Equity | Outdoor Emergency<br>Warning System                  | 1,100,000         | -                 |
| 3                                                      | Public Works                    | Excess Property Tax<br>or Excess Equity | Traffic Light at<br>University/Acton (up to)         | 400,000           |                   |
| 4                                                      | Public Works                    | Excess Property Tax<br>or Excess Equity | RRFP Light at San Pablo<br>and Addison               | 100,000           |                   |
| 5                                                      | Public Works                    | Excess Property Tax<br>or Excess Equity | Traffic Calming at MLK and<br>Stuart Street (up to)  | 400,000           |                   |
| 6                                                      | Public Works/<br>Transportation | Excess Equity                           | Traffic Study on<br>Alcatraz Avenue<br>(unknown)     | -                 | -                 |
| <b>For Funding Consideration - November 2019 Total</b> |                                 |                                         |                                                      | <b>2,078,000</b>  | <b>-</b>          |

Legend: Council Recommendations



## FY 2020 COMMUNITY AGENCY ADVANCES

| AGENCY NAME                                     | LEAD DEPT | FY 2020 ALLOCATION | FY 2020 ADVANCE  |
|-------------------------------------------------|-----------|--------------------|------------------|
| Alameda County Homeless Action Center           | HHCS      | 197,759            | 49,440           |
| Alameda County Network of Mental Health Clients | HHCS      | 67,737             | 16,934           |
| Bananas                                         | HHCS      | 388,637            | 97,159           |
| Bay Area Community Land Trust                   | HHCS      | 5,200              | 1,300            |
| Bay Area Community Resources                    | HHCS      | 94,964             | 23,741           |
| Bay Area Community Services                     | HHCS      | 2,485,866          | 621,467          |
| Bay Area Hispano Institute for Advancement      | HHCS      | 103,590            | 25,898           |
| Bay Area Outreach and Recreation Program        | HHCS      | 43,592             | 10,898           |
| Berkeley Community Gardening Collaborative      | HHCS      | 11,895             | 2,974            |
| Berkeley Community Media                        | IT        | 230,710            | 57,678           |
| Berkeley Convention & Visitors Bureau           | OED       | 650,000            | 162,500          |
| Berkeley Food & Housing Project                 | HHCS      | 547,700            | 136,925          |
| Berkeley Free Clinic                            | HHCS      | 15,858             | 3,965            |
| Berkeley High School Bridge Program             | HHCS      | 79,000             | 19,750           |
| Berkeley Project                                | HHCS      | 32,000             | 8,000            |
| Berkeley Youth Alternatives                     | HHCS      | 60,000             | 15,000           |
| Biotech Partners                                | HHCS      | 91,750             | 22,938           |
| Bonita House                                    | HHCS      | 39,804             | 9,951            |
| Bread Project                                   | HHCS      | 57,850             | 14,463           |
| Building Opportunities for Self Sufficiency     | HHCS      | 295,316            | 73,829           |
| Center for Independent Living                   | HHCS      | 159,660            | 39,915           |
| Covenant House California (YEAH!)               | HHCS      | 318,388            | 79,597           |
| Dorothy Day                                     | HHCS      | 190,538            | 47,635           |
| East Bay Community Law Center                   | HHCS      | 33,644             | 8,411            |
| Easy Does It                                    | HHCS      | 1,297,768          | 324,442          |
| Eden Council for Hope and Opportunity           | HHCS      | 35,000             | 8,750            |
| Ephesians Children's Center                     | HHCS      | 103,920            | 25,980           |
| Family Violence Law Center                      | HHCS      | 61,842             | 15,461           |
| Fred Finch Youth Center                         | HHCS      | 89,255             | 22,314           |
| Habitat for Humanity East Bay/Silicon Valley    | HHCS      | 250,000            | 62,500           |
| Healthy Black Families, Inc.                    | HHCS      | 43,808             | 10,952           |
| Inter-City Services                             | HHCS      | 101,351            | 25,338           |
| J-Sei                                           | HHCS      | 9,110              | 2,278            |
| Lifelong Medical Care                           | HHCS      | 568,010            | 142,003          |
| McGee Avenue Baptist Church                     | HHCS      | 17,844             | 4,461            |
| Multicultural Institute                         | HHCS      | 101,739            | 25,435           |
| Nia House Learning Center                       | HHCS      | 39,999             | 10,000           |
| Options Recovery Services                       | HHCS      | 50,000             | 12,500           |
| Pacific Center for Human Growth                 | HHCS      | 23,245             | 5,811            |
| RISE Program                                    | HHCS      | 216,039            | 54,010           |
| Rising Sun                                      | HHCS      | 67,828             | 16,957           |
| SEEDS Community Resolution Center               | HHCS      | 22,553             | 5,638            |
| Stiles Hall                                     | HHCS      | 90,000             | 22,500           |
| The Suitcase Clinic                             | HHCS      | 9,828              | 2,457            |
| Through the Looking Glass                       | HHCS      | 52,206             | 13,052           |
| Toolworks Inc. Supportive Housing               | HHCS      | 47,665             | 11,916           |
| UC Berkeley                                     | HHCS      | 130,000            | 32,500           |
| Women's Daytime Drop-In Center                  | HHCS      | 267,071            | 66,768           |
| YMCA of the East Bay - Y Scholar Program        | HHCS      | 90,875             | 22,719           |
| <b>Total</b>                                    |           | <b>9,988,414</b>   | <b>2,497,104</b> |

HHCS = Health, Housing & Community Services

IT = Information Technology

OED = Office of Economic Development

PRW = Parks, Recreation & Waterfront



Office of the City Manager

ACTION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Teresa Berkeley-Simmons, Budget Manager

Subject: FY 2020 Annual Appropriations Ordinance

RECOMMENDATION

Adopt first reading of an Ordinance adopting the FY 2020 Annual Appropriations Ordinance (AAO) in the amount of \$520,227,935 (gross appropriations) and \$454,517,219 (net appropriations).

FISCAL IMPACTS OF RECOMMENDATION

The FY 2020 Annual Appropriations Ordinance authorizes gross appropriations of \$520,227,935 and net appropriations of \$454,517,219. The General Fund (010) totals \$191,284,975 and the balance of \$328,942,960 represents the other non-discretionary funds.

The Council adoption of the FY 2020 & FY 2021 Proposed Biennial Budget may result in the gross appropriations amount, net appropriations amount, and General Fund amount being revised at the meeting of June 25<sup>th</sup> prior to the adoption of the FY 2020 Annual Appropriations Ordinance.

Any approved changes to Non-General Funds except for Measure P and Measure U1 allocations as part of the FY 2020 & FY 2021 Proposed Biennial Budget will be officially appropriated in the First Amendment to the FY 2020 Annual Appropriations Ordinance in November.

BACKGROUND

The City Charter states that at the time of budget adoption that the Council passes an annual appropriations ordinance, which shall be based upon the budget submitted by the City Manager and as amended by the City Council. The AAO establishes the expenditure limits by fund for FY 2020. Exhibit A provides a Fund-by-Fund summary of these limits for FY 2020.

The FY 2020 Annual Appropriations Ordinance is a Strategic Plan Priority, advancing our goal to provide an efficient and financially-healthy City government.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the act of adopting the budget/appropriations ordinance/amendments. Actions included in the budget will be developed and implemented in a manner that is consistent with the City's environmental sustainability goals and requirements.

RATIONALE FOR RECOMMENDATION

The recommendation allows the City to set the adopted funding limits for FY 2020.

CONTACT PERSON

Rama Murty, Senior Management Analyst, City Manager's Office, 981-7000

Attachments:

1: Ordinance

Exhibit A: Annual Appropriation Ordinance Summary of Appropriations by Fund

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

ADOPTING THE ANNUAL APPROPRIATIONS ORDINANCE BASED ON THE ADOPTED BUDGET FOR FISCAL YEAR 2020 AS PROPOSED BY THE CITY MANAGER AND PASSED BY THE CITY COUNCIL

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

Section 1. That the Annual Appropriations Ordinance based on the budget for FY 2020 submitted by the City Manager and passed by the City Council be adopted as follows and as summarized in Exhibit A:

|                                                |                    |
|------------------------------------------------|--------------------|
| A. General Fund (Funds 001-099)                | 191,284,975        |
| B. Special Funds ( Funds 100-199)              | 86,869,063         |
| C. Grant Funds (Funds 300-399)                 | 30,103,715         |
| D. Capital Projects Funds (Funds 500-550)      | 29,608,750         |
| E. Debt Service Fund (Funds 551-599)           | 10,533,979         |
| F. Enterprise Funds (Funds 600-669)            | 122,530,609        |
| G. Internal Service Funds (Funds 146, 670-699) | 39,539,172         |
| H. Successor Agency (Funds 760-769)            | 56,960             |
| I. Agency Funds (Funds 771-799)                | 4,365,769          |
| J. Other Funds (Funds 800-899)                 | 5,334,943          |
| <u>K. Total</u>                                |                    |
| Total General Fund                             | 191,284,975        |
| Add: Total Other Than General Fund             | 328,942,960        |
| <b>Gross Revenue Appropriated</b>              | <b>520,227,935</b> |
| Less: Dual Appropriations                      | -26,171,544        |
| Less: Revolving/Internal Service Funds         | -39,539,172        |
| <b>Net Revenue Appropriated</b>                | <b>454,517,219</b> |

Section 2. The City Manager is hereby permitted, without further authority from the City Council, to make the following transfers by giving written notice to the Director of Finance:

- a. From the General Fund to the General Fund – Stability Reserve Fund; Catastrophic Reserve Fund; Health State Aid Realignment; Paramedic Tax Fund;

Capital Improvement Fund; Phone System Replacement; Equipment Replacement Fund; Public Liability Fund; Catastrophic Loss Fund; Police Employee Retiree Health Assistance Plan; Safety Members Pension Fund; and Sick Leave Entitlement Fund.

- b. To the General Fund from the Community Development Block Grant Fund; Street Lighting Assessment District Fund; Zero Waste Fund; Marina Operations and Maintenance Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Permit Service Center Fund; Parking Meter Fund; Unified Program (CUPA); and Health State Aid Realignment Fund.
- c. To the First Source Fund from the Parks Tax Fund; Capital Improvement Fund; and the Marina Fund.
- d. From UC Settlement Fund to General Fund and Clean Storm Water Fund.
- e. From Capital Improvement Fund to PERS Savings Fund; Berkeley Repertory Theater Fund; and 2010 COP (Animal Shelter) Fund.
- f. To the Public Art Fund from the Parks Tax Fund; Capital Improvement Fund; and the Marina Fund.
- g. To CFD#1 District Fire Protection Bond (Measure Q) from Special Tax Bonds CFD#1 ML-ROOS.
- h. To Private Sewer Lateral Fund from Sanitary Sewer Operation Fund.
- i. To Catastrophic Loss Fund from Permit Service Center Fund.
- j. To Catastrophic Loss Fund from Unified Program (CUPA) Fund.
- k. To the Building Purchases and Management Fund from General Fund; Health (General) Fund; Rental Housing Safety Program Fund; Measure B Local Streets & Road Fund; Employee Training Fund; Zero Waste Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Permit Service Center Fund; Off Street Parking Fund; Parking Meter Fund; Unified Program (CUPA) Fund; Building Purchases & Management Fund; Building Maintenance Fund; Central Services Fund; and Health State Aide Realignment Trust Fund.
- l. To Equipment Replacement Fund from General Fund; Mental Health Services Act Fund; Health (Short/Doyle) Fund; Vector Control Fund; Paramedic Tax Fund; Playground Camp Fund; State Transportation Tax Fund; Rental Housing Safety Program Fund; Parks Tax Fund; Street Light Assessment District Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Permit Service Center Fund; Parking Meter Fund; Equipment Maintenance Fund; Building Maintenance Fund; and Central Services Fund.

- m. To the Equipment Maintenance Fund from General Fund; Health (General) Fund; Mental Health Services Act Fund; Health (Short/Doyle) Fund; Vector Control Fund; Paramedic Tax Fund; Library - Discretionary Fund; Playground Camp Fund; State Transportation Tax Fund; Rental Housing Safety Program Fund; Rent Stabilization Board Fund; Parks Tax Fund; Street Light Assessment District Fund; FEMA Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Permit Service Center Fund; Off Street Parking Fund; Parking Meter Fund; Equipment Maintenance Fund; Building Maintenance Fund; and Central Services Fund.
- n. To the Building Maintenance Fund from the General Fund; Health (General) Fund; Health (Short/Doyle) Fund; Measure B Local Street & Road Fund; Parks Tax Fund; Street Light Assessment District Fund; Zero Waste Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Off Street Parking Fund; Parking Meter Fund; Equipment Maintenance Fund; Building Maintenance Fund; and Mental Health State Aid Realignment Fund.
- o. To the Central Services Fund from the General Fund; First Source Fund; Health (Short/Doyle) Fund; Library-Discretionary Fund; Playground Camp Fund; Rent Stabilization Board Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation; Building Purchases & Management Fund; Building Maintenance Fund; Central Services Fund; and Mental Health State Aid Realignment Fund.
- p. To Information Technology Cost Allocation Plan Fund from General Fund; Target Case Management/Linkages Fund; Health (Short/Doyle); Library Fund; Playground Camp Fund; State Transportation Tax Fund; CDBG Fund; Rental Housing Safety Program; Rent Stabilization Board Fund; Parks Tax Fund; Street Light Assessment District Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation; Clean Storm Water Fund; Permit Service Center Fund; Off Street Parking Fund; Parking Meter Fund; Unified Program (CUPA) Fund; Equipment Maintenance Fund; Building Maintenance Fund; Information Technology Cost Allocation Plan Fund; Health State Aid Realignment Trust Fund; and Mental Health State Aid Realignment Fund.
- q. To the Workers' Compensation Self-Insurance Fund from General Fund; Special Tax for Severely Disabled Measure E Fund; First Source Fund; HUD Fund; ESGP Fund; Health (General) Fund; Target Case Management/Linkages Fund; Mental Health Service Act Fund; Health (Short/Doyle) Fund; EPSDT Expansion Proposal Fund; Senior Nutrition (Title III) Fund; C.F.P. Title X Fund; Fund Raising Activities Fund; Berkeley Unified School District Grant; Vector Control Fund; Paramedic Tax Fund; Alameda County Grants Fund; Senior Supportive Social Services Fund; Family Care Support Program Fund; Domestic Violence Prevention – Vital Statistics Fund; Affordable Housing Mitigation; Inclusionary Housing Program;

Library – Discretionary Fund; Playground Camp Fund; Community Action Program Fund; State Proposition 172 Public Safety Fund; State Transportation Tax Fund; CDBG Fund; Rental Housing Safety Program; Measure B Local State & Road Fund; Measure B Bike & Pedestrian Fund; Measure B – Paratransit Fund; Measure F Alameda County Vehicle Registration Fee Streets & Roads Fund; Measure BB – Paratransit Fund; One-Time Grant: No Cap Expense Fund; Rent Stabilization Board Fund; Parks Tax Fund; Measure GG – Fire Prep Tax Fund; Street Lighting Assessment District Fund; Employee Training Fund; Private Percent – Art Fund; Measure T1 – Infrastructure & Facilities Fund; FUND\$ Replacement Fund; Capital Improvement Fund; FEMA Fund; CFD #1 District Fire Protect Bond Fund; Special Tax Bonds CFD#1 ML-ROOS Fund; Shelter+Care HUD Fund; Shelter+Care County Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Private Sewer Lateral Fund; Permit Service Center Fund; Off-Street Parking Fund; Parking Meter Fund; Unified Program (CUPA) Fund; Building Purchases & Management Fund; Equipment Replacement Fund; Equipment Maintenance Fund; Building Maintenance Fund; Central Services Fund; Workers’ Compensation Fund; Public Liability Fund; Information Technology Cost Allocation Plan Fund; Health State Aid Realignment Trust Fund; Tobacco Control Trust Fund; Mental Health State Aid Realignment Fund; Alameda Abandoned Vehicle Abatement Authority; and Bio-Terrorism Grant Fund.

- r. To the Sick Leave and Vacation Leave Accrual Fund from General Fund; Special Tax for Severely Disabled Measure E Fund; First Source Fund; HUD Fund; ESGP Fund; Health (General) Fund; Target Case Management/Linkages Fund; Mental Health Service Act Fund; Health (Short/Doyle) Fund; EPSDT Expansion Proposal Fund; Senior Nutrition (Title III) Fund; C.F.P. Title X Fund; Fund Raising Activities Fund; Berkeley Unified School District Grant; Vector Control Fund; Paramedic Tax Fund; Alameda County Grants Fund; Senior Supportive Social Services Fund; Family Care Support Program Fund; Domestic Violence Prevention – Vital Statistics Fund; Affordable Housing Mitigation; Inclusionary Housing Program; Library – Discretionary Fund; Playground Camp Fund; Community Action Program Fund; State Proposition 172 Public Safety Fund; State Transportation Tax Fund; CDBG Fund; Rental Housing Safety Program; Measure B Local State & Road Fund; Measure B Bike & Pedestrian Fund; Measure B – Paratransit Fund; Measure F Alameda County Vehicle Registration Fee Streets & Roads Fund; Measure BB – Paratransit Fund; One-Time Grant: No Cap Expense Fund; Rent Stabilization Board Fund; Parks Tax Fund; Measure GG – Fire Prep Tax Fund; Street Lighting Assessment District Fund; Employee Training Fund; Private Percent – Art Fund; Measure T1 – Infrastructure & Facilities Fund; FUND\$ Replacement Fund; Capital Improvement Fund; FEMA Fund; CFD #1 District Fire Protect Bond Fund; Special Tax Bonds CFD#1 ML-ROOS Fund; Shelter+Care HUD Fund; Shelter+Care County Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Private Sewer Lateral Fund; Permit Service Center Fund; Off-Street Parking Fund; Parking Meter Fund; Unified Program (CUPA) Fund; Building Purchases & Management Fund; Equipment



Replacement Fund; Equipment Maintenance Fund; Building Maintenance Fund; Central Services Fund; Workers' Compensation Fund; Public Liability Fund; Information Technology Cost Allocation Plan Fund; Health State Aid Realignment Trust Fund; Tobacco Control Trust Fund; Mental Health State Aid Realignment Fund; Alameda Abandoned Vehicle Abatement Authority; and Bio-Terrorism Grant Fund.

- s. To the Payroll Deduction Trust Fund from General Fund; Special Tax for Severely Disabled Measure E Fund; First Source Fund; HUD Fund; ESGP Fund; Health (General) Fund; Target Case Management/Linkages Fund; Mental Health Service Act Fund; Health (Short/Doyle) Fund; EPSDT Expansion Proposal Fund; Senior Nutrition (Title III) Fund; C.F.P. Title X Fund; Fund Raising Activities Fund; Berkeley Unified School District Grant; Vector Control Fund; Paramedic Tax Fund; Alameda County Grants Fund; Senior Supportive Social Services Fund; Family Care Support Program Fund; Domestic Violence Prevention – Vital Statistics Fund; Affordable Housing Mitigation; Inclusionary Housing Program; Library – Discretionary Fund; Playground Camp Fund; Community Action Program Fund; State Proposition 172 Public Safety Fund; State Transportation Tax Fund; CDBG Fund; Rental Housing Safety Program; Measure B Local State & Road Fund; Measure B Bike & Pedestrian Fund; Measure B – Paratransit Fund; Measure F Alameda County Vehicle Registration Fee Streets & Roads Fund; Measure BB – Paratransit Fund; One-Time Grant: No Cap Expense Fund; Rent Stabilization Board Fund; Parks Tax Fund; Measure GG – Fire Prep Tax Fund; Street Lighting Assessment District Fund; Employee Training Fund; Private Percent – Art Fund; Measure T1 – Infrastructure & Facilities Fund; FUND\$ Replacement Fund; Capital Improvement Fund; FEMA Fund; CFD #1 District Fire Protect Bond Fund; Special Tax Bonds CFD#1 ML-ROOS Fund; Shelter+Care HUD Fund; Shelter+Care County Fund; Zero Waste Fund; Marina Operations/Maintenance Fund; Sanitary Sewer Operation Fund; Clean Storm Water Fund; Private Sewer Lateral Fund; Permit Service Center Fund; Off-Street Parking Fund; Parking Meter Fund; Unified Program (CUPA) Fund; Building Purchases & Management Fund; Equipment Replacement Fund; Equipment Maintenance Fund; Building Maintenance Fund; Central Services Fund; Workers' Compensation Fund; Public Liability Fund; Information Technology Cost Allocation Plan Fund; Health State Aid Realignment Trust Fund; Tobacco Control Trust Fund; Mental Health State Aid Realignment Fund; Alameda Abandoned Vehicle Abatement Authority; and Bio-Terrorism Grant Fund.

Section 3. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of Council Chambers, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

**Attachment for Annual Appropriations Ordinance - Fiscal Year 2020****REVOLVING FUNDS/INTERNAL SERVICE FUNDS**

Appropriations are identified with revolving and internal service funds. Such funds derive revenue by virtue of payment from other fund sources as benefits are received by such funds, and the total is reflected in the "Less Revolving Funds and Internal Service Funds" in item I. The funds are:

**Revolving/Internal Service Funds**

|                                                  |                      |
|--------------------------------------------------|----------------------|
| Employee Training Fund                           | 780,629              |
| Equipment Replacement Fund                       | 4,618,500            |
| Equipment Maintenance Fund                       | 7,801,313            |
| Building Maintenance Fund                        | 4,460,082            |
| Central Services Fund                            | 382,999              |
| Workers' Compensation Fund                       | 6,534,671            |
| Public Liability Fund                            | 1,995,642            |
| Information Technology Fund                      | 12,965,336           |
| <b>Subtotal Revolving/Internal Service Funds</b> | <b>\$ 39,539,172</b> |

**DUAL APPROPRIATIONS - WORKING BUDGET**

Dual appropriations are identified with revenues generated by one fund and transferred to another fund. Both funds are credited with the applicable revenue, and the total is reflected in the "Less Dual Appropriations" in item I. The dual appropriations are:

## Transfers to the General Fund

|                                            |                     |
|--------------------------------------------|---------------------|
| <u>Indirect Cost Reimbursement</u>         |                     |
| CDBG Fund                                  | 154,260             |
| Street Light Assessment District Fund      | 112,971             |
| Zero Waste Fund                            | 2,195,402           |
| Marina Enterprise Fund                     | 438,683             |
| Sanitary Sewer Fund                        | 1,043,589           |
| Clean Storm Water Fund                     | 214,695             |
| Permit Service Center Fund                 | 1,734,781           |
| Unified Program (CUPA) Fund                | 90,763              |
| <b>Subtotal Transfers to General Fund:</b> | <b>\$ 5,985,144</b> |

|                                                                                                  |                      |
|--------------------------------------------------------------------------------------------------|----------------------|
| Transfer to Safety Members Pension Fund from General Fund                                        | 551,804              |
| Transfer to Health State Aid Realignment from General Fund                                       | 1,953,018            |
| Transfer to Paramedic Tax Fund from General Fund                                                 | 612,696              |
| Transfer to Capital Improvement Fund (CIP) from General Fund                                     | 4,950,905            |
| Transfer to Phone System Replacement - VOIP from General Fund                                    | 163,000              |
| Transfer to Equipment Replacement Fund from General Fund                                         | 1,336,699            |
| Transfer to Public Liability Fund from General Fund                                              | 1,695,888            |
| Transfer to Catastrophic Loss Fund from General Fund                                             | 1,351,564            |
| Transfer to Police Employee Retiree Health Assistance Plan from General Fund                     | 400,136              |
| Transfer to Sick Leave Entitlement Fund from General Fund                                        | 201,501              |
| Transfer to General Fund from UC Settlement Fund                                                 | 881,120              |
| Transfer to Clean Storm Water Fund from UC Settlement Fund                                       | 293,708              |
| Transfer to General Fund from Health State Aid Realignment Fund                                  | 2,643,280            |
| Transfer from CIP Fund to PERS Savings Fund                                                      | 151,632              |
| Transfer to Berkeley Repertory Theater Debt Service Fund from CIP Fund                           | 499,802              |
| Transfer from CIP Fund to 2010 COP (Animal Shelter) Fund                                         | 402,613              |
| Transfer to Private Sewer Lateral Fund from Sewer Fund                                           | 90,501               |
| Transfer to Catastrophic Loss Fund from Permit Service Center Fund                               | 50,555               |
| Transfer to Catastrophic Loss Fund from Unified Program (CUPA) Fund                              | 5,082                |
| Transfer to General Fund from Parking Meter Fund                                                 | 1,742,288            |
| Transfer from Special Tax Bonds CFD#1 ML-ROOS to CFD#1 District Fire<br>Protect Bond (Measure Q) | 100,000              |
| Transfer to First Source Fund from Parks Tax Fund                                                | 11,625               |
| Transfer to First Source Fund from Capital Improvement Fund                                      | 29,943               |
| Transfer to First Source Fund from Marina Fund                                                   | 1,875                |
| Transfer to Public Art Fund from Parks Tax Fund                                                  | 17,437               |
| Transfer to Public Art Fund from Capital Improvement Fund                                        | 44,915               |
| Transfer to Public Art Fund from Marina Fund                                                     | 2,813                |
| Subtotal Transfers to Other Funds:                                                               | <u>20,186,400</u>    |
| Sub-Total Dual Appropriations                                                                    | <u>\$ 26,171,544</u> |
| <b>Grand Total Dual Appropriations</b>                                                           | <b>\$ 65,710,716</b> |

## SUMMARY OF APPROPRIATIONS BY FUND

| ERMA<br>Fund # Fund                      | FY 2020<br>Adopted |
|------------------------------------------|--------------------|
| 11 General Fund Discretionary            | 191,284,975        |
| 101 Library - Tax                        | 25,834,485         |
| 103 Library - Grants                     | 64,089             |
| 104 Library - Friends & Gift             | 150,000            |
| 105 Library - Foundation                 | 100,000            |
| 106 Asset Forefeiture                    | 201,000            |
| 107 Special Tax Measure E                | 1,316,894          |
| 108 First Source Fund                    | 47,327             |
| 110 Sec 108 Loan Gty Asst.               | 546,979            |
| 111 Fund Raising Activities              | 71,408             |
| 113 Sports Field (Vendor Oper)           | 189,807            |
| 115 Animal Shelter                       | 52,480             |
| 116 Paramedic Tax                        | 3,872,044          |
| 119 Domestic Violence Prev - Vit Stat    | 25,646             |
| 120 Affordable Housing Mitigation        | 66,641             |
| 121 Affordable Child Care                | 13,275             |
| 122 Inclusionary Housing Program         | 147,145            |
| 125 Playground Camp                      | 1,956,129          |
| 126 State-Prop 172 Pub.Safety            | 462,481            |
| 127 State Transportation Tax             | 5,419,156          |
| 128 CDBG                                 | 2,513,991          |
| 129 Rental Housing Safety Program        | 1,553,079          |
| 130 Measure B - Local St & Road          | 3,029,395          |
| 131 Measure B - Bike and Pedestrian      | 415,769            |
| 132 Measure B - Paratransit              | 475,359            |
| 133 Measure F Alameda County VRF St & Rd | 523,325            |
| 134 Measure BB - Local St & Road         | 3,654,183          |
| 135 Meaure BB - Bike & Pedestrian        | 631,828            |
| 136 Measure BB - Paratransit             | 384,702            |
| 138 Parks Tax                            | 16,342,573         |
| 140 Measure GG - Fire Prep Tax           | 4,793,467          |
| 142 Streetlight Assesment District       | 2,620,883          |
| 143 Berkeley Bus Ec Dev                  | 156,387            |
| 145 Bayer (Miles Lab)                    | 8,500              |
| 146 Employee Training                    | 780,629            |
| 147 UC Settlement                        | 1,174,828          |
| 148 Private Percent - Art Fund           | 22,012             |
| 149 Private Party Sidewalks              | 100,000            |
| 150 Public Art Fund                      | 65,164             |
| 152 Vital & Health Statistics Trust Fund | 28,195             |
| 156 Hlth State Aid Realign Trust         | 4,125,651          |
| 157 Tobacco Cont.Trust                   | 350,227            |
| 158 Mental Health State Aid Realign      | 3,003,718          |
| 159 Citizens Option Public Safety Trust  | 258,921            |

## SUMMARY OF APPROPRIATIONS BY FUND

| ERMA<br>Fund # Fund                         | FY 2020<br>Adopted |
|---------------------------------------------|--------------------|
| 161 Alameda Cty Abandoned Vehicle Abatement | 99,920             |
| 309 OTS DUI Enforcement Education Prg.      | 129,500            |
| 310 HUD/Home                                | 831,094            |
| 311 ESGP                                    | 235,790            |
| 312 Health (General)                        | 2,190,908          |
| 313 Target Case Management Linkages         | 809,278            |
| 315 Mental Health Service Act               | 7,839,248          |
| 316 Health (Short/Doyle)                    | 4,196,856          |
| 317 EPSDT Expansion Proposal                | 377,855            |
| 318 Alcoholic Bev Ctr OTS/UC                | 52,804             |
| 319 Youth Lunch                             | 101,900            |
| 320 Sr. Nutrition Title III                 | 76,554             |
| 321 CFP Title X                             | 158,740            |
| 324 BUSD Grant                              | 307,624            |
| 325 Vector Control                          | 335,418            |
| 326 Alameda County Grants                   | 556,234            |
| 327 Senior Supportive Social Services       | 54,775             |
| 328 Family Care Support Program             | 72,128             |
| 329 CA Integrated Waste Management          | 5,244              |
| 333 CALHOME                                 | 363,100            |
| 334 Community Action                        | 264,258            |
| 336 One-Time Grant: No Cap Exp              | 1,966,893          |
| 338 Bay Area Air Quality Management         | 60,000             |
| 340 FEMA                                    | 1,238,295          |
| 341 Alameda Cty Waste Mgt.                  | 285,000            |
| 343 State Dept Conserv/Recylg               | 28,000             |
| 345 Measure WW Park Bond Grant              | 1,525,274          |
| 347 Shelter+Care HUD                        | 5,168,632          |
| 348 Shelter+Care County                     | 546,638            |
| 349 JAG Grant                               | 52,500             |
| 350 Bioterrorism Grant                      | 273,175            |
| 501 Capital Improvement Fund                | 7,399,464          |
| 502 Phone System Replacement                | 198,000            |
| 503 FUND\$ Replacement                      | 6,028,585          |
| 504 PEG-Public, Education & Government      | 100,000            |
| 511 Measure T1 - Infra & Facil.             | 15,882,701         |
| 552 09 Measure FF Debt Service              | 1,619,731          |
| 553 2015 GORBS                              | 2,612,468          |
| 554 2012 Lease Revenue Bonds BJPFA          | 502,402            |
| 555 2015 GORBS - 2002 G.O. Refunding Bonds  | 482,600            |
| 556 2015 GORBS (2007, Series A)             | 181,674            |
| 557 2015 GORBS (2008 Measure I)             | 612,562            |
| 558 2010 COP (Animal Shelter)               | 404,498            |
| 559 Measure M GO Street & Water Imps        | 1,647,738          |

## SUMMARY OF APPROPRIATIONS BY FUND

| <b>ERMA</b>                                   | <b>FY 2020</b> |
|-----------------------------------------------|----------------|
| <b>Fund # Fund</b>                            | <b>Adopted</b> |
| 560 Infrastructure & Facilities Measure T1    | 2,470,306      |
| 601 Zero Waste                                | 48,362,247     |
| 608 Marina Operation                          | 7,118,243      |
| 611 Sewer                                     | 23,524,301     |
| 612 Private Sewer Lateral FD                  | 197,441        |
| 616 Clean Storm Water                         | 4,171,366      |
| 621 Permit Service Center                     | 19,405,470     |
| 622 Unified Program (CUPA)                    | 918,190        |
| 627 Off Street Parking                        | 6,226,848      |
| 631 Parking Meter                             | 9,401,361      |
| 636 Building Purchases and Management         | 3,205,142      |
| 671 Equipment Replacement                     | 4,618,500      |
| 672 Equipment Maintenance                     | 7,801,313      |
| 673 Building Maintenance Fund                 | 4,460,082      |
| 674 Central Services                          | 382,999        |
| 676 Workers Compensation                      | 6,534,671      |
| 678 Public Liability                          | 1,995,642      |
| 680 Information Technology                    | 12,965,336     |
| 762 Successor Agency - Savo DSF               | 56,960         |
| 774 Sustainable Energy Fin District           | 28,748         |
| 776 Thousand Oaks Underground                 | 100,350        |
| 777 Measure H - School Tax                    | 500,000        |
| 778 Measure Q - CFD#1 Dis. Fire Protect Bond  | 175,844        |
| 779 Spl Tax Bds. CFD#1 ML-ROOS                | 875,783        |
| 781 Berkeley Tourism BID                      | 650,000        |
| 782 Elmwood Business Improvement District     | 30,000         |
| 783 Solano Ave BID                            | 25,000         |
| 784 Telegraph Avenue Bus. Imp. District       | 515,637        |
| 785 North Shattuck BID                        | 182,647        |
| 786 Downtown Berkeley Prop & Improv. District | 1,281,760      |
| 801 Rent Board                                | 5,334,943      |
| GROSS EXPENDITURE:                            | 520,227,935    |
| Dual Appropriations                           | (26,171,544)   |
| Revolving & Internal Service Funds            | (39,539,172)   |
| NET EXPENDITURE:                              | 454,517,219    |



Office of the City Manager

ACTION CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance Department

Subject: Borrowing of Funds and the Sale and Issuance of FY 2019-20 Tax and Revenue Anticipation Notes

RECOMMENDATION

Adopt a Resolution approving the borrowing of \$35,000,000 and the sale and issuance of Fiscal Year 2019-20 Tax and Revenue Anticipation Notes.

FISCAL IMPACTS OF RECOMMENDATION

Each year, the City (as do many local agencies) issues Tax and Revenue Anticipation Notes ("Notes") to help with its working capital needs during the first six months of the fiscal year. The reason for this issuance is that the City does not receive property tax revenues until December, thereby creating a negative cash flow in the General Fund. This annual issuance also enables the General Fund to recoup some of the interest earnings lost in advancing money to grant funds pending grant reimbursements, since the interest rate earned on any note proceeds invested will exceed the cost of borrowing.

The City's General Fund cash flow has become more volatile due to (1) The City now receives property tax in December and April; and (2) also receives the payment of Vehicle In Lieu fees in December and May with the property taxes, instead of monthly.

The money will be deposited in the General Fund and used by the City for any purpose for which it is authorized to expend General Fund monies. The interest earned on these monies will be allocated to the General Fund. The repayment of principal and interest on the Notes are to be made from General Fund taxes and other revenues.

CURRENT SITUATION AND ITS EFFECTS

The General Fund advances grant funds in the amounts needed to pay for their expenditures, until these funds receive reimbursement from the granting agencies. During the first six months of the fiscal year until property tax receipts are received, General Fund operating expenditures exceed revenues. Under the interpretation of Sections 53850-53858 of the California Government Code and federal tax law by the City's Bond Counsel, Jones Hall, the City may borrow an amount not to exceed the maximum anticipated cash flow deficit plus five percent of working capital reserve if all the note proceeds, including

investment earnings, are deemed spent within 6 months of the date of the issue of the Notes. This method of financing involves the sale of the Notes and is a traditional means used by local governments to ensure a consistent cash flow during the fiscal year. This year the City will borrow Note funds of \$35,000,000 to help with working capital needs in the first six months of the fiscal year and, when expenditures exceed incoming revenues. In the last six months of the fiscal year, the Notes will be repaid from General Fund taxes and other revenues, mainly property taxes and business license taxes.

For Fiscal Year 2019-20, the City will require a Note sale of an amount not to exceed Thirty Five million dollars (\$35,000,000). The interest rate on the Notes will depend on competitive rates at the time of the sale.

## DISCLOSURE

The attached Preliminary Official Statement has been reviewed and approved for transmittal to the City Council by the City's financing team. The distribution of the Preliminary Official Statement by the City is subject to federal securities laws, including the Securities Act of 1933 and the Securities Exchange Act of 1934. These laws require the Preliminary Official Statement to include all facts that would be material to an investor in the Notes. Material information is information that there is a substantial likelihood would have actual significance in the deliberations of the reasonable investor when deciding whether to buy or sell the Notes. If the City Council concludes that the Preliminary Official Statement includes all facts that would be material to an investor in the Notes, it must adopt a resolution that authorizes staff to execute a certificate to the effect that the Preliminary Official Statement has been "deemed final."

The Securities and Exchange Commission (the "SEC"), the agency with regulatory authority over the City's compliance with the federal securities laws, has issued guidance as to the duties of the City Council with respect to its approval of the Preliminary Official Statement. In its "Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors" (Release No. 36761 / January 24, 1996) (the "Release"), the SEC indicated that, if a member of the City Council has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the Notes, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such facts are adequately disclosed in the Preliminary Official Statement. In the Release, the SEC indicated that the steps that a member of the City Council could take include becoming familiar with the Preliminary Official Statement and questioning staff and consultants about the disclosure of such facts.

The information about the sources of payment for the Notes, including the City's financial and operating data, is set forth in the sections of the Preliminary Official Statement entitled "SECURITY FOR AND SOURCES OF PAYMENT FOR THE NOTES" and "APPENDIX A - CERTAIN INFORMATION CONCERNING THE CITY OF BERKELEY."



The information about the tax-exempt status of the Notes is set forth in the section of the Preliminary Official Statement entitled "TAX MATTERS."

RATIONALE FOR RECOMMENDATION

The General Fund advances grant funds the amounts needed to pay for their expenditures, until these funds receive reimbursement from the granting agencies. During the first six months of the fiscal year, General Fund operating expenditures exceed revenues. As a result, the General Fund's working capital is depleted during this period, and borrowing these funds will alleviate that situation.

ENVIRONMENTAL SUSTAINABILITY

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

CONTACT PERSON

Henry Oyekanmi, Director of Finance, Finance Department, 981-7326

Attachments:

1. Resolution
2. Draft Form of Official Notice of Sale
3. Form of Bond Counsel Opinion
4. Form of the Preliminary Official Statement

**\*\*\* PLEASE DO NOT PLACE THIS ITEM ON THE CONSENT CALENDAR PURSUANT TO GOVERNMENT CODE SECTION 53635.7\*\*\***

RESOLUTION NO. \_\_\_\_\_-N.S.

**APPROVING THE BORROWING OF FUNDS FOR FISCAL YEAR 2019-20 AND THE ISSUANCE AND SALE OF 2019-20 TAX AND REVENUE ANTICIPATION NOTES**

WHEREAS, pursuant to Article 7.6 (commencing with section 53850) of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code (the "Law"), this City Council (the "Council") has found and determined that moneys are needed for the requirements of the City, a municipal corporation and charter city duly organized and existing under the laws of the State of California, to satisfy obligations payable from the General Fund of the City (the "General Fund"), and that it is necessary that said sum be borrowed for such purpose at this time by the issuance of temporary notes therefor in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received by the City for the General Fund during or allocable to the fiscal year of the City beginning July 1, 2019 and ending June 30, 2020 ("Fiscal Year 2019-20"); and

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley approves the following:

*Section 1. Limitation on Maximum Amount.* The principal amount of notes issued pursuant hereto, when added to the interest payable thereon, shall not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue, cash receipts and other moneys of the City for the General Fund attributable to Fiscal Year 2019-20, and available for the payment of said notes and the interest thereon (as hereinafter provided).

*Section 2. Authorization and Terms of Notes.* Solely for the purpose of anticipating taxes, income, revenue, cash receipts and other moneys to be received by the City for the General Fund during or allocable to Fiscal Year 2019-20, and not pursuant to any common plan of financing, the City hereby determines to and shall borrow the principal amount of not-to-exceed Thirty Five Million Dollars (\$35,000,000) by the issuance of temporary notes under the Law, designated "City of Berkeley, California 2019-20 Tax and Revenue Anticipation Notes" (the "Notes"). The Notes shall be dated the date of initial delivery, shall mature (without option of prior redemption) no later than thirteen months after their date of issuance, and shall bear interest, payable at maturity and computed on a 30-day month/360-day year basis, at a rate not in excess of five percent (5%) per annum. Both the principal of and interest on the Notes shall be payable in lawful money of the United States of America, as described below.

*Section 3. Form of Notes; Book Entry Only System.* The Notes shall be issued in fully registered form, without coupons, and shall be substantially in the form and substance set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures. The Notes shall be numbered from 1 consecutively upward in order of issuance, shall be in the denomination of \$5,000 each or any integral multiple thereof.

“CUSIP” identification numbers shall be imprinted on the Notes, but such numbers shall not constitute a part of the contract evidenced by the Notes and any error or omission with respect thereto shall not constitute cause for refusal of any purchaser to accept delivery of and pay for the Notes. In addition, failure on the part of the City to use such CUSIP numbers in any notice to the registered owners of the Notes shall not constitute an event of default or any violation of the City’s contract with such owners and shall not impair the effectiveness of any such notice.

Except as provided below, the owner of all of the Notes shall be The Depository Trust Company, New York, New York (“DTC”), and the Notes shall be registered in the name of Cede & Co., as nominee for DTC. The Notes shall be initially executed and delivered in the form of a single fully registered Note in the full aggregate principal amount of the Notes. The City may treat DTC (or its nominee) as the sole and exclusive owner of the Notes registered in its name for all purposes of this Resolution, and the City shall not be affected by any notice to the contrary. The City shall not have any responsibility or obligation to any participant of DTC (a “Participant”), any person claiming a beneficial ownership interest in the Notes under or through DTC or a Participant (a “Beneficial Owner”), or any other person not shown on the register of the City as being an owner, with respect to the accuracy of any records maintained by DTC or any Participant or the payment by DTC or any Participant by DTC or any Participant of any amount in respect of the principal or interest with respect to the Notes. The City shall pay all principal and interest with respect to the Notes only to DTC or its nominee, and all such payments shall be valid and effective to fully satisfy and discharge the City’s obligations with respect to the principal and interest with respect to the Notes to the extent of the sum or sums so paid. Except under the conditions noted below, no person other than DTC shall receive a Note. Upon delivery by DTC to the City of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the term “Cede & Co.” in this Resolution shall refer to such new nominee of DTC.

If the City determines that it is in the best interest of the Beneficial Owners that they be able to obtain Notes and delivers a written certificate to DTC to that effect, DTC shall notify the Participants of the availability through DTC of Notes. In such event, the City shall issue, transfer and exchange Notes as requested by DTC and any other owners in appropriate amounts. DTC may determine to discontinue providing its services with respect to the Notes at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. Under such circumstances (if there is no successor securities depository), the City shall be obligated to deliver Notes to the Beneficial Owners as described in this Resolution. Whenever DTC requests the City to do so, the City will cooperate with DTC in taking appropriate action after reasonable notice to (a) make available one or more separate Notes evidencing the Notes to any DTC Participant having Notes credited to its DTC account or (b) arrange for another securities depository to maintain custody of Certificates evidencing the Notes.

Notwithstanding any other provision of this Resolution to the contrary, so long as any Note is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal and interest with respect to such Note and all notices with respect to such Note shall be made and given, respectively, to DTC as provided as in the representation letter delivered on the date of issuance of the Notes.

*Section 4. Use of Proceeds.* The proceeds of the sale of the Notes shall be deposited in a segregated account in the General Fund and used and expended by the City for any purpose for which it is authorized to expend funds from the General Fund.

Section 5. Security. The principal amount of the Notes, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the City for the General Fund for Fiscal Year 2019-20. As security for the payment of the principal of and interest on the Notes the City hereby pledges the first “unrestricted moneys” (as hereinafter defined) to be received by the City as follows: (a) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of January, 2020; (b) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of May, 2020; and (c) an amount sufficient to pay interest as due on the Notes at their maturity, in the month of June, 2020 (such pledged amounts being hereinafter called the “Pledged Revenues”). The principal of the Notes and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues. To the extent not so paid from the Pledged Revenues, the Notes shall be paid from any other moneys of the City lawfully available therefor. In the event that there are insufficient “unrestricted moneys” received by the City to permit the deposit into the Special Account (as hereinafter defined) of the full amount of the Pledged Revenues to be deposited in any month by the last business day of such month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the City lawfully available for the repayment of the Notes and interest thereon. The term “unrestricted moneys” shall mean taxes, income, revenue, cash receipts, and other moneys received by the City for the General Fund for Fiscal Year 2019-20 and which are generally available for the payment of current expenses and other obligations of the City.

Section 6. Special Account. There is hereby created, within the General Fund, a special account to be designated the “2019-20 Tax and Revenue Anticipation Note Special Account” (the “Special Account”) and applied as directed in this Resolution. Any money placed in the Special Account shall be for the benefit of the owners of the Notes and, until the Notes and all interest thereon are paid or until provision has been made for the payment of the Notes at maturity with interest to maturity, the moneys in the Special Account shall be applied solely for the purposes for which the Special Account is created.

During the months of January, May, and June, 2020, the City shall deposit all Pledged Revenues in the Special Account. On the maturity date of the Notes, the City shall transfer to DTC the moneys in the Special Account necessary to pay the principal of and interest on the Notes at maturity and to the extent said moneys are insufficient therefor an amount of moneys from the General Fund which will enable payment of the full principal of and interest on the Notes at maturity. DTC will thereupon make payments of principal of and interest on the Notes to the DTC Participants who will thereupon make payments to the Beneficial Owners of the Notes. Any moneys remaining in the Special Account after the Notes and the interest thereon have been paid, or provision for such payment has been made, shall be transferred to the General Fund.

Section 7. Deposit and Investment of Special Account. All moneys held by the City in the Special Account, if not invested, shall be held in time or demand deposits as public funds and shall be secured at all times by bonds or other obligations which are authorized by law as security for public deposits, of a market value at least equal to the amount required by law.

Moneys in the Special Account shall, to the greatest extent possible, be invested by the City directly, or through an investment agreement, in investments as permitted by the laws of the State of California as now in effect and as hereafter amended, and the proceeds of any such investments shall be deposited in the Special Account.

*Section 8. Execution of Notes.* The Mayor of the City, the City Manager, or the Director of Finance (each an "Authorized Officer") is hereby authorized to execute the Notes by manual or facsimile signature, and the City Clerk of the City is hereby authorized to countersign the same by manual or facsimile signature (although at least one of such signatures shall be manual) and to affix the seal of the City thereto by facsimile impression thereof, and said officers are hereby authorized to cause the blank spaces thereof to be filled in as may be appropriate.

*Section 9. Transfer of Notes.* Any Note may, in accordance with its terms, but only if the City determines to no longer maintain the book entry only status of the Notes, DTC determines to discontinue providing such services and no successor securities depository is named or DTC requests the City to deliver Note certificates to particular DTC Participants, be transferred, upon the books required to be kept pursuant to the provisions of Section 11 hereof, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Note for cancellation at the office of the City Clerk, accompanied by delivery of a written instrument of transfer in a form approved by the City, duly executed.

Whenever any Note or Notes shall be surrendered for transfer, the City shall execute and the Paying Agent shall authenticate and deliver a new Note or Notes, for like aggregate principal amount.

*Section 10. Exchange of Notes.* Any Note may, in accordance with its terms, but only if the City determines to no longer maintain the book entry only status of the Notes, DTC determines to discontinue providing such services and no successor securities depository is named or DTC requests the City to deliver Note certificates to particular DTC Participants, be exchanged at the office of the City Clerk for a like aggregate principal amount of Notes of authorized denominations and of the same maturity.

*Section 11. Note Register.* The City shall keep or cause to be kept sufficient books for the registration and transfer of the Notes if the book entry only system is no longer in effect and, in such case, the City Clerk shall register or transfer or cause to be registered or transferred, on said books, Notes as herein before provided. While the book entry only system is in effect, such books need not be kept as the Notes will be represented by one Note registered in the name of Cede & Co., as nominee for DTC.

*Section 12. Temporary Notes.* The Notes may be initially issued in temporary form exchangeable for definitive Notes when ready for delivery. The temporary Notes may be printed, lithographed or typewritten, shall be of such denominations as may be determined by the City, and may contain such reference to any of the provisions of this Resolution as may be appropriate. Every temporary Note shall be executed by the City upon the same conditions and in substantially the same manner as the definitive Notes. If the City issues temporary Notes it will execute and furnish definitive Notes without delay, and thereupon the temporary Notes may be surrendered, for cancellation, in exchange therefor at the office of the City Clerk and the City Clerk shall deliver in exchange for such temporary Notes an equal aggregate principal amount of definitive Notes of authorized denominations. Until so exchanged, the temporary Notes shall be entitled to the same benefits pursuant to this Resolution as definitive Notes executed and delivered hereunder.

*Section 13. Notes Mutilated, Lost, Destroyed or Stolen.* If any Note shall become mutilated the City, at the expense of the owner of said Note, shall execute and deliver a new Note of like maturity and principal amount in exchange and substitution for the Note so

mutilated, but only upon surrender to the City Clerk of the Note so mutilated. Every mutilated Note so surrendered to the City Clerk shall be canceled and delivered to, or upon the order of, the City. If any Note shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the City and, if such evidence be satisfactory to the City and indemnity satisfactory to it shall be given, the City, at the expense of the owner, shall execute and deliver a new Note of like maturity and principal amount in lieu of and in substitution for the Note so lost, destroyed or stolen. The City may require payment of a sum not exceeding the actual cost of preparing each new Note issued under this Section 13 and of the expenses which may be incurred by the City in the premises. Any Note issued under the provisions of this Section 13 in lieu of any Note alleged to be lost, destroyed or stolen shall constitute an original additional contractual obligation on the part of the City whether or not the Note so alleged to be lost, destroyed or stolen be at any time enforceable by anyone, and shall be equally and proportionately entitled to the benefits of this Resolution with all other Notes issued pursuant to this Resolution.

*Section 14. Covenants and Warranties.* It is hereby covenanted and warranted by the City that all representations and recitals contained in this Resolution are true and correct, and that the City and its appropriate officials have duly taken all proceedings necessary to be taken by them, and will take any additional proceedings necessary to be taken by them, for the prompt collection and enforcement of the taxes, income, revenue, cash receipts and other moneys pledged hereunder in accordance with law and for carrying out the provisions of this Resolution.

*Section 15. Tax Covenants.*

(a) *No Arbitrage.* The City shall not take, nor permit nor suffer to be taken any action with respect to the proceeds of the Notes which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Notes (the "Closing Date") would have caused the Notes to be "arbitrage bonds" within the meaning of section 148 of the Internal Revenue Code of 1986 (the "Code").

(b) *Rebate Requirement.* The City shall take any and all actions necessary to assure compliance with section 148(f) of the Code, relating to the rebate of excess investment earnings, if any, to the federal government.

(c) *Private Activity Note Limitation.* The City shall assure that proceeds of the Notes are not so used as to cause the Notes to satisfy the private business tests of section 141(b) of the Code.

(d) *Private Loan Financing Limitation.* The City shall assure that proceeds of the Notes are not so used as to cause the Notes to satisfy the private loan financing test of section 141(c) of the Code.

(e) *Federal Guarantee Prohibition.* The City shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause any of the Notes to be "federally guaranteed" within the meaning of section 149(b) of the Code.

(f) *Maintenance of Tax-Exemption.* The City shall take all actions necessary to assure the exclusion of interest on the Notes from the gross income of the owners of the Notes to the same extent as such interest is permitted to be excluded from gross income under the Code as in effect on the Closing Date.

*Section 16. Official Statement.* The City Council hereby approves the Official Statement describing the Notes, in substantially the form on file with the City Clerk, together with any changes therein or additions thereto deemed advisable by an Authorized Officer. The City Council authorizes and directs an Authorized Officer on behalf of the City to deem “final” pursuant to Rule 15c2-12 under the Securities Exchange Act of 1934 (the “Rule”) the Official Statement prior to its distribution by the municipal advisors to the City. The execution of the Official Statement, which shall include such changes and additions thereto deemed advisable by an Authorized Officer and such information permitted to be excluded from the Official Statement pursuant to the Rule, shall be conclusive evidence of the approval of the Official Statement by the City.

An Authorized Officer is authorized and directed to execute the Official Statement and a statement that the facts contained in the Official Statement, and any supplement or amendment thereto (which shall be deemed an original part thereof for the purpose of such statement) were, at the time of sale of the Notes, true and correct in all material respects and that the Official Statement did not, on the date of sale of the Notes, and does not, as of the date of delivery of the Notes, contain any untrue statement of a material fact with respect to the City or omit to state material facts with respect to the City required to be stated where necessary to make any statement made therein not misleading in the light of the circumstances under which it was made. An Authorized Officer shall take such further actions prior to the signing of the Official Statement as are deemed necessary or appropriate to verify the accuracy thereof. The Official Statement is approved for distribution in the offering and sale of the Notes.

*Section 17. Sale of Notes.* An underwriter (the “Underwriter”) to be designated by an Authorized Officer will purchase the Notes. An Authorized Officer is hereby authorized to designate the Underwriter, in consultation with the City’s municipal advisor, NHA Advisors, LLC (the “Municipal Advisor”) in one of the following ways:

(a) *Limited Negotiated.* An Authorized Officer may direct the Municipal Advisor to contact a limited number of Underwriters and negotiate the sale of the Notes. An Authorized Officer is hereby authorized to cause Jones Hall, A Professional Law Corporation, as bond counsel to the City (“Bond Counsel”), to prepare and to execute and deliver a Note Purchase Agreement in connection with a negotiated sale of the notes in such form (including designation of the Underwriter) as an Authorized Officer shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof.

(b) *Public Sale.* An Authorized Officer, in consultation with the Municipal Advisor, may determine to sell the Notes by competitive bid and award the sale of the Notes as set forth in an Official Notice of Sale (the “Official Notice of Sale”), the form of which is attached to this Resolution and is hereby approved, and which Bond Counsel is hereby authorized to finalize, consistent with this Resolution. If an Authorized Officer determines to proceed with a competitive bid, (a) Bond Counsel is hereby directed to arrange for the publication of a notice of intention of the sale of the Notes in accordance with Section 53692 of the Government Code and (b) an Authorized Officer is hereby directed to execute the Official Notice of Sale; to open the bids at the time and place specified in the Official Notice of Sale; to receive and record the receipt of all bids made pursuant to the Official Notice of Sale; to cause said bids to be examined for compliance with the Official Notice of Sale; to cause computations to be made as to which bidder has bid the lowest true interest cost, as provided in the Official Notice of Sale; to

announce the bidder of the lowest true interest cost; and to award the sale to said bidder.

An Authorized Officer is further authorized to determine the maximum principal amount of Notes not to exceed \$35,000,000 and the maximum interest rate on the Notes not to exceed five percent (5%) per annum.

*Section 18. Engagement of Professional Services.* The City hereby approves the engagement of Jones Hall, A Professional Law Corporation as Bond Counsel and Disclosure Counsel and NHA Advisors, LLC as Municipal Advisor to the City in connection with the issuance and sale of the Notes. The City Attorney is authorized to execute a legal services agreement with Jones Hall, with Jones Hall's compensation to be contingent upon issuance of the Notes, and Jones Hall's compensation is not set by law but is negotiable.

*Section 19. Preparation of Notes; Official Action.* Jones Hall, A Professional Law Corporation, as bond counsel, is directed to cause suitable Notes to be prepared showing on their face that the same bear interest at the rate specified in the offer submitted by the successful bidder or bidders, and to cause the blank spaces therein to be filled in to comply with the provisions of this Resolution, and to procure their execution by the proper officers, and to cause the Notes to be delivered when so executed to DTC on behalf of the successful bidder or bidders therefor upon the receipt of the purchase price by the City Treasurer in accordance with such successful bid or bids.

An Authorized Officer is further authorized and directed to make, execute and deliver such certificates, agreements and other closing documents as are necessary to consummate the transactions contemplated by this Resolution.

*Section 20. Effective Date.* This Resolution shall take effect upon its adoption.

The foregoing Resolution was adopted by the Berkeley City Council on June 25, 2019 by the following vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Jesse Arreguin, Mayor

Attest: \_\_\_\_\_  
City Clerk



**EXHIBIT A  
FORM OF NOTE**

No. 1

\*\*\*\*\*\$\_\_\_\_\_\*\*\*\*

CITY OF BERKELEY, CALIFORNIA

2019-20 TAX AND REVENUE ANTICIPATION NOTE

|                       |                       |                    |               |
|-----------------------|-----------------------|--------------------|---------------|
| <b>INTEREST RATE:</b> | <b>MATURITY DATE:</b> | <b>ISSUE DATE:</b> | <b>CUSIP:</b> |
| %                     | July 22, 2020         | July 23, 2019      |               |

REGISTERED OWNER: CEDE & CO.

PRINCIPAL SUM: \*\*\*\*\* \_\_\_\_\_ DOLLARS\*\*\*\*\*

The CITY OF BERKELEY, a municipal corporation, duly organized and existing under and by virtue of the Constitution and laws of the State of California (the "City"), for value received hereby promises to pay to the Registered Owner stated above, or registered assigns (the "Owner"), on the Maturity Date stated above, the Principal Sum stated above, in lawful money of the United States of America, and to pay interest thereon in like lawful money at the rate per annum stated above, payable on the Maturity Date stated above, calculated on the basis of 360-day year composed of twelve 30-day months. Both the principal of and interest on this Note shall be payable at maturity to the Owner.

It is hereby certified, recited and declared that this Note is one of an authorized issue of Notes in the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), all of like tenor, issued pursuant to the provisions of Resolution No. \_\_\_\_\_ of the City Council of the City duly passed and adopted on June 25, 2019 (the "Resolution"), and pursuant to Article 7.6 (commencing with section 53850) of Chapter 4, Part 1, Division 2, Title 5, of the California Government Code, and that all things, conditions and acts required to exist, happen and be performed precedent to and in the issuance of the Notes exist, have happened and have been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the City, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

The principal amount of the Notes, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the City for the General Fund of the City for Fiscal Year 2019-20. As security for the payment of the principal of and interest on the Notes the City has pledged the first "unrestricted moneys" (as hereinafter defined) to be received by the City as follows: (a) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of January, 2020; (b) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of May, 2020; and (c) an

amount sufficient to pay interest as due on the Notes at their maturity, in the month of June, 2020 (such pledged amounts being hereinafter called the "Pledged Revenues"). The principal of the Notes and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues. To the extent not so paid from the Pledged Revenues, the Notes shall be paid from any other moneys of the City lawfully available therefor. In the event that there are insufficient "unrestricted moneys" received by the City to permit the deposit into the Special Account (as hereinafter defined) of the full amount of the Pledged Revenues to be deposited in any month by the last business day of such month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the City lawfully available for the repayment of the Notes and interest thereon. The term "unrestricted moneys" shall mean taxes, income, revenue, cash receipts, and other moneys received by the City for the General Fund of the City for Fiscal Year 2019-20 and which are generally available for the payment of current expenses and other obligations of the City.

The Notes are issuable as fully registered Notes, without coupons, in denominations of \$5,000 and any integral multiple thereof. Subject to the limitations and conditions as provided in the Resolution, Notes may be exchanged for a like aggregate principal amount of Notes of other authorized denominations and of the same maturity.

The Notes are not subject to redemption prior to maturity.

This Note is transferable by the Owner hereof, but only under the circumstances, in the manner and subject to the limitations provided in the Resolution. Upon registration of such transfer a new Note or Notes, of authorized denomination or denominations, for the same aggregate principal amount and of the same maturity will be issued to the transferee in exchange herefor.

The City may treat the Owner hereof as the absolute owner hereof for all purposes, and the City shall not be affected by any notice to the contrary.

Unless this Note is presented by an authorized representative of The Depository Trust Company to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of The Depository Trust Company and any payment is made to Cede & Co., ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL since the registered owner hereof, Cede & Co., has an interest herein.

IN WITNESS WHEREOF, the City of Berkeley has caused this Note to be executed by the City Manager and countersigned by the City Clerk of the City, all as of the Issue Date stated above.

CITY OF BERKELEY

By \_\_\_\_\_  
City Manager

Countersigned:

By \_\_\_\_\_  
City Clerk

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## OFFICIAL NOTICE OF SALE

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### 2019-20 TAX AND REVENUE ANTICIPATION NOTES

\$ \_\_\_\_\_\*  
City of Berkeley  
(Alameda County, California)

**NOTICE IS HEREBY GIVEN** that electronic bid proposals (see "TERMS OF SALE --- Electronic Bids" below) for the purchase of the captioned notes (the "Notes") will be received by the City Berkeley, California (the "City"), through BiDCOMP™/Parity® ("Parity") on:

**TUESDAY, JULY 9, 2019**

between 8:00 a.m. and 8:30 a.m. California Time.

Further information may be obtained from the municipal advisor to the City, NHA Advisors, 4040 Civic Center Drive, Suite 200, San Rafael, California 94903, Attn: Rob Schmidt, telephone: (415) 785-2025 ext. 2006, email: rob@NHAadvisors.com.

**POSTPONEMENT:** The City reserves the right to postpone or change the time or sale date upon 20 hours notice delivered via Bloomberg News Service or Thomson Municipal Market Monitor (www.tm3.com).

**ISSUE AND DENOMINATION; BOOK ENTRY ONLY SYSTEM; CUSIP NUMBER:** The Notes consist of fully registered notes, without coupons. The Notes will be issued in minimum denominations of \$5,000. The Notes will be issued in a book entry only system with no physical distribution of the Notes made to the public. The Depository Trust Company, New York, New York ("DTC"), will act as depository for the Notes, which will be immobilized in its custody. The Notes will be registered in the name of Cede & Co., as nominee for DTC, on behalf of the participants in the DTC system and the subsequent beneficial owners of the Notes. Pursuant to MSRB Rule G-34, the City's Municipal Advisor will apply for CUSIP number assignment prior to the award of the issue, but the cost shall be payable by the underwriter.

**DATE AND MATURITY:** The Notes will be dated the date of delivery (expected to be July 23, 2019), and will mature on July 22, 2020 (the "Maturity Date").

**INTEREST RATE:** The maximum interest rate bid for the Notes may not exceed five percent (5%) per annum, payable upon maturity of the Notes. Bidders must specify the rate of interest which the Notes shall bear, provided that: (i) bids must be for all Notes; and (ii) the Notes shall bear interest from its date to its stated maturity at the interest rate specified in the bid.

**REDEMPTION:** The Notes are not subject to call and redemption prior to maturity.

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\* Preliminary, subject to change

**PAYMENT:** Both principal of and interest on the Notes will be payable on the Maturity Date, in lawful money of the United States of America, to DTC which will immediately credit the account of the successful bidder or bidders as participants in the DTC system.

**PURPOSE OF ISSUE:** The Notes are to be issued by the City and are authorized pursuant to the provisions of Article 7.6 (commencing with Section 53850) of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code and the provisions of resolutions of the City for any purpose for which the City is authorized to expend moneys.

**SECURITY:** The Notes are an obligation of the City and are secured by a pledge of and first lien and charge against the first “unrestricted moneys,” as hereinafter defined, to be received by the City, (a) in an amount equal to 50% of the principal amount of the Notes to be received by the City in January 2020, (b) in an amount equal to 50% of the principal amount of the Notes to be received by the City in May 2020, and (c) in an amount equal to all interest due on the Notes at maturity to be received by the City in June 2020. The term “unrestricted moneys” mean taxes, income, revenue and other moneys intended as receipts for the general fund of the City and which are generally available for the payment of current expenses and other obligations of the City.

Said pledged moneys shall be deposited by the City in a special fund established, created and maintained by the City. Moneys shall be withdrawn from said fund for the sole purpose of paying the principal of and the interest on the Notes at their maturity.

By statute, the Notes are declared to be general obligations of the City, and to the extent not paid from said pledged moneys shall be paid, with the interest thereon, from any other moneys of the City lawfully available therefor. Under provisions of the California Constitution, the City is generally prohibited from incurring any indebtedness or liability exceeding in any year the income and revenue provided for such year, without the assent of two-thirds of its qualified electors voting at an election called for such purpose.

**RATING:** Moody’s Investors Service has given the Notes a rating of “\_\_\_\_\_.”

## TERMS OF SALE

**BEST BID:** *Bids must be for all of the Notes.* The Notes will be awarded on the basis of the lowest net interest cost including premium offered in the proposals. No bid for less than par will be entertained. In the event two or more bids setting forth identical interest rates and premium per dollar principal amount, if any, and aggregating a principal amount in excess of the principal amount of unawarded Notes are received, the City's Finance Director, pursuant to delegation by the Council, reserves the right to exercise his discretion and judgment in making the award and may award the Notes on a pro rata basis in such denominations as he shall determine.

**ELECTRONIC BIDS:** Solely as an accommodation to bidders, the City will accept bids in electronic form solely from Ipreo, a KKR portfolio company, through its BiDCOMP Competitive Bid Calculation System and Parity Electronic Bid Submission System ("Ipreo"). For information about Ipreo, bidders may contact Ipreo at 395 Hudson Street, New York, New York 10014, telephone (212) 849-5023. If any provision of this Notice of Sale conflicts with information provided by Ipreo, this Notice of Sale shall control. Each bidder submitting an electronic bid understands and agrees by doing so that it is solely responsible for all arrangements with Ipreo, that the City does not encourage the use of Ipreo, and that Ipreo is not acting as an agent of the City. Instructions for submitting electronic bids must be obtained from Ipreo, and the City does not assume any responsibility for ensuring or verifying bidder compliance with Ipreo procedures. Ipreo has advised the City that bidders must subscribe to Ipreo if such bidders intend to use Ipreo to submit bids. The City shall be entitled to assume that any bid received via Ipreo has been made by a duly authorized agent of the bidder.

Neither the City, the Municipal Advisor nor Bond Counsel has any responsibility for proper functioning of the Ipreo system, for any error contained in any bid submitted electronically, or for failure of any bid to be transmitted, received or opened at the official time for receipt of bids. The official time for receipt of bids will be determined by the City at the place of bid opening, and the City will not be required to accept the time kept by Parity as the official time. The City assumes no responsibility for informing any bidder prior to the deadline for receiving bids that its bid is incomplete, or not received.

**PROMPT AWARD:** The City Representative, pursuant to delegation by the City, will take action awarding the sale of the Notes or reject all bids not later than forty-eight (48) hours after the expiration of time herein prescribed for the receipt of bids and until such expiration of time all bids received shall be irrevocable. Unless such time of award is waived by the successful bidder, the award may be made after the expiration of the specified time if the bidder shall not have given to the City representative notice in writing of the withdrawal of such proposal. Notice of the award will be given promptly to the successful bidder.

**RIGHT TO WITHDRAW:** In the event that the City receives bids from fewer than three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds ("Established Underwriters") for the purchase of the Notes, the successful bidder shall have the right, in its sole discretion, to either (a) withdraw its bid for the purchase of the Notes within 90 minutes of being notified of the award, or (b) comply with the Hold-The-Offering-Price Rule, as hereinafter defined. The bidder will be deemed to have elected not to withdraw its bid if it fails to notify the City of its decision to withdraw its bid within 90 minutes of being notified of the award. If the successful bidder elects to withdraw its bid for the purchase of the Notes, the City shall have no liability to such bidder and the City has the option to award the sale of the Notes to the other bidder. If the City awards the sale of the Notes to the other bidder, the first two sentences of this paragraph will apply to such bidder.

The term “Hold-The-Offering-Price-Rule” means the rule under applicable federal tax law which requires the successful bidder to (a) actually offer 100% of the Notes to the general public in a bona fide public offering at the offering price or prices, or at the corresponding yield or yields, set forth in its bid (the “Initial Offering Price”), and (b) on a maturity-by-maturity basis, refrain from offering or selling unsold Notes to which the Hold-The-Offering-Price Rule applies to any person at a price that is higher than the Initial Offering Price of the Notes during the period starting on the sale date and ending on the earlier of (i) the date on which at least 10% of the Notes are actually sold at a price which is no higher than the Initial Offering Price, or (ii) the close of the fifth business day after the sale date, being the close of business on July 16, 2019 (the “Holding Period”).

**CERTIFICATION OF REOFFERING PRICE:** In the event that the City receives bids from fewer than three Established Underwriters for the purchase of the Notes and the successful bidder elects to comply with the Hold-The-Offering-Price-Rule, as described above, the successful bidder will be required, as a condition to the delivery of the Notes by the City, to execute a certificate to be prepared by Bond Counsel which evidences compliance with the Hold-The-Price-Rule. Such certificate will be required to identify the Initial Offering Price of the Notes and to certify that none of the Notes were offered or sold at a price which is higher than the Initial Offering Price during the Holding Period. A copy of the proposed form of such certification is available upon request to the City’s municipal advisor.

**NO GOOD FAITH DEPOSIT:** The City is not requiring the successful bidder to submit a good faith deposit.

**DELIVERY AND PAYMENT:** It is estimated that the delivery of the Notes will be made to DTC for the account of the successful bidders on or about July 23, 2019. Payment of the purchase price must be made in funds immediately available to the City by wire transfer or other means acceptable to the City.

**RIGHT OF REJECTION:** The City reserves the right, in its sole discretion, to reject any and all bids for the Notes and to waive any irregularity or informality in any bid.

**CHANGE IN TAX EXEMPT STATUS:** At any time before the Notes are tendered for delivery, any successful bidder may disaffirm and withdraw its proposal if the interest received by private holders from notes of the same type and character shall be declared to be taxable income under present federal income tax laws, either by ruling of the Internal Revenue Service or by a decision of any federal court, or shall be declared taxable or be required to be taken into account in computing any federal income taxes by the terms of any federal income tax law enacted subsequent to the date of this notice.

**CONTINUING DISCLOSURE:** In order to assist bidders in complying with S.E.C. Rule 15c2-12(b)(5), the City will undertake, pursuant to separate Continuing Disclosure Certificates, to provide notices of the occurrence of certain events, if material. A description of these undertakings is set forth in the preliminary official statement relating to the Notes (the “POS”) and will also be set forth in a final official statement relating to the Notes (the “OS”).

**ACKNOWLEDGMENT OF NO FIDUCIARY DUTY:** At closing, the City will execute a certificate to the effect that it acknowledges and agrees that (i) the purchase and sale of the Notes by the winning bidder (the “Purchaser”) is an arm’s-length commercial transaction between the City and the Purchaser, (ii) in connection with such transaction, the Purchaser is acting solely as a principal and not as an advisor, (including, without limitation, a Municipal Advisor (as such term is defined in Section 975(e) of the Dodd-Frank Wall Street Reform and Consumer Protection Act)), agent or a fiduciary of the City, (iii) the Purchaser has not assumed (individually or collectively) a fiduciary responsibility in favor of the City with respect to the

offering of the Notes or the process leading thereto (whether or not the Purchaser, or any affiliate of an Purchaser, has advised or is currently advising the City on other matters) or any other obligation to the City except the obligation to purchase the Notes, (iv) the Purchaser has financial and other interests that differ from those of the City and (v) the City has consulted with its own legal and municipal advisors to the extent it deemed appropriate in connection with the offering of the Notes.

**CLOSING PAPERS; LEGAL OPINION:** Each proposal will be conditioned upon the City furnishing to each successful bidder, without charge, concurrently with payment for and delivery of the Notes, the following closing papers, each dated the date of such delivery:

(a) The opinion of Bond Counsel, approving the validity of the Notes and stating that, subject to certain qualifications, under existing law, the interest on the Notes is excluded from gross income for federal income tax purposes, such interest is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, although for the purpose of computing the alternative minimum tax imposed on corporations (as defined for federal income tax purposes), such interest is taken into account in determining certain income and earnings, and is exempt from State of California personal income taxes, a copy of which opinion (certified by the official in whose office the original is filed) will be delivered with the Notes without cost to the purchaser.

(b) A certificate of the Finance Director or other appropriate official of the City that on the basis of the facts, estimates and circumstances in existence on the date of issue, it is not expected that the proceeds of the Notes will be used in a manner that would cause the Notes to be "arbitrage bonds" within the meaning of the Code;

(c) A certificate on behalf of the City that there is no litigation threatened or pending affecting the validity of the Notes;

(d) A certificate of the Finance Director or other appropriate official of the City, acting on behalf of the City solely in his or her official and not in his or her personal capacity, that at the time of the sale of the Notes and at all times subsequent thereto up to and including the time of the delivery of the Notes to the initial purchasers thereof, the OS did not, and does not, contain any untrue statement of a material fact or omit to state a material fact necessary which would make the statements misleading in the light of the circumstances under which they were made;

(e) The signature certificate of the officials of the City, showing that they have signed the Notes and impressed the seal of the City thereon, and that they were respectively duly authorized to execute the same; and

(f) The receipt of the City showing that the purchase price of the Notes has been received.

**OFFICIAL STATEMENT:** The City has approved a preliminary Official Statement relating to the Notes. Copies of such preliminary Official Statement will be distributed to any bidder, upon request, prior to the sale in a form "deemed final" by the City for purposes of Rule 15c2-12 under the Securities Exchange Act of 1934 (the "Rule"). Within seven business days from the sale date, the City will deliver to the purchaser copies of the final Official Statement, executed by an authorized representative of the City and dated the date of delivery thereof to the purchaser, in sufficient number to allow the purchaser to comply with paragraph (b)(4) of the Rule and to satisfy the Municipal Securities Rulemaking Board (the "MSRB") Rule G-32 or any other applicable rules adopted by the MSRB, which shall include information permitted to be omitted by paragraph (b)(1) of the Rule and such other amendments or supplements as shall have been approved by the City (the "Final Official Statement"). The purchaser agrees that it



will not confirm the sale of any Notes unless the confirmation of sale is accompanied or preceded by the delivery of a copy of the Final Official Statement. The City will furnish to the successful bidder, at no charge, an electronic copy of the Official Statement for use in connection with any resale of the Notes, and up to 20 printed copies upon request.

A letter of Jones Hall, A Professional Law Corporation, San Francisco, California, as disclosure counsel, will be addressed to the City and to the successful bidder, stating that, without passing upon or assuming any responsibility for the accuracy, completeness of fairness of the statements contained in the final Official Statement and making no representations that they have independently verified the accuracy, completeness or fairness of an such statements, based upon the information made available to them in the course of their participation in the preparation of the final Official Statement, nothing has come to such counsel's attention which would lead them to believe that the final Official Statement, including the cover page and all appendices thereto (but excluding therefrom financial statements and statistical data, and information regarding The Depository Trust Company, and its book entry system, as to which no opinion need be expressed) contains an untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading

GIVEN pursuant to a resolution of the City adopted June 25, 2019.

Dated: June 26, 2019

July 23, 2019

City Council  
City of Berkeley  
2180 Milvia Street  
Berkeley, California 94704

**OPINION:**     \$\_\_\_\_\_ City of Berkeley, California 2019-20  
                  Tax and Revenue Anticipation Notes

Members of the City Council:

We have acted as bond counsel to the City of Berkeley, California (the "City") in connection with the issuance by the City, of the tax and revenue anticipation notes captioned above, dated July 23, 2019 (the "Notes"). In such capacity, we have examined such law and such certified proceedings, certifications and other documents as we deem necessary to render this opinion.

The Notes are issued pursuant to Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (the "Act"), and a resolution (the "Resolution") of the City Council of the City, adopted on June 25, 2019.

Regarding questions of fact material to our opinion, we have relied upon certified proceedings and other certifications of public officials and others furnished to us, without undertaking to verify the same by independent investigation.

Based on the foregoing, we are of the opinion that, under existing law:

1. The City is a duly created and validly existing municipal corporation and charter city with the power to adopt the Resolution, perform the agreements on its part contained therein and issue the Notes.
2. The Resolution constitutes a valid and binding obligation of the City, enforceable against the City.
3. Pursuant to the Act, the Resolution creates a first lien on funds pledged by the Resolution for the security of the Notes.

4. The Notes have been duly authorized and executed by the City and are valid and binding general obligations of the City.

5. The interest on the Notes is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax. The opinions set forth in the preceding sentence are subject to the condition that the City comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the Notes in order that the interest thereon be, and continue to be, excludable from gross income for federal income tax purposes. The City has made certain representations and covenants in order to comply with each such requirement. Inaccuracy of those representations, or failure to comply with certain of those covenants, may cause the inclusion of such interest in gross income for federal income tax purposes, which may be retroactive to the date of issuance of the Notes.

6. The interest on the Notes is exempt from personal income taxation imposed by the State of California.

We express no opinion regarding any other tax consequences arising with respect to the ownership, sale or disposition of, or the amount, accrual or receipt of interest on, the Notes.

The rights of the owners of the Notes and the enforceability of the Notes are limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights generally, and by equitable principles, whether considered at law or in equity.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention, or any changes in law that may hereafter occur. Our engagement with respect to this matter has terminated as of the date hereof.

Respectfully submitted,

A Professional Law Corporation

PRELIMINARY OFFICIAL STATEMENT DATED JUNE 26, 2019

NEW ISSUE BOOK-ENTRY ONLY

RATING
Moody's: "A"
See "RATING."

In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to certain qualifications described in this Official Statement, under existing law, interest on the Notes is excluded from gross income for federal income tax purposes, and such interest is not an item of tax preference for purposes of the federal alternative minimum tax.



\$ \_\_\_\_\_ \*
CITY OF BERKELEY
2019-20 TAX AND REVENUE ANTICIPATION NOTES

Dated: Date of Delivery

Due: July 22, 2020

The notes captioned above (the "Notes") will be issued in denominations of \$5,000 or any integral multiple thereof. Principal and interest on the Notes will be payable upon maturity. The Notes are to be delivered as fully registered Notes, without coupons and, when delivered, will be registered in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC"), New York, New York (as described in APPENDIX E – BOOK-ENTRY ONLY SYSTEM). DTC will act as securities depository of the Notes. Purchases will be made in book-entry form only, in the principal amount of \$5,000 or any integral multiple thereof. The Notes are not subject to redemption prior to maturity.

The Notes are by statute general obligations of the City of Berkeley, California (the "City"), payable solely from taxes, income, revenues, cash receipts and other moneys that are received by the City for the General Fund for fiscal year 2019-20 and that are generally available for the payment of current expenses and other obligations of the City (the "Unrestricted Moneys"). The Notes are secured by a pledge of Unrestricted Moneys to be received by the City in (a) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of January 2020; (b) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of May 2020; and (c) an amount sufficient to pay interest as due on the Notes at their maturity, in the month of June 2020 (such pledged amounts being hereinafter called the "Pledged Revenues"). The Pledged Revenues will be deposited into, and held by the City in, a special fund designated "City of Berkeley, California, 2019-20 Tax and Revenue Anticipation Notes Special Account," as established in the City's Resolution adopted on June 25, 2019.

Principal of and interest on the Notes are payable in lawful moneys of the United States of America upon maturity, and interest on the Notes will be computed on the basis of a 360-day year comprised of twelve 30-day months and accrues from the date of delivery.

The Notes are legal investments for commercial banks in California and are eligible to secure deposits of public moneys in California.

THIS COVER PAGE CONTAINS CERTAIN INFORMATION FOR QUICK REFERENCE ONLY. IT IS NOT A SUMMARY OF THIS ISSUE. INVESTORS MUST READ THE ENTIRE OFFICIAL STATEMENT TO OBTAIN INFORMATION ESSENTIAL TO THE MAKING OF AN INFORMED INVESTMENT DECISION.

The following firm, serving as municipal advisor to the City, has structured this issue.



MATURITY SCHEDULE

Interest Rate Reoffering Yield CUSIP†

The Notes are offered when, as and if issued and received by the Underwriter, subject to the approval of legality by Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel. Certain legal matters will be passed upon for the City by Jones Hall, A Professional Law Corporation, as Disclosure Counsel, and by the City Attorney. It is anticipated that the Notes, in definitive form, will be available for delivery through DTC in New York, New York on or about July 23, 2019.

Dated: July \_\_, 2019

\* Preliminary; subject to change.

This Preliminary Official Statement and the information contained herein are subject to completion or amendment. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or a solicitation of an offer to buy nor shall there be any sale of these securities in any jurisdiction in which such offer solicitation or sale would be unlawful prior to registration or qualification under the securities laws of such jurisdiction.

## GENERAL INFORMATION ABOUT THIS OFFICIAL STATEMENT

No dealer, broker, salesman or other person has been authorized by the City to give any information or to make any representations with respect to the Notes other than those contained in this Official Statement and, if given or made, such information or representation must not be relied upon as having been authorized by the City. This Official Statement does not constitute an offer to sell nor the solicitation of an offer to buy, nor shall there be any sale of the Notes by any person to make such offer, solicitation or sale.

This Official Statement is not to be construed as a contract with the purchasers of the Notes. Statements contained in this Official Statement which involve estimates, forecasts or matters of opinion, whether or not expressly so described herein, are intended solely as such and are not to be construed as a representation of facts.

The information set forth in this Official Statement has been obtained from sources that are believed to be reliable, but is not guaranteed as to accuracy or completeness, and is not to be construed as a representation by the Underwriter. The information and expressions of opinion stated in this Official Statement are subject to change without notice and neither delivery of this Official Statement nor any sale made hereunder shall, under any circumstances, create any implication that there has been no change in the information or opinions set forth herein or in the affairs of the City since the date hereof. This Official Statement is submitted in connection with the sale of the Notes referred to herein and may not be reproduced or used, in whole or in part, for any purpose, unless authorized in writing by the City.

The Notes have not been registered under the Securities Act of 1933, as amended (the "**Securities Act**"), in reliance upon an exemption contained in such Act. The Notes have not been registered under the securities laws of any state.

IN CONNECTION WITH THIS OFFERING, THE UNDERWRITER MAY OVERALLOT OR EFFECT TRANSACTIONS THAT STABILIZE OR MAINTAIN THE MARKET PRICE OF THE NOTES AT LEVELS ABOVE THOSE WHICH MIGHT OTHERWISE PREVAIL IN THE OPEN MARKET. SUCH STABILIZING, IF COMMENCED, MAY BE DISCONTINUED AT ANY TIME. THE UNDERWRITER MAY OFFER AND SELL THE NOTES TO CERTAIN DEALERS AND BANKS AT PRICES LOWER THAN THE PUBLIC OFFERING PRICE STATED ON THE COVER PAGE HEREOF AND SAID PUBLIC OFFERING PRICE MAY BE CHANGED FROM TIME TO TIME BY THE UNDERWRITER.

Certain statements included or incorporated by reference in this Official Statement constitute "forward-looking statements" within the meaning of the United States Private Securities Litigation Reform Act of 1995, Section 21E of the Securities Exchange Act of 1934, as amended, and Section 27A of the Securities Act. Such statements are generally identifiable by the terminology used such as "plan," "expect," "estimate," "budget" or other similar words.

The Underwriter has provided the following sentence for inclusion in this Official Statement. The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibilities to investors under the federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or completeness of such information.

THE ACHIEVEMENT OF CERTAIN RESULTS OR OTHER EXPECTATIONS CONTAINED IN SUCH FORWARD-LOOKING STATEMENTS INVOLVE KNOWN AND UNKNOWN RISKS, UNCERTAINTIES AND OTHER FACTORS WHICH MAY CAUSE ACTUAL RESULTS, PERFORMANCE OR ACHIEVEMENTS DESCRIBED TO BE MATERIALLY DIFFERENT FROM ANY FUTURE RESULTS, PERFORMANCE OR ACHIEVEMENTS EXPRESSED OR IMPLIED BY SUCH FORWARD-LOOKING STATEMENTS. THE CITY DOES NOT PLAN TO ISSUE ANY UPDATES OR REVISIONS TO THOSE FORWARD-LOOKING STATEMENTS IF OR WHEN ITS EXPECTATIONS, OR EVENTS, CONDITIONS OR CIRCUMSTANCES ON WHICH SUCH STATEMENTS ARE BASED OCCUR.

Although the City maintains an internet website for various purposes, none of the information on that website is incorporated by reference in this Official Statement or is intended to assist investors in making any investment decision or to provide any continuing information with respect to the Notes or any other bonds or obligations of the City.

## CITY OF BERKELEY, CALIFORNIA

### ELECTED OFFICIALS

Jesse Arreguin, Mayor  
Rashi Kesarwani, Councilmember District 1  
Cheryl Davila, Councilmember District 2  
Ben Bartlett, Councilmember District 3  
Kate Harrison, Councilmember District 4  
Sophie Hahn, Councilmember District 5  
Susan Wengraf, Councilmember District 6  
Rigel Robinson, Councilmember District 7  
Lori Droste, Councilmember District 8

### CITY OFFICIALS

Dee Williams-Ridley  
*City Manager*

David White  
*Deputy City Manager*

Paul Buddenhagen  
*Deputy City Manager*

Farimah Brown  
*City Attorney*

Jenny Wong  
*City Auditor*

Henry Oyekanmi  
*Director of Finance*

### PROFESSIONAL SERVICES

#### Municipal Advisor

NHA Advisors, LLC  
San Rafael, California

#### Bond Counsel and Disclosure Counsel

Jones Hall, A Professional Law Corporation  
San Francisco, California

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OFFICIAL STATEMENT

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CITY OF BERKELEY  
2019-20 TAX AND REVENUE ANTICIPATION NOTES

INTRODUCTORY STATEMENT

**General.** This Official Statement, which includes the cover page, the appendices hereto and this Introductory Statement, is provided to furnish information in connection with the sale by the City of Berkeley, California (the “**City**”), of its 2019-20 Tax and Revenue Anticipation Notes (the “**Notes**”).

The Notes are issued in full conformity with the Constitution and laws of the State of California (the “**State**”), including Article 7.6, Chapter 4, Part 1, Division 2, Title 5 (commencing with Section 53850 of the Government Code of the State), (the “**Law**”) and under the Law are general obligations of the City payable solely from those taxes, income, revenues, cash receipts and other moneys that are received by the City for the General Fund for fiscal year 2019-20 and that are generally available for the payment of current expenses and other obligations of the City (the “**Unrestricted Moneys**”). The Notes are authorized by a resolution adopted by the City Council on June 25, 2019 (the “**Resolution**”). The City may, under the Law, issue the Notes only if the principal of and interest on the Notes will not exceed 85% of the estimated amount of the uncollected Unrestricted Moneys that will be available for the payment of said Notes. Proceeds from the sale of the Notes will be deposited into a segregated account in the General Fund and used and expended by the City for any purpose for which it is authorized to expend funds from the General Fund.

THE NOTES

Description of the Notes

The Notes will be issued in the principal amount and at the interest rate shown on the cover page of this Official Statement. Principal of and interest on the Notes are payable in lawful moneys of the United States of America upon maturity, and interest on the Notes will be computed on the basis of a 360-day year comprised of twelve 30-day months and accrues from the date of delivery.

The Notes will be dated the date of delivery and will mature on July 22, 2020. The Notes are to be delivered as fully registered Notes, without coupons, and, when delivered, will be registered in the name of Cede & Co., as nominee of The Depository Trust Company (“**DTC**”), New York, New York. DTC will act as securities depository of the Notes. Purchases will be made in book-entry form only, in the principal amount of \$5,000 or any integral multiple thereof.

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\* Preliminary; subject to change.



## Purpose of Issue

Proceeds of the Notes will provide moneys to meet the City's General Fund cash flow requirements during the 2019-20 fiscal year commencing July 1, 2019, and ending June 30, 2020, including current expenses, capital expenditures, and the discharge of other obligations or indebtedness.

## Book-Entry Only System

DTC will act as securities depository for the Notes. The Notes will be issued as fully-registered certificates registered in the name of Cede & Co. (DTC's partnership nominee). One fully-registered certificate will be issued for each maturity of the Notes, each in the aggregate principal amount of such maturity, and will be deposited with DTC. See "APPENDIX E – BOOK-ENTRY ONLY SYSTEM."

So long as the Notes are registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal and interest with respect to the Notes will be made to DTC as provided as in the representation letter delivered on the date of issuance of the notes. The City cannot and does not give any assurances that DTC, DTC Participants or others will distribute payments of principal, interest or premium, if any, with respect to the Notes paid to DTC or its nominee as the registered owner, or will distribute any prepayment notices or other notices, to the Beneficial Owners, or that they will do so on a timely basis or will serve and act in the manner described in this Official Statement. The City is not responsible or liable for the failure of DTC or any DTC Participant to make any payment or give any notice to a Beneficial Owner with respect to the Notes or an error or delay relating thereto.

## SECURITY FOR AND SOURCES OF PAYMENT OF THE NOTES

### Security for the Notes

The principal amount of the Notes, together with the interest thereon, is payable from Unrestricted Moneys, being the first taxes, income, revenue, cash receipts, and other moneys that are received by the City for the General Fund for fiscal year 2019-20 and which are generally available for the payment of current expenses and other obligations of the City. Estimated Unrestricted Moneys exceed estimated payment requirements by more than eight to one. See "THE NOTES – Available Sources of Payment."

As security for the repayment of principal of and interest on the Notes, the City has pledged to deposit into a special fund designated as the "2019-20 Tax and Revenue Anticipation Note Special Account" (the "**Special Account**") the first Unrestricted Moneys to be received by the City as follows: (a) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of January 2020; (b) an amount equal to fifty percent (50%) of the principal amount of the Notes in the month of May 2020; and (c) an amount sufficient to pay interest as due on the Notes at their maturity, in the month of June 2020 (such pledged amounts, the "**Pledged Revenues**"). The Notes are equally and ratably secured by the City's pledge of the Pledged Revenues.

The principal of the Notes and the interest thereon shall constitute a first lien and charge against and shall be paid from the first moneys received by the City from such Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the City lawfully available

therefor. In the event there are insufficient Unrestricted Moneys received by the City to permit the deposits into the Special Account of the full amount of the Pledged Revenues to be deposited in the applicable month, by the last business day of such month, then the amount of such deficiency shall be satisfied and made up from any other moneys of the City lawfully available for the payment of the Notes and the interest thereon.

All Pledged Revenues, as and when received, shall be deposited by the City into the Special Account, which will be held by the City for the payment of the principal of and interest on the Notes at maturity. Amounts deposited by the City into the Special Account shall be applied solely for the purpose of paying the principal of and interest on the Notes. Such amounts shall be invested by the City in legal investments, as permitted by Section 53601 of the Government Code of the State. See "CITY INVESTMENT POLICY AND PORTFOLIO."

### **Available Sources of Repayment**

The Notes, in accordance with State law, are general obligations of the City, but are payable only out of Unrestricted Moneys, which include the taxes, income, revenues, cash receipts and other moneys that are received by the City for the General Fund for fiscal year 2019-20 and that are generally available for payment of current expenses and other obligations of the City. The Constitution of the State substantially limits the City's ability to levy ad valorem taxes. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING CITY REVENUES AND APPROPRIATIONS." The City may, under existing law, issue the Notes only if the principal of, and interest on, the Notes will not exceed 85% of the estimated uncollected Unrestricted Moneys that will be available for the repayment of the Notes.

The Note coverage ratio is shown in the following table, and is the ratio of estimated Unrestricted Moneys to the amount of Unrestricted Moneys needed to pay principal of and interest on the Notes.

The table below gives detail as to the sources of estimated Unrestricted Moneys and the Note Coverage Ratio.

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**CITY OF BERKELEY**  
**Estimated Unrestricted Moneys**  
**Fiscal Year 2019-20**

| <u>Source</u>                                                       | <u>Amount</u> |
|---------------------------------------------------------------------|---------------|
| Available Cash Balance, July 1, 2019                                |               |
| Taxes (including property tax, sales tax and other taxes)           |               |
| Other Revenue                                                       |               |
| Proceeds of the Notes <sup>(1)*</sup>                               |               |
| Transfers In                                                        |               |
| <b>TOTAL UNRESTRICTED MONEYS*</b>                                   |               |
| <b>ESTIMATED PRINCIPAL PLUS INTEREST NEEDED FOR NOTE REPAYMENT*</b> |               |
| <b>NOTE COVERAGE RATIO*</b>                                         |               |

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\* Preliminary; subject to change.  
 (1) Excluding underwriter's discount and costs of issuance.  
 Source: City of Berkeley Finance Department.

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**Monthly Cash Flows**

The City has prepared the accompanying monthly General Fund cash flow statements covering fiscal year 2018-19 and the projected fiscal year 2019-20. The General Fund is used to finance the ordinary operations of the City and is available for any legal authorized purposes. While expenditures generally occur evenly throughout the fiscal year, cash receipts occur unevenly. As a result, the General Fund cash balance tends to show a deficit during parts of the fiscal year. The projections are based on the City's budget and current financial condition.

**City of Berkeley  
FY 2018-19 Actual/Projected General Fund Cash Flows\***

|                                                             | JULY          | AUGUST       | SEPTEMBER    | OCTOBER      | NOVEMBER      | DECEMBER      | JANUARY      | FEBRUARY     | MARCH        | APRIL        | MAY          | JUNE         | TOTAL        |
|-------------------------------------------------------------|---------------|--------------|--------------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>BEGINNING BALANCE</b>                                    | \$ 44,098,370 | \$27,114,388 | \$21,893,164 | \$16,445,820 | \$16,211,645  | (\$1,210,824) | \$33,703,272 | \$19,865,129 | 24,106,893   | \$37,116,718 | \$54,375,232 | \$39,326,408 | \$44,098,370 |
| <b>RECEIPTS:</b>                                            |               |              |              |              |               |               |              |              |              |              |              |              |              |
| Property                                                    | 2,125,634     | 2,682,911    | 4,065,405    | 2,602,331    | 2,246,768     | 31,884,857    | 959,133      | 1,191,535    | 10,420,435   | 19,220,109   | 4,162,620    | 5,354,512    | 86,916,250   |
| Sales Tax                                                   | 1,558,688     | 1,283,218    | 1,510,184    | 2,051,548    | 1,488,952     | 1,505,810     | 1,714,643    | 1,759,917    | 1,299,977    | 1,428,612    | 1,705,056    | 1,061,776    | 18,368,381   |
| Other Taxes                                                 | 2,828,414     | 2,491,330    | 2,418,715    | 2,340,549    | 2,354,061     | 8,706,942     | 6,990,927    | 8,609,849    | 13,991,205   | 10,515,168   | 1,729,890    | 1,502,605    | 64,479,655   |
| License and Permits                                         | 52,265        | 35,329       | 62,289       | 36,953       | 58,124        | 22,663        | 100,608      | 99,461       | 40,220       | 111,401      | 61,931       | 61,931       | 743,177      |
| Subventions & Grants                                        | 15,000        | 435          | -            | 3,588        | 1,912         | -             | -            | 58,500       | 280,933      | 386,748      | -            | -            | 197,934      |
| Service Fees                                                | 1,150,161     | 747,597      | 578,375      | 595,417      | 655,086       | 894,331       | 1,069,623    | 610,004      | 701,308      | 972,084      | 812,396      | 1,009,348    | 9,795,730    |
| Fines and Penalties                                         | 541,846       | 578,973      | 564,842      | 746,867      | 497,725       | 562,938       | 352,197      | 524,361      | 694,003      | 311,007      | 298,170      | 542,651      | 6,215,579    |
| Miscellaneous                                               | 71,329        | 150,534      | 4,321        | 13,385       | 479           | 20,705        | 8,414        | 1,438        | 622          | 18,345       | 42,317       | 42,317       | 374,207      |
| Interest Income                                             | 156,335       | 566,870      | 135,351      | 533,027      | 0             | 8,162         | 415,517      | 462,114      | 62,347       | 83,080       | 83,080       | 462,114      | 2,967,998    |
| Rents and Royalties                                         | 33,335        | 8,205        | 23,548       | 43,150       | 17,196        | 18,966        | 14,815       | 38,265       | 16,846       | 24,564       | 23,889       | 23,889       | 286,669      |
| Franchises                                                  | 16,670        | 221,810      | -            | 228,774      | -             | -             | 234,697      | -            | -            | 1,119,365    | -            | -            | 2,010,000    |
| Transfers In/Indirect Costs                                 | 1,122,514     | 1,011,948    | 698,282      | 702,305      | 1,280,574     | 253,321       | 1,267,127    | 611,681      | 807,998      | 1,372,926    | 388,708      | 583,063      | 10,100,448   |
| Recovery of CalPERS UAL Prepayment from<br>City Departments |               | 3,616,195    | 3,616,195    | 2,410,797    | 2,410,797     | 2,410,797     | 2,410,797    | 2,410,797    | 3,616,195    | 2,410,797    | 2,410,797    | 3,616,195    | 31,340,358   |
| TRAN Issuance Premium                                       |               |              |              |              |               |               |              |              |              |              |              |              |              |
| TRAN Proceeds                                               | 14,148,420    |              |              |              |               |               |              |              |              |              |              |              | 14,148,420   |
| <b>TOTAL RECEIPTS</b>                                       | 23,820,610    | 13,395,357   | 13,677,507   | 12,308,692   | 11,011,674    | 46,289,493    | 15,538,497   | 16,377,922   | 31,932,089   | 37,974,205   | 11,718,855   | 14,647,019   | 248,691,920  |
| <b>DISBURSEMENTS:</b>                                       |               |              |              |              |               |               |              |              |              |              |              |              |              |
| General Government                                          | 2,257,143     | 3,783,427    | 2,633,994    | 3,793,272    | 2,152,740     | 2,386,596     | 2,424,939    | 2,066,308    | 3,335,140    | 1,998,524    | 4,083,446    | 3,514,177    | 34,429,705   |
| Public Safety                                               | 3,714,250     | 10,710,341   | 7,367,586    | 7,622,503    | 7,764,897     | 8,231,236     | 7,949,214    | 7,707,132    | 11,134,264   | 8,028,674    | 8,357,133    | 11,015,396   | 99,602,625   |
| Highways and Streets                                        | 65,440        | 286,125      | 230,394      | 208,083      | 213,073       | 219,536       | 225,391      | 244,804      | 372,358      | 237,817      | 377,918      | 359,285      | 3,040,223    |
| Health and Human Service                                    | 329,294       | 947,346      | 713,515      | 641,612      | 639,591       | 643,072       | 1,398,208    | 1,415,044    | 1,800,134    | 1,460,091    | 1,885,949    | 1,822,335    | 13,696,190   |
| Culture - Recreation                                        | 309,988       | 839,820      | 460,317      | 342,691      | 342,850       | 355,716       | 362,272      | 412,279      | 488,507      | 456,958      | 568,416      | 630,428      | 5,570,240    |
| Urban Redevelopment/Housing                                 | 307,720       | 934,814      | 661,329      | 465,814      | 490,882       | 483,315       | 576,243      | 530,196      | 1,038,525    | 685,594      | 1,075,374    | 882,659      | 8,132,467    |
| Econ Dev & Assistance                                       | 57,855        | 295,393      | 580,951      | 145,980      | 87,405        | 92,862        | 168,160      | 307,873      | 450,562      | 142,596      | 319,658      | 306,088      | 2,955,384    |
| Debt Service                                                |               |              |              |              | 910,170       |               | 455,085      |              |              | 455,085      |              |              | 1,820,339    |
| Measure P expenditures                                      |               |              |              |              |               |               |              |              |              |              |              |              |              |
| U-1 expenditures                                            |               |              |              |              |               |               |              |              |              |              |              |              |              |
| Transfers Out/Other - Regular                               | 2,811,913     | 162,752      | 162,752      | 162,752      | 4,817,988     | 162,752       | 3,146,417    | 162,752      | 162,752      | 1,880,848    | 162,752      | 162,752      | 13,959,177   |
| Other special transfers:                                    |               |              |              |              |               |               |              |              |              |              |              |              |              |
| Transfer out to setup new Internal Service                  |               |              | 7,919,458    |              |               |               |              |              |              |              |              |              | 7,919,458    |
| Transfer out to pension Section 115 Trust                   |               |              |              |              | 2,000,000     |               | 1,000,000    |              |              | 1,000,000    |              |              | 4,000,000    |
| Transfer out of excess of Property transfer                 |               |              |              |              | 3,205,684     |               | 1,602,842    |              |              | 1,602,842    |              |              | 6,411,368    |
| Transfer out to Stabilization Reserve Fund                  |               |              |              |              | 2,800,000     |               | 1,400,000    |              |              | 1,400,000    |              |              | 5,600,000    |
| Transfer out to Catastrophic Reserve Fund                   |               |              |              |              | 2,290,000     |               | 1,145,000    |              |              | 1,145,000    |              |              | 4,580,000    |
| Payment for refunding of unfunded<br>pension liability      | 30,244,915    |              |              |              |               |               |              |              |              |              |              |              | 30,244,915   |
| TRAN Principal Pledge                                       |               |              |              |              |               |               | 7,000,000    |              |              |              | 7,000,000    |              | 14,000,000   |
| TRAN Interest Pledge                                        |               |              |              |              |               |               |              |              |              |              |              | 418,833      | 418,833      |
| Advances from GF/ (Repayment to GF)                         | 706,075       | 656,562      | (1,605,444)  | (839,839)    | 718,865       | (1,199,688)   | 522,870      | (710,229)    | 140,021      | 221,664      | 2,937,033    | 195,653      | 1,743,542    |
| <b>TOTAL DISBURSEMENTS</b>                                  | 40,804,592    | 18,616,581   | 19,124,851   | 12,542,866   | 28,434,144    | 11,375,397    | 29,376,641   | 12,136,158   | 18,922,264   | 20,715,691   | 26,767,678   | 19,307,605   | 258,124,467  |
| <b>ENDING BALANCE</b>                                       | \$27,114,388  | \$21,893,164 | \$16,445,820 | \$16,211,645 | (\$1,210,824) | \$33,703,272  | \$19,865,129 | \$24,106,893 | \$37,116,718 | \$54,375,232 | \$39,326,408 | \$34,665,822 | \$34,665,822 |

\* Actual through April 30, 2019.  
Source: City of Berkeley

**City of Berkeley  
FY 2019-20 Projected General Fund Cash Flows\*  
(Including FY 2019-20 TRAN)**

|                                                          | JULY          | AUGUST         | SEPTEMBER      | OCTOBER        | NOVEMBER       | DECEMBER       | JANUARY     | FEBRUARY    | MARCH        | APRIL        | MAY          | JUNE         | TOTAL        |
|----------------------------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|
| <b>BEGINNING BALANCE</b>                                 | \$34,665,822  | (\$2,728,913)  | (\$10,919,993) | (\$11,577,396) | (\$24,586,999) | (\$27,788,784) | \$6,173,535 | \$5,414,351 | \$8,885,207  | \$18,493,938 | \$41,847,842 | \$34,016,300 | \$34,665,822 |
| <b>RECEIPTS:</b>                                         |               |                |                |                |                |                |             |             |              |              |              |              |              |
| Property                                                 | 2,231,659     | 2,816,733      | 4,268,186      | 2,732,135      | 2,358,836      | 33,475,260     | 1,006,974   | 1,250,968   | 10,940,201   | 20,178,800   | 4,370,249    | 5,621,593    | 91,251,594   |
| Sales Tax                                                | 1,572,827     | 1,294,858      | 1,523,883      | 2,070,157      | 1,502,459      | 1,519,469      | 1,730,196   | 1,775,881   | 1,311,769    | 1,441,571    | 1,720,522    | 1,071,407    | 18,535,000   |
| Other Taxes                                              | 2,840,827     | 2,502,264      | 2,429,330      | 2,350,821      | 2,364,393      | 8,745,155      | 7,021,610   | 8,647,637   | 14,052,611   | 10,561,318   | 1,737,482    | 1,509,200    | 64,762,647   |
| License and Permits                                      | 59,563        | 40,263         | 70,988         | 42,114         | 66,241         | 25,828         | 114,657     | 113,351     | 45,837       | 126,958      | 70,580       | 70,580       | 846,961      |
| Subventions & Grants                                     | 14,976        | 434            | -              | 3,582          | 1,909          | -              | -           | 58,407      | 280,484      | 386,130      | -            | 197,618      | 943,540      |
| Service Fees                                             | 1,142,033     | 742,314        | 574,287        | 591,209        | 650,457        | 888,011        | 1,062,064   | 605,693     | 696,352      | 965,214      | 806,655      | 1,002,215    | 9,726,504    |
| Fines and Penalties                                      | 611,695       | 653,608        | 637,655        | 843,144        | 561,886        | 635,506        | 397,598     | 591,956     | 783,466      | 351,098      | 336,607      | 612,604      | 7,016,823    |
| Miscellaneous                                            | 57,455        | 121,255        | 3,481          | 10,782         | 386            | 16,678         | 6,778       | 1,158       | 501          | 14,777       | 34,086       | 34,086       | 301,422      |
| Interest Income                                          | 187,728       | 680,704        | 162,531        | 640,064        | -              | 9,801          | 498,957     | 554,911     | 74,867       | 99,763       | 99,763       | 554,911      | 3,563,999    |
| Rents and Royalties                                      | 33,343        | 8,207          | 23,553         | 43,161         | 17,200         | 18,971         | 14,819      | 38,274      | 16,850       | 24,570       | 23,895       | 23,895       | 286,737      |
| Franchises                                               | 17,158        | 228,313        | -              | 235,481        | -              | -              | 241,577     | -           | -            | 1,152,182    | -            | 194,216      | 2,068,928    |
| Transfers In                                             | 1,146,697     | 1,033,750      | 713,326        | 717,436        | 1,308,163      | 258,778        | 1,294,426   | 624,859     | 825,406      | 1,402,504    | 397,083      | 595,624      | 10,318,051   |
| Recovery of CalPERS UAL Prepayment from City Departments | 1,394,356     | 4,183,067      | 2,788,711      | 2,788,711      | 2,788,711      | 2,788,711      | 4,183,067   | 2,788,711   | 2,788,711    | 2,788,711    | 2,788,711    | 4,183,067    | 36,253,248   |
| TRAN Proceeds                                            | -             | -              | -              | -              | -              | -              | -           | -           | -            | -            | -            | -            | -            |
| <b>TOTAL RECEIPTS</b>                                    | 11,310,318    | 14,305,770     | 13,195,931     | 13,068,797     | 11,620,639     | 48,382,169     | 17,572,723  | 17,051,806  | 31,817,055   | 39,493,596   | 12,385,634   | 15,671,015   | 245,875,454  |
| <b>DISBURSEMENTS:</b>                                    |               |                |                |                |                |                |             |             |              |              |              |              |              |
| General Government                                       | 2,670,050     | 4,475,543      | 3,115,840      | 4,487,189      | 2,546,549      | 2,823,185      | 2,868,543   | 2,444,305   | 3,945,249    | 2,364,121    | 4,830,445    | 4,157,038    | 40,728,057   |
| Public Safety                                            | 4,052,380     | 11,685,367     | 8,038,301      | 8,316,424      | 8,471,782      | 8,980,574      | 8,672,878   | 8,408,758   | 12,147,883   | 8,759,571    | 9,117,932    | 12,018,193   | 108,670,044  |
| Highways and Streets                                     | 49,645        | 217,065        | 174,785        | 157,859        | 161,645        | 166,547        | 170,990     | 185,717     | 282,484      | 180,416      | 286,702      | 272,566      | 2,306,420    |
| Health and Human Service                                 | 302,316       | 869,732        | 655,058        | 589,046        | 587,190        | 590,386        | 1,283,656   | 1,299,112   | 1,652,653    | 1,340,469    | 1,731,437    | 1,673,035    | 12,574,089   |
| Culture - Recreation                                     | 404,631       | 1,096,228      | 600,857        | 447,319        | 447,526        | 464,320        | 472,879     | 538,153     | 637,654      | 596,473      | 741,961      | 822,906      | 7,270,905    |
| Urban redevelopment/Housing                              | 305,969       | 929,495        | 657,566        | 463,163        | 488,088        | 480,565        | 572,964     | 527,179     | 1,032,615    | 681,692      | 1,069,254    | 877,636      | 8,086,187    |
| Econ Dev & Assistance                                    | 53,517        | 273,246        | 537,394        | 135,035        | 80,852         | 85,900         | 155,552     | 284,790     | 416,781      | 131,905      | 295,692      | 283,139      | 2,733,803    |
| Debt Service                                             |               |                |                |                |                |                |             |             |              |              |              |              |              |
| Expected Measure P                                       | 734,599       | 1,212,680      | 1,004,182      | 855,126        | 874,237        | 868,469        | 439,314     | 404,209     | 791,747      | 522,680      | 819,840      | 672,918      | 9,200,000    |
| Expected U-1 expenditures                                | 189,193       | 574,742        | 406,598        | 286,392        | 301,804        | 297,152        | 354,285     | 325,975     | 638,506      | 421,516      | 661,161      | 542,676      | 5,000,000    |
| Transfers Out/Other                                      | 2,840,848     | 162,752        | 162,752        | 2,840,848      | 162,752        | 162,752        | 2,840,848   | 162,752     | 162,752      | 2,840,848    | 162,752      | 162,752      | 12,665,408   |
| Transfer out to pension Section 115 Trust Fund           | 1,095,443     |                |                |                |                |                |             |             |              |              |              |              | 1,095,443    |
| Transfer out of excess of Property transfer tax          |               |                |                | 6,000,000      |                |                |             |             |              |              |              |              | 6,000,000    |
| Transfer out to Stabilization Reserve Fund               |               |                |                |                |                |                |             |             |              |              |              |              |              |
| Transfer out to Catastrophic Reserve Fund                |               |                |                |                |                |                |             |             |              |              |              |              |              |
| Payment for refunding of unfunded pension liability      | 35,006,464    |                |                |                |                |                |             |             |              |              |              |              | 35,006,464   |
| TRAN Principal Pledge                                    |               |                |                |                |                |                |             |             |              |              |              |              |              |
| TRAN Interest Pledge                                     |               |                |                |                |                |                |             |             |              |              |              | 200,000      | 200,000      |
| Advances from GF/(Repayment to GF)                       | 1,000,000     | 1,000,000      | (1,500,000)    | 1,500,000      | 700,000        | (500,000)      | 500,000     | (1,000,000) | 500,000      | (1,700,000)  | 500,000      | (1,000,000)  |              |
| <b>TOTAL DISBURSEMENTS</b>                               | 48,705,054    | 22,496,850     | 13,853,333     | 26,078,401     | 14,822,424     | 14,419,850     | 18,331,907  | 13,580,950  | 22,208,324   | 16,139,692   | 20,217,176   | 20,682,858   | 251,536,820  |
| <b>ENDING BALANCE</b>                                    | (\$2,728,913) | (\$10,919,993) | (\$11,577,396) | (\$24,586,999) | (\$27,788,784) | \$6,173,535    | \$5,414,351 | \$8,885,207 | \$18,493,938 | \$41,847,842 | \$34,016,300 | \$29,004,457 | \$29,004,457 |

\* Preliminary; subject to change.  
Source: City of Berkeley

## CITY INVESTMENT POLICY AND PORTFOLIO

The authority to invest the City's funds is derived from a resolution adopted annually by the City Council delegating to the Director of Finance and the Treasurer of the City the authority to invest these funds within the guidelines of Section 53600 et seq. of the Government Code of the State (the "**Government Code**"). The Government Code also directs the City to present an annual investment policy (the "**Investment Policy**") for confirmation to the City Council. The City Council voted to affirm the Investment Policy and designate the investment authority on June 27, 2017. The Investment Policy may be revised by the City Council at any time.

The objectives of the Investment Policy are preservation of capital, liquidity and yield. The Investment Policy addresses the soundness of financial institutions in which the City may deposit funds, types of investment instruments permitted by the City and the Government Code, investment duration and the amount which may be invested in certain instruments. The Investment Policy also reflects and supports the City's policy positions on important social and environmental issues, as contained in formal City Council actions including the Nuclear-Free Berkeley Act, the Responsible Investment Ordinance, the Oppressive States Contract Resolution and Divestment from Publicly-Traded Fossil Fuel Companies and Gun Manufacturers and Tobacco companies. Summarized below are the permitted investments under the Investment Policy. These policies may further restrict investment options available to the City.

| <u>Authorized Investment Type</u>                            | <u>Maximum Maturity</u> | <u>Maximum Percentage/Dollar of Portfolio</u> | <u>Maximum Investment In One Issuer</u> |
|--------------------------------------------------------------|-------------------------|-----------------------------------------------|-----------------------------------------|
| Bank/Time Deposit Accounts                                   | 5 years                 | 100%                                          | N/A                                     |
| Money Market Funds                                           | N/A                     | 100%                                          | N/A                                     |
| Repurchase Agreements                                        | 1 year                  | 10%                                           | N/A                                     |
| Reverse Repurchase Agreements                                | 7 days                  | 10%                                           | N/A                                     |
| Banker's Acceptances                                         | 7 days                  | 40%                                           | 30%                                     |
| U.S. Government Securities (Treasury bills, Notes and Bonds) | 5 years<br>30 years*    | 100%                                          | N/A                                     |
| U.S. Agency Securities by Agency                             | 5 years<br>30 years*    | 100%                                          | N/A                                     |
| Negotiable Certificates of Deposit                           | 5 years<br>30 years*    | 30%                                           | \$250,000                               |
| Local Agency Bonds                                           | 5 years<br>30 years*    | 100%                                          | N/A                                     |
| Commercial Paper                                             | 180 days                | 25%                                           | \$5M or 2%                              |
| Medium Term Notes                                            | 5 years<br>30 years*    | 30%                                           | 30%                                     |

\* Maturities over five years, up to 30 years, are authorized only for Retiree Medical Plan Trust and debt service reserve funds.

As of April 30, 2019, the City portfolio included \$378,026,263 in pooled investments. The average life of the investments was 817 days and the weighted yield was 2.25% from July 1, 2018 to April 30, 2019. The following is a list of investments held by the City:

**CITY OF BERKELEY  
(As of April 30, 2019)**

| <u>Security</u>             | <u>Market<br/>Value</u> | <u>% of Total<br/>Portfolio</u> |
|-----------------------------|-------------------------|---------------------------------|
| Medium Term Notes           | \$70,377,752            | 18.60%                          |
| Municipal Bonds             | 10,090,650              | 2.70                            |
| Federal Agency Coupon Notes | 238,699,173             | 63.10                           |
| Money Market Fund and CDs   | 58,858,688              | 15.60                           |
| TOTAL:                      | \$378,026,263           | 100.00%                         |

Source: City of Berkeley Finance Department

*[Remainder of Page Intentionally Left Blank]*

## SPECIAL RISK FACTORS

The following information should be considered by prospective investors in evaluating the Notes; however, this information does not purport to be an exhaustive listing of the risks and other considerations, which may be relevant to an investment in the Notes.

### Bankruptcy Considerations

In 1994, Orange County, California issued its 1994-1995 Tax and Revenue Anticipation Notes (the "**Orange County Notes**") under the same statutory authority as the Notes. On December 6, 1994, Orange County filed a petition in bankruptcy. Subsequently, Orange County declined to set aside the taxes and revenues it had pledged for the repayment of the Orange County Notes and a noteholder brought suit to compel Orange County to do so. A March 8, 1995 ruling of the United States Bankruptcy Court for the Central District of California, held that the lien securing the Orange County Notes did not attach to revenues received by Orange County after the filing of its bankruptcy petition on December 6, 1994, and therefore, Orange County was not required to set aside the revenues pledged under the note resolution following the bankruptcy. The Bankruptcy Court ruled that under the United States Bankruptcy Code (the "**Bankruptcy Code**"), the lien did not attach to revenues received by Orange County after December 6, 1994, because the lien was a consensual security interest rather than a statutory lien. In July 1995, the United States District Court for the Central District of California reversed the decision of the Bankruptcy Court. Orange County appealed the decision of the District Court to the United States Court of Appeals for the Ninth Circuit. Before the Ninth Circuit rendered a decision, the parties settled their disputes. Accordingly, if the City were to file for bankruptcy, it is not clear whether it would be required to set aside revenues pledged under the Resolution as described above.

In addition, the Pledged Revenues and other moneys that will be set aside to pay the Notes will be held in the City's General Fund, and these funds will be invested in the pooled investment fund. Should the City go into bankruptcy, a court might hold that the owners of the Notes do not have a valid lien on the Pledged Revenues. In that case, unless the owners could "trace" the funds, the owners would merely be unsecured creditors of the City. There can be no assurance that the owners of the Notes could successfully so "trace" the Pledged Revenues.

### Limitations on Remedies

The rights of the owners of the Notes are subject to the limitations on legal remedies against cities in the State, including a limitation on enforcement of judgments against funds needed to serve the public welfare and interest. Additionally, enforceability of the rights and remedies of the owners of the Notes and the obligations incurred by the City, may become subject to the following: the Bankruptcy Code and applicable bankruptcy, insolvency, reorganization, moratorium, or similar laws relating to or affecting the enforcement of creditor's rights generally, now or hereafter in effect; equity principles which may limit the specific enforcement under State law of certain remedies; the exercise by the United States of America of the powers delegated to it by the Constitution; and the reasonable and necessary exercise in certain exceptional situations, of the police powers inherent in the sovereignty of the State and its governmental bodies in the interest of serving a significant and legitimate public purpose. Bankruptcy proceedings, or the exercise of powers by the federal or State government, if initiated, could subject the owners of the Notes to judicial discretion and interpretation of their rights in bankruptcy or otherwise, and consequently may entail risks of delay, limitation, or modification of their rights.



## Climate Change

The adoption by the State of the California Global Warming Solutions Act of 2006 (AB 32) and subsequent companion bills demonstrate the commitment by the State to take action and reduce greenhouse gases (“GHG”) to 1990 levels by 2020 and 80% below 1990 levels by 2050. The State Attorney General’s Office, in accordance with SB 375, now requires that local governments examine local policies and large-scale planning efforts to determine how to reduce greenhouse gas emissions. Additionally, the State adopted Senate Bill No. 32, which established a revised statewide GHG emission reduction target of 40% below 1990 levels by 2030.

The City is vulnerable to the impacts of climate change. The severity of these impacts will depend on the amount of greenhouse gas emissions produced worldwide over the coming decades and the City’s ability to adapt to the changing climate. These impacts will continue to grow in intensity and will disproportionately affect vulnerable communities such as the elderly, children, people with disabilities, and people with low incomes. In order to mitigate climate change locally, the City developed the Berkeley Climate Action Plan (CAP). The CAP sets a target of achieving 80% GHG reductions below 2000 levels by 2050. The City also has goals to achieve net zero carbon emissions by 2050, become a fossil fuel free city, and reach 100% renewable electricity citywide by 2035. From 2000 to 2016, the City has reduced its greenhouse gas emissions by 15% despite a population increase of approximately 18% in that same period. The City’s mitigation efforts include developing plans, programs and policies to:

- Reduce energy use in building construction and operation, in transportation by shifting travel to walking, biking, and transit, and by minimizing landfilled waste;
- Clean the electricity used in the City and
- Electrify transportation and buildings to significantly reduce natural gas and petroleum use.

It is also critical that the City adapt to current and projected climate change impacts, including sea level rise, drought, severe storms, and extreme heat, in order to protect its community, infrastructure, buildings, and economy. The City has several plans that address climate adaptation including the Local Hazard Mitigation Plan, the Resilience Strategy, and the Climate Action Plan. The City is also developing a sea level rise plan for the Berkeley Marina and a green infrastructure plan. Some key climate resilience actions that the City is taking include implementing green infrastructure projects and identifying opportunities for clean energy assurance solutions, such as solar plus storage, for buildings. The City also actively participates in regional organizations such as the Bay Area Climate Adaptation Network to develop regional strategies and solutions to adapt to climate change.

Climate change will have new, direct impacts and will also exacerbate existing local natural hazards. Rising sea levels have the potential to impact infrastructure and community members in west Berkeley and the Berkeley waterfront. This could increase the City’s exposure to tsunami inundation and to flooding of critical infrastructure in these areas, which includes sanitary sewers, state highways, and railroad lines. Increased temperatures, when coupled with prolonged drought events, can increase the intensity of wildfires that may occur, and pose significant health and safety risks for vulnerable communities. Shorter, more intense wet seasons could make flooding more frequent, and may increase the landslide risk in the Berkeley hills. California may experience greater water and food insecurity, and drought may become a more persistent issue as the effects of climate change deepen.

## Cybersecurity

The City and its departments face multiple cyber threats including, but not limited to, hacking, viruses, malware and other attacks on computers and other sensitive digital networks and systems. There have been, however, only limited cyber-attacks on the computer systems of the City. No assurances can be given that the security and operational control measures of the City will be successful in guarding against any and each cyber threat and attack. The results of any attack on the computer and information technology systems could have a material adverse impact on the operations of the City and damage the digital networks and systems. The resulting costs and/or impacts on operations and General Fund revenues could be material.

## CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING CITY REVENUES AND APPROPRIATIONS

### Limitations on Revenues

**Article XIII A of the California Constitution.** Article XIII A of the State Constitution, adopted and known as Proposition 13, was approved by the voters in June 1978. Section 1(a) of Article XIII A limits the maximum ad valorem tax on real property to one percent of “full cash value,” and provides that such tax shall be collected by the counties and apportioned according to State law. Section 1(b) of Article XIII A provides that the one-percent limitation does not apply to ad valorem taxes levied to pay interest and redemption charges on (i) indebtedness approved by the voters prior to July 1, 1978, or (ii) bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast on the proposition, or (iii) bonded indebtedness incurred by a school district or community college district for the construction, reconstruction, rehabilitation or replacement of school facilities or the acquisition or lease of real property for school facilities, approved by 55% of the voters of the district, but only if certain accountability measures are included in the proposition. The tax for payment of the City’s general obligation bonds falls within the exception for bonds approved by a two-thirds vote.

Section 2 of Article XIII A defines “full cash value” to mean the county assessor’s valuation of real property as shown on the fiscal year 1975-76 tax bill, or, thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership has occurred. The full cash value may be adjusted annually to reflect inflation at a rate not to exceed two percent per year, or to reflect a reduction in the consumer price index or comparable data for the area under taxing jurisdiction, or may be reduced in the event of declining property value caused by substantial damage, destruction or other factors. Legislation enacted by the State Legislature to implement Article XIII A provides that, notwithstanding any other law, local agencies may not levy any ad valorem property tax except the 1% base tax levied by each County and taxes to pay debt service on indebtedness approved by the voters as described above.

Since its adoption, Article XIII A has been amended a number of times. These amendments have created a number of exceptions to the requirement that property be reassessed when purchased, newly constructed or a change in ownership has occurred. These exceptions include certain transfers of real property between family members, certain purchases of replacement dwellings for persons over age 55 and by property owners whose original property has been destroyed in a declared disaster, and certain improvements to accommodate disabled persons and for seismic upgrades to property. These amendments have resulted in marginal reductions in the property tax revenues of the City.

Both the California State Supreme Court and the United States Supreme Court have upheld the validity of Article XIII A.

**Article XIIC and Article XIID of the California Constitution.** On November 5, 1996, the voters of the State approved Proposition 218, known as the “Right to Vote on Taxes Act.” Proposition 218 adds Articles XIIC and XIID to the California Constitution and contains a number of interrelated provisions affecting the ability of the City to levy and collect both existing and future taxes, assessments, fees and charges.

On November 2, 2010, California voters approved Proposition 26, entitled the “Supermajority Vote to Pass New Taxes and Fees Act.” Section 1 of Proposition 26 declares that Proposition 26 is intended to limit the ability of the State Legislature and local government to circumvent existing restrictions on increasing taxes by defining the new or expanded taxes as “fees.” Proposition 26 amended Articles XIII A and XIIC of the State Constitution. The amendments to Article XIII A limit the ability of the State Legislature to impose higher taxes (as defined in Proposition 26) without a two-thirds vote of the Legislature. The amendments to Article XIIC define “taxes” that are subject to voter approval as “any levy, charge, or exaction of any kind imposed by a local government,” with certain exceptions.

Taxes. Article XIIC requires that all new local taxes be submitted to the electorate before they become effective. Taxes for general governmental purposes of the City (“**general taxes**”) require a majority vote; taxes for specific purposes (“**special taxes**”), even if deposited in the City’s General Fund, require a two-thirds vote. The voter approval requirements of Proposition 218 reduce the flexibility of the City to raise revenues for the General Fund, and no assurance can be given that the City will be able to impose, extend or increase such taxes in the future to meet increased expenditure needs.

Property-Related Fees, Charges and Assessments. Article XIID also adds several provisions making it generally more difficult for local agencies to levy and maintain property-related fees, charges, and assessments for municipal services and programs. These provisions include, among other things, (i) a prohibition against assessments which exceed the reasonable cost of the proportional special benefit conferred on a parcel, (ii) a requirement that assessments must confer a “special benefit,” as defined in Article XIID, over and above any general benefits conferred, (iii) a majority protest procedure for assessments which involves the mailing of notice and a ballot to the record owner of each affected parcel, a public hearing and the tabulation of ballots weighted according to the proportional financial obligation of the affected party, and (iv) a prohibition against fees and charges which are used for general governmental services, including police, fire or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

Reduction or Repeal of Taxes, Fees and Charges. Article XIIC also removes limitations on the initiative power in matters of reducing or repealing local taxes, assessments, fees or charges. No assurance can be given that the voters of the City will not, in the future, approve an initiative or initiatives which reduce or repeal local taxes, assessments, fees or charges currently comprising a substantial part of the City’s General Fund. If such repeal or reduction occurs, the City’s ability to pay debt service on the Notes could be adversely affected.

Burden of Proof. Article XIIC provides that local government “bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity,

and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity." Similarly, Article XIID provides that in "any legal action contesting the validity of a fee or charge, the burden shall be on the agency to demonstrate compliance" with Article XIID.

Impact on City's General Fund. The approval requirements of Articles XIIC and XIID reduce the flexibility of the City to raise revenues for the General Fund, and no assurance can be given that the City will be able to impose, extend or increase the taxes, fees, charges or taxes in the future that the City may need to meet increased expenditure needs.

The City does not believe that any material source of General Fund revenue is subject to challenge under Articles XIIC or XIID.

Judicial Interpretation. The interpretation and application of Articles XIIC and XIID will ultimately be determined by the courts with respect to a number of the matters discussed below, and it is not possible at this time to predict with certainty the outcome of such determination.

## **Expenditures and Appropriations**

***Article XIIB of the California Constitution.*** In addition to the limits Article XIIA imposes on property taxes that may be collected by local governments, certain other revenues of the State and local governments are subject to an annual "appropriations limit" or "Gann Limit" imposed by Article XIIB of the State Constitution, which effectively limits the amount of such revenues that government entities are permitted to spend. Article XIIB, approved by the voters in June 1979, was modified substantially by Proposition 111 in 1990. The appropriations limit of each government entity applies to "proceeds of taxes," which consist of tax revenues, state subventions and certain other funds, including proceeds from regulatory licenses, user charges or other fees to the extent that such proceeds exceed "the cost reasonably borne by such entity in providing the regulation, product or service." "Proceeds of taxes" exclude tax refunds and some benefit payments such as unemployment insurance. No limit is imposed on the appropriation of funds which are not "proceeds of taxes," such as reasonable user charges or fees, and certain other non-tax funds.

Article XIIB also does not limit appropriation of local revenues to pay debt service on bonds existing or authorized by January 1, 1979, or subsequently authorized by the voters, appropriations required to comply with mandates of courts or the federal government, appropriations for qualified capital outlay projects, and appropriation by the State of revenues derived from any increase in gasoline taxes and motor vehicle weight fees above January 1, 1990, levels. The appropriations limit may also be exceeded in cases of emergency; however, the appropriations limit for the three years following such emergency appropriation must be reduced to the extent by which it was exceeded, unless the emergency arises from civil disturbance or natural disaster declared by the Governor, and the expenditure is approved by two-thirds of the legislative body of the local government.

The State and each local government entity have their own appropriations limit. Each year, the limit is adjusted to allow for changes, if any, in the cost of living, the population of the jurisdiction, and any transfer to or from another government entity of financial responsibility for providing services. Each school district is required to establish an appropriations limit each year. In the event that a school district's revenues exceed its spending limit, the district may increase its appropriations limit to equal its spending by taking appropriations limit from the State.

Proposition 111 requires that each agency's actual appropriations be tested against its limit every two years. If the aggregate "proceeds of taxes" for the preceding two-year period exceed the aggregate limit, the excess must be returned to the agency's taxpayers through tax rate or fee reductions over the following two years.

### Future Initiatives

Article XIII A, Article XIII B, Article XIII C, Article XIII D and Proposition 111 were each adopted as measures that qualified for the ballot pursuant to California's initiative process. From time to time other initiative measures could be adopted, further affecting City revenues or the City's ability to expend revenues. The nature and impact of these measures cannot be predicted by the City.

## LEGAL OPINION

The statements of law and legal conclusions set forth in this Official Statement under the heading "TAX MATTERS" have been reviewed by Bond Counsel. Bond Counsel's employment is limited to a review of the legal proceedings required for the authorization of the Notes and to rendering the opinion discussed below. Such opinion will not consider or extend to any documents, agreements, representations, offering circulars or other material of any kind concerning the Notes not mentioned in this paragraph. Bond Counsel takes no responsibility for the accuracy, completeness or fairness of this Official Statement. Bond Counsel's compensation is contingent upon the delivery of the Notes. Certain legal matters will be passed upon for the City by the City Attorney.

## TAX MATTERS

In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to the qualifications set forth below, under existing law, the interest on the Notes is excluded from gross income for federal income tax purposes and such interest is not an item of tax preference for purposes of the federal alternative minimum tax.

The opinions set forth in the preceding paragraph are subject to the condition that the City comply with all requirements of the Internal Revenue Code of 1986, as amended (the "**Tax Code**") that must be satisfied subsequent to the issuance of the Notes. The City has covenanted to comply with each such requirement. Failure to comply with certain of such requirements may cause the inclusion of such interest in gross income for federal income tax purposes to be retroactive to the date of issuance of the Notes.

***Tax Treatment of Original Issue Discount and Premium.*** If the initial offering price to the public at which a Note is sold is less than the amount payable at maturity thereof, then such difference constitutes "**original issue discount**" for purposes of federal income taxes and State of California personal income taxes. If the initial offering price to the public at which a Note is sold is greater than the amount payable at maturity thereof, then such difference constitutes "**original issue premium**" for purposes of federal income taxes and State of California personal income taxes. *De minimis* original issue discount and original issue premium are disregarded.

Under the Tax Code, original issue discount is treated as interest excluded from federal gross income and exempt from State of California personal income taxes to the extent properly allocable to each owner thereof subject to the limitations described in the first paragraph of this section. The original issue discount accrues over the term to maturity of the Note on the basis of a constant interest rate compounded on each interest or principal payment date (with straight-line interpolations between compounding dates). The amount of original issue discount accruing during each period is added to the adjusted basis of such Notes to determine taxable gain upon disposition (including sale, redemption, or payment on maturity) of such Note. The Tax Code contains certain provisions relating to the accrual of original issue discount in the case of purchasers of the Notes who purchase the Notes after the initial offering of a substantial amount of such maturity. Owners of such Notes should consult their own tax advisors with respect to the tax consequences of ownership of Notes with original issue discount, including the treatment of purchasers who do not purchase in the original offering, the allowance of a deduction for any loss on a sale or other disposition, and the treatment of accrued original issue discount on such Notes under federal alternative minimum taxes.

Under the Tax Code, original issue premium is amortized on an annual basis over the term of the Note (said term being the shorter of the Note's maturity date or its call date). The amount of original issue premium amortized each year reduces the adjusted basis of the owner of the Note for purposes of determining taxable gain or loss upon disposition. The amount of original issue premium on a Note is amortized each year over the term to maturity of the Note on the basis of a constant interest rate compounded on each interest or principal payment date (with straight-line interpolations between compounding dates). Amortized Note premium is not deductible for federal income tax purposes. Owners of premium Notes, including purchasers who do not purchase in the original offering, should consult their own tax advisors with respect to State of California personal income tax and federal income tax consequences of owning such Notes.

In the further opinion of Bond Counsel, interest on the Notes is exempt from California personal income taxes.

Owners of the Notes should also be aware that the ownership or disposition of, or the accrual or receipt of interest on, the Notes may have federal or state tax consequences other than as described above. Bond Counsel expresses no opinion regarding any federal or state tax consequences arising with respect to the Notes other than as expressly described above.

A copy of the proposed form of opinion of Bond Counsel is attached hereto as APPENDIX C.

## CONTINUING DISCLOSURE

The City has covenanted for the benefit of the holders of the Notes to provide notices of the occurrence of certain enumerated events. The notices of enumerated events will be filed by the City with the Municipal Securities Rulemaking Board. The specific nature of the information to be contained in the notices of enumerated events is summarized under the caption "APPENDIX D – Form of Continuing Disclosure Certificate." These covenants have been made in order to assist the purchaser of the Notes in complying with Rule 15c2- 12(b)(5) promulgated under the Securities Exchange Act of 1934, as amended (the "**Rule**").

The City and its related governmental entities have previously entered into numerous disclosure undertakings under the Rule in connection with the issuance of long-term obligations

(See “APPENDIX B – The City’s Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2018.” Notes to Basic Financial Statements, Note 3”). In order to meet its continuing disclosure obligations, the City retained NHA Advisors, LLC as dissemination agent.

The City is not aware of any instances in the past five years of any material failures by it to comply with its continuing disclosure undertakings under the Rule with respect to any bond issue of the City or its related entities.

To ensure future compliance with its continuing disclosure undertakings, the City has developed procedures for including all required continuing disclosure information in the supplementary section of its audited financial statements. In addition, the City engaged NHA Advisors, LLC to review this information annually to ensure compliance with its continuing disclosure undertakings.

Neither the County nor any other entity other than the City shall have any obligation or incur any liability whatsoever with respect to the performance of the City’s duties regarding continuing disclosure.

### **ABSENCE OF MATERIAL LITIGATION**

No litigation is pending or threatened concerning the validity of the Notes, and a certificate to that effect will be furnished to the underwriter at the time of the original delivery of the Notes. The City is not aware of any litigation pending or threatened questioning the political existence of the City or contesting the City’s ability to receive ad valorem taxes or to collect other Unrestricted Moneys or contesting the City’s ability to issue and retire the Notes.

There are a number of lawsuits and claims pending against the City. The aggregate amount of the uninsured liabilities of the City, and the timing of any anticipated payments of judgments that may result from suits and claims, will not, in the opinion of the City, materially affect the finances of the City or impair its ability to repay the Notes. A certificate of the City to this effect will be available at the time of original delivery of the Notes.

### **UNDERWRITING**

The Notes were purchased by \_\_\_\_\_ (the “**Underwriter**”) at a price of \$ \_\_\_\_\_ (representing \$ \_\_\_\_\_ aggregate principal amount of the Notes plus a purchase premium of \$ \_\_\_\_\_, less an Underwriter’s discount of \$ \_\_\_\_\_). The purchase contract for the Notes provides that the Underwriter will purchase all of the Notes if any are purchased, the obligation to make such purchase being subject to certain terms and conditions set forth in such purchase contract, the approval of certain legal matters by counsel and certain other conditions.

The Underwriter may offer and sell Notes to certain dealers and others at prices lower than the offering price stated on the cover page hereof. The offering price may be changed from time to time by the Underwriter.

## MUNICIPAL ADVISOR

The City has retained NHA Advisors, LLC, San Rafael, California, as municipal advisor (the “**Municipal Advisor**”) in connection with the preparation of this Official Statement and with respect to the issuance of the Notes. The Municipal Advisor is not obligated to undertake, and has not undertaken to make, an independent verification or assume responsibility for the accuracy, completeness, or fairness of the information contained in this Official Statement. The Municipal Advisor is a municipal advisory firm and is not engaged in the business of underwriting, trading or distributing municipal securities or other public securities. The Municipal Advisor’s compensation is contingent upon the delivery of the Notes.

## RATING

Moody’s Investor Services Inc. has assigned a rating to the Notes as shown on the cover of this Official Statement. The City supplied certain information to the rating agency to be considered in evaluating the Notes. The rating issued reflects only the views of such rating agency, and any explanation of the significance of such rating should be obtained from the rating agency. There is no assurance that the rating will be retained for any given period of time or that the same will not be revised downward or withdrawn entirely by such rating agency if, in its judgment, circumstances so warrant. Any downward revision or withdrawal of the rating obtained may have an adverse effect on the market price of the Notes.

## ADDITIONAL INFORMATION

The purpose of this Official Statement is to supply information to purchasers of the Notes. Quotations from and summaries and explanations of the Notes and the Resolution and of statutes and documents contained herein do not purport to be complete, and reference is hereby made to the Resolution, statutes and documents for full and complete statements of their provisions. Additional information can be obtained from the City’s Director of Finance.

This Official Statement speaks only as of its date, and the information presented in this Official Statement is subject to change. Any statements in this Official Statement involving matters of opinion, whether or not expressly stated, are intended as such and not as representations of fact. This Official Statement is not to be construed as a contract or agreement among the City and any purchaser or owners of the Notes. This Official Statement and its distribution have been authorized and approved by the City Council of the City.

CITY OF BERKELEY, CALIFORNIA

By: \_\_\_\_\_  
City Manager



**APPENDIX A**

**CERTAIN INFORMATION CONCERNING THE CITY OF BERKELEY**

**Introduction**

The City of Berkeley, California (the “**City**”) is located in Alameda County (the “**County**”) on the east side of the San Francisco Bay, approximately 10 miles northeast of San Francisco. The City encompasses a total area of approximately 19 square miles and had an estimated population of 123,328 as of January 1, 2019, giving it the highest population density of any city in the East Bay. The City is defined to a large degree, both culturally and economically, by the presence of the University of California campus located on the eastern side of the City. The University of California is a major component of the City's economy, employing approximately 13,396 full- and part-time workers.

The City is among the oldest in California. The City was founded in 1864, incorporated as a town in 1878, and incorporated as a City in 1909. The City's first charter was adopted in 1895.

**Population**

Population figures for the City, County and State for the last five years are shown in the following table.

**CITY OF BERKELEY  
Population Estimates  
As of January 1**

| <b>Year</b> | <b>City of Berkeley</b> | <b>County of Alameda</b> | <b>State of California</b> |
|-------------|-------------------------|--------------------------|----------------------------|
| 2015        | 119,400                 | 1,613,168                | 38,952,462                 |
| 2016        | 120,012                 | 1,631,088                | 39,214,803                 |
| 2017        | 121,328                 | 1,646,156                | 39,504,609                 |
| 2018        | 122,369                 | 1,656,884                | 39,740,508                 |
| 2019        | 123,328                 | 1,669,301                | 39,740,508                 |

*Source: State Department of Finance estimates (as of January 1).*

**City Government**

The City operates under a Council-Manager form of government. The City is governed by a nine-member City Council, eight of whom are elected by district, plus the Mayor, who is elected on a city-wide basis. The Mayor and the City Council members serve four-year terms. The Council appoints a City Manager who is responsible for daily administration of City affairs and preparation and submission of the annual budget under the direction of the Mayor and the City Council for the Mayor's submission to the City Council. The City Manager appoints a Director of Finance to supervise the City's financial affairs. The Director of Finance also serves as the City's Treasurer.

The City Attorney, City Clerk and Director of Finance are appointed by the City Manager subject to City Council approval. The City Auditor is elected at the same time as the Mayor.

| <u>Member</u>   | <u>District</u> | <u>Term Expires</u> |
|-----------------|-----------------|---------------------|
| Jesse Arreguin  | Mayor           | 11/30/2020          |
| Rashi Kesarwani | 1               | 11/30/2022          |
| Cheryl Davila   | 2               | 11/30/2020          |
| Ben Bartlett    | 3               | 11/30/2020          |
| Kate Harrison   | 4               | 11/30/2022          |
| Sophie Hahn     | 5               | 11/30/2020          |
| Susan Wengraf   | 6               | 11/30/2020          |
| Rigel Robinson  | 7               | 11/30/2022          |
| Lori Droste     | 8               | 11/30/2022          |

## CITY FINANCIAL INFORMATION

### Accounting Policies and Financial Reporting

The accounts of the City are organized on the basis of funds and account groups, to account for different activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which the spending activities are controlled. The City's general fund and other governmental fund types use the modified accrual basis of accounting. All of the City's other funds, including proprietary fund types and fiduciary fund types use the accrual basis of accounting. The basis of accounting for all funds is more fully explained in the "Notes to the Basic Financial Statements" contained in APPENDIX B.

The City Council employs, at the beginning of each fiscal year, an independent certified public accountant who, at such time or times as specified by the City Council, at least annually, and at such other times as he or she shall determine, examines the combined financial statements of the City in accordance with generally accepted auditing standards, including such tests of the accounting records and such other auditing procedures as such accountant considers necessary. As soon as practicable after the end of the fiscal year, a final audit and report is submitted by such accountant to the City Council and a copy of the financial statements as of the close of the fiscal year is published.

The City, all its funds and the funds of certain other component entities of the City are audited annually by a certified public accounting firm. The firm of Badawi and Associates, Certified Public Accounts, Oakland, California, is the City's current auditor (the "**Auditor**"). The comprehensive annual financial report of the City for fiscal year 2017-18 is attached hereto as APPENDIX B. *The City's financial statements are public documents and are included within this Official Statement without the prior approval of the Auditor.*

The Governmental Accounting Standards Board ("**GASB**") published its Statement No. 34 "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments" on June 30, 1999. Statement No. 34 provides guidelines to auditors, state and local governments and special purpose governments such as school districts and public utilities, on new requirements for financial reporting for all governmental agencies in the United States. Generally, the basic financial statements and required supplementary information should include (i) Management's Discussion and Analysis; (ii) government-wide financial statements prepared using the economic measurement focus and the accrual basis of accounting and fund financial

statements prepared using both the current financial resources measurement focus and the modified accrual method of accounting (governmental funds) and funds using the economic measurement focus and the accrual basis of accounting (proprietary funds) and (iii) required supplementary information. The City's financial statements are prepared in conformance with the requirements of Statement No. 34.

**Comparative Financial Statements**

The following tables provide a four-year history of the City's Comparative Balance Sheet, General Fund revenues, expenditures, transfers, and ending fund balances.

**CITY OF BERKELEY**  
**GENERAL FUND BALANCE SHEET**  
**(Fiscal Year Ending June 30)**  
**(Dollar amounts in thousands)**

|                                                                     | Actual<br><u>2014-15</u> | Actual<br><u>2015-16</u> | Actual<br><u>2016-17</u> | Actual<br><u>2017-18</u> |
|---------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>ASSETS:</b>                                                      |                          |                          |                          |                          |
| Cash and investments in treasury                                    | \$49,537                 | \$57,620                 | \$65,891                 | \$82,508                 |
| Restricted cash and investments                                     | 24,995                   | 24,995                   | 17,000                   | 25,550                   |
| Receivables (net of allowance where applicable):                    |                          |                          |                          |                          |
| Accounts                                                            | 6,310                    | 7,072                    | 8,777                    | 6,951                    |
| Interest                                                            | 507                      | 534                      | 526                      | 763                      |
| Taxes                                                               | 5,329                    | 9,421                    | 8,109                    | 8,623                    |
| Subventions/grants                                                  | --                       | --                       | --                       | 180                      |
| Due from other funds                                                | 4,465                    | 2,920                    | 3,752                    | 6,659                    |
| Notes receivable                                                    | 3,648                    | 3,595                    | 4,255                    | 3,755                    |
| Other                                                               | 477                      | 353                      | 5                        | 5                        |
| Prepaid items                                                       | --                       | --                       | 75                       | 142                      |
| Total assets                                                        | <u>96,268</u>            | <u>106,512</u>           | <u>108,390</u>           | <u>135,136</u>           |
| <b>LIABILITIES:</b>                                                 |                          |                          |                          |                          |
| Accounts payable                                                    | 5,500                    | 1,768                    | 4,344                    | 3,610                    |
| Accrued salaries and wages                                          | 3,531                    | 4,502                    | 5,169                    | 5,473                    |
| Advances from other funds                                           | --                       | --                       | 6,683                    | 6,287                    |
| Deposits held                                                       | 883                      | 840                      | 905                      | 974                      |
| Unearned revenue                                                    | 4,493                    | --                       | --                       | --                       |
| Tax and revenue anticipation notes                                  | 24,995                   | 24,995                   | 17,000                   | 25,550                   |
| Other liabilities                                                   | <u>3,578</u>             | <u>3,706</u>             | <u>2,923</u>             | <u>3,755</u>             |
| Total liabilities                                                   | 42,980                   | 35,811                   | 37,024                   | 45,649                   |
| <br>                                                                |                          |                          |                          |                          |
| DEFERRED INFLOW OF RESOURCES                                        |                          | 5,676                    | 7,707                    | 5,602                    |
| <br>                                                                |                          |                          |                          |                          |
| <b>FUND BALANCES</b>                                                |                          |                          |                          |                          |
| Assigned to/Unassigned                                              | 49,641                   | 61,429                   | 59,328                   | 79,987                   |
| Nonspendable/Restricted                                             | <u>3,648</u>             | <u>3,595</u>             | <u>4,330</u>             | <u>3,898</u>             |
| Total fund balances                                                 | 53,289                   | 65,025                   | 63,658                   | 83,885                   |
| <br>                                                                |                          |                          |                          |                          |
| Total liabilities, deferred inflows of resources, and fund balances | \$96,269                 | \$106,512                | \$108,390                | \$135,136                |

Source: City of Berkeley, Comprehensive Annual Financial Reports for 2014-15 through 2017-18.

**CITY OF BERKELEY**  
**STATEMENT OF GENERAL FUND**  
**REVENUES, EXPENDITURES AND BALANCES**  
**(Fiscal Year Ending June 30)**  
**(Dollar amounts in thousands)**

|                                            | Actual<br><u>2014-15</u> | Actual<br><u>2015-16</u> | Actual<br><u>2016-17</u> | Actual<br><u>2017-18</u> |
|--------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>REVENUES:</b>                           |                          |                          |                          |                          |
| Taxes                                      | \$120,869                | \$133,249                | \$137,277                | \$161,666                |
| Licenses and Permits                       | 494                      | 323                      | 566                      | 834                      |
| Subvention and Grants/Intergovernmental    | 10,686                   | 11,208                   | 11,509                   | 1,129                    |
| Service Fees                               | 9,899                    | 9,528                    | 9,140                    | 9,862                    |
| Fines and Forfeitures                      | 5,943                    | 6,371                    | 6,370                    | 6,933                    |
| Rents                                      | 537                      | 215                      | 160                      | 284                      |
| Franchises                                 | 1,821                    | 1,673                    | 2,247                    | 1,990                    |
| Interest                                   | 2,349                    | 1,784                    | 1,383                    | 2,416                    |
| Other                                      | 439                      | 48                       | 1,749                    | 237                      |
| <b>TOTAL REVENUES</b>                      | <u>153,037</u>           | <u>165,400</u>           | <u>170,393</u>           | <u>185,351</u>           |
| <b>EXPENDITURES:</b>                       |                          |                          |                          |                          |
| General Government                         | 27,953                   | 28,244                   | 37,871                   | 30,143                   |
| Public Safety                              | 84,925                   | 89,076                   | 94,093                   | 95,503                   |
| Highways and Streets                       | 1,193                    | 1,337                    | 1,638                    | 1,900                    |
| Health and Human Services                  | 6,761                    | 7,354                    | 9,676                    | 9,725                    |
| Culture-Recreation                         | 5,452                    | 5,848                    | 6,086                    | 5,476                    |
| Community Development                      | 6,647                    | 6,057                    | 6,477                    | 7,153                    |
| Economic Development                       | 1,949                    | 2,325                    | 2,322                    | 2,576                    |
| Debt Service                               | 85                       | 372                      | 166                      | 252                      |
| <b>TOTAL EXPENDITURES</b>                  | <u>134,967</u>           | <u>140,512</u>           | <u>158,338</u>           | <u>152,728</u>           |
| Excess Revenues Over (Under) Expenditures  | 18,070                   | 24,788                   | 12,055                   | 32,623                   |
| Transfers In(out)/Other                    | (10,472)                 | (13,052)                 | (13,421)                 | (12,396)                 |
| Net Change in Fund Balance                 | 7,598                    | 11,735                   | (1,366)                  | 20,227                   |
| Fund Balance, July 1                       | 45,692                   | 53,289                   | 65,025                   | 63,658                   |
| <b>Fund Balance, June 30<sup>(1)</sup></b> | <u><u>\$53,289</u></u>   | <u><u>\$65,025</u></u>   | <u><u>\$63,658</u></u>   | <u><u>\$83,885</u></u>   |

(1) Totals may not add due to rounding.

(2) Vehicle In Lieu Taxes were reclassified as a tax in Fiscal Year 2017-18; previously, they were reported as intergovernmental revenue.

Source: City of Berkeley Comprehensive Annual Financial Reports 2014-15 through 2017-18..

## General Fund Budget

***Budgetary Process and Administration.*** The City employs a two-year budget process. In year one of the biennial budget cycle, the City Council formally adopts authorized appropriations for the first fiscal year and approves “planned” appropriations for the second fiscal year. In year two, the City Council considers revisions and formally adopts authorized appropriations for the second fiscal year. Although the budget cycle covers a two-year period, the City Charter requires that the City Council adopt an annual appropriations ordinance for each budget year.

From about January to May of each year, the City Council meets in public to discuss policies and priorities for the upcoming budget. The City Manager prepares a proposed budget based on input from department heads, and presents this to the City Council by the first Monday in May of a budget year or as fixed by the City Council. The City also maintains additional budgetary controls to ensure compliance with the annual appropriated budget. The City Manager is authorized to transfer budgeted amounts within funds as deemed necessary to meet the City’s needs; however, revisions that alter the total budget or move amounts from one fund to another must be approved by the City Council.

See “SECURITY FOR AND SOURCES OF PAYMENT OF THE NOTES – The City’s Approach to Budgeting and Current Budget Status” in the body of this Official Statement.

Revenues and expenditures relating to the City’s general governmental operations are budgeted and accounted for in the City’s general fund, including public safety, highways and streets, health and welfare, culture and recreation, community development, housing and economic development. General taxes and fees support most of these activities. The “business” or proprietary activities of the City are accounted for in each of eight enterprise funds, which include those established for Refuse Collection, Marina Operations, Sanitary Sewers, Clean Storm Water, Permit Service Center, Off-Street Parking, Parking Meter, and Building Purchases & Management. These activities are intended to be completely or largely self-supporting through user fees and charges.

The balance of this Appendix is concerned with the operations and performance of the City’s General Fund, unless otherwise noted.

***Adopted Biennial Budget; Fiscal Year 2019 Mid-Year Budget Update.*** The City adopts a biennial budget. According to the City’s Fiscal Year 2019 Mid-Year Budget Update, provided by the City Manager to the City Council, dated March 19, 2019, during the first half of fiscal year 2018-19, General Fund revenues and transfers increased \$3.9 million or 4.45%, from \$87.8 million to \$91.7 million, compared with the same period in fiscal year 2017-18. The increase was due, in significant part, to an increase in secured property tax revenues of 5.86% and an increase in property transfer tax revenues of 10.56%, in each case compared with the same period during fiscal year (see “– Property Transfer Tax”).

## General Fund Reserves

***Establishment of General Fund Reserve.*** On December 13, 2016, the City Council adopted a General Fund reserve policy, establishing a General Fund reserve (the “**Reserve**”), to prepare for the impact of economic cycles and catastrophic events and assure fluctuations in revenue do not impede the City’s ability to meet expenditure obligations. When revenues fail to meet the City’s normal operating requirements, or the need for disbursements temporarily

exceeds receipts, the Reserve, upon a majority vote of the City Council, may be used in accordance with the standards set forth herein.

The Reserve is composed of two elements, a Stability Reserve and a Catastrophic Reserve:

1) A Stability Reserve is maintained to mitigate loss of service delivery and financial risks associated with unexpected revenue shortfalls during a single fiscal year or during a prolonged recessionary period. The purpose of the Stability Reserve is to provide fiscal stability in response to unexpected downturns or revenue shortfalls, and not to serve as a funding source for new programs or projects.

2) A Catastrophic Reserve is maintained for the purpose of sustaining General Fund operations in the case of a public emergency, such as a natural disaster or other catastrophic event. The Catastrophic Reserve will be used to respond to extreme, onetime events, such as earthquakes, fires, floods, civil unrest, and terrorist attacks. The Catastrophic Reserve will not be accessed to meet operational shortfalls or to fund new programs or projects.

The Reserve is accounted for in the Unassigned fund balance of the City's balance sheet.

**Target Reserve Levels.** Fifty-five percent of the Reserve is allocated to the Stability Reserve and 45% to the Catastrophic Reserve.

The short-term goal for the Reserve was a minimum of 13.8% of 2016-17 adopted General Fund revenues (which goal was met); the intermediate goal for the Reserve is a minimum of 16.7% of adopted General Fund revenues by the end of fiscal year 2019-20 (the "**Intermediate Goal**"); the long-term goal for the Reserve is a minimum of 20% of the adopted General Fund revenues, to be achieved within no more than 10 years of the adopted of the General Fund Reserve Policy ("**Long-Term Goal**"). Based on a risk assessment (according to best practices), to be updated at least every five years, the City Council may consider increasing or lowering the Reserve level. The City believes that it is on track to meet the Intermediate and Long-Term Goals as long as the revenue projections are achieved.

**Replenishment of the General Fund Reserve.** The City Manager will recommend a replenishment schedule for all monies proposed for appropriation from the Reserve. The replenishment schedule will be adopted simultaneously with the appropriation to withdraw Reserve funds or, if infeasible due to emergency circumstances, no more than three months from the date of the withdrawal appropriation. Repayment will begin no more than five years from the date of withdrawal and be completed within 10 years from the date of withdrawal.

While staff envisions that, in most cases, repayment will start as soon as possible, the repayment guidelines are meant to reflect a commitment to maintain a sufficient Reserve, while also recognizing that a use of Reserve amounts may occur during an economic downturn and it may be necessary to postpone repayment while the economy improves.

### **State Budget and its Impact on the City**

**Fiscal Year 2018-19 State Budget.** Information about the fiscal year 2018-19 State budget, the proposed fiscal year 2019-20 State budget and other State budgets is regularly available at various State-maintained websites. An impartial analysis of the budget is posted by the Legislative Analyst Office at [www.lao.ca.gov](http://www.lao.ca.gov). In addition, various State official statements,

many of which contain a summary of the current and past State budgets, may be found at the website of the State Treasurer, [www.treasurer.ca.gov](http://www.treasurer.ca.gov). *The information referred to in this paragraph is prepared by the respective State agency maintaining each website and not by the City or Underwriter, and the City and Underwriter take no responsibility for the continued accuracy of the Internet addresses or for the accuracy or timeliness of information posted there, and such information is not incorporated in this Official Statement by these references.*

**Dissolution of Redevelopment Agencies.** State legislation enacted as part of the 2011 Budget Act, and upheld by the California Supreme Court, resulted in the formal dissolution of redevelopment agencies, including the Berkeley Redevelopment Agency (the “**Former Redevelopment Agency**”), effective as of February 1, 2012. The impact on the City’s General Fund of the dissolution of the Former Redevelopment Agency is minimal because the City is in the process of winding down its redevelopment program, and the funding the City received from the Former Redevelopment Agency prior to its dissolution only supported 1.5 full-time employees.

### **Ad Valorem Property Taxes**

**Tax Levies and Collections.** Property taxes accounted for approximately 31.4% of the City’s general fund revenues for fiscal year 2017-18. Taxes are levied for each fiscal year on taxable real and personal property that is situated in the City as of the preceding January 1. A supplemental roll is developed when property changes hands, which produces additional revenue.

A ten percent penalty attaches to any delinquent payment for secured roll taxes. In addition, property on the secured roll with respect to which taxes are delinquent becomes tax-defaulted. Such property may thereafter be redeemed by payment of the delinquent taxes and the delinquency penalty, plus a redemption penalty to the time of redemption. If taxes are unpaid for a period of five years or more, the property is subject to auction sale by the County Tax Collector.

In the case of unsecured property taxes, a 10% penalty attaches to delinquent taxes on property on the unsecured roll, and an additional penalty of 1.5% per month begins to accrue beginning November 1 of the fiscal year, and a lien is recorded against the assesse. The taxing authority has four ways of collecting unsecured personal property taxes: (1) a civil action against the taxpayer; (2) filing a certificate in the office of the County Clerk specifying certain facts in order to obtain a judgment lien on specific property of the taxpayer; (3) filing a certificate of delinquency for recording in the County Recorder’s office in order to obtain a lien on specified property of the taxpayer; and (4) seizure and sale of personal property, improvements or possessory interests belonging or assessed to the assesse.

The County levies (except for levies to support prior voter-approved indebtedness) and collects all property taxes for property falling within that county’s taxing boundaries.



The following is a table summarizing the historical and current assessed valuation of the taxable property in the City.

**CITY OF BERKELEY  
ASSESSED VALUATION  
2008-09 TO 2018-19**

| <u>Fiscal Year</u> | <u>Local Secured</u> | <u>Utility</u> | <u>Unsecured</u> | <u>Total</u>     | <u>Percent Change</u> |
|--------------------|----------------------|----------------|------------------|------------------|-----------------------|
| 2008-09            | \$11,918,409,630     | \$473,910      | \$671,983,004    | \$12,590,866,544 | --                    |
| 2009-10            | 12,085,578,735       | 473,910        | 720,264,455      | 12,806,317,100   | 1.71%                 |
| 2010-11            | 12,147,575,627       | 555,664        | 677,887,524      | 12,826,018,815   | 0.15                  |
| 2011-12            | 12,525,929,662       | 555,664        | 667,789,011      | 13,194,274,337   | 2.87                  |
| 2012-13            | 12,834,926,300       | 555,664        | 673,174,230      | 13,508,656,194   | 2.38                  |
| 2013-14            | 13,686,258,913       | 555,664        | 677,170,723      | 14,363,985,300   | 6.33                  |
| 2014-15            | 14,116,003,890       | 630,615        | 658,143,878      | 14,774,778,383   | 2.86                  |
| 2015-16            | 15,224,697,461       | 388,860        | 702,428,523      | 15,927,514,844   | 7.80                  |
| 2016-17            | 16,200,483,693       | 388,860        | 711,062,469      | 16,911,935,022   | 6.18                  |
| 2017-18            | 17,376,072,698       | 443,960        | 809,921,331      | 18,186,437,989   | 7.54                  |
| 2018-19            | 18,580,711,272       | 443,960        | 730,870,447      | 19,312,025,679   | 6.19                  |

Source: Alameda County Auditor-Controller

The City does not participate in the Teeter Plan. The following table shows secured tax charges and delinquencies within the City during the past 10 years.

**CITY OF BERKELEY  
SECURED TAX CHARGES AND DELINQUENCIES  
2008-09 TO 2017-18  
(Dollar amounts in thousands)**

| <u>Fiscal Year</u> | <u>Secured Tax Charge<sup>(1)</sup></u> | <u>Amount Delinquent<br/>June 30</u> | <u>% Delinquent<br/>June 30</u> |
|--------------------|-----------------------------------------|--------------------------------------|---------------------------------|
| 2008-09            | \$38,438,858.24                         | \$1,757,281.78                       | 4.57%                           |
| 2009-10            | 38,834,067.28                           | 1,222,174.35                         | 3.15                            |
| 2010-11            | 38,858,160.99                           | 937,557.29                           | 2.41                            |
| 2011-12            | 40,085,111.77                           | 814,536.14                           | 2.03                            |
| 2012-13            | 40,863,072.01                           | 588,607.19                           | 1.44                            |
| 2013-14            | 43,482,172.03                           | 491,490.18                           | 1.13                            |
| 2014-15            | 45,452,269.29                           | 477,676.28                           | 1.05                            |
| 2015-16            | 48,936,168.63                           | 607,465.93                           | 1.24                            |
| 2016-17            | 52,097,423.06                           | 562,295.75                           | 1.08                            |
| 2017-18            | 56,317,983.19                           | 488,950.31                           | 0.87                            |

(1) 1% General Fund apportionment.

Source: California Municipal Statistics, Inc.

**Tax Rates.** The table below shows historical property tax rates within the City:

**CITY OF BERKELEY  
TYPICAL TAX RATE PER \$100 ASSESSED VALUATION  
(TRA 13-000 – 2018-19 Assessed Valuation: \$18,581,155)**

|                                        | Fiscal<br>Year<br><u>2014-15</u> | Fiscal<br>Year<br><u>2015-16</u> | Fiscal<br>Year<br><u>2016-17</u> | Fiscal<br>Year<br><u>2017-18</u> | Fiscal<br>Year<br><u>2018-19</u> |
|----------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Countywide Rate                        | \$1.0000                         | \$1.0000                         | \$1.0000                         | \$1.0000                         | \$1.0000                         |
| Countywide GO Bond                     | --                               | --                               | --                               | --                               | 0.0112                           |
| Berkeley Unified School District Bonds | 0.1353                           | 0.1321                           | 0.1327                           | 0.1218                           | 0.1264                           |
| Peralta Community College District     | 0.0412                           | 0.0337                           | 0.0256                           | 0.0310                           | 0.0269                           |
| Bay Area Rapid Transit                 | 0.0045                           | 0.0026                           | 0.0080                           | 0.0084                           | 0.0070                           |
| East Bay Regional Park District        | 0.0085                           | 0.0067                           | 0.0032                           | 0.0021                           | 0.0057                           |
| East Bay Municipal Utility District    | 0.0047                           | 0.0034                           | 0.0028                           | 0.0011                           | --                               |
| City of Berkeley                       | <u>0.0505</u>                    | <u>0.0433</u>                    | <u>0.0445</u>                    | <u>0.0492</u>                    | <u>0.0507</u>                    |
| Total                                  | \$1.2447                         | \$1.2218                         | \$1.2168                         | \$1.2136                         | \$1.2279                         |

*Source: Alameda County Auditor-Controller*

**Principal Taxpayers.** The twenty largest taxpayers in the City, as shown on the 2018-19 secured tax roll, and the amounts of their assessed valuation for all taxing jurisdictions within the City, are shown below.

**CITY OF BERKELEY  
LARGEST 2018-19 LOCAL SECURED TAXPAYERS**

|     | <u>Property Owner</u>                         | <u>Primary Land Use</u> | <u>2018-19<br/>Assessed Valuation</u> | <u>% of<br/>Total (1)</u> |
|-----|-----------------------------------------------|-------------------------|---------------------------------------|---------------------------|
| 1.  | Bayer Healthcare LLC                          | Industrial              | \$353,961,240                         | 1.89%                     |
| 2.  | EQR Acton Berkeley LP                         | Apartments              | 127,188,215                           | 0.68                      |
| 3.  | Granite Library Gardens LP                    | Apartments              | 83,324,530                            | 0.45                      |
| 4.  | Hanumandla R. & Hanumandla J. Reddy, Trustees | Apartments              | 81,318,713                            | 0.43                      |
| 5.  | CVBAF ACQ LLC                                 | Apartments              | 73,825,668                            | 0.39                      |
| 6.  | Parkershattuck Owner LLC                      | Apartments              | 58,981,475                            | 0.32                      |
| 7.  | CPF Berkeley Varsity LLC                      | Apartments              | 52,977,168                            | 0.28                      |
| 8.  | Essex Berkeley 4 <sup>th</sup> Street LP      | Apartments              | 51,117,893                            | 0.27                      |
| 9.  | SC Hillside Berkeley Inc.                     | Apartments              | 50,417,359                            | 0.27                      |
| 10. | RAAJ Berkeley Owner LLC                       | Hotel                   | 45,882,405                            | 0.25                      |
| 11. | Garr Land & Resource Management Inc.          | Industrial              | 43,156,713                            | 0.23                      |
| 12. | Dwight Way Residential Property Owner LLC     | Apartments              | 40,696,070                            | 0.22                      |
| 13. | 1950 MLK LLC                                  | Apartments              | 39,762,385                            | 0.21                      |
| 14. | Raintree 1122 University LLC                  | Apartments              | 39,163,125                            | 0.21                      |
| 15. | Ed Roberts Campus                             | Office Building         | 38,975,798                            | 0.21                      |
| 16. | Stonefire Partners LLC                        | Apartments              | 38,308,697                            | 0.20                      |
| 17. | Jamestown Premier Berkeley Grotto LP          | Commercial              | 37,481,589                            | 0.20                      |
| 18. | John K. Gordon & Janis L. Mitchell, Trustees  | Commercial Properties   | 35,387,926                            | 0.19                      |
| 19. | DS Properties 17 LP                           | Shopping Center         | 35,197,750                            | 0.19                      |
| 20. | 2310 Fulton LLC                               | Apartments              | <u>31,749,437</u>                     | <u>0.17</u>               |
|     |                                               |                         | \$1,358,874,156                       | 7.27%                     |

(1) 2018-19 Local Secured Assessed Valuation: \$18,696,664,672.

*Source: California Municipal Statistics, Inc.*

## Other General Fund Revenues

In addition to property taxes, the City has several other major tax and fee revenue sources, as described below. The following table summarizes the City's actual general fund revenues from fiscal year 2013-14 through fiscal year 2017-18.

### CITY OF BERKELEY GENERAL FUND REVENUES

|                       | Actual<br>Revenue<br><u>FY 2014</u> | Actual<br>Revenue<br><u>FY 2015</u> | Actual<br>Revenue<br><u>FY 2016</u> | Actual<br>Revenue<br><u>FY 2017</u> | Actual<br>Revenue<br><u>FY 2018</u> |
|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Real Property         | \$42,181,381                        | \$44,187,339                        | \$48,046,766                        | \$51,474,746                        | \$56,038,218                        |
| Property Transfer Tax | 14,017,607                          | 15,178,243                          | 17,452,190                          | 17,151,793                          | 18,911,368                          |
| Unsecured Property    | 2,496,321                           | 2,602,010                           | 2,661,235                           | 2,568,891                           | 2,687,198                           |
| Sales Tax             | 16,500,324                          | 16,708,652                          | 17,656,894                          | 20,105,287                          | 17,435,591                          |
| Business License      | 15,370,377                          | 16,102,327                          | 18,089,403                          | 18,829,739                          | 19,878,912                          |
| U1 Taxes              | --                                  | --                                  | --                                  | --                                  | 5,161,615                           |
| Short-Term Rentals    | --                                  | --                                  | --                                  | --                                  | 1,053,815                           |
| Hotel Tax             | 6,169,161                           | 7,038,640                           | 7,813,366                           | 7,810,84                            | 7,664,473                           |
| Utility Users Tax     | 14,321,714                          | 14,302,057                          | 14,211,318                          | 15,109,305                          | 14,828,120                          |
| Vehicle In-Lieu       | 9,277,702                           | 9,616,322                           | 10,308,802                          | 10,994,452                          | 11,822,917                          |
| Parking Fines         | 6,850,399                           | 6,932,288                           | 6,134,784                           | 6,120,474                           | 6,608,001                           |
| Moving Violations     | 670,363                             | 673,244                             | 252,752                             | 232,523                             | 188,443                             |
| Interest              | 2,465,334                           | 2,650,102                           | 2,465,654                           | 2,385,492                           | 3,636,989                           |
| Service Fees          | 8,463,613                           | 9,556,323                           | 9,439,102                           | 9,116,521                           | 10,146,535                          |
| Soda Tax              | --                                  | 242,986                             | 1,712,891                           | 1,550,222                           | 1,457,003                           |
| SUB-TOTAL             | \$138,784,296                       | \$145,547,547                       | \$154,532,266                       | 163,450,329                         | 177,519,198                         |
| Other Revenues        | 16,431,847                          | 18,450,547                          | 19,823,406                          | 17,762,629                          | 15,330,443                          |
| TOTAL                 | <u>\$155,216,143</u>                | <u>\$163,997,992</u>                | <u>\$174,355,672</u>                | <u>\$181,212,958</u>                | <u>\$192,849,641</u>                |

Source: City of Berkeley Comprehensive Annual Financial Reports FY 2014-2018; Revenues were recorded using the budget basis of accounting (i.e. cash).

**Sales and Use Tax.** The sales tax is an excise tax imposed on retailers for the privilege of selling or leasing tangible personal property. The use tax is an excise tax imposed for the storage, use, or other consumption of tangible personal property purchased from any retailer. The total sales tax rate within the City is currently 9.25%. The proceeds of sales and uses taxes imposed within the City are distributed by the State to various agencies, with the City receiving 1.0% of the amount collected.

Collection of the sales and use tax is administered by the California Department of Tax and Fee Administration (the "CDTFA"). This process was formerly administered by the State Board of Equalization. The Taxpayer Transparency and Fairness Act of 2017, which took effect July 1, 2017, restructured the State Board of Equalization and separated its functions among three separate entities: the State Board of Equalization, the CDTFA and the Office of Tax Appeals. The State Board of Equalization will continue to perform the duties assigned to it by the state Constitution, while all other duties will be transferred to the newly established CDTFA and the Office of Tax Appeals. CDTFA will handle most of the taxes and fees previously collected by the State Board of Equalization, including sales and use tax. According to the CDTFA, it distributes quarterly tax revenues to local jurisdictions (like the City) using the following method:

Using the prior year's like quarterly tax allocation as a starting point, the CDTFA first eliminates nonrecurring transactions such as fund transfers, audit payments and refunds, and then adjusts for growth, in order to establish the estimated base amount. The CDTFA disburses 90% of the base amount to each local jurisdiction in three monthly installments (advances) prior to the final computation of the quarter's actual receipts. Ten percent is withheld as a reserve against unexpected occurrences that can affect tax collections (such as earthquakes, fire or other natural disaster) or distributions of revenue such as unusually large refunds or negative fund transfers. The first and second advances each represent 30% of the 90% distribution, while the third advance represents the remaining 40%. One advance payment is made each month, and the quarterly reconciliation payment (clean-up) is distributed in conjunction with the first advance for the subsequent quarter. Statements showing total collections, administrative costs, prior advances and the current advance are provided with each quarterly clean-up payment.

The CDTFA receives an administrative fee based on the cost of services provided by the Board to the City in administering the City's sales tax, which is deducted from revenue generated by the sales and use tax before it is distributed to the City.

Total taxable sales during calendar year 2017 in the City were reported to be \$1.582 billion, a 2.85% decrease from total taxable sales of \$1.628 billion reported during calendar year 2016. Annual figures are not yet available for 2018.

**CITY OF BERKELEY  
TAXABLE TRANSACTIONS  
(Figures in Thousands)**

|                                  | 2013               | 2014               | 2015               | 2016               | 2017               |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Retail and Food Services:        |                    |                    |                    |                    |                    |
| Apparel Stores                   | \$58,294           | \$59,369           | \$57,048           | \$55,449           | \$52,645           |
| Gen. Merchandise Stores          | 11,876             | 12,292             | 15,165             | 15,610             | 17,178             |
| Food Stores                      | 113,764            | 123,572            | 133,916            | 145,462            | 150,894            |
| Eating and Drinking Places       | 286,626            | 323,125            | 347,926            | 364,417            | 371,299            |
| Home Furnishings and Appliances  | 68,097             | 74,682             | 74,514             | 71,927             | 72,358             |
| Bldg. Materials, Farm Implements | 90,090             | 90,104             | 98,958             | 100,899            | 107,333            |
| Auto Dealers, Auto Supplies      | 124,818            | 126,527            | 125,716            | 115,808            | 117,513            |
| Gas/Service Stations             | 99,403             | 94,630             | 83,285             | 75,720             | 84,041             |
| Other Retail Stores              | <u>240,873</u>     | <u>248,626</u>     | <u>255,133</u>     | <u>251,324</u>     | <u>243,881</u>     |
| Total Retail and Food Services   | 1,093,841          | 1,152,938          | 1,191,661          | 1,196,618          | 1,217,142          |
| All Other Outlets                | <u>365,931</u>     | <u>394,169</u>     | <u>413,156</u>     | <u>431,614</u>     | <u>364,736</u>     |
| TOTAL ALL OUTLETS                | <u>\$1,459,772</u> | <u>\$1,547,107</u> | <u>\$1,604,817</u> | <u>\$1,628,232</u> | <u>\$1,581,878</u> |

Source: State Board of Equalization through 2016, State Department of Tax and Fee Administration thereafter.

Factors that have historically affected sales tax revenues include the overall economic growth of the Bay Area, competition from neighboring cities, the growth of specific industries within the City, the City's business attraction and retention efforts, and catalog and Internet sales. The 2019 Mid-Year Budget Update reports that during the first half of fiscal year 2018-19, sales tax revenue increased by approximately 5.6% (from \$8,901,161 to \$9,339,650) compared with the same period in fiscal year 2017-18.

**Utility Users Tax.** The City imposes a 7.5% tax on users of gas, electricity and telephone, as well as cellular telephone services for billing addresses within the City. The tax is not applicable to State, County, or City agencies, or to insurance companies and banks. Some of the factors affecting this revenue stream include consumer demand for these utilities, legislative and regulatory action, rate changes, and the evolution of technology. Telecommunications and cable generated approximately 36.33% of this revenue in fiscal year 2017-18, with revenue from gas and electricity usage generating approximately 63.67%. Electricity and gas rates are expected to be higher, but reductions in usage should partially offset the effect of the rate increases.

**Business License Tax.** The City requires all businesses within the City to be licensed and imposes a business license tax on all business locations and a new license registration fee on applicants for a new license. The annual tax is generally determined based on the type of business and the business's gross receipts. The tax rate varies between \$0.60 per \$1,000 gross receipts for grocers, on the low end, and \$50.00 per \$1,000 gross receipts for adult cannabis sales on the high end. Most types of businesses are required to pay a minimum tax of at least \$51 per year. The overall revenue from this tax is dependent on the number of license renewals each year and the growth of businesses and industries within the City and the Bay Area more generally.

**Property Transfer Tax.** The City's transfer tax rate is 1.5% for properties with a consideration up to \$1.5M and 2.5% for transferred properties with a consideration over \$1.5M. The \$1.5M threshold will be adjusted annually to capture approximately the top 33% of such transfers based on transfers that occurred in the 12 months preceding September 1 of the preceding year. However, the threshold cannot be reduced below \$1.5M, meaning that the tax on properties transferred for \$1.5M or less would remain at 1.5%, notwithstanding any adjustment. The tax is due when the transfer is recorded with the County. Title companies collect the tax as part of the sale closing process and remit the funds to the County when sales or transfers are finalized. The County remits the amounts due monthly, and the amounts are credited to the general fund. A buyer of residential housing built before 1989 may voluntarily choose to reserve up to one-third of the transfer tax to perform seismic upgrades. Buyers typically have up to one year to complete the work and file for a rebate. Previously the title companies held the reserved amount in escrow until the work was completed, but since May 2007, the City has held the money in escrow accounts, with the interest going to the City.

Prior to fiscal year 2017-18, it was the City Council's policy that property transfer tax in excess of \$10.5 million is treated as one-time revenue to be transferred to the Capital Improvement Fund for capital infrastructure needs; that amount was increased to \$12.5 million in fiscal year 2017-18.

For the first half of FY 2019, Property Transfer Tax revenue increased by 10.6% due primarily to a 12.1% increase in the average sales price.

**Parking Fines.** The City issues and adjudicates citations and civil penalties for parking violations through its own administrative structure. It has a great degree of control over the administration of parking fines, although issuing agencies within the County try to standardize parking penalties to the extent possible. Revenue from parking fines is affected by the penalties imposed for violations, the number of employees issuing tickets, how many tickets employees are able to issue, and the number of working parking meters, among other factors. Currently, the City must remit an additional \$12.50 per citation to the State/County for State and County construction funds, Maddy emergency medical fund, and DNA identification fund.

**Vehicle in Lieu Fees.** Vehicle license fees (“VLF”) imposed for the operation of vehicles on state highways are collected by the State Department of Motor Vehicles in lieu of personal property taxes on vehicles. In connection with the offset of the VLF, the State Legislature authorized appropriations from the State General Fund to “backfill” the offset so that local governments, which receive all of the vehicle license fee revenues, would not experience any loss of revenues. The legislation that established the VLF offset program also provided that if there were insufficient State General Fund moneys to fully “backfill” the VLF offset, the percentage offset would be reduced proportionately (i.e., the license fee payable by drivers would be increased) to assure that local governments would not be underfunded.

As part of the 2004 Budget Act negotiations, an agreement was made between the State and local government officials under which the VLF rate was permanently reduced from 2% to 0.65%. In order to protect local governments, the reduction in VLF revenue to cities and counties from this rate change was replaced by an increase in the amount of property tax they receive. Commencing in fiscal year 2004-05, local governments began to receive their full share of replacement property taxes, and those replacement property taxes now enjoy constitutional protection against certain transfers by the State because of the approval of Proposition 1A at the November 2004 election.

As a part of its fiscal year 2009-10 budget, California increased the vehicle license fee from 0.65% to 1.15% for registration fees due on or after the May 19, 2009 special election. This provision expired on July 1, 2011. On July 1, 2011, vehicle license fees returned to 0.65%, and the City is unaware of any current State legislative efforts likely to increase these in fees in the future.

**Sugar Tax.** In 2015, the voters approved a one-cent per ounce excise tax on sugar-sweetened beverages.

**Other Revenues.** The City also collects additional general fund revenues from franchise fees, transient occupancy taxes, ambulance fees, and other more minor sources. Under the City’s cable and electric and gas franchise fee arrangements, the local cable provider pays an annual franchise fee of 5% of gross revenues, and the electricity and gas providers pay the greater of 2% of gross receipts attributable to miles of line operated or 0.5% of gross receipts. The transient occupancy tax, also known as the hotel tax, is a 12% tax on the room charge for rental of transient lodging; it is paid by the hotel guest. The City also has an agreement with the County to be the exclusive provider of all emergency ground ambulance services within the City; the specific ambulance fee depends on the type of service delivered and is billed to clients or their insurance companies. Finally, other more minor revenue sources include payments for moving violations, interest on existing funds, and other service fees.

## Retirement Programs

**PERS Plan Description.** The City contributes to three plans in California Public Employees’ Retirement System (“PERS”). The first plan covers all of the City’s full-time and part-time benefited sworn uniformed fire employees and all chiefs (and is referred to as the Safety Fire Plan in this Official Statement). The second covers all of the City’s full-time and part-time benefited sworn uniformed police employees and all chiefs (and is referred to as the Safety Police Plan in this Official Statement). The third plan covers all remaining eligible City employees (and is referred to as the Miscellaneous Plan in this Official Statement). These plans are agent multiple-employer defined benefit pension plans administered by PERS, which acts as a common investment and administrative agent for participating public employers within the State of California.

**PERS Plan Eligibility.** For a more detailed discussion of the eligibility requirements for the City's PERS retirement plans, see Appendix B, Note 12 (A).

**PERS Plan Contributions.** The City is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the PERS Board of Administration (the "**Board of Administration**"). The required employer contribution rate for fiscal year 2016-17 was 24.0%, 36.6%, and 48.6% of annual covered payroll for Miscellaneous Plan, Safety Fire Plan and Safety Police Plan employees, respectively; for fiscal year 2017-18, the rates are 27.90%, 39.90% and 56.60%, respectively; for fiscal year 2018-19, the rates are 30.50%, 44.00%, and 60.80%, respectively. The contribution requirements of the plan members are established by State statute, and the employer contribution rates are established and may be amended by PERS.

**Implementation of GASB Nos. 68.** Commencing with fiscal year ended June 30, 2015, the City implemented the provisions of GASB Statement Nos. 68, which require certain new pension disclosures in the notes to its audited financial statements commencing with the audit for fiscal year 2014-15. Statement No. 68 generally requires the City to recognize its proportionate share of the unfunded pension obligation by recognizing a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. As a result of the implementation of GASB Statement Nos. 68, the City reflected a restatement of its beginning net position as of July 1, 2014.

For a more detailed discussion of the eligibility requirements for the City's retirement plans, see Appendix B, Note 12 (A) for detailed information about the actuarial assumptions underlying the contributions.

The City's fiscal year 2015-16 and 2016-17 contributions to the pension plans and the funded status of the pension plans are set forth below.

| Fiscal Year Ended                       | Total Pension Liability | Plan Fiduciary Net Position | Contributions Employer | Net Pension Liability | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability | Covered Employee Payroll | Plan Net Pension Liability as a Percentage of Covered Employee Payroll |
|-----------------------------------------|-------------------------|-----------------------------|------------------------|-----------------------|----------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------|
| <b>PERS – Miscellaneous Plan</b>        |                         |                             |                        |                       |                                                                            |                          |                                                                        |
| 6/30/2016                               | \$902,228,876           | \$641,339,412               | \$20,032,929           | \$260,889,464         | 71.08%                                                                     | \$85,480,937             | 305.20%                                                                |
| 6/30/2017                               | 983,333,433             | 696,104,044                 | 21,214,582             | 287,229,389           | 70.79                                                                      | 88,645,362               | 324.02                                                                 |
| <b>PERS – Public Safety Fire Plan</b>   |                         |                             |                        |                       |                                                                            |                          |                                                                        |
| 6/30/2016                               | \$246,704,540           | \$176,593,232               | \$5,967,197            | \$70,111,308          | 71.58%                                                                     | \$16,185,414             | 433.18%                                                                |
| 6/30/2017                               | 266,986,159             | 188,899,801                 | 6,328,886              | 78,086,358            | 70.75                                                                      | 16,684,346               | 468.02                                                                 |
| <b>PERS – Public Safety Police Plan</b> |                         |                             |                        |                       |                                                                            |                          |                                                                        |
| 6/30/2016                               | \$372,226,444           | \$226,135,306               | \$10,777,599           | \$146,091,138         | 60.75%                                                                     | \$22,289,585             | 655.42%                                                                |
| 6/30/2017                               | 404,585,170             | 244,812,138                 | 11,858,699             | 159,773,032           | 60.51                                                                      | 22,933,002               | 696.69                                                                 |

**Recent Actions by PERS.** At its April 17, 2013, meeting, the Board of Administration approved a recommendation to change the PERS amortization and smoothing policies. Prior to this change, PERS employed an amortization and smoothing policy that spread investment returns over a 15-year period with experience gains and losses paid for over a rolling 30-year period. After this change, PERS will employ an amortization and smoothing policy that will pay for all gains and losses over a fixed 30-year period with the increases or decreases in the rate spread

directly over a 5-year period. The new amortization and smoothing policy was used for the first time in the June 30, 2013, actuarial valuations in setting employer contribution rates for fiscal year 2015-16.

On February 18, 2014, the Board of Administration approved new demographic actuarial assumptions based on a 2013 study of recent experience. The largest impact, applying to all benefit groups, is a new 20-year mortality projection reflecting longer life expectancies and that longevity will continue to increase. Because retirement benefits will be paid out for more years, the cost of those benefits will increase as a result. The Board of Administration also assumed earlier retirements for Police 3%@50, Fire 3%@55, and Miscellaneous 2.7%@55 and 3%@60, which will increase costs for those groups. As a result of these changes, rates will increase beginning in fiscal year 2016-17 (based on the June 30, 2014 valuation) with full impact in fiscal year 2020-21.

On November 18, 2015, the Board of Administration adopted a funding risk mitigation policy intended to incrementally lower its discount rate - its assumed rate of investment return - in years of good investment returns, help pay down the pension fund's unfunded liability, and provide greater predictability and less volatility in contribution rates for employers. The policy establishes a mechanism to reduce the discount rate by a minimum of 0.05 percentage points to a maximum of 0.25 percentage points in years when investment returns outperform the existing discount rate, currently 7.5%, by at least four percentage points. PERS staff modeling anticipates the policy will result in a lowering of the discount rate to 6.5% in about 21 years, improve funding levels gradually over time and cut risk in the pension system by lowering the volatility of investment returns. More information about the funding risk mitigation policy can be accessed through PERS' web site at the following website address: <https://www.calpers.ca.gov/page/newsroom/calpers-news/2015/adopts-funding-risk-mitigation-policy>. *The reference to this Internet website is provided for reference and convenience only. The information contained within the website may not be current, has not been reviewed by the City and is not incorporated in this Official Statement by reference.*

On December 21, 2016, the Board of Administration voted to lower its discount rate from the current 7.5% to 7.0% over three years according to the following schedule.

| <u>Fiscal Year</u> | <u>Discount Rate</u> |
|--------------------|----------------------|
| 2018-19            | 7.375%               |
| 2019-20            | 7.250                |
| 2020-21            | 7.000                |

For public agencies like the City, the new discount rate would took July 1, 2018. Lowering the discount rate means employers that contract with PERS to administer their pension plans will see increases in their normal costs and unfunded actuarial liabilities. Active members hired after January 1, 2013, under the Public Employees' Pension Reform Act will also see their contribution rates rise. The three-year reduction of the discount rate will result in average employer rate increases of about 1 percent to 3 percent of normal cost as a percent of payroll for most miscellaneous retirement plans, and a 2 percent to 5 percent increase for most safety plans. Additionally, many PERS employers will see a 30 to 40 percent increase in their current unfunded accrued liability payments. These payments are made to amortize unfunded liabilities over 20 years to bring the pension fund to a fully funded status over the long-term.



**Dollar Contribution Based on Projected PERS Rate Increases.** The City's projected annual financial contributions as a result of the PERS rate changes for the next five years are shown in the table below, with dollar amounts shown in millions:

|                              | 2018-19<br>Budgeted | 2019-20<br>Projected | 2020-21<br>Projected | 2021-2022<br>Projected | 2022-2023<br>Projected |
|------------------------------|---------------------|----------------------|----------------------|------------------------|------------------------|
| Miscellaneous <sup>(2)</sup> | \$29.96             | \$33.67              | \$36.55              | \$41.83                | \$43.30                |
| Police                       | 14.57               | 16.27                | 17.6                 | 18.58                  | 19.16                  |
| Fire                         | 7.35                | 8.78                 | 9.46                 | 9.55                   | 9.90                   |
| Total                        | \$51.88             | \$58.72              | \$63.61              | \$69.96                | \$72.36                |

(1) Fiscal year 2018-19 are based on CalPERS' actual rates. Fiscal year 2019-20 through 2022-23 are based on the actuary's projections. Rates used reflect current MOU agreements

(2) Miscellaneous includes the 8% employee share paid by the City on behalf of the employees and negotiated employee contributions to the City's rate.

**Berkeley Police Retirement Income Benefit Plan.** Up to December 22, 2012, the City maintained the Berkeley Police Retirement Income Benefit Plan ("BPRIBP"), a single-employer defined benefit income plan, for its police retirees and surviving spouses. Effective September 19, 2012, police retired on or after this date are no longer covered by BPRIBP. The City replaced this plan with the "Retiree Health Premium Assistance Coverage Plan."

The City's fiscal year 2017-18 contribution to the BPRIBP and the funded status of the BPRIBP is set forth below.

| Fiscal Year Ended | Total Pension Liability | Plan Fiduciary Net Position | Contributions Employer | Plan Net Pension Liability | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability | Covered Payroll | Plan Net Pension Liability as a Percentage of Covered Employee Payroll |
|-------------------|-------------------------|-----------------------------|------------------------|----------------------------|----------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------|
| 6/30/2018         | \$73,005,918            | \$6,350,730                 | \$1,857,970            | \$66,655,188               | 8.70%                                                                      | N/A             | N/A                                                                    |

For a more detailed discussion of the BPRIBP, see Appendix B, Note 12 (B).

**Peace Officers Research Association of California.** Effective December 23, 2012, the City established a new sick leave program called Peace Officers Research Association of California ("PORAC"). If a sworn member of the Berkeley Police department has an accrued sick leave balance on December 23, 2012 that exceeds 200 hours, one half of all those hours in excess of 200 shall be maintained in a separate account. The financial value of those hours shall be converted and deposited into the employee's PORAC medical trust account over five successive years in equal installments commencing on January 1, 2013. The conversion was at the employee's rate of pay on December 23, 2012. The City may accelerate the payment of hours to be converted. The remaining fifty percent of the sick leave balance in excess of 200 hours was credited into the employee's separate "catastrophic/service time" bank no later than February 1, 2013, up to a maximum of 500 hours.

The City's contribution to PORAC for the calendar year ending December 31, 2018 was \$291,439.

**Safety Members Pension Fund.** In addition, the City maintains the Safety Members Pension Fund ("SMPF"), a defined benefit plan for fire and police officers who retired prior to March 1973. In March 1973, all active fire and police officers were transferred from SMPF to PERS. The City pays the benefits to SMPF members on a pay-as-you-go basis, primarily through a Funding Agreement, purchased by the Berkeley Civic Improvement Corporation on behalf of the City in 1989. For the fiscal year ended June 30, 2018, the City's contribution to SMPF was \$454,108.

The funded status of the SMPF as of June 30, 2018, the most recent actuarial date, is set forth below:

| Actuarial Valuation Date | Plan Fiduciary Net Position | Total Pension Liability | Plan Net Pension Liability | Plan Fiduciary Net Position as a Percentage of the Total Pension Liability | Covered Payroll | Plan Net Pension Liability as a Percentage of Covered Employee Payroll |
|--------------------------|-----------------------------|-------------------------|----------------------------|----------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------|
| 6/30/2018                | \$96,934                    | \$2,485,191             | \$2,388,257                | 3.90%                                                                      | N/A             | N/A                                                                    |

For a more detailed discussion of the SMPF, see Appendix B, Note 12 (B).

### Post-Employment Health Benefits

The City offers certain post-employment health benefits to retirees. There are three plans: (i) the City of Berkeley Fire Employees Retiree Health Plan ("FRHF"), (ii) the City of Berkeley Miscellaneous Employees Retiree Health Plan ("RHPAP") and (iii) the Police Retiree Premium Assistance Plan ("PRPAP").

The City has adopted Government Accounting Standards Board Statement 45 which requires governmental agencies to change their accounting for Other Post-Employment Benefits ("OPEB") from pay-as-you-go to an accrual basis.

See Appendix B, Note 13 for information about the City's OPEB liabilities.

**City of Berkeley Fire Employees Retiree Health Plan.** The FRFH is a single-employer defined benefit medical plan. To be eligible for benefits, sworn Fire employees must retire from the City on or after July 1, 1997, be vested in a PERS pension, and retire from the City on or after age 50. Benefits commence immediately upon retirement. Benefits are payable for the retiree's lifetime and continue for his or her covered spouse's/domestic partner's lifetime. The amount the City contributes toward the Fire Employees Retiree Health Plan is 4.5% per year regardless of the amount of increase in the underlying premium rate. The establishment and amendments of benefit provisions are negotiated between the employee bargaining units and the City Labor Negotiating Team, and are approved by the City Manager and City Council. As of June 30, 2018, there were 128 active employees, 35 retirees deferred and 67 retirees receiving benefits.

The City's targeted funding policy is equal to the service cost for active employees plus an amount to amortize unfunded liabilities over 30 years (rolling 30-year amortization) as a level percentage of payroll. The City strives to contribute the annual required contribution of the

employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45.

For the FRFH, the City's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB asset for fiscal year 2017-18 and the three preceding years were as follows:

| Fiscal Year Ended | Annual OPEB Cost | Percentage of Annual OPEB Contributed | Net OPEB Liability (Asset) |
|-------------------|------------------|---------------------------------------|----------------------------|
| 6/30/2015         | 864,975          | 100                                   | (2,383)                    |
| 6/30/2016         | 853,748          | 98                                    | 12,362                     |
| 6/30/2017         | 1,991,925        | 43                                    | 17,530,174                 |
| 6/30/2018         | 2,163,028        | 34                                    | 17,251,382                 |

The funded status of the FRFH as of June 30, 2017, the date of the most recent actuarial report, is set forth below:

| Actuarial Valuation Date                                  | Actuarial Value of Assets | Actuarial Accrued Liability (AAL)-Unit Credit | Unfunded Actuarial Liability-UAAL | Funded Ratio | Covered Payroll | UAAL as Percentage of covered Payroll |
|-----------------------------------------------------------|---------------------------|-----------------------------------------------|-----------------------------------|--------------|-----------------|---------------------------------------|
| <b>Berkeley Fire Employees Retiree Health Plan (FRHF)</b> |                           |                                               |                                   |              |                 |                                       |
| 6/30/2017                                                 | \$10,205,411              | \$27,456,793                                  | \$17,251,382                      | 37.2%        | \$15,614,466    | 110.5%                                |

The actuarial value of the assets in the FRFH as of June 30, 2017 was equal to their market value.

**City of Berkeley Miscellaneous Employees Retiree Health Premium Assistance Plan.** The RHPAP is a single-employer defined benefit medical plan. It provides retiree health benefits to eligible retirees and his/her spouse or domestic partner. The establishment and amendments of benefit provisions are negotiated between the employee bargaining units and the City, and are approved by the City Council.

Retirees who are at least age 50, with at least 8 years of service with the City at the time of separation from service are eligible to receive retiree health benefits commencing at age 55. Benefits are payable for the retiree's lifetime and continue for his or her covered spouse's/domestic partner's lifetime. The City pays the monthly cost of the monthly premiums up to a participant's applicable percentage of the base dollar amount and subject to annual 4.5% increases regardless of the amount of increase in the underlying premium rate. As of June 30, 2017, there were 1,021 active employees.

The City's targeted funding policy is equal to the normal cost for active employees plus an amount to amortize unfunded liabilities over 30 years as a level percentage of payrolls. The City is required to contribute the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. Any changes to the contribution requirements of the plan are negotiated by the bargaining units and City negotiating staff, and approved by the City Council.

For the RHPAP, the City’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2017-18 and the three preceding years were as follows:

| Fiscal Year Ended | Annual OPEB Cost | Percentage of Annual OPEB Contributed | Net OPEB Obligation |
|-------------------|------------------|---------------------------------------|---------------------|
| 6/30/2015         | 3,785,359        | 41.0                                  | 7,367,230           |
| 6/30/2016         | 3,492,010        | 52.0                                  | 9,050,063           |
| 6/30/2017         | 4,610,828        | 72.7                                  | 37,900,578          |
| 6/30/2018         | 4,729,448        | 42.3                                  | 34,215,614          |

The funded status of the RHPAP as of June 30, 2017, the most recent actuarial report, is set forth below:

| Actuarial Valuation Date                                            | Actuarial Accrued Liability (AAL) | Actuarial Value of Assets | Unfunded Actuarial Accrued Liability- UAAL | Funded Ratio | Covered Payroll | UAAL as Percentage of covered Payroll |
|---------------------------------------------------------------------|-----------------------------------|---------------------------|--------------------------------------------|--------------|-----------------|---------------------------------------|
| <b>Berkeley Miscellaneous Employees Retiree Health Plan (RHPAP)</b> |                                   |                           |                                            |              |                 |                                       |
| 6/30/2017                                                           | \$59,386,690                      | \$25,171,076              | \$34,215,614                               | 42.4%        | \$90,333,251    | 37.9%                                 |

The actuarial value of the assets in the RHPAP as of June 30, 2017 was equal to their market value.

**Police Retiree Premium Assistance Plan.** Effective September 19, 2012, the City replaced the “Berkeley Police Retirement Income Benefit Plan” with the “Retiree Health Premium Assistance Coverage Plan” for any police employees hired on or after that date, as well as any current employees who retire on or after such date. Under the newly established retiree health premium assistance plan, benefits will be the paid by the City directly to the provider who is providing retiree health coverage to the retiree or his or her surviving spouse. The maximum amount will be equal in value to the City sponsored health plan.

In order to be eligible for the Retiree Health Premium Assistance Coverage a “Retiree” must meet all of the following criteria:

- (a) A person who is vested in, and
- (b) Has reached the age of 50, and
- (c) Has retired from the City at age 50 or thereafter, and
- (d) Has applied for and is receiving a pension from at the time of retirement.

The maximum amount the City will contribute toward the payment of medical insurance premiums is based on the employee’s years of service as a sworn member of the Berkeley Police Department at time of retirement. The retiree must have at least 10 years of service as a sworn member of the Berkeley Police Department to qualify for this benefit.

| <u>Years of Service</u> | <u>City Percentage</u> |
|-------------------------|------------------------|
| 10 to 14                | 25%                    |
| 15 to 19                | 50                     |
| 20 or more              | 100                    |

Beginning September 19, 2012, each month after the employee retires the City will pay the health care service provider an appropriate percentage based on years of service above an amount equal to \$1,200 per month for two-party coverage for the retiree and a qualifying spouse/domestic partner or \$600 per month for single party coverage. Upon death of either the retiree or the retiree's spouse, the City will only pay the appropriate percentage of the single party rate to the provider on behalf of the surviving retiree or spouse/domestic partner. If there is no spouse/domestic partner at the time of retirement, the City shall only pay the single party rate. The retiree and/or surviving spouse/domestic partner will be responsible for payment of the difference between the amount the City contributes toward payment of the premium and the actual premium cost. The funds for this difference will come from the retirees retirement account and the retiree must authorize such withdrawal of funds.

Beginning July 1, 2013 and effective each July 1 thereafter, the base rates the City contributes toward payment of the premium amount described in the preceding paragraph shall be increased by either the amount Kaiser increases the retiree medical premium for that year, or 6%, whichever is less. The retiree and/or surviving spouse/domestic partner shall pay the difference between the amount the City contributes toward payment of the premium and the actual premium cost. As of June 30, 2017, there were 165 active employees and 5 retirees.

For the retiree health premium assistance plan, the City's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB asset for fiscal year 2017-18 and the three preceding years were as follows:

| <b>Fiscal Year Ended</b> | <b>Annual OPEB Cost</b> | <b>Percentage of Annual OPEB Contributed</b> | <b>Net OPEB Asset</b> |
|--------------------------|-------------------------|----------------------------------------------|-----------------------|
| 6/30/2015                | 6,038,996               | 6.0                                          | 11,158,502            |
| 6/30/2016                | 5,779,291               | 8.0                                          | 16,449,480            |
| 6/30/2017                | 5,105,429               | 11.0                                         | 45,508,847            |
| 6/30/2018                | 4,929,429               | 6.0                                          | 41,652,588            |

The actuarial cost method used for determining the benefit obligations is the Projected Unit Credit Cost Method. Under this method, the actuarial present value of projected benefits is the value of benefits expected to be paid for current actives and retirees and is calculated based on the assumptions and census data described in this report. The Actuarial Accrued Liability (AAL) is the actuarial present value of benefits attributed to employee service rendered prior to the valuation date. The AAL equals the present value of benefits multiplied by a fraction equal to service to date over service at expected retirement. The Normal Cost is the actuarial present value of benefits attributed to one year of service. This equals the present value of benefits divided by service at expected retirement. Since retirees are not accruing any more service, their normal cost is zero. In determining the Annual Required Contribution, the Unfunded AAL is amortized as a level percentage of payroll over 30 years.

As of June 30, 2017, the most recent actuarial valuation date, the plan was 4.2% funded. The actuarial accrued liability for benefit was \$43.5 million, and the actuarial value of assets was \$1.8 million, resulting in an unfunded accrued liability of \$41.7 million. The covered payroll (annual payroll of active employees covered by the plan) was approximately \$19.5 million. The fair value of the assets was determined using market values as of the date of the actuarial report. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the

actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Funded status of the plan as of June 30, 2017, the most recent actuarial valuation date is as follows:

| Actuarial Valuation Date                                                      | Actuarial Value of Assets | Actuarial Accrued Liability (AAL)-Unit Credit | Unfunded Actuarial Accrued Liability-UAAL | Funded Ratio | Covered Payroll | UAAL as Percentage of covered Payroll |
|-------------------------------------------------------------------------------|---------------------------|-----------------------------------------------|-------------------------------------------|--------------|-----------------|---------------------------------------|
| <b>Berkeley Police Employees Retiree Premium Assistance Plan</b><br>6/30/2017 | \$1,804,144               | \$43,456,732                                  | \$41,652,588                              | 4.2%         | \$19,473,765    | 213.9%                                |

**Defined Contribution Plans**

The City offers certain supplemental retirement and income plans to retirees. See Appendix B, Note 13 (D) for information about the City’s defined contribution plans.

**Labor Relations**

As of May 1, 2019, the City employed approximately 1,718 full-time equivalent budgeted employees. There are seven employee unions as shown below. In addition, the City employs approximately 98 unrepresented Executive Management, Confidential professional or Confidential Office support positions. The City has not experienced any work stoppages or strikes by its employees.

**CITY OF BERKELEY  
Labor Relations**

| <u>Labor Organization</u>                                                                                                 | <u>Employees</u> | <u>Contract Expiration Date</u> |
|---------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|
| Berkeley Fire Fighters Association/I.A.F.F. Local 1227                                                                    | 131              | 06/27/2020                      |
| Berkeley Police Association                                                                                               | 154              | 06/30/2020                      |
| I. B. E. W. Local 1245                                                                                                    | 12               | 06/27/2020                      |
| Service Employees International Local 1021<br>Maintenance and Clerical Chapters                                           | 436              | 06/27/2020                      |
| Service Employees International Local 1021<br>Community Services and Part-Time Recreation<br>Leaders Association Chapters | 516              | 06/27/2020                      |
| Public Employees Local 1                                                                                                  | 164              | 06/27/2020                      |
| Unrepresented Employees                                                                                                   | 664              | 06/27/2020                      |

(1) Terms of contract remain in effect after expiration until new contract becomes effective.  
Source: City of Berkeley

**Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, or restriction of assets; errors or omissions; injuries to employees; or acts of God.

The City is self-insured for liability claims below \$350,000. The City is a member of the Bay Cities Joint Powers Insurance Authority (“**BCJPIA**”). The BCJPIA consists of 20 municipal or

public agency members, all located within the metropolitan San Francisco Bay Area. The BCJPIA provides general liability, auto liability, and errors and omissions coverage between \$350,000 and \$1,000,000. The California Affiliated Risk Management Authority (“**CARMA**”) provides additional coverage to the BCJPIA and its member entities for claims in excess of \$1,000,000, up to \$29,000,000.

The City is self-insured for workers’ compensation. Payments are made to the Workers’ Compensation Self-Insurance Internal Service Fund by transfers from the City’s general fund and other funds of the City on a pay-as-you-go basis.

The City requires pre-employment physical examinations for high risk, high hazard employees as well as annual examination for all uniformed officers. As part of its workers’ compensation program, copies of all injured employee medical reports are monitored by a third-party agent to ensure that injured employees receive proper care.

### Existing General Fund Obligations

The City currently has outstanding long-term general fund debt and lease obligations described below. The City has never defaulted on the payment of principal or interest on any of its indebtedness.

*Certificates of Participation.* In June 2010, The Bank of New York Mellon Trust Company, N.A., executed and delivered certificates of participation on behalf of the City in the aggregate principal amount of \$5,750,000. The City’s underlying rental obligation is a general obligation payable from any available funds of the City. The certificates bear interest at rates between 3.00%-5.75% and the final maturity date is August 1, 2040. As of June 1, 2019, the principal balance outstanding was \$5,010,000.

*Lease Revenue Bonds.* In October 2012, the Berkeley Joint Powers Financing Authority (the “**Authority**”) issued lease revenue bonds on behalf of the City in the aggregate principal amount of \$27,260,000 to refund the Authority’s 1999 Lease Revenue Bonds and 2003 Certificates of Participation. The City’s underlying rental obligation is a general fund obligation of the City. The bonds bear interest at rates between 3.00%-5.00%, and the final maturity date is October 1, 2031. As of June 1, 2019, the principal balance outstanding was \$20,565,000.

**Statement of Direct and Overlapping Debt**

The ability of land owners within the City to pay property tax installments as they come due could be affected by the existence of other taxes and assessments imposed upon the land.

The statement of direct and overlapping debt (the “**Debt Report**”) set forth below was prepared by California Municipal Statistics, Inc. as of June 1, 2019. The Debt Report includes only such information as has been reported to California Municipal Statistics, Inc. by the issuers of the debt described therein and by others. The Debt Report is included for general information purposes only. The City takes no responsibility for its completeness or accuracy.

**Direct and Overlapping Bonded Debt  
(As of June 1, 2019)**

2018-19 Assessed Valuation: \$19,428,121,379

| <u>DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT:</u>                        | <u>% Applicable</u> | <u>Debt 6/1/19</u>           |
|-------------------------------------------------------------------------------|---------------------|------------------------------|
| Alameda County                                                                | 6.704%              | \$ 16,089,600                |
| Bay Area Rapid Transit District                                               | 2.585               | 20,929,711                   |
| Peralta Community College District                                            | 18.775              | 68,713,684                   |
| Berkeley Unified School District                                              | 99.997              | 307,095,787                  |
| <b>City of Berkeley</b>                                                       | <b>100.000</b>      | <b>111,920,000</b>           |
| City of Berkeley Community Facilities District No. 1                          | 100.000             | 2,105,000                    |
| East Bay Regional Park District                                               | 4.094               | 7,316,387                    |
| City of Berkeley Thousand Oaks Heights AFUU Assessment District               | 100.000             | <u>1,050,000</u>             |
| <b>TOTAL DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT</b>                   |                     | <b>\$535,220,169</b>         |
| <br>                                                                          |                     |                              |
| <u>DIRECT AND OVERLAPPING GENERAL FUND DEBT:</u>                              |                     |                              |
| Alameda County and Coliseum Obligations                                       | 6.704%              | \$ 58,232,788                |
| Alameda-Contra Costa Transit District Certificates of Participation           | 7.937               | 909,977                      |
| Peralta Community College District Pension Obligation Bonds                   | 18.775              | 27,707,752                   |
| <b>City of Berkeley Lease Revenue Bonds and Certificates of Participation</b> | <b>100.000</b>      | <b><u>25,575,000</u> (1)</b> |
| <b>TOTAL DIRECT AND OVERLAPPING GENERAL FUND DEBT</b>                         |                     | <b>\$112,425,517</b>         |
| <br>                                                                          |                     |                              |
| <b>COMBINED TOTAL DEBT</b>                                                    |                     | <b>\$647,645,686 (2)</b>     |

Ratios 2018-19 Assessed Valuation:

|                                                           |       |
|-----------------------------------------------------------|-------|
| Direct Debt (\$111,920,000) .....                         | 0.58% |
| Total Direct and Overlapping Tax and Assessment Debt..... | 2.75% |
| Combined Direct Debt (\$137,495,000).....                 | 0.71% |
| Combined Total Debt.....                                  | 3.33% |

(1) Excludes issue to be sold.

(2) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and non-bonded capital lease obligations.  
Source: California Municipal Statistics, Inc.



## Employment

The unemployment rate in the Oakland- Hayward-Berkeley MD was 2.7 percent in April 2019, down from a revised 3.4 percent in March 2019, and below the year-ago estimate of 2.9 percent. This compares with an unadjusted unemployment rate of 3.9 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.7 percent in the County and 2.8 percent in Contra Costa County.

The table below list employment by industry group for Alameda and Contra Costa Counties for the years 2014 to 2018.

**OAKLAND- HAYWARD-BERKELEY MD  
(Alameda and Contra Costa Counties)  
Annual Averages Civilian Labor Force, Employment and Unemployment,  
Employment by Industry  
(March 2018 Benchmark)**

|                                                   | 2014      | 2015      | 2016      | 2017      | 2018      |
|---------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Civilian Labor Force <sup>(1)</sup>               | 1,347,700 | 1,364,800 | 1,386,100 | 1,399,500 | 1,412,800 |
| Employment                                        | 1,267,500 | 1,298,500 | 1,325,600 | 1,347,200 | 1,369,500 |
| Unemployment                                      | 80,300    | 66,300    | 60,500    | 52,300    | 43,200    |
| Unemployment Rate                                 | 6.0%      | 4.9%      | 4.4%      | 3.7%      | 3.1%      |
| <u>Wage and Salary Employment: <sup>(2)</sup></u> |           |           |           |           |           |
| Agriculture                                       | 1,300     | 1,200     | 1,300     | 1,400     | 1,300     |
| Mining and Logging                                | 400       | 300       | 300       | 200       | 200       |
| Construction                                      | 58,600    | 62,800    | 67,900    | 71,200    | 75,400    |
| Manufacturing                                     | 83,300    | 88,100    | 91,000    | 95,500    | 100,400   |
| Wholesale Trade                                   | 45,600    | 47,000    | 48,100    | 48,700    | 48,000    |
| Retail Trade                                      | 109,200   | 111,800   | 113,400   | 114,400   | 114,700   |
| Transportation, Warehousing, Utilities            | 35,100    | 37,500    | 39,200    | 40,500    | 42,100    |
| Information                                       | 23,000    | 25,000    | 26,400    | 26,800    | 27,400    |
| Finance and Insurance                             | 36,000    | 37,400    | 38,800    | 38,700    | 37,200    |
| Real Estate and Rental and Leasing                | 16,800    | 16,800    | 16,900    | 17,400    | 17,700    |
| Professional and Business Services                | 175,100   | 177,500   | 181,200   | 184,700   | 189,500   |
| Educational and Health Services                   | 173,100   | 178,600   | 185,900   | 191,500   | 194,900   |
| Leisure and Hospitality                           | 102,100   | 106,600   | 111,700   | 114,900   | 116,600   |
| Other Services                                    | 37,500    | 38,100    | 39,100    | 40,200    | 40,700    |
| Federal Government                                | 13,800    | 13,800    | 13,900    | 13,800    | 13,600    |
| State Government                                  | 39,300    | 39,900    | 39,700    | 39,300    | 39,500    |
| Local Government                                  | 113,400   | 115,600   | 119,800   | 121,500   | 122,100   |
| Total, All Industries <sup>(3)</sup>              | 1,063,300 | 1,098,000 | 1,134,600 | 1,160,600 | 1,181,200 |

(1) Labor force data is by place of residence; includes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

(3) Totals may not add due to rounding.

Source: State of California Employment Development Department.

The following tables show the major employers in the City and the County.

**CITY OF BERKELEY  
Major Employers  
June 30, 2018**

| <u>Employer</u>                                 | <u>Number of Employees</u> | <u>% of Total Employment</u> |
|-------------------------------------------------|----------------------------|------------------------------|
| University of California Berkeley               | 13,396                     | 20.14%                       |
| Lawrence Berkeley National Laboratory           | 3,350                      | 5.04                         |
| Sutter East Bay Hospitals                       | 2,344                      | 3.52                         |
| Berkeley Unified School District                | 1,642                      | 2.47                         |
| Bayer Corporation                               | 1,576                      | 2.37                         |
| City of Berkeley                                | 1,572                      | 2.36                         |
| Siemens Corporation/Healthcare Diagnostics Inc. | 877                        | 1.32                         |
| Kaiser Permanente Medical Group                 | 800                        | 1.20                         |
| Berkeley Bowl Produce                           | 616                        | 0.93                         |
| Whole Foods Market California Inc.              | 383                        | 0.58                         |

*Source: City of Berkeley, Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2018.*

*[Remainder of Page Intentionally Left Blank]*

**COUNTY OF ALAMEDA**  
**Major Employers (Listed Alphabetically)**  
**May 2019**

| <b>Employer Name</b>           | <b>Location</b> | <b>Industry</b>                          |
|--------------------------------|-----------------|------------------------------------------|
| Alameda County Law Enforcement | Oakland         | Government Offices-County                |
| Alameda County Sheriff's Ofc   | Oakland         | Government Offices-County                |
| Alta Bates Summit Med Ctr-Lab  | Oakland         | Laboratories-Medical                     |
| Alta Bates Summit Medical Ctr  | Berkeley        | Hospitals                                |
| BART                           | Oakland         | Transportation                           |
| Bayer Health Care              | Berkeley        | Laboratories-Pharmaceutical (mfrs)       |
| Coopervision Inc               | Pleasanton      | Optical Goods-Wholesale                  |
| East Bay Mud                   | Oakland         | Water & Sewage Companies-Utility         |
| Ebmud                          | Oakland         | Utilities                                |
| Grifols Diagnostic Solutions   | Emeryville      | Pharmaceutical Research Laboratories     |
| Highland Hospital              | Oakland         | Hospitals                                |
| Kaiser Permanente Oakland Med  | Oakland         | Hospitals                                |
| Lawrence Berkeley Lab          | Berkeley        | Laboratories-Research & Development      |
| Lawrence Livermore Natl Lab    | Livermore       | University-College Dept/Facility/Office  |
| Lifescan Inc                   | Fremont         | Physicians & Surgeons Equip & Supls-Mfrs |
| LInl St & T Staff              | Livermore       | Research Service                         |
| Safeway Inc                    | Pleasanton      | Grocers-Retail                           |
| San Francisco Bay Area Rapid   | Oakland         | Transit Lines                            |
| Tesla                          | Fremont         | Automobile Dealers-Electric Cars         |
| Transportation Dept-California | Oakland         | Government Offices-State                 |
| UCSF Benioff Children's Hosp   | Oakland         | Hospitals                                |
| University of CA Berkeley      | Berkeley        | Schools-Universities & Colleges Academic |
| University of CA-BERKELEY      | Berkeley        | University-College Dept/Facility/Office  |
| University-Ca-Berkeley Dept    | Berkeley        | University-College Dept/Facility/Office  |
| Western Digital Corp           | Fremont         | Computer Storage Devices (mfrs)          |

*Source: State of California Employment Development Department, extracted from The America's Labor Market Information System (ALMIS) Employer Database, 2019 2<sup>nd</sup> Edition.*

## Effective Buying Income

“Effective Buying Income” is defined as personal income less personal tax and nontax payments, a number often referred to as “disposable” or “after-tax” income. Personal income is the aggregate of wages and salaries, other labor-related income (such as employer contributions to private pension funds), proprietor’s income, rental income (which includes imputed rental income of owner-occupants of non-farm dwellings), dividends paid by corporations, interest income from all sources, and transfer payments (such as pensions and welfare assistance). Deducted from this total are personal taxes (federal, state and local), nontax payments (fines, fees, penalties, etc.) and personal contributions to social insurance. According to U.S. government definitions, the resultant figure is commonly known as “disposable personal income.”

The following table summarizes the total effective buying income for the City of Berkeley, the County of Alameda, the State and the United States for the period 2015 through 2019.

### CITY OF BERKELEY AND COUNTY OF ALAMEDA Effective Buying Income As of January 1, 2015 through January 1, 2019

| Year | Area           | Total Effective<br>Buying Income<br>(000's Omitted) | Median Household<br>Effective Buying<br>Income |
|------|----------------|-----------------------------------------------------|------------------------------------------------|
| 2015 | Berkeley       | \$3,909,548                                         | \$52,592                                       |
|      | Alameda County | 47,744,408                                          | 60,575                                         |
|      | California     | 901,189,699                                         | 50,072                                         |
|      | United States  | 7,357,153,421                                       | 45,448                                         |
| 2016 | Berkeley       | \$4,264,478                                         | \$56,194                                       |
|      | Alameda County | 52,448,661                                          | 64,030                                         |
|      | California     | 981,231,666                                         | 53,589                                         |
|      | United States  | 7,757,960,399                                       | 46,738                                         |
| 2017 | Berkeley       | \$4,618,113                                         | \$59,958                                       |
|      | Alameda County | 56,091,066                                          | 67,631                                         |
|      | California     | 1,036,142,723                                       | 55,681                                         |
|      | United States  | 8,132,748,136                                       | 48,043                                         |
| 2018 | Berkeley       | \$5,070,468                                         | \$66,382                                       |
|      | Alameda County | 61,987,949                                          | 73,633                                         |
|      | California     | 1,113,648,181                                       | 59,646                                         |
|      | United States  | 8,640,770,229                                       | 50,735                                         |
| 2019 | Berkeley       | \$5,517,451                                         | \$72,412                                       |
|      | Alameda County | 67,609,653                                          | 79,446                                         |
|      | California     | 1,183,264,399                                       | 62,637                                         |
|      | United States  | 9,017,967,563                                       | 52,841                                         |

Source: *The Nielsen Company (US), Inc* for years 2015 through 2018; *Claritas, LLC* for 2019.

## Construction Activity

Provided below are the building permits and valuations for the City of Berkeley for calendar years 2013 through 2017. Annual figures are not yet available for calendar year 2018.

| <b>CITY OF BERKELEY</b>                 |                 |                 |                 |                 |                 |
|-----------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Total Building Permit Valuations</b> |                 |                 |                 |                 |                 |
| <b>(Valuations in Thousands)</b>        |                 |                 |                 |                 |                 |
|                                         | 2013            | 2014            | 2015            | 2016            | 2017            |
| <u>Permit Valuation</u>                 |                 |                 |                 |                 |                 |
| New Single-family                       | \$3,462.0       | \$5,453.0       | \$2,995.0       | \$5,469.1       | \$14,776.2      |
| New Multi-family                        | 6,261.7         | 23,757.6        | 53,876.1        | 9,835.5         | 47,723.2        |
| Res. Alterations/Additions              | <u>37,857.3</u> | <u>53,835.6</u> | <u>52,549.5</u> | <u>45,295.9</u> | <u>45,215.9</u> |
| Total Residential                       | 47,581.0        | 82,946.2        | 109,420.6       | 60,600.5        | 107,715.3       |
| <br>                                    |                 |                 |                 |                 |                 |
| New Commercial                          | 8,689.9         | 31,152.1        | 20,246.9        | 32,109.7        | 24,576.3        |
| New Industrial                          | 0.0             | 0.0             | 0.0             | 0.0             | 0.0             |
| New Other                               | 1,823.6         | 12,156.5        | 7,770.1         | 3,315.8         | 3,636.5         |
| Com. Alterations/Additions              | <u>37,688.6</u> | <u>46,571.3</u> | <u>44,962.7</u> | <u>47,485.2</u> | <u>26,597.7</u> |
| Total Nonresidential                    | 48,202.1        | 89,779.9        | 72,979.7        | 82,910.7        | 54,810.5        |
| <br>                                    |                 |                 |                 |                 |                 |
| <u>New Dwelling Units</u>               |                 |                 |                 |                 |                 |
| Single Family                           | 15              | 15              | 6               | 20              | 43              |
| Multiple Family                         | <u>45</u>       | <u>249</u>      | <u>459</u>      | <u>69</u>       | <u>402</u>      |
| TOTAL                                   | 60              | 264             | 465             | 89              | 445             |

Source: Construction Industry Research Board, Building Permit Summary.

**APPENDIX B**

**THE CITY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FOR YEAR ENDED JUNE 30, 2018**

**APPENDIX C**  
**FORM OF OPINION OF BOND COUNSEL**  
**[LETTERHEAD OF JONES HALL]**

July \_\_, 2019

City Council  
City of Berkeley  
2180 Milvia Street  
Berkeley, California 94704

**OPINION:**     \$\_\_\_\_\_ City of Berkeley, California 2019-20  
                  Tax and Revenue Anticipation Notes

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Members of the City Council:

We have acted as bond counsel to the City of Berkeley, California (the "City") in connection with the issuance by the City, of the tax and revenue anticipation notes captioned above, dated July 23, 2019 (the "Notes"). In such capacity, we have examined such law and such certified proceedings, certifications and other documents as we deem necessary to render this opinion.

The Notes are issued pursuant to Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (the "Act"), and a resolution (the "Resolution") of the City Council of the City, adopted on June 25, 2019.

Regarding questions of fact material to our opinion, we have relied upon certified proceedings and other certifications of public officials and others furnished to us, without undertaking to verify the same by independent investigation.

Based on the foregoing, we are of the opinion that, under existing law:

1.     The City is a duly created and validly existing municipal corporation and charter city with the power to adopt the Resolution, perform the agreements on its part contained therein and issue the Notes.
  
2.     The Resolution constitutes a valid and binding obligation of the City, enforceable against the City.
  
3.     Pursuant to the Act, the Resolution creates a first lien on funds pledged by the Resolution for the security of the Notes.

4. The Notes have been duly authorized and executed by the City and are valid and binding general obligations of the City.

5. The interest on the Notes is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax. The opinions set forth in the preceding sentence are subject to the condition that the City comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the Notes in order that the interest thereon be, and continue to be, excludable from gross income for federal income tax purposes. The City has made certain representations and covenants in order to comply with each such requirement. Inaccuracy of those representations, or failure to comply with certain of those covenants, may cause the inclusion of such interest in gross income for federal income tax purposes, which may be retroactive to the date of issuance of the Notes.

6. The interest on the Notes is exempt from personal income taxation imposed by the State of California.

We express no opinion regarding any other tax consequences arising with respect to the ownership, sale or disposition of, or the amount, accrual or receipt of interest on, the Notes.

The rights of the owners of the Notes and the enforceability of the Notes are limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights generally, and by equitable principles, whether considered at law or in equity.

This opinion is given as of the date hereof, and we assume no obligation to revise or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention, or any changes in law that may hereafter occur. Our engagement with respect to this matter has terminated as of the date hereof.

Respectfully submitted,

A Professional Law Corporation



## APPENDIX D

### FORM OF CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the “**Disclosure Certificate**”) is executed and delivered by the City of Berkeley (the “**City**”) in connection with the issuance by the City, of the \$\_\_\_\_\_ City of Berkeley 2019-20 Tax and Revenue Anticipation Notes (the “**Notes**”). The Notes are being issued pursuant to a resolution adopted by the City Council of the City on June 25, 2019 (the “**Resolution**”). The City covenants and agrees as follows:

Section 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the City for the benefit of the holders and beneficial owners of the Notes and in order to assist the Participating Underwriters in complying with S.E.C. Rule 15c2-12(b)(5).

Section 2. Definitions. In addition to the definitions set forth in the Resolution, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

“**Dissemination Agent**” shall mean NHA Advisors, LLC, or any successor Dissemination Agent designated in writing by the City and which has filed with the City a written acceptance of such designation.

“**Listed Events**” shall mean any of the events listed in Section 3(a) of this Disclosure Certificate.

“**MSRB**” means the Municipal Securities Rulemaking Board, which has been designated by the Securities and Exchange Commission as the sole repository of disclosure information for purposes of the Rule.

“**Participating Underwriter**” shall mean any of the original underwriters of the Notes required to comply with the Rule in connection with offering of the Notes.

“**Rule**” shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

#### Section 3. Reporting of Significant Events.

(a) Pursuant to the provisions of this Section 3, the City shall give, or cause to be given, notice of the occurrence of any of the following Listed Events with respect to the Notes:

- (1) Principal and interest payment delinquencies.
- (2) Non-payment related defaults, if material.
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties.
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties.
- (5) Substitution of credit or liquidity providers, or their failure to perform.

- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security.
- (7) Modifications to rights of security holders, if material.
- (8) Bond calls, if material, and tender offers.
- (9) Defeasances.
- (10) Release, substitution, or sale of property securing repayment of the securities, if material.
- (11) Rating changes.
- (12) Bankruptcy, insolvency, receivership or similar event of the City or other obligated person.
- (13) The consummation of a merger, consolidation, or acquisition involving the City or an obligated person, or the sale of all or substantially all of the assets of the City or an obligated person (other than in the ordinary course of business), the entry into a definitive agreement to undertake such an action, or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (15) Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material.
- (16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

(b) Whenever the City obtains knowledge of the occurrence of a Listed Event, the City shall, or shall cause the Dissemination Agent (if not the City) to, file a notice of such occurrence with the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of 10 business days after the occurrence of the Listed Event. Notwithstanding the foregoing, notice of Listed Events described in subsections (a)(8) and (9) above need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to holders of affected Notes under the Resolution.

(c) The City acknowledges that the events described in subparagraphs (a)(2), (a)(7), (a)(8) (if the event is a bond call), (a)(10), (a)(13), and (a)(14) of this Section 3 contain the qualifier

“if material.” The City shall cause a notice to be filed as set forth in paragraph (b) above with respect to any such event only to the extent that the City determines the event’s occurrence is material for purposes of U.S. federal securities law.

(d) For purposes of this Disclosure Certificate, any event described in paragraph (a)(12) above is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent, or similar officer for the City in a proceeding under the United States Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the City, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement, or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the City.

(e) For purposes of Section 3(a)(15) and (16), “financial obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term financial obligation shall not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with the Rule.

Section 4. Termination of Reporting Obligation. The City’s obligations under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Notes. If such termination occurs prior to the final maturity of the Notes, the City shall give notice of such termination in the same manner as for a Listed Event under Section 3(c).

Section 5. Dissemination Agent. The City may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Agent, with or without appointing a successor Dissemination Agent. The initial Dissemination Agent shall be NHA Advisors, LLC.

Section 6. Amendment; Waiver. Notwithstanding any other provision of this Disclosure Certificate, the City may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

(a) if the amendment or waiver relates to the provisions of Section 3(a) it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of an obligated person with respect to the Notes, or type of business conducted;

(b) the undertakings herein, as proposed to be amended or waived, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the primary offering of the Notes, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(c) the proposed amendment or waiver either (i) is approved by holders of the Notes, or (ii) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the holders or beneficial owners of the Notes.

Section 7. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the City from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the City chooses to include any information in any notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the City shall have no obligation under this Disclosure Certificate to update such information or include it in any future notice of occurrence of a Listed Event.

Section 8. Default. In the event of a failure of the City to comply with any provision of this Disclosure Certificate any holder or beneficial owner of the Notes may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an Event of Default under the Resolution, and the sole remedy under this Disclosure Certificate in the event of any failure of the City to comply with this Disclosure Certificate shall be an action to compel performance.

Section 9. Duties, Immunities and Liabilities of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate, and the City agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys' fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The obligations of the City under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Notes.

Section 10. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the City, the Dissemination Agent, the Participating Underwriters and holders and beneficial owners from time to time of the Notes, and shall create no rights in any other person or entity.

Date: \_\_\_\_\_, 2019

CITY OF BERKELEY

By \_\_\_\_\_  
City Manager

## APPENDIX E

## DTC AND THE BOOK-ENTRY ONLY SYSTEM

*The following description of the Depository Trust Company (“DTC”), the procedures and record keeping with respect to beneficial ownership interests in the Notes, payment of principal, interest and other payments on the Notes to DTC Participants or Beneficial Owners, confirmation and transfer of beneficial ownership interest in the Notes and other related transactions by and between DTC, the DTC Participants and the Beneficial Owners is based solely on information provided by DTC. Accordingly, no representations can be made concerning these matters and neither the DTC Participants nor the Beneficial Owners should rely on the foregoing information with respect to such matters, but should instead confirm the same with DTC or the DTC Participants, as the case may be.*

*Neither the issuer of the Notes (the “Issuer”) nor the trustee, fiscal agent or paying agent appointed with respect to the Notes (the “Agent”) take any responsibility for the information contained in this Appendix.*

*No assurances can be given that DTC, DTC Participants or Indirect Participants will distribute to the Beneficial Owners (a) payments of interest, principal or premium, if any, with respect to the Notes, (b) certificates representing ownership interest in or other confirmation or ownership interest in the Notes, or (c) redemption or other notices sent to DTC or Cede & Co., its nominee, as the registered owner of the Notes, or that they will so do on a timely basis, or that DTC, DTC Participants or DTC Indirect Participants will act in the manner described in this Appendix. The current “Rules” applicable to DTC are on file with the Securities and Exchange Commission and the current “Procedures” of DTC to be followed in dealing with DTC Participants are on file with DTC.*

1. The Depository Trust Company (“DTC”), New York, NY, will act as securities depository for the securities (the “Securities”). The Securities will be issued as fully-registered securities registered in the name of Cede & Co. (DTC’s partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Security certificate will be issued for each issue of the Securities, each in the aggregate principal amount of such issue, and will be deposited with DTC. If, however, the aggregate principal amount of any issue exceeds \$500 million, one certificate will be issued with respect to each \$500 million of principal amount, and an additional certificate will be issued with respect to any remaining principal amount of such issue.

2. DTC, the world’s largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a “banking organization” within the meaning of the New York Banking Law, a member of the Federal Reserve System, a “clearing corporation” within the meaning of the New York Uniform Commercial Code, and a “clearing agency” registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC’s participants (“Direct Participants”) deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants’ accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust

companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation (“**DTCC**”). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly (“Indirect Participants”). DTC has a Standard & Poor’s rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at [www.dtcc.com](http://www.dtcc.com).

3. Purchases of Securities under the DTC system must be made by or through Direct Participants, which will receive a credit for the Securities on DTC’s records. The ownership interest of each actual purchaser of each Security (“**Beneficial Owner**”) is in turn to be recorded on the Direct and Indirect Participants’ records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Securities are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Securities, except in the event that use of the book-entry system for the Securities is discontinued.

4. To facilitate subsequent transfers, all Securities deposited by Direct Participants with DTC are registered in the name of DTC’s partnership nominee, Cede & Co. or such other name as may be requested by an authorized representative of DTC. The deposit of Securities with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Securities; DTC’s records reflect only the identity of the Direct Participants to whose accounts such Securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

5. Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Securities may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Securities, such as redemptions, tenders, defaults, and proposed amendments to the Security documents. For example, Beneficial Owners of Securities may wish to ascertain that the nominee holding the Securities for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of notices be provided directly to them.

6. Redemption notices shall be sent to DTC. If less than all of the Securities within an issue are being redeemed, DTC’s practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

7. Neither DTC nor Cede & Co. (nor such other DTC nominee) will consent or vote with respect to Securities unless authorized by a Direct Participant in accordance with DTC’s MMI

Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to Issuer as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts Securities are credited on the record date (identified in a listing attached to the Omnibus Proxy).

8. Redemption proceeds, distributions, and interest payments on the Securities will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts, upon DTC's receipt of funds and corresponding detail information from Issuer or Agent on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, Agent, or Issuer, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of Issuer or Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

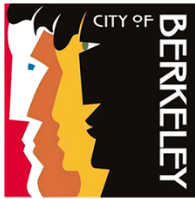
9. DTC may discontinue providing its services as securities depository with respect to the Securities at any time by giving reasonable notice to Issuer or Agent. Under such circumstances, in the event that a successor depository is not obtained, Security certificates are required to be printed and delivered.

10. Issuer may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Security certificates will be printed and delivered to DTC.

11. The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that Issuer believes to be reliable, but Issuer takes no responsibility for the accuracy thereof.







CITY COUNCILMEMBER  
**RIGEL ROBINSON**  
 DISTRICT 7

ACTION CALENDAR  
 June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Councilmembers Rigel Robinson and Kate Harrison  
 Subject: Waiver of Fees for Trash Corral Pilot Program

RECOMMENDATION

Adopt a resolution waiving the Minor Encroachment Permit application and permit fees and the Miscellaneous Permit to Construct fees required by both the Telegraph Business Improvement District and the Downtown Berkeley Association for the installation of their pilot trash corrals.

BACKGROUND

The Telegraph Business Improvement District (TBID) and the Downtown Berkeley Association (DBA) are each currently in the process of piloting “trash corrals,” small structures designed to contain the waste bins used by businesses in their jurisdiction. These corrals are designed to help the bins take up less space, make trash collection easier, and provide a more pleasing streetscape. The pilot in each district consists of the installation of one corral; more may be added after the pilot is complete. The corral in the Telegraph district will be painted with murals to add an artistic element to the project and increase the general beauty of the district; the Downtown corral may also have a mural.

Because they are being constructed on city sidewalks, the corrals each require a minor encroachment permit and a miscellaneous permit to construct. TBID and DBA are each being assessed a \$454 application fee and a \$1,228 permit fee for the minor encroachment permit and a \$339.10 fee for the miscellaneous permit to construct, for a total between both projects of \$4,042.20.

TBID and DBA have requested that the council waive these fees in order to ensure that the pilots are financially viable. They are each using their own funds to design and build the corrals, and are only seeking the City’s support in removing this financial barrier. In reducing the impact of trash bins on pedestrian foot traffic, easing waste pickup, and providing beautification through public art, these corrals provide broad public benefit. The Council should therefore grant this waiver.

FINANCIAL IMPLICATIONS

Reduction in revenue to the Public Works Department by \$4,042.20.

ENVIRONMENTAL SUSTAINABILITY

Consistent with the City’s environmental goals.

CONTACT PERSON

Bloody Thursday and People's Park Resolution

ACTION CALENDAR  
June 25, 2019

Councilmember Rigel Robinson, (510) 981-7170

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

WAIVE THE FEES ASSOCIATED WITH THE MINOR ENCROACHMENT PERMIT  
AND MISCELLANEOUS PERMIT TO CONSTRUCT FOR THE PILOT TRASH  
CORRAL PROJECTS BY BOTH THE TELEGRAPH BID AND DOWNTOWN  
BERKELEY ASSOCIATION

WHEREAS, the Telegraph Business Improvement District and the Downtown Berkeley Association are each currently in the process of piloting “trash corrals,” small structures designed to contain the waste bins used by businesses in their jurisdiction; and

WHEREAS, these corrals are designed to help the bins take up less space, make trash collection easier, and provide a more pleasing streetscape; and

WHEREAS, one or both will be painted with murals to add an artistic element to the project and increase the general beauty of the Telegraph and Downtown districts; and

WHEREAS, since these corrals are being constructed on city sidewalks, they require Minor Encroachment Permits, with an associated \$454 application fee and \$1,228 permit fee, and Miscellaneous Permits to Construct, with an associated \$339.10 fee, for a total between both projects of \$4,042.20; and

WHEREAS, TBID and DBA have requested that the council waive these fees in order to ensure that the pilots are financially viable; and

WHEREAS, TBID and DBA are each using their own funds to design and build the corrals, and are only seeking the City’s support in removing this financial barrier.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that by reducing the impact of trash bins on pedestrian foot traffic, easing waste pickup, and providing beautification through public art, these corrals provide broad public benefit.

BE IT FURTHER RESOLVED that the Council of the City of Berkeley waives the aforementioned fees.





Office of the City Manager

INFORMATION CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Teresa Berkeley-Simmons, Budget Manager, City Manager's Office

Subject: Voluntary Time Off Program For FY 2020

INTRODUCTION

As a citywide cost-saving measure, the City Manager is designating 16 Voluntary Time Off (VTO) days in FY 2020 and authorizing certain City offices and non-essential services to temporarily close for those days.

CURRENT SITUATION AND ITS EFFECTS

The proposed 16 VTO dates will fall on a schedule similar to FY 2019, with City offices generally closing on every second Friday, with additional days the last week in December 2019 (December 23 - December 27). The following are the proposed VTO:

| Date (2019)  | Day                   | Date (2020) | Day                  |
|--------------|-----------------------|-------------|----------------------|
| July 12      | Friday                | January 10  | Friday               |
| August 9     | Friday                | February 14 | Friday               |
| September 13 | Friday                | March 13    | Friday               |
| October 11   | Friday                | April 10    | Friday               |
| November 8*  | Friday                | May 8       | Friday               |
| December 13  | Friday                | June 12     | Friday               |
| December 23  | Monday                |             |                      |
| December 24  | Tuesday               |             |                      |
| December 26  | Thursday              |             |                      |
| December 27  | Friday                |             |                      |
|              | <b>10 days (2019)</b> |             | <b>6 days (2020)</b> |

\*Please note that Monday, November 11, 2019 is the observed Veteran's Day holiday.

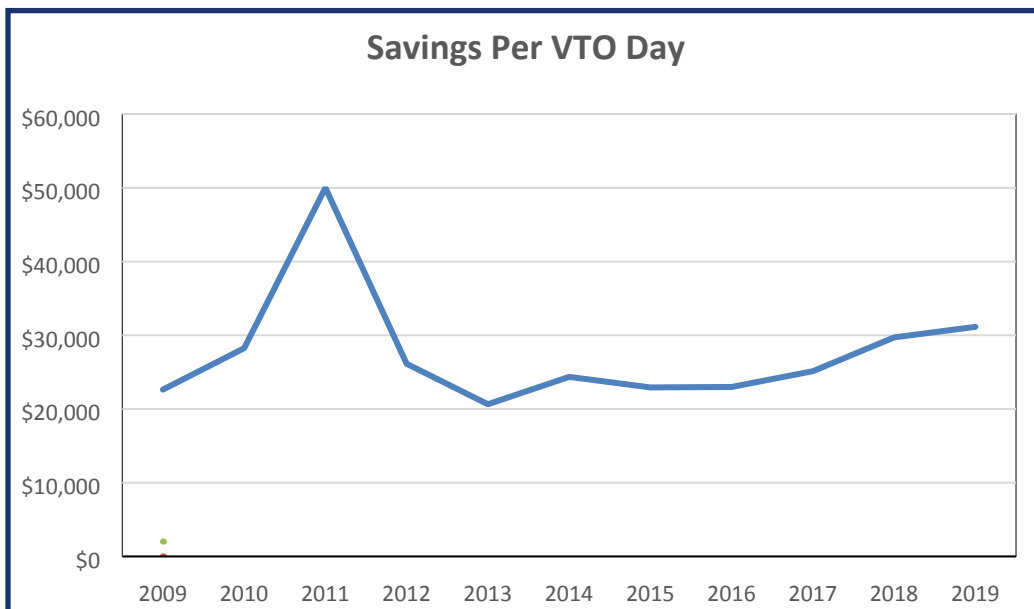
The purpose of VTO days is to generate savings to help balance the budget. The program is projected to achieve a savings of \$529,422 on an all funds basis in FY 2019. For that reason, the VTO program will continue in FY 2020.

**Voluntary Time Off Salary Savings**

| Fiscal Year | Number of VTO Days | Base Salary Savings | Savings Per VTO Day |
|-------------|--------------------|---------------------|---------------------|
| 2009        | 14                 | \$ 316,823          | \$ 22,630           |
| 2010        | 19                 | \$ 536,660          | \$ 28,245           |
| 2011        | 29                 | \$ 1,450,126        | \$ 50,004           |
| 2012        | 28                 | \$ 731,723          | \$ 26,133           |
| 2013        | 28                 | \$ 578,044          | \$ 20,644           |
| 2014        | 16                 | \$ 389,706          | \$ 24,357           |
| 2015        | 16                 | \$ 366,853          | \$ 22,928           |
| 2016        | 16                 | \$ 367,821          | \$ 22,989           |
| 2017        | 16                 | \$ 410,267          | \$ 25,642           |
| 2018        | 16                 | \$ 475,400          | \$ 29,713           |
| 2019        | 17                 | \$ 529,422*         | \$ 31,142           |

\*Annualized projection

Although we plan to continue the VTO program in FY 2020, we will reevaluate the VTO program again for FY 2021. As shown in the chart below, the savings generated from the VTO program have significantly declined since FY 2011, however, savings appear to have increased in FY 2019.



In FY 2019, staff considered the impact that the VTO days had on City services. It was determined that the VTO days were, in general, not having a significant detrimental effect on the City's ability to provide quality services. Inconveniences to residents were mitigated in several ways, including keeping the 311 Customer Call Center open on VTO days, adjusting due dates for fines, and posting clear signs in advance of closure dates. In addition, many services remain open on VTO days including Police, Fire, Public Works Zero Waste, Senior Centers, Rent Board, Libraries, and the Animal Shelter.

### BACKGROUND

The concept for a VTO program was proposed in 2004 by the labor unions representing non-sworn employees as an alternative to a mandatory closure of City offices ("furloughs") and staff layoffs. The VTO program designates certain days City offices are closed to the public while allowing staff to take paid or unpaid leave, or voluntarily report to work. The VTO closures have permitted staff to reduce their vacation leave balances, and eliminate the costly past practice of buying back vacation leave balances, which in turn has allowed the City to reduce its cost to pay out accrued vacation leave upon an employee's separation from employment. It has also been used by departments to help them reach their annual target savings.

**Service Impacts:** The VTO program has generated minimal complaints from the public regarding the office closures and reduced services. Many key services remain open to the public including Police, Fire, Public Works Zero Waste, Senior Centers, Rent Board, Libraries, and the Animal Shelter, while other services can be provided on a callback basis.

During VTO days, customer service counters at the Finance Customer Service Center and Permit Service Center are closed. When Customer Service Center offices are closed and access to the drop box for Finance Customer Service payments is cut off, customers are redirected through signage to the Rent Board Office at 2125 Milvia Street. When the Permit Service Center is closed, building inspection services continue to be available to the public when City approvals are required for time-sensitive projects. The City will continue to notify the public of City VTO closure dates through public noticing, the press, voicemail messages, and signs.

The Voluntary Time Off Program for FY 2020 is a Strategic Plan Priority, advancing our goal to provide an efficient and financially-healthy City government.

### ENVIRONMENTAL SUSTAINABILITY

VTO days may reduce vehicle miles traveled associated with City employees' work commute. Otherwise there are no identifiable environmental effects or opportunities associated with the subject of this report.

POSSIBLE FUTURE ACTION

We are continuing the VTO program in FY 2020. However, we will reassess the economic impact as well as the cost benefit to the public of continuing these temporary closures of City offices for FY 2021.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

Cost savings are achieved on an annual basis from the VTO program. Since FY 2009, annual cost savings ranging from just over \$300,000 to just under \$1.5 million have been achieved from the VTO program.

CONTACT PERSON

LaTanya Bellow, Director of Human Resources, 981-6800  
Teresa Berkeley-Simmons, Budget Manager, 981-7000





Office of the City Manager

INFORMATION CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Paul Buddenhagen, Deputy City Manager

Subject: Audit Status Report Response: Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight from January 1, 2019 – April 16, 2019

INTRODUCTION

On June 26<sup>th</sup>, 2018, the City Auditor submitted a Code Enforcement Unit audit report<sup>1</sup>, with recommendations to improve operational efficiencies and implement a resource analysis process. The purpose of this report is to update City Council on the status of implementing the audit report's recommendations. This is the second status report regarding this audit.

CURRENT SITUATION AND ITS EFFECTS

The audit report contains twelve recommendations. During the previous update presented to Council on January 29, 2019, four of the recommendations were implemented and six were partially implemented. As of the date of this writing, one more recommendation has been implemented and four have updates. Please see Attachment 1 for a detailed table of audit report recommendations, corrective action plans, and implementation progress. The next status report is anticipated to be delivered to Council on December 10, 2019.

BACKGROUND

The City of Berkeley's Code Enforcement Unit's goal is to provide a clean and safe environment for all Berkeley residents, workers, and visitors. The CEU is responsible for the enforcement of administrative violations of the Berkeley Municipal Code and some provisions of California State codes related to building, zoning, and housing. The City Manager's Office oversees the CEU, which now consists of three full-time employees: one Code Enforcement Supervisor and two Code Enforcement Officer IIs.

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<sup>1</sup> Audit: Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight:

[https://www.cityofberkeley.info/uploadedFiles/Auditor/Level\\_3\\_-\\_General/A.2\\_RPT\\_Code%20Enforcement\\_Fiscal%20Year%202018.pdf](https://www.cityofberkeley.info/uploadedFiles/Auditor/Level_3_-_General/A.2_RPT_Code%20Enforcement_Fiscal%20Year%202018.pdf)

ENVIRONMENTAL SUSTAINABILITY

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

POSSIBLE FUTURE ACTION

The City Manager's Office will continue to work with the Code Enforcement Unit to complete implementation of the recommendations.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

None.

CONTACT PERSON

Bill Burke, Code Enforcement Supervisor (510) 981-2492

Attachments:

1: Audit Findings, Recommendations, and Management Response Summary Table

| Audit Title: Code Enforcement: Resources Significantly Constrained and Improvements Needed in Case Management and Oversight |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                         |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Findings and Recommendations                                                                                                | Lead Dept.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Agree, Partially Agree, or Do Not Agree | Expected or Actual Implementation Date | Status of Audit Recommendations, Corrective Action Plan, and Progress Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Finding 1: Code Enforcement Unit resources are insufficient to meet demand</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                         |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.1                                                                                                                         | Implement a resource analysis process by which proposed legislation is discussed with City management to evaluate the impact on current City resources and determine the feasibility of making the intended impact. The analysis should take place before the policy is presented to Council for adoption and include considerations of: <ul style="list-style-type: none"> <li>• Staff time and other City resource needs, including the fiscal impact of those resource needs</li> <li>• Opportunity cost, i.e., consideration of other activities that will be deprioritized in order to meet new demands</li> <li>• Feasibility impact to determine how best to rollout out new legislation</li> </ul> | City Council                            | Agree                                  | <p><u>Initial Status December 2018: Partially Implemented.</u></p> <p>On June 26, 2018, City Council approved a recommendation to implement a resource analysis process as part of the Code Enforcement Unit (CEU) Audit. On December 11, 2018, City Council adopted Resolution No. 68726-N.S., which included the framework and procedures for standing Policy Committees of the City Council as part of the City’s legislative process. During the Policy Committee review of resolutions, ordinances and referrals, staff will undertake a high-level, preliminary analysis of potential costs, timelines and staffing demands associated with the item. Reports leaving a Policy Committee must adequately identify budget implications, administrative feasibility, basic legal concerns, and staff resource demands in order to allow for informed consideration by the full Council.</p> <p><u>Status Update June 2019: Partially Implemented</u></p> <p>On January 22, 2019 Council adopted revised Resolution No. 68744-N.S., which confirmed the establishment of six standing policy committees and the assignment of Council members to each for a term of one year effective January 31 of each year. Each committee has since met, developed</p> |

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| Findings and Recommendations                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                     | Lead Dept.         | Agree, Partially Agree, or Do Not Agree | Expected or Actual Implementation Date | Status of Audit Recommendations, Corrective Action Plan, and Progress Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                                         |                                        | review procedures, and discussed issues within their purview.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.2                                                                                                                         | Require that the Agenda Committee ensure ordinances have undergone a resource analysis as described in Recommendation 1.1 when necessary and, if not, are returned to the appropriate City Council member for further assessment before being passed into local law.                                                                                                                                | City Council       | Agree                                   | December 11, 2018                      | <p><u>Status: Implemented</u></p> <p>Resolution No. 68726-N.S. states that any new policy or program, including ordinances, submitted by Councilmembers with moderate or significant resource impacts will first go to the Agenda Committee, which will refer it to the appropriate Policy Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.3                                                                                                                         | Conduct a staffing analysis to determine the appropriate staffing level needed for the Code Enforcement Unit (CEU) to effectively enforce City codes. In conducting the analysis, include an assessment of the workload impact created by the codes for which the CEU is solely responsible as well as those created by the codes for which CEU shares responsibility with other enforcement units. | City Manager (CEU) | Agree                                   | November 2019                          | <p><u>Initial Status June 2018: Not Implemented</u></p> <p>Due to the seasonal nature of the unit’s work, staff anticipates that a full year of analysis will be most effective in capturing the unit’s workload. Staff plan to conduct the staffing analysis in 2019.</p> <p><u>Status Update June 2019: Partially Implemented</u></p> <p>On January 15, staff released Request For Proposal (RFP) #19-11293 for a staffing analysis. The RFP was posted to the City’s website as well as e-mailed to four prospective consultants with a closure date of February 14, 2019. The RFP did not generate any proposals and will be reposted in the near future once additional consultants may be identified or solicited.</p> |

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| Findings and Recommendations                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lead Dept.         | Agree, Partially Agree, or Do Not Agree | Expected or Actual Implementation Date | Status of Audit Recommendations, Corrective Action Plan, and Progress Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.4                                                                                                                         | <p>Use the staffing analysis performed in response to Recommendation 1.3 to:</p> <ul style="list-style-type: none"> <li>Quantify the full-burden cost of additional staff</li> <li>Determine if sufficient budgetary funding is available for additional staff</li> <li>Request additional staffing from Council during the annual appropriations process</li> </ul>                                                                                                                                                                                                                  | City Manager (CEU) | Agree                                   | June 2020                              | <p><u>Status: Not Implemented</u></p> <p>Following the completion of Recommendation 1.3, the next annual appropriations process is tentatively scheduled to take place in May 2020.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1.5                                                                                                                         | <p>If budgetary constraints prevent additional staffing or if Council does not approve the budget needed to fund additional staffing, report to Council the restrictions placed on the Code Enforcement Unit’s ability to effectively enforce City codes. Include information explaining the hindrance this will cause for any new ordinances the City Council may want to pass in the future. Provide this information regularly, for example, annually as part of the budget process, to keep Council informed of the CEU’s capacity restrictions. See also Recommendation 1.7.</p> | City Manager (CEU) | Agree                                   | July 2020                              | <p><u>Initial Status June 2018: Not Implemented</u></p> <p>At this time, it has not been determined how best to provide this information. CEU is currently recording various monthly statistics meant to capture performance metrics, trends, and other measures which can be made available to Council on a regular basis to be determined by management.</p> <p><u>Status Update January 2019 : Partially Implemented</u></p> <p>To date, CEU staff have had both formal and informal conversations and input during several new code considerations and existing amendments. CEU has been involved in determining enforcement limitations for the TNC Object, Cannabis and GLA ordinance modifications, and during vetting considerations for the BPA Free ordinance suggested by the Health Commission</p> |

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|                                                                                                                             |            |                                         |                                        | <p>At this time, it has not been determined how best to provide this information. CEU is currently recording various monthly statistics meant to capture performance metrics, trends, and other measures which can be made available to Council on a regular basis, to be determined by management.</p> <p><u>Status Update June 2019: Partially Implemented</u></p> <p>September 2018 through December 2018, CEU and the Planning Department negotiated the relocation of the Assistant Planner position, which was vacant, to the Planning Department’s Land Use Planning Division. All enforcement associated with the position, which includes use permit, short term rental, and zoning code enforcement will transition with the position. Although it will initially result in the loss of a FTE, there will be a time and cost savings component. These types of investigations tend to require complicated, long term resolutions for compliance and are better suited to the subject matter experts in Land Use Planning. As of January 1, 2019, the position funding has been reallocated. The position, which was promoted to an Associate Planner, has yet to be filled.</p> |

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| Findings and Recommendations                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Lead Dept.         | Agree, Partially Agree, or Do Not Agree | Expected or Actual Implementation Date                                                                                                                                                   | Status of Audit Recommendations, Corrective Action Plan, and Progress Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.6                                                                                                                         | <p>Assess Berkeley municipal codes to identify the codes for which the CEU is solely responsible and those for which the CEU has a shared role with other work units. Use the results of the assessment to:</p> <ul style="list-style-type: none"> <li>• Create process workflows showing shared work unit responsibilities</li> <li>• Create written guidance describing work unit responsibilities</li> </ul>                                                                                                                                                            | City Manager (CEU) | Agree                                   | January 1, 2018                                                                                                                                                                          | <p><u>Status: Implemented</u></p> <p>In January 2018, CEU Supervisor drafted and implemented a complaint matrix that identifies the most common complaint types, the subject matter department or division experts, the process workflow, and enforcement authority.</p> <p>The matrix is updated quarterly or as needed, and disseminated to all departments via the senior executive team.</p>                                                                                                                                                                                                                                                                                                                                                                         |
| 1.7                                                                                                                         | <p>Implement code enforcement software that:</p> <ul style="list-style-type: none"> <li>• Identifies case assignment to CEU officers and other work units</li> <li>• Prioritizes cases, in particular high-risk cases posing health and safety risks</li> <li>• Captures pertinent case dates, e.g., opened, notice of violation, citation issuance, and closed</li> <li>• Tracks enforcement actions taken within the CEU and other work units</li> <li>• Quantifies citations issued and collected</li> <li>• Allows for readily identifying repeat offenders</li> </ul> | City Manager (CEU) | Agree                                   | <p>January 1, 2018: Temporary alternative implemented</p> <p>Full implementation: To be determined based on funding availability and assessment of code enforcement software options</p> | <p><u>Initial Status June 2018: Partially Implemented</u></p> <p>Effective January 1, 2018, all cases or customer complaints received by CEU have been entered into Lagan, which is serving as single point of entry into the code enforcement queue. Lagan provides the ability to allocate cases to individual CEU staff, and re-allocate cases already in the code enforcement queue. It allows cases to be assigned one of the three priorities (high, medium=moderate, low=standard) based on the complaint type.</p> <p>Lagan captures the date a case is created, and when it is closed. Additional inspection dates and results, as well as photos, notices, citations, and other documentation, are captured in the software as “case notes”. Because Lagan</p> |

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| <ul style="list-style-type: none"> <li>Includes performance measurement tools, e.g., turnaround times within defined specifications (see Recommendation 2.2)</li> <li>Allows for uploading information from mobile technologies (see Recommendation 1.8)</li> <li>Includes reporting tool to showcase workload trends and capacity restrictions (i.e., backlogs)</li> </ul> |            |                                         |                                        | <p>assigns a specific case number, cross referenced with a property address, CEU staff can readily determine repeat offenders by searching for an address.</p> <p>Although Lagan is not a traditional code enforcement software, it does provides the ability to extrapolate data which is used for performance metrics and workload trends. It does not provide reporting templates or quantified citations (issued or collected), nor does it allow for staff use on mobile devices in the field.</p> <p>CEU has explored two separate options for enforcement software. Envision Connect, the program currently used by Environmental Health and Toxics, was purchased as a company by Accela, which no longer offers the software to new users. Accela, the software used by Building &amp; Safety, Planning, Public Works, and others, has a code module which has yet to be built out. That option is currently on hold according to I.T.</p> <p>CEU will continue to explore enforcement software options which include the aforementioned additional capabilities.</p> <p><u>Status Update June 2019: Partially Implemented</u></p> <p>I.T. has determined Accela is no longer a viable option for the code enforcement module as the City is considering a</p> |



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| Findings and Recommendations                                                                                                | Lead Dept. | Agree, Partially Agree, or Do Not Agree | Expected or Actual Implementation Date | Status of Audit Recommendations, Corrective Action Plan, and Progress Summary                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                             |            |                                         |                                        | replacement. CEU staff continues to work with I.T. and have researched Red Alert, currently used by the Fire Department, and AMANDA, the software being considered by Environmental Health to replace Envision Connect. A service request has been logged with I.T. to consider Citizen Serve and funding is currently approved for software and hardware should CEU receive approval for development and implementation. |

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| 1.8                                                                                                                         | Implement mobile computers and printers to allow Code Enforcement Officers to complete more work in the field, thus improving their time spent in the community and reducing time in the office. Mobile computers should have the capacity to interface with the code enforcement case management software implemented in response to Recommendation 1.7. | City Manager (CEU) | Agree                                   | September 1, 2017: Partially implemented<br><br>Full implementation: To be determined based on funding availability and assessment of code enforcement software option selected in response to Recommendation 1.7 | <u>Status: Partially Implemented</u><br><br>CEU staff are issued Apple smartphones, which provide the ability to take photos, capture notes, and mark GPS locations which can be uploaded to City e-mail. Most code enforcement software available on the market provide IOS function and support which would make mobile application integration fairly seamless.<br><br>At this time, CEU’s software does not support printing documentation in the field. Manual notices will continue to serve this function until such time as the enforcement software described in Recommendation 1.7 is implemented, and can support printing documents in the field. |
| <b>Finding 2: Process modifications and increased oversight needed to ensure equity, efficiency, and effectiveness</b>      |                                                                                                                                                                                                                                                                                                                                                           |                    |                                         |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| 2.1                                                                                                                         | <p>Develop and issue written procedures for code enforcement operations that:</p> <ul style="list-style-type: none"> <li>• Reflect current practices and management expectations.</li> <li>• Describe the tiered prioritization system giving attention to cases based on risk levels of high, moderate, and standard.</li> <li>• Require adherence to a uniform technology policy, which includes:                             <ul style="list-style-type: none"> <li>○ Assigning unique numbers to cases.</li> <li>○ Recording all pertinent case data timely, e.g., within two business days of receipt.</li> <li>○ Using a single, centralized system to record, manage, and monitor case information.</li> <li>○ Using case file management standards so that pertinent data are captured uniformly.</li> </ul> </li> <li>• Inform staff that preferential treatment should not be given to complaints made or referred by City Council members, Council staff, and</li> </ul> | City Manager (CEU) | Agree                                   | April 1, 2018 / Ongoing                | <p><u>Initial Status April 2018: Partially Implemented</u></p> <p>The CEU supervisor issued new procedures which included the recommended. Meetings were held with CEU staff to review the new procedures, solicit input, and to ensure their understanding of the new guidance.</p> <p>Effective January 1, 2018, all cases are filed numerically by Lagan generated unique case numbers. Open cases remain with the assigned CEU officer pending follow-up and closure. Each file is labeled with the case number and complaint address and contains the Lagan complaint print-out, property ownership information, notices and other documentation.</p> <p><u>Updated Status June 2019: Implemented</u></p> <p>A revised procedures manual was completed and reviewed on April 16, 2019 to include technology policy and case file management language, as well as provided the most current version of the complaint matrix.</p> <p>A review of beat assignments was also considered through the entire 2018 calendar year using metrics provided by Lagan. It was determined based on current staffing levels, assigning geographical beats are neither feasible nor equitable at this time. Cases assigned by the CEU supervisor</p> |

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|                                                                                                                             | <p>City management. Those complaints should be prioritized based on established objectives and channeled through the appropriate supervisor.</p> <ul style="list-style-type: none"> <li>Describe processes for issuing citations in a consistent and equitable manner.</li> <li>Include beat assignments once feasible to do so, i.e., after the CEU addresses the backlog and receives adequate software tools.</li> </ul>                                                                                                                 |                    |                                         |                                        | based on complaint types and officer caseloads have proven to be more balanced and consistent both in terms of volume and response times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.2                                                                                                                         | <p>Implement performance metrics and goals to:</p> <ul style="list-style-type: none"> <li>Assess the effectiveness of code enforcement operations and goal achievement</li> <li>Identify constraints preventing goal attainability.</li> <li>Submit regular reports, e.g., biannually, to City management on performance.</li> </ul> <p>Include a metric to provide at least some proactive code enforcement activities. Develop this metric after implementing the process and system improvement recommendations made in this report.</p> | City Manager (CEU) | Agree                                   | February 1, 2018 / Ongoing             | <p><u>Status: Partially Implemented</u></p> <p>Data extrapolated from Lagan provides metrics on code enforcement operations, including the number of cases opened and closed by month, the average amount of time to close cases, the number of citations issued and the total amount of fines assessed, and additional information regarding non-enforcement related time such as taxi inspections, sidewalk vendor permitting, homeless encampment contacts and resolution, and public record request activities.</p> <p>Effective February 2018, CEU provides a monthly report to City management on the unit’s performance, which notes constraints to goal attainability, when necessary, and</p> |

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|                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                         |                                        | <p>includes a breakdown of proactive code enforcement activities conducted in the preceding month.</p> <p>Future metrics to be determined based the reporting capabilities of the code enforcement software from Recommendation 1.7.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.3                                                                                                                         | <p>Assess the feasibility of using complaint thresholds and self-certifying techniques for standard-priority violations. For example, wait to receive at least two complaints about a standard-level violation before performing an investigation, and allow a code violator to self-report on a standard-level violation to remove the need for reinspection. If feasible, implement the techniques to give code enforcement officers more time on field inspections of high-risk cases.</p> | <p>City Manager (CEU)</p> | <p>Agree</p>                            | <p>January 1, 2018</p>                 | <p><u>Status: Implemented</u></p> <p>We assessed the feasibility of using complaint thresholds and opted not to use them at this time due, in part, to the following considerations.</p> <p>Pursuant to BMC Chapter 1.22.010, the City of Berkeley shall “promote higher standards of living, full employment, and conditions of economic and social progress and development.” Complaint thresholds, which include requiring multiple complaints, not accepting anonymous complaints, and others, restrict CEUs ability to meet those requirements.</p> <p>Furthermore, The American Association of Code Enforcement states in their Importance of Code Enforcement hand-out, “The professionalism and approach of the Code Enforcement Officer has the potential to shape community notion of local government and municipal</p> |

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|                                                                                                                             |            |                                         |                                        | <p>experience. Building relationships and knowledge of the community is so integral to a proactive and professional code enforcement approach,” which could also be adversely effected by implementing complaint thresholds.</p> <p>Berkeley’s CEU regularly receives anonymous complaints from reporting parties who fear retribution. By conducting site inspections on all reports, CEU staff promote a higher standard of living, a better customer service experience, and provide more equitable, effective enforcement of City codes, while spending more time in the field on all levels of enforcement. Occasionally, low-level inspections become higher level priorities based on what the officer has documented during the initial site inspection.</p> <p>Self-certifying techniques, although common in proactive rental housing inspection programs, are not known to be used in other aspects of code enforcement since officer compliance verification is typically required for case closures or escalation of enforcement. An exception considered could be when a complainant or reporting party certifies a violation has been abated, the closure of which would be at the discretion of the enforcing officer.</p> |

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| 2.4                                                                                                                         | <p>Develop procedures for monitoring staffs' work and addressing weaknesses that may prevent goal achievement, such as conflicts of interest. For example:</p> <ul style="list-style-type: none"> <li>• Review Form 700s to identify property owned by CEU personnel before assigning cases to officers.</li> <li>• Randomly select case records to look for:                             <ul style="list-style-type: none"> <li>○ Indicators that case action did not progress as required or expected suggesting favoritism or kickbacks.</li> <li>○ Properties with closed cases that continue to receive complaints for the same issue. This could indicate a repeat offender as well as a failure to take appropriate actions against a code violator.</li> </ul> </li> </ul> <p>The Assistant to the City Manager for Neighborhood Services should perform this oversight of the Code Enforcement Unit Supervisor, and the Code Enforcement Supervisor should perform this oversight</p> | City Manager (CEU) | Agree                                   | May 1, 2018                            | <p><u>Status: Implemented</u></p> <p>The CEU procedures manual includes procedures for identifying and addressing conflicts of interest. The CEU supervisor randomly spot checks complex code enforcement cases, to determine how investigations are proceeding with consistency and equity, and that investigators are handling cases fairly and ethically. Additionally, the Code Enforcement Supervisor regularly reviews open Lagan cases to ensure any applicable case history on an identified property address is applied to the current enforcement action. This is done to assess the need to escalate enforcement as appropriate without duplicating efforts.</p> <p>Effective October 2017, the Assistant to the City Manager for Neighborhood Services and the CEU supervisor meet twice monthly to review unit performance and to discuss outstanding issues related to ongoing investigations, which include potential or perceived conflicts of interest.</p> <p>At the May 2018 City Council Aide / City Staff Roundtable Discussion, the Assistant to the City Manager reiterated Code Enforcement's commitment to equitably investigate complaints received, regardless of their source.</p> |

| Audit Title: Code Enforcement: Resources Significantly Constrained and Improvements Needed in Case Management and Oversight |            |                                         |                                        |                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Findings and Recommendations                                                                                                | Lead Dept. | Agree, Partially Agree, or Do Not Agree | Expected or Actual Implementation Date | Status of Audit Recommendations, Corrective Action Plan, and Progress Summary                                                                                                                                                 |
| of Code Enforcement Officers and the Assistant Planner.                                                                     |            |                                         |                                        | Effective May 2018, the Assistant to the City Manager and the Code Enforcement Supervisor annually review the Form 700s submitted by their respective direct reporting parties, and discuss potential conflicted of interest. |





Office of the City Manager

INFORMATION CALENDAR  
June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Jordan Klein, Economic Development Manager  
 Subject: FY 2020 Civic Arts Grant Awards

INTRODUCTION

This report is to inform the City Council of the Civic Arts Grant awards for Fiscal Year 2020.

CURRENT SITUATION AND ITS EFFECTS

The Fiscal Year 2020 Civic Arts Grant award amounts (see Attachment 1) as approved by the Civic Arts Commission include funding of \$448,922 for fifty-four (54) arts organizations, \$44,411 for twelve (12) individual artists, and \$156,866 for twenty-four (24) festivals. Most applicants that applied were awarded funding, although three (3) organizations, fifteen (15) individual artists, and two (2) festivals that applied were not awarded funds this year. There were also three (3) applications that were deemed ineligible and one (1) that was withdrawn by the applicant.

BACKGROUND

On January 29, 2019, City Council approved revised guidelines for the Civic Arts Grant process, which included guidelines for a new grant category for Festivals and corresponding revisions to the guidelines for Arts Organizations and Individual Artist Projects. The modifications to the program guidelines ensure that each of the grant processes managed by the Civic Arts Program are aligned and fit within a unified, overarching grants strategy.

The grant application period was from February 11 to April 25, 2019. This year the Civic Arts Program received 113 applications from nonprofit arts organizations, individual artists, and festival organizers for grant funding for the upcoming Fiscal Year (FY) 2020 cycle.

Civic Arts staff held grant application workshops on March 5 and 12, 2019 at the South Berkeley Branch Library to provide organizations, individual artists and festival organizers with a review of grant application requirements and instruction on using the on-line grant application system.

In February 2019, the Civic Arts Program issued an open call for potential grant review panelists and in early April 2019, staff worked with the Civic Arts Commission's Grants Subcommittee to identify a short list of potential panelists with substantial background in arts and culture and a demonstrated commitment to cultural equity.

Between May 7 and 17, 2019, the Civic Arts Program conducted five grant review panel meetings that were open to the public where grant applications were reviewed and scored relative to the grant application criteria by the grant review panels. In an effort to increase transparency and provide valuable feedback to grant applicants, the Civic Arts Program encouraged applicants to attend the grant review panel meeting for their application and provided applicants with the exact time for their review.

After the conclusion of the grant review panel meetings, the compiled panel scores were presented at a public meeting on May 21, 2019 to the Civic Arts Commission's Grants Subcommittee where grant award recommendations were determined based upon panel scores and in accordance with the program guidelines and funding criteria. The grant award amounts as recommended the Grants Subcommittee were made public on May 22, 2019 and communicated to all applicants.

On May 28, 2019, the Civic Arts Commission approved the final FY20 Civic Arts Grant award amounts:

Action: Motion/Second (Slattery/Blecher) to approve the final Civic Arts Grant Awards for FY2020 as revised at the meeting. The motion carried.

Vote: Ayes - Anno, Blecher, Covarrubias, Passmore, Slattery, Tamano; Nays - None; Abstain - None; Recused - Bullwinkel, Ross; Absent - Ozol.

#### ENVIRONMENTAL SUSTAINABILITY

The Civic Arts Grants program is administered completely online. Applicants applied by filling out an online form hosted by Submittable, a web-based grant application manager. Grant selection panelists reviewed and scored the applications using the same online tool.

#### CONTACT PERSON

Jordan Klein, Economic Development Manager, 981-7534

Attachments:

1. FY 2020 Civic Arts Grants Awards

| <b>Berkeley Civic Arts Grants FY2020: Approved by the Civic Arts Commission 5/28/2019</b> |              |                           |
|-------------------------------------------------------------------------------------------|--------------|---------------------------|
|                                                                                           |              |                           |
| <b>Large Arts Organizations</b>                                                           | <b>Score</b> | <b>Grant Award Amount</b> |
| Freight and Salvage                                                                       | 93.8         | \$11,156                  |
| Small Press Distribution, Inc.                                                            | 93.8         | \$11,156                  |
| UC Berkeley Art Museum and Pacific Film Archive (BAMPFA)                                  | 90.0         | \$10,710                  |
| Shotgun Players, Inc.                                                                     | 90.0         | \$10,710                  |
| Aurora Theatre Company                                                                    | 90.0         | \$10,710                  |
| Berkeley Repertory Theatre                                                                | 86.8         | \$10,323                  |
| Heyday                                                                                    | 86.3         | \$10,264                  |
| Kala Art Institute                                                                        | 86.0         | \$10,234                  |
| Shawl-Anderson Modern Dance Center                                                        | 85.3         | \$10,145                  |
| Bay Area Children's Theatre                                                               | 83.8         | \$9,966                   |
| Berkeley Symphony Orchestra                                                               | 82.5         | \$9,818                   |
| Cal Performances                                                                          | 82.5         | \$9,818                   |
| Cazadero Performing Arts Camp                                                             | 81.8         | \$9,728                   |
| California Jazz Conservatory                                                              | 80.0         | \$9,520                   |
| Crowden Music Center                                                                      | 79.0         | \$9,401                   |
| Berkeley Music Group dba The UC Theatre                                                   | 77.5         | \$9,223                   |
| Julia Morgan Center for the Arts DBA Berkeley Playhouse                                   | 74.0         | \$8,806                   |
| <b>Subtotal</b>                                                                           |              | <b>\$171,687</b>          |
| <b>Mid-Size Arts Organizations</b>                                                        | <b>Score</b> | <b>Grant Award Amount</b> |
| La Peña Cultural Center                                                                   | 95.0         | \$9,709                   |
| Gamelan Sekar Jaya                                                                        | 94.3         | \$9,632                   |
| Youth Spirit Artworks                                                                     | 92.5         | \$9,454                   |
| Luna Dance Institute                                                                      | 90.5         | \$9,249                   |
| Berkeley Art Center                                                                       | 87.5         | \$8,943                   |
| BrasArte the Damasceno Brazilian Cultural Exchange                                        | 87.5         | \$8,943                   |
| Berkeley High School Jazz                                                                 | 86.0         | \$8,789                   |
| Berkeley Ballet Theater INC                                                               | 84.3         | \$8,610                   |
| PlayGround                                                                                | 84.3         | \$8,610                   |
| Ashkenaz Music & Dance Community Center                                                   | 83.8         | \$8,559                   |
| David Brower Center                                                                       | 82.5         | \$8,432                   |
| TheatreFIRST                                                                              | 82.0         | \$8,380                   |
| Berkeley Community Chorus & Orchestra                                                     | 81.8         | \$8,355                   |
| Central Works                                                                             | 81.8         | \$8,355                   |
| Capoeira Arts Foundation                                                                  | 80.8         | \$8,253                   |
| Habitot Children's Museum                                                                 | 79.5         | \$8,125                   |
| Berkeley FILM Foundation                                                                  | 79.3         | \$8,099                   |
| Mahea Uchiyama Center for International Dance                                             | 78.8         | \$8,048                   |
| Young People's Symphony Orchestra                                                         | 74.8         | \$7,639                   |
| Youth Musical Theater Company                                                             | 74.0         | \$7,563                   |
| <b>Subtotal</b>                                                                           |              | <b>\$171,747</b>          |

| Small Arts Organizations                                                      | Score | Grant Award Amount |
|-------------------------------------------------------------------------------|-------|--------------------|
| Creative Residencies for Emerging Artists Teaching Empowerment (C.R.E.A.T.E.) | 92.0  | \$6,992            |
| Poetry Flash                                                                  | 88.8  | \$6,745            |
| Left Margin LIT                                                               | 87.5  | \$6,650            |
| Indra's Net Theater                                                           | 86.8  | \$6,593            |
| Bay Area Creative BAC                                                         | 84.5  | \$6,422            |
| Those Women Productions                                                       | 84.0  | \$6,384            |
| Berkeley Chamber Performances                                                 | 83.8  | \$6,365            |
| California Institute for Community, Art & Nature                              | 83.0  | \$6,308            |
| Pacific Edge Voices                                                           | 80.3  | \$6,099            |
| Sacred and Profane, a chamber chorus                                          | 80.0  | \$6,080            |
| WEE POETS                                                                     | 79.3  | \$6,023            |
| Bella Musica Chorus                                                           | 78.5  | \$5,966            |
| Miriam Wolodarski / Sense Object                                              | 77.5  | \$5,890            |
| Play Cafe, Inc.                                                               | 76.8  | \$5,833            |
| Inferno Theatre                                                               | 76.8  | \$5,833            |
| Antons Well Theater Company                                                   | 75.8  | \$5,757            |
| Chora Nova                                                                    | 73.0  | \$5,548            |
| <b>Subtotal</b>                                                               |       | <b>\$105,488</b>   |
| Individual Artists                                                            | Score | Grant Award Amount |
| Erika Oba                                                                     | 89.5  | \$3,983            |
| Patricia Mullan                                                               | 88.3  | \$3,931            |
| David Roderick                                                                | 86.2  | \$3,834            |
| Susan Duhan Felix                                                             | 85.2  | \$3,790            |
| Deborah Craig                                                                 | 84.8  | \$3,775            |
| Priscilla Hine                                                                | 83.3  | \$3,708            |
| Sharon Siskin                                                                 | 82.2  | \$3,656            |
| Rebecca Morris                                                                | 82.0  | \$3,649            |
| Denise Zmekhol                                                                | 80.0  | \$3,560            |
| Mary Curtis Ratcliff                                                          | 79.5  | \$3,538            |
| Miriam Wolodarski Lundberg                                                    | 78.7  | \$3,501            |
| Ivan Andres Rondon Triana                                                     | 78.3  | \$3,486            |
| <b>Subtotal</b>                                                               |       | <b>\$44,411</b>    |
| Large Festivals                                                               | Score | Grant Award Amount |
| Freight Fest                                                                  | 88.5  | \$9,027            |
| Downtown Berkeley Jazz Festival 2020 (DBJF 2020)                              | 59.2  | \$6,035            |
| <b>Subtotal</b>                                                               |       | <b>\$15,062</b>    |
| Mid-Size Festivals                                                            | Score | Grant Award Amount |
| Queering Dance: An East Bay Festival                                          | 89.8  | \$8,049            |
| BERKELEY JUNETEENTH FESTIVAL                                                  | 89.5  | \$8,019            |
| Berkeley Kite Festival                                                        | 87.5  | \$7,840            |
| Berkeley Old Time Music Convention                                            | 86.8  | \$7,780            |
| SF Bay Brazilian Day & Lavagem Festival 2019                                  | 86.5  | \$7,750            |

|                                                               |              |                           |
|---------------------------------------------------------------|--------------|---------------------------|
| Dia de los Muertos (DDL M)                                    | 82.5         | \$7,392                   |
| Berkeley Earth Day 2020                                       | 82.2         | \$7,362                   |
| Watershed Environmental Poetry Festival                       | 81.8         | \$7,332                   |
| 27th Annual Berkeley Indigenous Peoples Day Powwow and Market | 81.5         | \$7,302                   |
| Chocolate & Chalk Art Festival                                | 74.8         | \$6,705                   |
| Contemporary Diasporas Festival                               | 72.7         | \$6,511                   |
| Berkeley High School All Class Reunion Picnic 2019            | 71.7         | \$6,421                   |
| Berkeley Farmers Market Salsa Festival                        | 71.0         | \$6,362                   |
| Berkeley Video and Film Festival                              | 70.5         | \$6,317                   |
| Celebrando Comunidad en la Placita                            | 70.2         | \$6,287                   |
| ResoNation: Sacred Sounds Beyond Borders                      | 67.3         | \$6,033                   |
| Sunday Streets Berkeley, Telegraph Avenue                     | 66.7         | \$5,973                   |
| Sunday Streets (Downtown Berkeley)                            | 62.8         | \$5,630                   |
| Telegraph Avenue Holiday Street Fair                          | 58.5         | \$5,242                   |
| Cornerfest                                                    | 55.5         | \$4,973                   |
| Celebrating Berkeley's Black Musical Heritage                 | 52.5         | \$4,704                   |
| <b>Subtotal</b>                                               |              | <b>\$139,985</b>          |
|                                                               |              |                           |
| <b>Small Festivals</b>                                        | <b>Score</b> | <b>Grant Award Amount</b> |
| Intersections (Berkeley Pathways)                             | 56.8         | \$1,819                   |
| <b>Subtotal</b>                                               |              | <b>\$1,819</b>            |
|                                                               |              |                           |
| <b>Total Grant Awards</b>                                     |              | <b>\$650,199</b>          |





Office of the City Manager

INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance Department  
 Subject: FY 2019 Second Quarter Investment Report: Ended December 31, 2018

SUMMARY

The City's investment policy requires that a quarterly investment report be submitted to the City Council on the status of the investment portfolio. The report includes all investments managed by the City of Berkeley and provides information on the types, values (par, book, and market), term, and yield of each security.

- The return on pooled investments for the quarter ended December 31, 2018 was 2.005% or .209% less than the 2.214% earned by the State Local Agency Investment Fund (State LAIF), which is the benchmark for investment performance used by the City. The return on pooled investments of 2.005% for the quarter ended December 31, 2018 was .135 more than the rate of 1.870% earned in the quarter ended September 30, 2018.
- The average return on all Retiree Medical Trust Fund investments was 4.022% for the quarter ended December 31, 2018. This rate will continue to drop slightly in the next few quarters as staff reinvests the proceeds of maturing securities at lower interest rates.

CURRENT SITUATION AND ITS EFFECTS

Attached is a summary of quarterly reports for fiscal year 2019 second quarter ending December 31, 2018 representing the status of the City's investment portfolio. The report includes all investments managed by the City of Berkeley and provides information on the values (par, book, and market), term, and yield of each security.

Summary information by type of security and detailed information on each security is provided on Exhibit 2-A. An evaluation of portfolio performance for this accounting period compared to the previous three accounting periods is also included in Attachment 1.

**A. Portfolio Results**1. Liquidity of Portfolio:

The average investment in the pooled portfolio matured in 716 days as of December 31, 2018. This is 60 days more than maturity days of 656 days as of September 30, 2018.

2. Comparison of Results to Performance Measures – Pooled investments:  
Quarter Ended December 31, 2018

The City's yield on investments for the quarter ended December 31, 2018 was 2.005%, an increase of 13.5 basis points (.135%) from the 1.870% earned during the quarter ended September 30, 2018. The average yield on a 90-day Treasury bill at the end of the quarter ended December 31, 2018 was 2.355%, an increase of 15.9 basis points (.159%) from the 2.196% at the end of the previous quarter.

As summarized in Table 1, staff's overall results fell short of the performance measure for the quarter by 20.9 basis points (.209%). Staff's performance was under the performance measure in October by 19.2 basis points (-.192%); under the performance measure in November by 15.0 basis points (-.150%); and, was under the performance measure in December by 28.6 basis points (-.286%). The performance measure for the return on investments is compared to the rate of return of the State LAIF.

**Table 1**

| <b>For Quarter Ending December 31, 2018</b> |             |                   |                   |
|---------------------------------------------|-------------|-------------------|-------------------|
| <b>Period</b>                               | <b>City</b> | <b>State LAIF</b> | <b>Difference</b> |
| Oct-18                                      | 1.952%      | 2.144%            | -0.192%           |
| Nov-18                                      | 2.058%      | 2.208%            | -0.150%           |
| Dec-18                                      | 2.005%      | 2.291%            | -0.286%           |
| Oct -Dec 18                                 | 2.005%      | 2.214%            | -0.209%           |

3. Investment Results-Retiree Health Insurance Funds:

Average interest rates earned on the retiree health insurance trust funds for the quarter ended December 31, 2018 compared to the quarter ended September 30, 2018, were as follows:



Table 2

| EARNED INTEREST RATES                               |                     |                     |
|-----------------------------------------------------|---------------------|---------------------|
| For Quarter Ended 12/31/2018 Compared To 09/30/2018 |                     |                     |
| Trust Fund                                          | 1st Qtr<br>09/30/18 | 2nd Qtr<br>12/31/18 |
| Retiree Medical Trust Fund (Misc Employees)         | 4.384%              | 4.384%              |
| Fire Retiree Medical Trust Fund                     | 3.566%              | 3.566%              |
| Police Retiree Medical Trust Fund                   | 3.365%              | 3.365%              |

The rates earned on these plans will continue to drop slightly over the next few quarters as staff reinvests the proceeds of maturing securities at lower rates.

Details related to retiree health trust fund investments are in Attachment 3, Exhibits 3-A, 3-B, and 3-C of this report.

#### **B. Discussion of Interest Rate Environment and Outlook**

On December 19, 2018 the Federal Open Market Committee issued its latest statement on the economy and interest rates:

Information received since the Federal Open Market Committee met in November indicates that the labor market has continued to strengthen and that economic activity has been rising at a strong rate. Job gains have been strong, on average, in recent months, and the unemployment rate has remained low. Household spending has continued to grow strongly, while growth of business fixed investment has moderated from its rapid pace earlier in the year. On a 12-month basis, both overall inflation and inflation for items other than food and energy remain near 2 percent. Indicators of longer-term inflation expectations are little changed, on balance.

Consistent with its statutory mandate, the Committee seeks to foster maximum employment and price stability. The Committee judges that some further gradual increases in the target range for the federal funds rate will be consistent with sustained expansion of economic activity, strong labor market conditions, and inflation near the Committee's symmetric 2 percent objective over the medium term. The Committee judges that risks to the economic outlook are roughly balanced, but will continue to monitor global economic and financial developments and assess their implications for the economic outlook.

#### Yield Trend

In view of realized and expected labor market conditions and inflation, the Committee decided to raise the target range for the federal funds rate to 2-1/4 to 2-1/2 percent.

In determining the timing and size of future adjustments to the target range for the federal funds rate, the Committee will assess realized and expected economic conditions relative to its maximum employment objective and its symmetric 2 percent inflation objective. This assessment will take into account a wide range of information, including measures of labor market conditions, indicators of inflation pressures and inflation expectations, and readings on financial and international developments.

In the current interest rate environment, staff expects returns in FY 2019 to be below the returns earned in FY 2018. This is because \$30.3 million of available investment funds were taken from the total available investment funds and used to prepay the unfunded portion of the CalPERS required payment for FY 2019, earning the City a discount of \$1.1 million or an annualized return of approximately 7.3% on the \$30.3 million CalPERS prepayment. This \$1.1 million discount will be shown as income in the Section 115 Pension Trust and not interest income which in effect decreases the base available for pooled investment. The Also, the City’s rate earned is expected to be about the same as the City’s benchmark (State LAIF) because the yield curve is flat. In addition, staff expects the City’s return to be comparable to rates earned by most other cities in California, a sample of which is reflected in table 3 below:

**Table 3**

| <b>Other California Cities<br/>Earned Interest Rates</b> |                     |
|----------------------------------------------------------|---------------------|
| For the Quarter Ending December 31, 2018                 |                     |
| <b>City</b>                                              | <b>Rates Earned</b> |
| Sacramento                                               | 2.34%               |
| Palo Alto                                                | 2.29%               |
| San Francisco                                            | 2.27%               |
| Oakland                                                  | 2.24%               |
| San Jose                                                 | 2.07%               |
| <b>Berkeley</b>                                          | <b>2.01%</b>        |

The City’s investment strategy will continue to focus on (1) locking in reasonable rates on long-term investments, when opportunities present themselves and (2) matching of investment maturities to cash flow.

**BACKGROUND**

- **Pooled Investments**

Short-term cash is invested primarily in government sponsored enterprises (referred to as Federal Agency) notes securities for periods of one to five years. Additional cash is invested in a money market fund or overnight securities to meet the liquidity needs of the City.

In some cases, the City may have investments with a current market value that is greater or less than the recorded cost. These changes in market value are due to fluctuations in the market and have no effect on yield, as the City does not intend to sell securities prior to maturity.

- Retiree Health Trust Fund Investments

The City agreed to provide retiree Health insurance coverage for fire, police and miscellaneous employees under certain terms and conditions. An actuarial study commissioned by the City many years ago determined that, in addition to City Contributions, an average rate of return of 7% on miscellaneous employees trust fund assets invested must be achieved to fund the retiree health benefit at the desired 70% level. Primarily as a result of the Federal Reserve Board's decision to keep short-term rates near zero for the last 10 years, the average rate currently earned is significantly below that 7% level. City Finance Department staff manages these investment portfolios.

#### ENVIRONMENTAL SUSTAINABILITY

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

#### CONTACT PERSON

Henry Oyekanmi, Director, Finance Department, 981-7300

#### ATTACHMENTS

1. Portfolio Evaluation FY 2019
2. Investment Report Analysis FY 2019
  - a. Exhibit 2-A: Pooled Cash and Investments
  - b. Exhibit 2-B.1 through 2-B.3: Interest Earnings Oct 2018 – Dec 2018
  - c. Exhibit 2-C: Book Value By Investment Type
  - d. Exhibit 2-D: Current Holdings vs. Policy Limits
  - e. Exhibit 2-E: Investment Portfolio Trend
3. Summary of Pooled and Cash Investments FY 2019 –Trust Funds
  - a. Exhibit 3-A: Retiree Medical Trust Funds –Misc.
  - b. Exhibit 3-B: Retiree Medical Trust Funds –Fire
  - c. Exhibit 3-C: Retiree Medical Trust Funds –Police



**Portfolio Evaluation**  
**Quarter Ended December 31, 2018**

Attachment 1

|                                             | Quarter Ending |                    |                |                    |                    |                    |            |                    |         |    |                    |         |
|---------------------------------------------|----------------|--------------------|----------------|--------------------|--------------------|--------------------|------------|--------------------|---------|----|--------------------|---------|
|                                             | December 2018  |                    | September 2018 |                    | June 2018          |                    | March 2018 |                    |         |    |                    |         |
| <b>Total Portfolio</b>                      |                |                    |                |                    |                    |                    |            |                    |         |    |                    |         |
| Pooled Cash and Investments (COB)           | \$             | 401,582,141        | \$             | 318,612,235        | \$                 | 402,661,365        | \$         | 384,413,163        |         |    |                    |         |
| Pooled Cash and Investments (Trust)         |                | 44,766,863         |                | 44,222,899         |                    | 43,451,692         |            | 43,578,087         |         |    |                    |         |
| Total Cash and Investments                  | \$             | <u>446,349,004</u> | \$             | <u>362,835,134</u> | \$                 | <u>446,113,057</u> | \$         | <u>427,991,250</u> |         |    |                    |         |
| <b>Average Life of Investment Portfolio</b> |                |                    |                |                    |                    |                    |            |                    |         |    |                    |         |
| Pooled Investments (CoB)                    |                | 716 days           |                | 656 days           |                    | 546 days           |            | 466 days           |         |    |                    |         |
| Trust Investments                           |                | 5.878 years        |                | 6.133 years        |                    | 6.388 years        |            | 5.854 years        |         |    |                    |         |
| <b>Weighted Yield</b>                       |                |                    |                |                    |                    |                    |            |                    |         |    |                    |         |
| Pooled Investments (CoB)                    |                | 2.005%             |                | 1.870%             |                    | 1.606%             |            | 1.391%             |         |    |                    |         |
| Trust Investments                           |                | 3.772%             |                | 3.772%             |                    | 3.807%             |            | 4.185%             |         |    |                    |         |
| Prime Rate                                  |                | 5.500%             |                | 5.250%             |                    | 5.000%             |            | 4.750%             |         |    |                    |         |
| 91-day Treasury Bill Rate                   |                | 2.355%             |                | 2.196%             |                    | 1.913%             |            | 1.700%             |         |    |                    |         |
| 2-year Treasury Note Rate                   |                | 2.488%             |                | 2.819%             |                    | 2.528%             |            | 2.266%             |         |    |                    |         |
| <b>Cash and Investments Maturity</b>        |                |                    |                |                    |                    |                    |            |                    |         |    |                    |         |
| Within one year                             | \$             | 198,430,256        | 45.68%         | \$                 | 110,849,998        | 30.55%             | \$         | 223,310,573        | 50.06%  | \$ | 199,719,197        | 46.66%  |
| Between 1 to 3 years                        |                | 140,177,122        | 32.27%         |                    | 180,564,620        | 49.76%             |            | 184,410,289        | 41.34%  |    | 194,527,248        | 45.45%  |
| Between 3 to 5 years                        |                | 54,854,262         | 12.63%         |                    | 35,945,816         | 9.91%              |            | 12,637,510         | 2.83%   |    | 7,700,870          | 1.80%   |
| Between 5 to 10 years                       |                | 40,958,167         | 9.43%          |                    | 35,474,699         | 9.78%              |            | 25,754,685         | 5.77%   |    | 26,043,935         | 6.09%   |
| Over 10 years                               |                | -                  | 0.00%          |                    | -                  | 0.00%              |            | -                  | 0.00%   |    | -                  | 0.00%   |
| Total                                       | \$             | <u>434,419,807</u> | 100.00%        | \$                 | <u>362,835,134</u> | 100.00%            | \$         | <u>446,113,057</u> | 100.00% | \$ | <u>427,991,250</u> | 100.00% |



**City of Berkeley**  
**Pooled Cash and Investments**  
**As of December 31, 2018**

| <u>CUSIP</u>                               | <u>Investment #</u> | <u>Issuer</u>                  | <u>Investment Class</u> | <u>Book Value</u>    | <u>Market Value</u>  | <u>Current Rate</u> | <u>YTM/C 365</u> | <u>Maturity Date</u> | <u>Days To Maturity</u> | <u>Credit Rating</u> |
|--------------------------------------------|---------------------|--------------------------------|-------------------------|----------------------|----------------------|---------------------|------------------|----------------------|-------------------------|----------------------|
| <b>Certificates of Deposit - S &amp; L</b> |                     |                                |                         |                      |                      |                     |                  |                      |                         |                      |
| 254673RD0                                  | 14539               | Discover Bank                  | Held                    | 250,000.00           | 247,745.00           | 3.300               | 3.300            | 07/05/2023           | 1,646                   | -                    |
| 795450T47                                  | 14540               | Sallie Mae Bank                | Held                    | 250,000.00           | 247,755.00           | 3.300               | 3.300            | 07/03/2023           | 1,644                   | -                    |
| <b>Subtotal and Average</b>                |                     |                                |                         | <b>500,000.00</b>    | <b>495,500.00</b>    |                     | <b>3.300</b>     |                      | <b>1,645</b>            |                      |
| <b>Medium Term Notes</b>                   |                     |                                |                         |                      |                      |                     |                  |                      |                         |                      |
| 037833AK6                                  | 14536               | Apple Inc                      | Held                    | 4,835,521.82         | 4,834,650.00         | 2.400               | 3.225            | 05/03/2023           | 1,583                   | AA1                  |
| 084670BJ6                                  | 14542               | Berkshire Hathaway             | Held                    | 4,971,421.31         | 4,954,400.00         | 3.000               | 3.150            | 02/11/2023           | 1,502                   | AA2                  |
| 589331AT4                                  | 14545               | Merck & Co Inc                 | Held                    | 4,890,930.00         | 4,886,900.00         | 2.400               | 3.030            | 09/15/2022           | 1,353                   | A1                   |
| 68389XAS4                                  | 14548               | Oracle Corp                    |                         | 5,046,819.86         | 5,067,700.00         | 3.625               | 3.388            | 07/15/2023           | 1,656                   | A1                   |
| <b>Subtotal and Average</b>                |                     |                                |                         | <b>19,744,692.99</b> | <b>19,743,650.00</b> |                     | <b>3.199</b>     |                      | <b>1,524</b>            |                      |
| <b>Medium Term Notes - Callable</b>        |                     |                                |                         |                      |                      |                     |                  |                      |                         |                      |
| 06406HBY4                                  | 14538               | Bank of New York Mellon Corp   | Held                    | 3,585,605.71         | 3,582,910.10         | 3.550               | 3.150            | 09/23/2021           | 996                     | A1                   |
| 06406FAB9                                  | 14541               | Bank of New York Mellon Corp   |                         | 1,425,222.62         | 1,423,051.74         | 2.050               | 3.060            | 05/03/2021           | 853                     | A1                   |
| <b>Subtotal and Average</b>                |                     |                                |                         | <b>5,010,828.33</b>  | <b>5,005,961.84</b>  |                     | <b>3.124</b>     |                      | <b>955</b>              |                      |
| <b>Federal Agency Coupon Securities</b>    |                     |                                |                         |                      |                      |                     |                  |                      |                         |                      |
| 3133EJAD1                                  | 14528               | Fed. Farm Credit Banks Funding |                         | 10,000,000.00        | 9,907,700.00         | 2.150               | 2.150            | 12/23/2020           | 722                     | AAA                  |
| 3130ADKF8                                  | 14529               | Federal Home Loan Banks        |                         | 15,000,000.00        | 14,923,350.00        | 2.100               | 2.100            | 01/30/2020           | 394                     | AAA                  |
| 3130ADUB6                                  | 14533 T1            | Federal Home Loan Banks        |                         | 21,000,000.00        | 20,943,510.00        | 2.320               | 2.321            | 12/19/2019           | 352                     | AAA                  |
| 3130ADVE9                                  | 14534 T1            | Federal Home Loan Banks        |                         | 11,000,000.00        | 10,991,420.00        | 2.125               | 2.125            | 03/21/2019           | 79                      | AAA                  |
| 3133EG7F6                                  | 14517               | Fed. Farm Credit Banks Funding |                         | 5,000,000.00         | 4,916,750.00         | 1.750               | 1.750            | 02/16/2021           | 777                     | AAA                  |
| 3133EHBA0                                  | 14520               | Fed. Farm Credit Banks Funding |                         | 6,500,000.00         | 6,425,185.00         | 1.520               | 1.520            | 03/02/2020           | 426                     | AAA                  |
| 3133EHQB2                                  | 14527               | Fed. Farm Credit Banks Funding |                         | 9,001,000.00         | 8,864,724.86         | 1.550               | 1.550            | 07/06/2020           | 552                     | AAA                  |



**City of Berkeley**  
**Pooled Cash and Investments**  
**As of December 31, 2018**

| <b>CUSIP</b>                                | <b>Investment #</b> | <b>Issuer</b>                  | <b>Investment Class</b> | <b>Book Value</b>     | <b>Market Value</b>   | <b>Current Rate</b> | <b>YTM/C 365</b> | <b>Maturity Date</b> | <b>Days To Maturity</b> | <b>Credit Rating</b> |
|---------------------------------------------|---------------------|--------------------------------|-------------------------|-----------------------|-----------------------|---------------------|------------------|----------------------|-------------------------|----------------------|
| 3130AAS82                                   | 14519               | Federal Home Loan Banks        |                         | 9,999,249.76          | 9,889,300.00          | 1.550               | 1.557            | 02/06/2020           | 401                     | AAA                  |
| 3130ABTD8                                   | 14526               | Federal Home Loan Banks        |                         | 15,000,000.00         | 14,855,550.00         | 1.450               | 1.450            | 10/18/2019           | 290                     | AAA                  |
| 3137EAAE5                                   | 14516               | Federal Home Loan Mortgage Co  |                         | 4,999,821.63          | 4,943,900.00          | 1.500               | 1.503            | 01/17/2020           | 381                     | AAA                  |
| 3135G0T29                                   | 14521               | Federal National Mortgage Assn |                         | 3,500,000.00          | 3,460,170.00          | 1.500               | 1.500            | 02/28/2020           | 423                     | AAA                  |
| 3135G0T29                                   | 14522               | Federal National Mortgage Assn |                         | 9,984,118.52          | 9,886,200.00          | 1.500               | 1.641            | 02/28/2020           | 423                     | AAA                  |
| <b>Subtotal and Average</b>                 |                     |                                |                         | <b>120,984,189.91</b> | <b>120,007,759.86</b> |                     | <b>1.853</b>     |                      | <b>404</b>              |                      |
| <hr/>                                       |                     |                                |                         |                       |                       |                     |                  |                      |                         |                      |
| <b>Federal Agency Callable</b>              |                     |                                |                         |                       |                       |                     |                  |                      |                         |                      |
| 3130AFKR7                                   | 14550               | Federal Home Loan Banks        |                         | 5,000,000.00          | 5,019,250.00          | 3.100               | 3.100            | 12/28/2023           | 1,822                   | AAA                  |
| 3134GSM28                                   | 14549               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 5,002,250.00          | 3.400               | 3.400            | 12/28/2023           | 1,822                   | AAA                  |
| 3134GSM77                                   | 14551               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 5,002,650.00          | 3.300               | 3.273            | 06/28/2023           | 1,639                   | AAA                  |
| 3134GSN84                                   | 14552               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 5,003,950.00          | 3.300               | 3.300            | 12/28/2022           | 1,457                   | -                    |
| <b>Subtotal and Average</b>                 |                     |                                |                         | <b>20,000,000.00</b>  | <b>20,028,100.00</b>  |                     | <b>3.268</b>     |                      | <b>1,685</b>            |                      |
| <hr/>                                       |                     |                                |                         |                       |                       |                     |                  |                      |                         |                      |
| <b>Federal Agency Continuously Callable</b> |                     |                                |                         |                       |                       |                     |                  |                      |                         |                      |
| 3132X02G5                                   | 14537               | Farmer Mac                     |                         | 5,000,000.00          | 5,006,000.00          | 3.270               | 3.270            | 06/21/2023           | 1,632                   | -                    |
| 3132X04Z1                                   | 14544               | Farmer Mac                     |                         | 5,000,000.00          | 5,006,600.00          | 3.250               | 3.250            | 08/15/2023           | 1,687                   | -                    |
| 31422BAR1                                   | 14553               | Farmer Mac                     |                         | 5,000,000.00          | 5,002,350.00          | 3.230               | 3.230            | 12/27/2023           | 1,821                   | -                    |
| 3133EF4C8                                   | 14503               | Fed. Farm Credit Banks Funding |                         | 5,000,000.00          | 4,980,000.00          | 1.190               | 1.190            | 04/25/2019           | 114                     | AAA                  |
| 3133EGAW5                                   | 14504               | Fed. Farm Credit Banks Funding |                         | 5,000,000.00          | 4,958,050.00          | 1.250               | 1.247            | 08/19/2019           | 230                     | AAA                  |
| 3133EGD77                                   | 14507               | Fed. Farm Credit Banks Funding |                         | 10,000,000.00         | 9,954,500.00          | 1.120               | 1.120            | 05/03/2019           | 122                     | AAA                  |
| 3133EGD77                                   | 14509               | Fed. Farm Credit Banks Funding |                         | 10,000,000.00         | 9,954,500.00          | 1.120               | 1.120            | 05/03/2019           | 122                     | AAA                  |
| 3133EJKC2                                   | 14535               | Fed. Farm Credit Banks Funding |                         | 20,000,000.00         | 19,980,600.00         | 2.670               | 2.670            | 04/09/2021           | 829                     | AAA                  |
| 3130A7GZ2                                   | 14500               | Federal Home Loan Banks        |                         | 5,000,000.00          | 4,958,650.00          | 1.250               | 1.250            | 03/30/2021           | 819                     | AAA                  |
| 3130A9YW5                                   | 14512               | Federal Home Loan Banks        |                         | 4,999,702.78          | 4,937,150.00          | 1.190               | 1.197            | 11/22/2019           | 325                     | AAA                  |
| 3130AAJZ2                                   | 14513               | Federal Home Loan Banks        |                         | 3,742,500.00          | 3,702,679.80          | 1.750               | 1.750            | 04/27/2020           | 482                     | AAA                  |
| 3134G7S77                                   | 14358               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 4,973,600.00          | 1.500               | 1.125            | 10/29/2020           | 667                     | AAA                  |



**City of Berkeley**  
**Pooled Cash and Investments**  
**As of December 31, 2018**

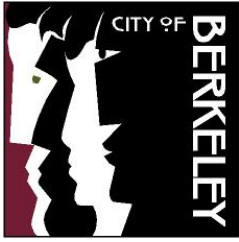
| <b>CUSIP</b>                | <b>Investment #</b> | <b>Issuer</b>                  | <b>Investment Class</b> | <b>Book Value</b>     | <b>Market Value</b>   | <b>Current Rate</b> | <b>YTM/C 365</b> | <b>Maturity Date</b> | <b>Days To Maturity</b> | <b>Credit Rating</b> |
|-----------------------------|---------------------|--------------------------------|-------------------------|-----------------------|-----------------------|---------------------|------------------|----------------------|-------------------------|----------------------|
| 3134G9MA2                   | 14505               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 4,973,000.00          | 1.125               | 1.125            | 05/24/2019           | 143                     | -                    |
| 3134GSQU2                   | 14543               | Federal Home Loan Mortgage Co  |                         | 4,580,000.00          | 4,580,412.20          | 3.000               | 3.000            | 07/18/2023           | 1,659                   | AAA                  |
| 3134GSUV5                   | 14546               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 5,003,800.00          | 3.300               | 3.300            | 09/14/2023           | 1,717                   | AAA                  |
| 3134GSVB8                   | 14547               | Federal Home Loan Mortgage Co  |                         | 5,000,000.00          | 5,011,700.00          | 3.250               | 3.250            | 09/13/2023           | 1,716                   | AAA                  |
| 3136G2YR2                   | 14365               | Federal National Mortgage Assn |                         | 5,000,000.00          | 4,986,750.00          | 1.750               | 1.450            | 02/26/2021           | 787                     | AAA                  |
| 3136G3PA7                   | 14506               | Federal National Mortgage Assn |                         | 5,000,000.00          | 4,996,850.00          | 1.500               | 1.000            | 06/07/2019           | 157                     | AAA                  |
| 3135G0S46                   | 14514               | Federal National Mortgage Assn |                         | 5,000,000.00          | 4,950,550.00          | 1.650               | 1.650            | 01/27/2020           | 391                     | AAA                  |
| 3135G0S46                   | 14515               | Federal National Mortgage Assn |                         | 5,000,000.00          | 4,950,550.00          | 1.650               | 1.650            | 01/27/2020           | 391                     | AAA                  |
| 3136G4LP6                   | 14518               | Federal National Mortgage Assn |                         | 5,000,000.00          | 4,928,800.00          | 1.800               | 1.800            | 08/28/2020           | 605                     | AAA                  |
| <b>Subtotal and Average</b> |                     |                                |                         | <b>128,322,202.78</b> | <b>127,797,092.00</b> |                     | <b>1.956</b>     |                      | <b>735</b>              |                      |
| <hr/>                       |                     |                                |                         |                       |                       |                     |                  |                      |                         |                      |
| <b>Municipal Bonds</b>      |                     |                                |                         |                       |                       |                     |                  |                      |                         |                      |
| 672319CA6                   | 14282               | Oakland CA Pension Obligation  | Held                    | 5,000,000.00          | 5,016,900.00          | 3.267               | 3.267            | 12/15/2019           | 348                     | AA3                  |
| <b>Subtotal and Average</b> |                     |                                |                         | <b>5,000,000.00</b>   | <b>5,016,900.00</b>   |                     | <b>3.267</b>     |                      | <b>348</b>              |                      |



**City of Berkeley  
Pooled Cash and Investments  
As of December 31, 2018**

| <u>CUSIP</u>                                     | <u>Investment #</u> | <u>Issuer</u>                   | <u>Investment Class</u> | <u>Book Value</u>                   | <u>Market Value</u>   | <u>Current Rate</u> | <u>YTM/C 365</u> | <u>Maturity Date</u> | <u>Days To Maturity</u> | <u>Credit Rating</u> |
|--------------------------------------------------|---------------------|---------------------------------|-------------------------|-------------------------------------|-----------------------|---------------------|------------------|----------------------|-------------------------|----------------------|
| <b>Fidelity Money Market</b>                     |                     |                                 |                         |                                     |                       |                     |                  |                      |                         |                      |
| SYS14265                                         | 14265               | Fidelity Money Market - Regular |                         | 82,575,699.43                       | 82,575,699.43         | 0.003               | 0.003            |                      | 1                       |                      |
| SYS14190                                         | 14190               | Fidelity Money Market - Trans   |                         | <u>14,302,966.60</u>                | <u>14,302,966.60</u>  | 0.002               | <u>0.002</u>     |                      | <u>1</u>                |                      |
|                                                  |                     | <b>Subtotal and Average</b>     |                         | <b>96,878,666.03</b>                | <b>96,878,666.03</b>  |                     | <b>1.685</b>     |                      | <b>1</b>                |                      |
| <b>Total Investments</b>                         |                     |                                 |                         | <b>396,440,580.04</b>               | <b>394,973,629.73</b> |                     |                  |                      |                         |                      |
| <b>Total Investments (Book Value)</b>            |                     |                                 |                         | <b>396,440,580.04</b>               |                       |                     |                  |                      |                         |                      |
| <b>Cash</b>                                      |                     |                                 |                         | <b><u>6,608,511.00</u></b>          |                       |                     |                  |                      |                         |                      |
| <b>Total Investments (Book Value) and Cash</b>   |                     |                                 |                         | <b>403,049,091.04</b>               |                       |                     |                  |                      |                         |                      |
| <b>Decrease in Market Value of Securities</b>    |                     |                                 |                         | <b><u>(1,466,950.31)</u></b>        |                       |                     |                  |                      |                         |                      |
| <b>Total Investments (Market Value) and Cash</b> |                     |                                 |                         | <b><u><u>401,582,140.73</u></u></b> |                       |                     |                  |                      |                         |                      |





**Pooled Investment - Long Term**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**October 1, 2018 - October 31, 2018**  
**Yield on Average Book Value**

| CUSIP                                      | Investment # | Fund | Security Type | Ending Par Value | Beginning Book Value | Average Book Value | Maturity Date | Current Annualized Rate | Yield | Adjusted Interest Earnings |                         |                            |
|--------------------------------------------|--------------|------|---------------|------------------|----------------------|--------------------|---------------|-------------------------|-------|----------------------------|-------------------------|----------------------------|
|                                            |              |      |               |                  |                      |                    |               |                         |       | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Fund: Pooled Investment - Long Term</b> |              |      |               |                  |                      |                    |               |                         |       |                            |                         |                            |
| 3130ABTD8                                  | 14526        | 010  | FAC           | 15,000,000.00    | 15,000,000.00        | 15,000,000.00      | 10/18/2019    | 1.450                   | 1.423 | 18,125.00                  | 0.00                    | 18,125.00                  |
| 3130A7GZ2                                  | 14500        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 03/30/2021    | 1.250                   | 1.226 | 5,208.33                   | 0.00                    | 5,208.33                   |
| 3130A9YW5                                  | 14512        | 010  | MC5           | 5,000,000.00     | 4,999,619.44         | 4,999,634.23       | 11/22/2019    | 1.190                   | 1.174 | 4,958.34                   | 27.78                   | 4,986.12                   |
| 3130ADVE9                                  | 14534 T1     | 010  | FAC           | 11,000,000.00    | 11,000,000.00        | 11,000,000.00      | 03/21/2019    | 2.125                   | 2.085 | 19,479.16                  | 0.00                    | 19,479.16                  |
| 3130AAJZ2                                  | 14513        | 010  | MC5           | 3,742,500.00     | 3,742,500.00         | 3,742,500.00       | 04/27/2020    | 1.750                   | 1.717 | 5,457.81                   | 0.00                    | 5,457.81                   |
| 3130A5NC9                                  | 14340        | 010  | FAC           | 0.00             | 5,000,000.00         | 4,677,419.35       | 10/30/2018    | 1.300                   | 1.318 | 5,236.11                   | 0.00                    | 5,236.11                   |
| 3130ADUB6                                  | 14533 T1     | 010  | FAC           | 21,000,000.00    | 21,000,000.00        | 21,000,000.00      | 12/19/2019    | 2.320                   | 2.276 | 40,600.00                  | 0.00                    | 40,600.00                  |
| 3130A5NC9                                  | 14339        | 010  | FAC           | 0.00             | 5,000,000.00         | 4,677,419.35       | 10/30/2018    | 1.300                   | 1.318 | 5,236.11                   | 0.00                    | 5,236.11                   |
| 3130AAS82                                  | 14519        | 010  | FAC           | 10,000,000.00    | 9,999,078.82         | 9,999,109.15       | 02/06/2020    | 1.550                   | 1.528 | 12,916.66                  | 56.98                   | 12,973.64                  |
| 3130ADKF8                                  | 14529        | 010  | FAC           | 15,000,000.00    | 15,000,000.00        | 15,000,000.00      | 01/30/2020    | 2.100                   | 2.060 | 26,250.00                  | 0.00                    | 26,250.00                  |
| 3133EGD77                                  | 14509        | 010  | MC5           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 05/03/2019    | 1.120                   | 1.099 | 9,333.34                   | 0.00                    | 9,333.34                   |
| 3133EHQB2                                  | 14527        | 010  | FAC           | 9,001,000.00     | 9,001,000.00         | 9,001,000.00       | 07/06/2020    | 1.550                   | 1.521 | 11,626.29                  | 0.00                    | 11,626.29                  |
| 3133EF4C8                                  | 14503        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 04/25/2019    | 1.190                   | 1.168 | 4,958.34                   | 0.00                    | 4,958.34                   |
| 3133EJAD1                                  | 14528        | 010  | FAC           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 12/23/2020    | 2.150                   | 2.110 | 17,916.67                  | 0.00                    | 17,916.67                  |
| 3133EGAW5                                  | 14504        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 08/19/2019    | 1.250                   | 1.226 | 5,208.33                   | 0.00                    | 5,208.33                   |
| 3133EHBA0                                  | 14520        | 010  | FAC           | 6,500,000.00     | 6,500,000.00         | 6,500,000.00       | 03/02/2020    | 1.520                   | 1.491 | 8,233.33                   | 0.00                    | 8,233.33                   |
| 3133EGD77                                  | 14507        | 010  | MC5           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 05/03/2019    | 1.120                   | 1.099 | 9,333.34                   | 0.00                    | 9,333.34                   |
| 3133EJKC2                                  | 14535        | 010  | MC5           | 20,000,000.00    | 20,000,000.00        | 20,000,000.00      | 04/09/2021    | 2.670                   | 2.620 | 44,500.00                  | 0.00                    | 44,500.00                  |
| 3133EG7F6                                  | 14517        | 010  | FAC           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 02/16/2021    | 1.750                   | 1.717 | 7,291.67                   | 0.00                    | 7,291.67                   |
| 3137EAAE5                                  | 14516        | 010  | FAC           | 5,000,000.00     | 4,999,778.94         | 4,999,786.51       | 01/17/2020    | 1.500                   | 1.475 | 6,250.00                   | 14.23                   | 6,264.23                   |
| 3134GSVB8                                  | 14547        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 09/13/2023    | 3.250                   | 3.189 | 13,541.67                  | 0.00                    | 13,541.67                  |
| 3134G7S77                                  | 14358        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 10/29/2020    | 1.500                   | 1.243 | 5,277.78                   | 0.00                    | 5,277.78                   |
| 3134GSQU2                                  | 14543        | 010  | MC5           | 4,580,000.00     | 4,580,000.00         | 4,580,000.00       | 07/18/2023    | 3.000                   | 2.944 | 11,450.00                  | 0.00                    | 11,450.00                  |
| 3134G9MA2                                  | 14505        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 05/24/2019    | 1.125                   | 1.104 | 4,687.53                   | 0.00                    | 4,687.53                   |
| 3134GSUV5                                  | 14546        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 09/14/2023    | 3.300                   | 3.238 | 13,750.00                  | 0.00                    | 13,750.00                  |
| 3135G0S46                                  | 14514        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 01/27/2020    | 1.650                   | 1.619 | 6,875.00                   | 0.00                    | 6,875.00                   |
| 3136G2YR2                                  | 14365        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 02/26/2021    | 1.750                   | 1.717 | 7,291.67                   | 0.00                    | 7,291.67                   |
| 3135G0T29                                  | 14522        | 010  | FAC           | 10,000,000.00    | 9,980,690.87         | 9,981,299.00       | 02/28/2020    | 1.500                   | 1.609 | 12,500.00                  | 1,142.55                | 13,642.55                  |
| 3136G3PA7                                  | 14506        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 06/07/2019    | 1.500                   | 1.472 | 6,250.00                   | 0.00                    | 6,250.00                   |
| 3136G2QJ9                                  | 14357        | 010  | FAC           | 0.00             | 5,000,000.00         | 4,032,258.06       | 10/26/2018    | 1.000                   | 1.014 | 3,472.22                   | 0.00                    | 3,472.22                   |

Pooled Investment - Long Term  
Interest Earnings  
October 1, 2018 - October 31, 2018

Exhibit 2-B.1

| CUSIP                                      | Investment # | Fund | Security Type   | Ending Par Value      | Beginning Book Value  | Average Book Value    | Maturity Date | Current Annualized Rate | Annualized Yield | Adjusted Interest Earnings |                         |                            |
|--------------------------------------------|--------------|------|-----------------|-----------------------|-----------------------|-----------------------|---------------|-------------------------|------------------|----------------------------|-------------------------|----------------------------|
|                                            |              |      |                 |                       |                       |                       |               |                         |                  | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Fund: Pooled Investment - Long Term</b> |              |      |                 |                       |                       |                       |               |                         |                  |                            |                         |                            |
| 3135G0T29                                  | 14521        | 010  | FAC             | 3,500,000.00          | 3,500,000.00          | 3,500,000.00          | 02/28/2020    | 1.500                   | 1.472            | 4,375.00                   | 0.00                    | 4,375.00                   |
| 3136G4LP6                                  | 14518        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 08/28/2020    | 1.800                   | 1.766            | 7,500.00                   | 0.00                    | 7,500.00                   |
| 3135G0S46                                  | 14515        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 01/27/2020    | 1.650                   | 1.619            | 6,875.00                   | 0.00                    | 6,875.00                   |
| 672319BZ2                                  | 14281        | 010  | MUN             | 3,000,000.00          | 3,000,000.00          | 3,000,000.00          | 12/15/2018    | 2.817                   | 2.764            | 7,042.50                   | 0.00                    | 7,042.50                   |
| 672319CA6                                  | 14282        | 010  | MUN             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 12/15/2019    | 3.267                   | 3.206            | 13,612.50                  | 0.00                    | 13,612.50                  |
| 037833AK6                                  | 14536        | 010  | MTN             | 5,000,000.00          | 4,826,044.84          | 4,827,726.24          | 05/03/2023    | 2.400                   | 3.209            | 10,000.00                  | 3,158.99                | 13,158.99                  |
| 254673RD0                                  | 14539        | 010  | SCD             | 250,000.00            | 250,000.00            | 250,000.00            | 07/05/2023    | 3.300                   | 3.300            | 700.69                     | 0.00                    | 700.69                     |
| 06406FAB9                                  | 14541        | 010  | MC3             | 1,458,000.00          | 1,421,719.10          | 1,422,340.69          | 05/03/2021    | 2.050                   | 3.029            | 2,490.75                   | 1,167.84                | 3,658.59                   |
| 06406HBY4                                  | 14538        | 010  | MC3             | 3,542,000.00          | 3,589,602.16          | 3,588,893.11          | 09/23/2021    | 3.550                   | 3.001            | 10,478.42                  | -1,332.15               | 9,146.27                   |
| 795450T47                                  | 14540        | 010  | SCD             | 250,000.00            | 250,000.00            | 250,000.00            | 07/03/2023    | 3.300                   | 3.300            | 700.68                     | 0.00                    | 700.68                     |
| 084670BJ6                                  | 14542        | 010  | MTN             | 5,000,000.00          | 4,969,683.41          | 4,969,991.75          | 02/11/2023    | 3.000                   | 3.099            | 12,500.00                  | 579.30                  | 13,079.30                  |
| 3132X04Z1                                  | 14544        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 08/15/2023    | 3.250                   | 3.189            | 13,541.67                  | 0.00                    | 13,541.67                  |
| 3132X02G5                                  | 14537        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 06/21/2023    | 3.270                   | 3.208            | 13,625.00                  | 0.00                    | 13,625.00                  |
| 589331AT4                                  | 14545        | 010  | MTN             | 5,000,000.00          | 4,883,571.46          | 4,884,877.01          | 09/15/2022    | 2.400                   | 3.002            | 10,000.00                  | 2,452.85                | 12,452.85                  |
|                                            |              |      | <b>Subtotal</b> | <b>272,823,500.00</b> | <b>287,493,289.04</b> | <b>285,884,254.46</b> |               |                         | <b>1.952</b>     | <b>466,656.91</b>          | <b>7,268.37</b>         | <b>473,925.28</b>          |
|                                            |              |      | <b>Total</b>    | <b>272,823,500.00</b> | <b>287,493,289.04</b> | <b>285,884,254.46</b> |               |                         | <b>1.952</b>     | <b>466,656.91</b>          | <b>7,268.37</b>         | <b>473,925.28</b>          |



**Pooled Investment - Long Term  
Interest Earnings  
Sorted by Fund - Fund  
November 1, 2018 - November 30, 2018  
Yield on Average Book Value**

| CUSIP                                      | Investment # | Fund | Security Type | Ending Par Value | Beginning Book Value | Average Book Value | Maturity Date | Current Annualized Rate | Yield | Adjusted Interest Earnings |                         |                            |
|--------------------------------------------|--------------|------|---------------|------------------|----------------------|--------------------|---------------|-------------------------|-------|----------------------------|-------------------------|----------------------------|
|                                            |              |      |               |                  |                      |                    |               |                         |       | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Fund: Pooled Investment - Long Term</b> |              |      |               |                  |                      |                    |               |                         |       |                            |                         |                            |
| 3130ABTD8                                  | 14526        | 010  | FAC           | 15,000,000.00    | 15,000,000.00        | 15,000,000.00      | 10/18/2019    | 1.450                   | 1.470 | 18,125.00                  | 0.00                    | 18,125.00                  |
| 3130A7GZ2                                  | 14500        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 03/30/2021    | 1.250                   | 1.267 | 5,208.34                   | 0.00                    | 5,208.34                   |
| 3130A9YW5                                  | 14512        | 010  | MC5           | 5,000,000.00     | 4,999,647.22         | 4,999,661.57       | 11/22/2019    | 1.190                   | 1.213 | 4,958.33                   | 27.78                   | 4,986.11                   |
| 3130ADVE9                                  | 14534 T1     | 010  | FAC           | 11,000,000.00    | 11,000,000.00        | 11,000,000.00      | 03/21/2019    | 2.125                   | 2.155 | 19,479.17                  | 0.00                    | 19,479.17                  |
| 3130AAJZ2                                  | 14513        | 010  | MC5           | 3,742,500.00     | 3,742,500.00         | 3,742,500.00       | 04/27/2020    | 1.750                   | 1.774 | 5,457.82                   | 0.00                    | 5,457.82                   |
| 3130ADUB6                                  | 14533 T1     | 010  | FAC           | 21,000,000.00    | 21,000,000.00        | 21,000,000.00      | 12/19/2019    | 2.320                   | 2.352 | 40,600.00                  | 0.00                    | 40,600.00                  |
| 3130AAS82                                  | 14519        | 010  | FAC           | 10,000,000.00    | 9,999,135.80         | 9,999,165.24       | 02/06/2020    | 1.550                   | 1.579 | 12,916.67                  | 56.98                   | 12,973.65                  |
| 3130ADKF8                                  | 14529        | 010  | FAC           | 15,000,000.00    | 15,000,000.00        | 15,000,000.00      | 01/30/2020    | 2.100                   | 2.129 | 26,250.00                  | 0.00                    | 26,250.00                  |
| 3133EGD77                                  | 14509        | 010  | MC5           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 05/03/2019    | 1.120                   | 1.136 | 9,333.33                   | 0.00                    | 9,333.33                   |
| 3133EHQB2                                  | 14527        | 010  | FAC           | 9,001,000.00     | 9,001,000.00         | 9,001,000.00       | 07/06/2020    | 1.550                   | 1.572 | 11,626.29                  | 0.00                    | 11,626.29                  |
| 3133EF4C8                                  | 14503        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 04/25/2019    | 1.190                   | 1.207 | 4,958.33                   | 0.00                    | 4,958.33                   |
| 3133EJAD1                                  | 14528        | 010  | FAC           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 12/23/2020    | 2.150                   | 2.180 | 17,916.66                  | 0.00                    | 17,916.66                  |
| 3133EGAW5                                  | 14504        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 08/19/2019    | 1.250                   | 1.267 | 5,208.33                   | 0.00                    | 5,208.33                   |
| 3133EHBA0                                  | 14520        | 010  | FAC           | 6,500,000.00     | 6,500,000.00         | 6,500,000.00       | 03/02/2020    | 1.520                   | 1.541 | 8,233.34                   | 0.00                    | 8,233.34                   |
| 3133EGD77                                  | 14507        | 010  | MC5           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 05/03/2019    | 1.120                   | 1.136 | 9,333.33                   | 0.00                    | 9,333.33                   |
| 3133EJKC2                                  | 14535        | 010  | MC5           | 20,000,000.00    | 20,000,000.00        | 20,000,000.00      | 04/09/2021    | 2.670                   | 2.707 | 44,500.00                  | 0.00                    | 44,500.00                  |
| 3133EG7F6                                  | 14517        | 010  | FAC           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 02/16/2021    | 1.750                   | 1.774 | 7,291.66                   | 0.00                    | 7,291.66                   |
| 3137EAEE5                                  | 14516        | 010  | FAC           | 5,000,000.00     | 4,999,793.17         | 4,999,800.52       | 01/17/2020    | 1.500                   | 1.524 | 6,250.00                   | 14.23                   | 6,264.23                   |
| 3134GSVB8                                  | 14547        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 09/13/2023    | 3.250                   | 3.295 | 13,541.66                  | 0.00                    | 13,541.66                  |
| 3134G7S77                                  | 14358        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 10/29/2020    | 1.500                   | 1.521 | 6,250.00                   | 0.00                    | 6,250.00                   |
| 3134GSQU2                                  | 14543        | 010  | MC5           | 4,580,000.00     | 4,580,000.00         | 4,580,000.00       | 07/18/2023    | 3.000                   | 3.042 | 11,450.00                  | 0.00                    | 11,450.00                  |
| 3134G9MA2                                  | 14505        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 05/24/2019    | 1.125                   | 1.141 | 4,687.54                   | 0.00                    | 4,687.54                   |
| 3134GSUV5                                  | 14546        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 09/14/2023    | 3.300                   | 3.346 | 13,750.00                  | 0.00                    | 13,750.00                  |
| 3135G0S46                                  | 14514        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 01/27/2020    | 1.650                   | 1.673 | 6,875.00                   | 0.00                    | 6,875.00                   |
| 3136G2YR2                                  | 14365        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 02/26/2021    | 1.750                   | 1.774 | 7,291.67                   | 0.00                    | 7,291.67                   |
| 3135G0T29                                  | 14522        | 010  | FAC           | 10,000,000.00    | 9,981,833.42         | 9,982,423.74       | 02/28/2020    | 1.500                   | 1.663 | 12,500.00                  | 1,142.55                | 13,642.55                  |
| 3136G3PA7                                  | 14506        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 06/07/2019    | 1.500                   | 1.521 | 6,250.00                   | 0.00                    | 6,250.00                   |
| 3135G0T29                                  | 14521        | 010  | FAC           | 3,500,000.00     | 3,500,000.00         | 3,500,000.00       | 02/28/2020    | 1.500                   | 1.521 | 4,375.00                   | 0.00                    | 4,375.00                   |
| 3136G4LP6                                  | 14518        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 08/28/2020    | 1.800                   | 1.825 | 7,500.00                   | 0.00                    | 7,500.00                   |
| 3135G0S46                                  | 14515        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 01/27/2020    | 1.650                   | 1.673 | 6,875.00                   | 0.00                    | 6,875.00                   |

Pooled Investment - Long Term  
Interest Earnings  
November 1, 2018 - November 30, 2018

Exhibit 2-B.2

| CUSIP                                      | Investment # | Fund | Security Type   | Ending Par Value      | Beginning Book Value  | Average Book Value    | Maturity Date | Current Annualized Rate | Yield        | Adjusted Interest Earnings |                         |                            |
|--------------------------------------------|--------------|------|-----------------|-----------------------|-----------------------|-----------------------|---------------|-------------------------|--------------|----------------------------|-------------------------|----------------------------|
|                                            |              |      |                 |                       |                       |                       |               |                         |              | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Fund: Pooled Investment - Long Term</b> |              |      |                 |                       |                       |                       |               |                         |              |                            |                         |                            |
| 672319BZ2                                  | 14281        | 010  | MUN             | 3,000,000.00          | 3,000,000.00          | 3,000,000.00          | 12/15/2018    | 2.817                   | 2.856        | 7,042.50                   | 0.00                    | 7,042.50                   |
| 672319CA6                                  | 14282        | 010  | MUN             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 12/15/2019    | 3.267                   | 3.312        | 13,612.50                  | 0.00                    | 13,612.50                  |
| 037833AK6                                  | 14536        | 010  | MTN             | 5,000,000.00          | 4,829,203.83          | 4,830,835.98          | 05/03/2023    | 2.400                   | 3.314        | 10,000.00                  | 3,159.00                | 13,159.00                  |
| 254673RD0                                  | 14539        | 010  | SCD             | 250,000.00            | 250,000.00            | 250,000.00            | 07/05/2023    | 3.300                   | 3.300        | 678.08                     | 0.00                    | 678.08                     |
| 06406FAB9                                  | 14541        | 010  | MC3             | 1,458,000.00          | 1,422,886.94          | 1,423,490.32          | 05/03/2021    | 2.050                   | 3.127        | 2,490.75                   | 1,167.84                | 3,658.59                   |
| 06406HBY4                                  | 14538        | 010  | MC3             | 3,542,000.00          | 3,588,270.01          | 3,587,581.73          | 09/23/2021    | 3.550                   | 3.102        | 10,478.42                  | -1,332.15               | 9,146.27                   |
| 795450T47                                  | 14540        | 010  | SCD             | 250,000.00            | 250,000.00            | 250,000.00            | 07/03/2023    | 3.300                   | 3.300        | 678.08                     | 0.00                    | 678.08                     |
| 084670BJ6                                  | 14542        | 010  | MTN             | 5,000,000.00          | 4,970,262.71          | 4,970,562.01          | 02/11/2023    | 3.000                   | 3.201        | 12,500.00                  | 579.30                  | 13,079.30                  |
| 3132X04Z1                                  | 14544        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 08/15/2023    | 3.250                   | 3.295        | 13,541.66                  | 0.00                    | 13,541.66                  |
| 3132X02G5                                  | 14537        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 06/21/2023    | 3.270                   | 3.315        | 13,625.00                  | 0.00                    | 13,625.00                  |
| 589331AT4                                  | 14545        | 010  | MTN             | 5,000,000.00          | 4,886,024.31          | 4,887,291.61          | 09/15/2022    | 2.400                   | 3.100        | 10,000.00                  | 2,452.84                | 12,452.84                  |
|                                            |              |      | <b>Subtotal</b> | <b>272,823,500.00</b> | <b>272,500,557.41</b> | <b>272,504,312.74</b> |               |                         | <b>2.058</b> | <b>453,639.46</b>          | <b>7,268.37</b>         | <b>460,907.83</b>          |
|                                            |              |      | <b>Total</b>    | <b>272,823,500.00</b> | <b>272,500,557.41</b> | <b>272,504,312.74</b> |               |                         | <b>2.058</b> | <b>453,639.46</b>          | <b>7,268.37</b>         | <b>460,907.83</b>          |



**Pooled Investment - Long Term**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**December 1, 2018 - December 31, 2018**  
**Yield on Average Book Value**

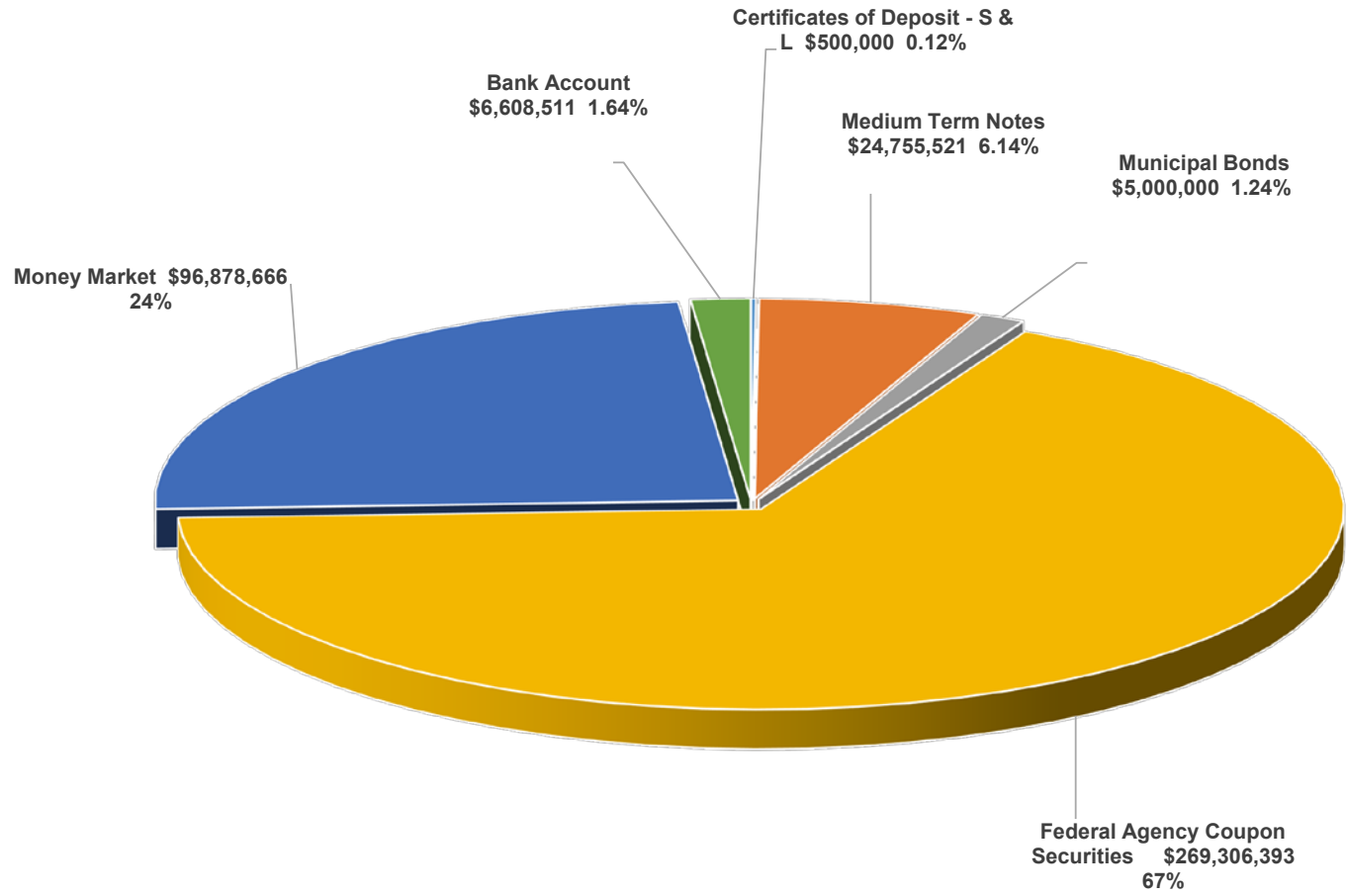
| CUSIP                                      | Investment # | Fund | Security Type | Ending Par Value | Beginning Book Value | Average Book Value | Maturity Date | Current Annualized Rate | Yield | Adjusted Interest Earnings |                         |                            |
|--------------------------------------------|--------------|------|---------------|------------------|----------------------|--------------------|---------------|-------------------------|-------|----------------------------|-------------------------|----------------------------|
|                                            |              |      |               |                  |                      |                    |               |                         |       | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Fund: Pooled Investment - Long Term</b> |              |      |               |                  |                      |                    |               |                         |       |                            |                         |                            |
| 3130ABTD8                                  | 14526        | 010  | FAC           | 15,000,000.00    | 15,000,000.00        | 15,000,000.00      | 10/18/2019    | 1.450                   | 1.423 | 18,125.00                  | 0.00                    | 18,125.00                  |
| 3130A7GZ2                                  | 14500        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 03/30/2021    | 1.250                   | 1.226 | 5,208.33                   | 0.00                    | 5,208.33                   |
| 3130A9YW5                                  | 14512        | 010  | MC5           | 5,000,000.00     | 4,999,675.00         | 4,999,689.79       | 11/22/2019    | 1.190                   | 1.174 | 4,958.33                   | 27.78                   | 4,986.11                   |
| 3130ADVE9                                  | 14534 T1     | 010  | FAC           | 11,000,000.00    | 11,000,000.00        | 11,000,000.00      | 03/21/2019    | 2.125                   | 2.085 | 19,479.17                  | 0.00                    | 19,479.17                  |
| 3130AAJZ2                                  | 14513        | 010  | MC5           | 3,742,500.00     | 3,742,500.00         | 3,742,500.00       | 04/27/2020    | 1.750                   | 1.717 | 5,457.81                   | 0.00                    | 5,457.81                   |
| 3130ADUB6                                  | 14533 T1     | 010  | FAC           | 21,000,000.00    | 21,000,000.00        | 21,000,000.00      | 12/19/2019    | 2.320                   | 2.276 | 40,600.00                  | 0.00                    | 40,600.00                  |
| 3130AAS82                                  | 14519        | 010  | FAC           | 10,000,000.00    | 9,999,192.78         | 9,999,223.11       | 02/06/2020    | 1.550                   | 1.528 | 12,916.67                  | 56.98                   | 12,973.65                  |
| 3130AFKR7                                  | 14550        | 010  | MC4           | 5,000,000.00     | 0.00                 | 645,161.29         | 12/28/2023    | 3.100                   | 2.357 | 1,291.67                   | 0.00                    | 1,291.67                   |
| 3130ADKF8                                  | 14529        | 010  | FAC           | 15,000,000.00    | 15,000,000.00        | 15,000,000.00      | 01/30/2020    | 2.100                   | 2.060 | 26,250.00                  | 0.00                    | 26,250.00                  |
| 3133EGD77                                  | 14509        | 010  | MC5           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 05/03/2019    | 1.120                   | 1.099 | 9,333.33                   | 0.00                    | 9,333.33                   |
| 3133EHQB2                                  | 14527        | 010  | FAC           | 9,001,000.00     | 9,001,000.00         | 9,001,000.00       | 07/06/2020    | 1.550                   | 1.521 | 11,626.29                  | 0.00                    | 11,626.29                  |
| 3133EF4C8                                  | 14503        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 04/25/2019    | 1.190                   | 1.168 | 4,958.33                   | 0.00                    | 4,958.33                   |
| 3133EJAD1                                  | 14528        | 010  | FAC           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 12/23/2020    | 2.150                   | 2.110 | 17,916.67                  | 0.00                    | 17,916.67                  |
| 3133EGAW5                                  | 14504        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 08/19/2019    | 1.250                   | 1.226 | 5,208.34                   | 0.00                    | 5,208.34                   |
| 3133EHBA0                                  | 14520        | 010  | FAC           | 6,500,000.00     | 6,500,000.00         | 6,500,000.00       | 03/02/2020    | 1.520                   | 1.491 | 8,233.33                   | 0.00                    | 8,233.33                   |
| 3133EGD77                                  | 14507        | 010  | MC5           | 10,000,000.00    | 10,000,000.00        | 10,000,000.00      | 05/03/2019    | 1.120                   | 1.099 | 9,333.33                   | 0.00                    | 9,333.33                   |
| 3133EJKC2                                  | 14535        | 010  | MC5           | 20,000,000.00    | 20,000,000.00        | 20,000,000.00      | 04/09/2021    | 2.670                   | 2.620 | 44,500.00                  | 0.00                    | 44,500.00                  |
| 3133EG7F6                                  | 14517        | 010  | FAC           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 02/16/2021    | 1.750                   | 1.717 | 7,291.67                   | 0.00                    | 7,291.67                   |
| 3137EAAE5                                  | 14516        | 010  | FAC           | 5,000,000.00     | 4,999,807.40         | 4,999,814.97       | 01/17/2020    | 1.500                   | 1.475 | 6,250.00                   | 14.23                   | 6,264.23                   |
| 3134GSM77                                  | 14551        | 010  | MC4           | 5,000,000.00     | 0.00                 | 645,161.29         | 06/28/2023    | 3.300                   | 2.509 | 1,375.00                   | 0.00                    | 1,375.00                   |
| 3134GSM28                                  | 14549        | 010  | MC4           | 5,000,000.00     | 0.00                 | 645,161.29         | 12/28/2023    | 3.400                   | 2.585 | 1,416.67                   | 0.00                    | 1,416.67                   |
| 3134GSN84                                  | 14552        | 010  | MC4           | 5,000,000.00     | 0.00                 | 645,161.29         | 12/28/2022    | 3.300                   | 2.509 | 1,375.00                   | 0.00                    | 1,375.00                   |
| 3134GSVB8                                  | 14547        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 09/13/2023    | 3.250                   | 3.189 | 13,541.67                  | 0.00                    | 13,541.67                  |
| 3134G7S77                                  | 14358        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 10/29/2020    | 1.500                   | 1.472 | 6,250.00                   | 0.00                    | 6,250.00                   |
| 3134GSQU2                                  | 14543        | 010  | MC5           | 4,580,000.00     | 4,580,000.00         | 4,580,000.00       | 07/18/2023    | 3.000                   | 2.944 | 11,450.00                  | 0.00                    | 11,450.00                  |
| 3134G9MA2                                  | 14505        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 05/24/2019    | 1.125                   | 1.104 | 4,687.54                   | 0.00                    | 4,687.54                   |
| 3134GSUV5                                  | 14546        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 09/14/2023    | 3.300                   | 3.238 | 13,750.00                  | 0.00                    | 13,750.00                  |
| 3135G0S46                                  | 14514        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 01/27/2020    | 1.650                   | 1.619 | 6,875.00                   | 0.00                    | 6,875.00                   |
| 3136G2YR2                                  | 14365        | 010  | MC5           | 5,000,000.00     | 5,000,000.00         | 5,000,000.00       | 02/26/2021    | 1.750                   | 1.717 | 7,291.66                   | 0.00                    | 7,291.66                   |
| 3135G0T29                                  | 14522        | 010  | FAC           | 10,000,000.00    | 9,982,975.97         | 9,983,584.10       | 02/28/2020    | 1.500                   | 1.609 | 12,500.00                  | 1,142.55                | 13,642.55                  |

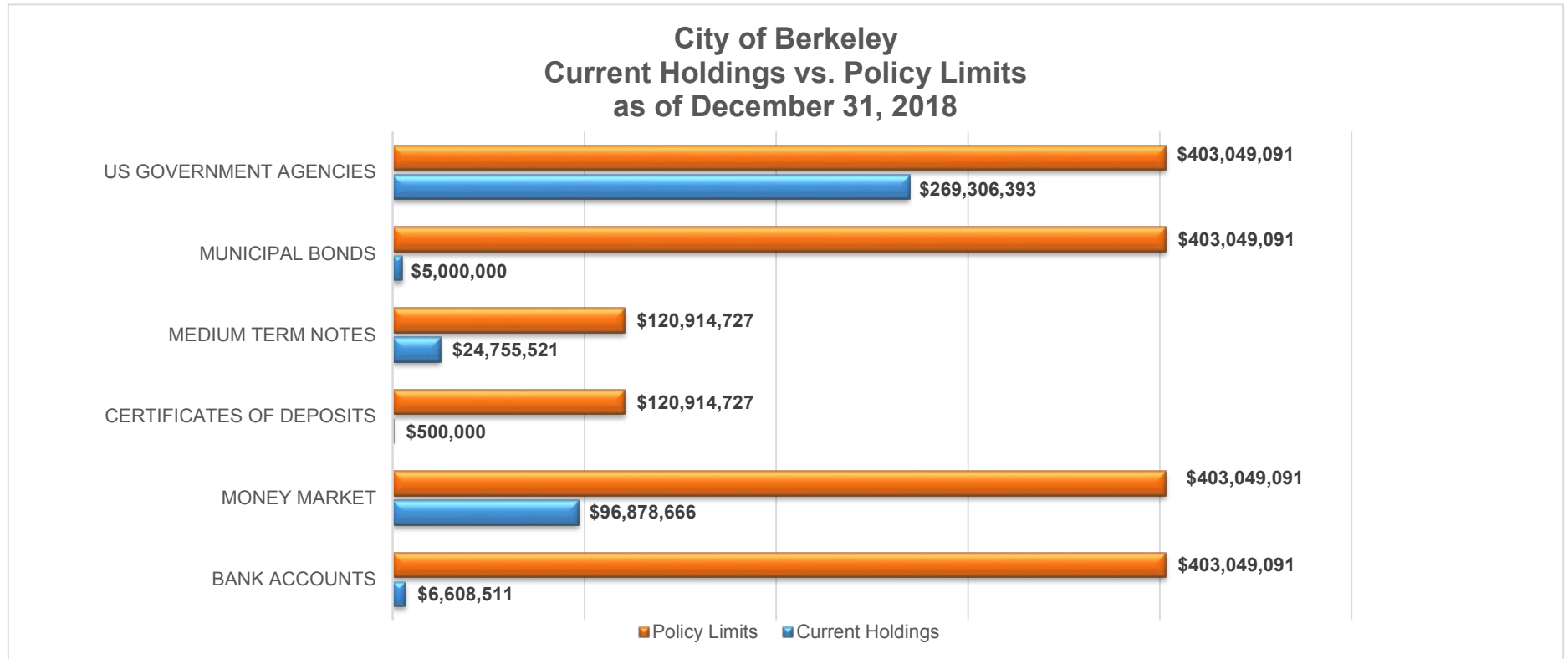
Pooled Investment - Long Term  
Interest Earnings  
December 1, 2018 - December 31, 2018

Exhibit 2-B.3

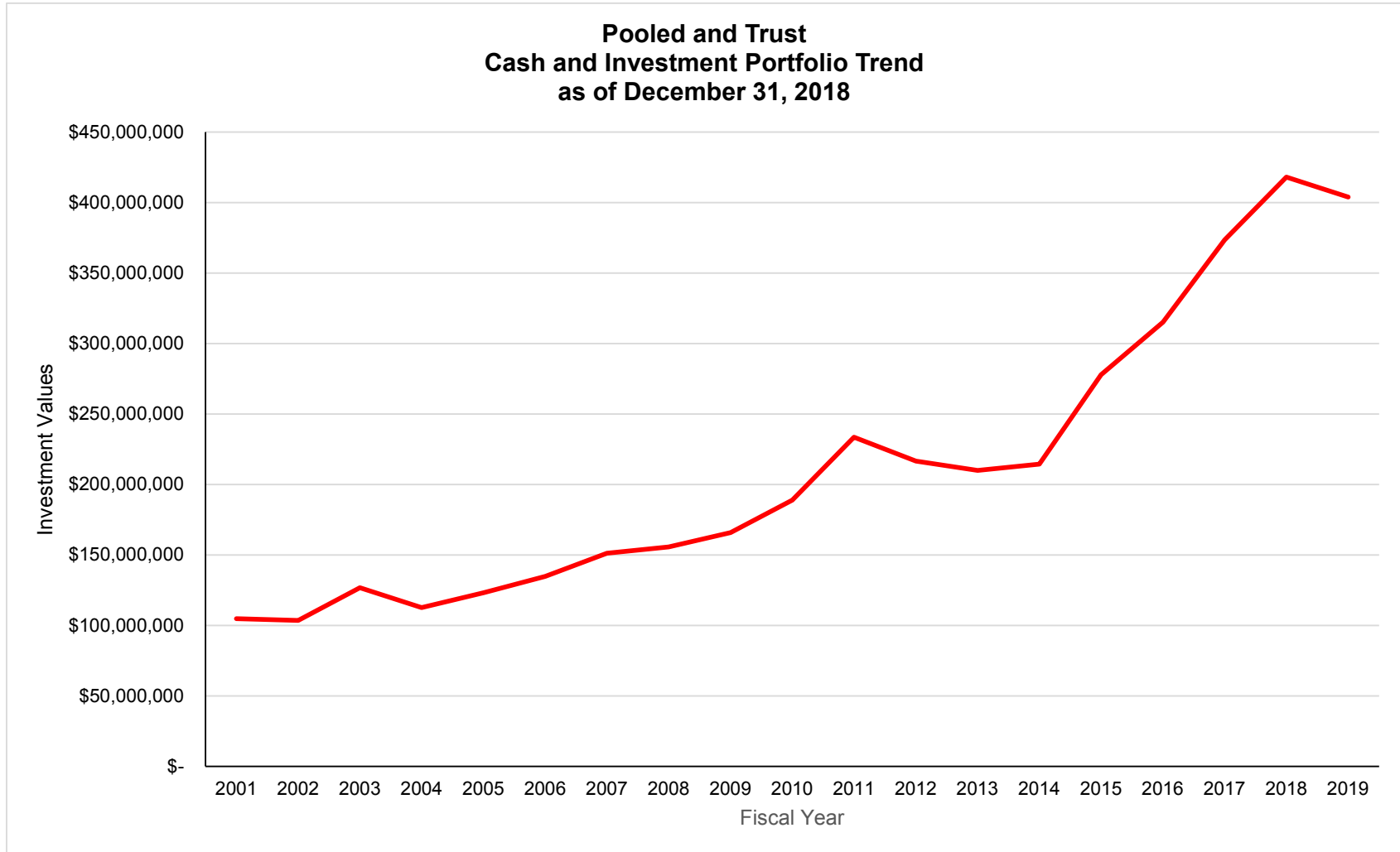
| CUSIP                                      | Investment # | Fund | Security Type   | Ending Par Value      | Beginning Book Value  | Average Book Value    | Maturity Date | Current Annualized Rate | Annualized Yield | Adjusted Interest Earnings |                         |                            |
|--------------------------------------------|--------------|------|-----------------|-----------------------|-----------------------|-----------------------|---------------|-------------------------|------------------|----------------------------|-------------------------|----------------------------|
|                                            |              |      |                 |                       |                       |                       |               |                         |                  | Interest Earned            | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Fund: Pooled Investment - Long Term</b> |              |      |                 |                       |                       |                       |               |                         |                  |                            |                         |                            |
| 3136G3PA7                                  | 14506        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 06/07/2019    | 1.500                   | 1.472            | 6,250.00                   | 0.00                    | 6,250.00                   |
| 3135G0T29                                  | 14521        | 010  | FAC             | 3,500,000.00          | 3,500,000.00          | 3,500,000.00          | 02/28/2020    | 1.500                   | 1.472            | 4,375.00                   | 0.00                    | 4,375.00                   |
| 3136G4LP6                                  | 14518        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 08/28/2020    | 1.800                   | 1.766            | 7,500.00                   | 0.00                    | 7,500.00                   |
| 3135G0S46                                  | 14515        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 01/27/2020    | 1.650                   | 1.619            | 6,875.00                   | 0.00                    | 6,875.00                   |
| 672319BZ2                                  | 14281        | 010  | MUN             | 0.00                  | 3,000,000.00          | 1,354,838.71          | 12/15/2018    | 2.817                   | 2.856            | 3,286.50                   | 0.00                    | 3,286.50                   |
| 672319CA6                                  | 14282        | 010  | MUN             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 12/15/2019    | 3.267                   | 3.206            | 13,612.50                  | 0.00                    | 13,612.50                  |
| 037833AK6                                  | 14536        | 010  | MTN             | 5,000,000.00          | 4,832,362.83          | 4,834,044.22          | 05/03/2023    | 2.400                   | 3.205            | 10,000.00                  | 3,158.99                | 13,158.99                  |
| 254673RD0                                  | 14539        | 010  | SCD             | 250,000.00            | 250,000.00            | 250,000.00            | 07/05/2023    | 3.300                   | 3.300            | 700.68                     | 0.00                    | 700.68                     |
| 06406FAB9                                  | 14541        | 010  | MC3             | 1,458,000.00          | 1,424,054.78          | 1,424,676.37          | 05/03/2021    | 2.050                   | 3.024            | 2,490.75                   | 1,167.84                | 3,658.59                   |
| 06406HBY4                                  | 14538        | 010  | MC3             | 3,542,000.00          | 3,586,937.86          | 3,586,228.81          | 09/23/2021    | 3.550                   | 3.003            | 10,478.41                  | -1,332.15               | 9,146.26                   |
| 795450T47                                  | 14540        | 010  | SCD             | 250,000.00            | 250,000.00            | 250,000.00            | 07/03/2023    | 3.300                   | 3.300            | 700.69                     | 0.00                    | 700.69                     |
| 084670BJ6                                  | 14542        | 010  | MTN             | 5,000,000.00          | 4,970,842.01          | 4,971,150.35          | 02/11/2023    | 3.000                   | 3.098            | 12,500.00                  | 579.30                  | 13,079.30                  |
| 3132X04Z1                                  | 14544        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 08/15/2023    | 3.250                   | 3.189            | 13,541.67                  | 0.00                    | 13,541.67                  |
| 31422BAR1                                  | 14553        | 010  | MC5             | 5,000,000.00          | 0.00                  | 806,451.61            | 12/27/2023    | 3.230                   | 2.620            | 1,794.44                   | 0.00                    | 1,794.44                   |
| 3132X02G5                                  | 14537        | 010  | MC5             | 5,000,000.00          | 5,000,000.00          | 5,000,000.00          | 06/21/2023    | 3.270                   | 3.208            | 13,625.00                  | 0.00                    | 13,625.00                  |
| 589331AT4                                  | 14545        | 010  | MTN             | 5,000,000.00          | 4,888,477.15          | 4,889,782.70          | 09/15/2022    | 2.400                   | 2.999            | 10,000.00                  | 2,452.85                | 12,452.85                  |
| 68389XAS4                                  | 14548        | 010  | MTN             | 5,000,000.00          | 0.00                  | 2,442,093.72          | 07/15/2023    | 3.625                   | 3.205            | 7,048.61                   | -401.15                 | 6,647.46                   |
|                                            |              |      | <b>Subtotal</b> | <b>299,823,500.00</b> | <b>272,507,825.78</b> | <b>276,695,723.64</b> |               |                         | <b>2.005</b>     | <b>464,230.06</b>          | <b>6,867.22</b>         | <b>471,097.28</b>          |
|                                            |              |      | <b>Total</b>    | <b>299,823,500.00</b> | <b>272,507,825.78</b> | <b>276,695,723.64</b> |               |                         | <b>2.005</b>     | <b>464,230.06</b>          | <b>6,867.22</b>         | <b>471,097.28</b>          |

Pooled Cash and Investments  
(Market Value)  
as of December 31, 2018











**Summary of Pooled Cash and Investments - Trust Funds**  
**(Market Value)**  
**As of December 31, 2018**

|                                           | <u>Pooled Cash</u>  | <u>Investments<br/>(Book Value)</u> | <u>Gain/Loss on<br/>Investments</u> | <u>Pooled Cash<br/>&amp; Investments<br/>(Market Value)</u> |
|-------------------------------------------|---------------------|-------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <b>Retiree Medical Trust Fund</b>         |                     |                                     |                                     |                                                             |
| <b>Fund No.</b>                           |                     |                                     |                                     |                                                             |
| 941 BHA                                   | \$ 51,886           | \$ 285,395                          | \$ 4,113                            | \$ 341,394                                                  |
| 942 M1=IBEW                               | (4,894)             | 183,575                             | 4,430                               | 183,111                                                     |
| 943 M2=Local 1                            | 853,542             | 6,771,257                           | 193,186                             | 7,817,985                                                   |
| 944 MUI=Z1                                | 110,073             | 1,691,669                           | 57,545                              | 1,859,287                                                   |
| 945 MUI=Z2 to Z6                          | 206,385             | 2,213,769                           | 68,033                              | 2,488,187                                                   |
| 946 M535= Local 535                       | 657,801             | 7,069,352                           | 238,560                             | 7,965,713                                                   |
| 947 M3=Local 790                          | 450,018             | 5,011,968                           | 115,919                             | 5,577,905                                                   |
| <b>Total Retiree Medical Trust Fund</b>   | <b>2,324,811</b>    | <b>23,226,985</b>                   | <b>681,786</b>                      | <b>26,233,583</b>                                           |
| <b>Fire Medical Trust Fund</b>            |                     |                                     |                                     |                                                             |
| 949 Fire Medical Trust Fund               | 1,924,275           | 8,551,396                           | (18,848)                            | 10,456,823                                                  |
| <b>Total Fire Medical Trust Fund</b>      | <b>1,924,275</b>    | <b>8,551,396</b>                    | <b>(18,848)</b>                     | <b>10,456,823</b>                                           |
| <b>Police Medical Trust Fund</b>          |                     |                                     |                                     |                                                             |
| 903 Police EE Retiree HLT Assistance Plan | 232,751             | 1,693,920                           | (20,406.00)                         | 1,926,671                                                   |
| 950 Police Medical Trust Fund             | 762,989             | 5,317,513                           | 13,831.00                           | 6,080,502                                                   |
| <b>Total Police Medical Trust Fund</b>    | <b>995,740</b>      | <b>7,011,433</b>                    | <b>(6,575)</b>                      | <b>8,000,598</b>                                            |
| <b>Total Trust Funds</b>                  | <b>\$ 5,244,826</b> | <b>\$ 38,789,814</b>                | <b>\$ 656,363</b>                   | <b>\$ 44,691,004</b>                                        |



**Retiree Medical Trust Fund  
Fund 941 - 947  
Interest Earnings  
October 1, 2018 to December 31, 2018**

| Investments<br>as of December 31, 2018      |              |                             |                         |                         |                         |                         |               |                | Interest Earnings<br>October 1, 2018 to December 31, 2018 |                  |                      |                         |                            |
|---------------------------------------------|--------------|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---------------|----------------|-----------------------------------------------------------|------------------|----------------------|-------------------------|----------------------------|
| CUSIP                                       | Investment # | Issuer                      | Par Value               | Beginning Book Value    | Ending Book Value       | Market Value            | Maturity Date | Moody's Rating | Current Rate                                              | Annualized Yield | Interest Earned      | Amortization/ Accretion | Adjusted Interest Earnings |
| <b>Medium Term Notes</b>                    |              |                             |                         |                         |                         |                         |               |                |                                                           |                  |                      |                         |                            |
| 06744CUS8                                   | 14530        | Barclays Bank PLC           | 6,000,000.00            | 6,000,000.00            | 6,000,000.00            | 5,981,340.00            | 02/08/2028    | A2             | 3.125                                                     | 3.100            | 46,875.00            | -                       | 46,875.00                  |
| 38141EA25                                   | 14110        | Goldman Sacs                | 3,000,000.00            | 3,001,399.33            | 3,000,459.48            | 3,014,460.00            | 02/15/2019    | A3             | 7.500                                                     | 7.312            | 56,250.00            | (939.85)                | 55,310.15                  |
| 61747WAF6                                   | 14224        | Morgan Stanley              | 1,666,666.67            | 1,689,514.08            | 1,687,048.53            | 1,737,750.00            | 01/25/2021    | A3             | 5.750                                                     | 5.051            | 23,958.33            | (2,465.55)              | 21,492.78                  |
| <b>Federal Agency Coupon Securities</b>     |              |                             |                         |                         |                         |                         |               |                |                                                           |                  |                      |                         |                            |
| 3133EFQT7                                   | 14361        | Fed Farm Credit Bank        | 2,600,000.00            | 2,613,006.40            | 2,612,551.63            | 2,565,836.00            | 11/25/2025    | # ###          | 2.700                                                     | 2.596            | 17,550.00            | (454.77)                | 17,095.23                  |
| <b>Federal Agency Continuously Callable</b> |              |                             |                         |                         |                         |                         |               |                |                                                           |                  |                      |                         |                            |
| 3134GAWD2                                   | 14510        | Fed Home Loan Mortgage Corp | 1,500,000.00            | 1,500,000.00            | 1,500,000.00            | 1,481,985.00            | 11/27/2019    | AAA            | 1.300                                                     | 1.289            | 4,875.00             | -                       | 4,875.00                   |
| <b>Municipal Bonds</b>                      |              |                             |                         |                         |                         |                         |               |                |                                                           |                  |                      |                         |                            |
| 672319CC2                                   | 14283        | OAKGEN                      | 2,750,000.00            | 2,733,939.74            | 2,735,192.27            | 2,816,550.00            | 12/15/2021    | AA3            | 3.800                                                     | 3.972            | 26,125.00            | 1,252.53                | 27,377.53                  |
| 786091AG3                                   | 14316        | SACGEN                      | 5,000,000.00            | 5,369,242.13            | 5,355,733.27            | 5,974,850.00            | 08/01/2025    | A3             | 7.250                                                     | 5.706            | 90,625.00            | (13,508.86)             | 77,116.14                  |
| <b>Savo Island Loan</b>                     |              |                             |                         |                         |                         |                         |               |                |                                                           |                  |                      |                         |                            |
| SYS10988                                    | 10988        | EMPMED                      | 336,000.00              | 336,000.00              | 336,000.00              | 336,000.00              | 09/01/2025    |                | 8.000                                                     | 8.000            | 6,775.23             | -                       | 6,775.23                   |
| <b>Total</b>                                |              |                             | <b>\$ 22,852,666.67</b> | <b>\$ 23,243,101.68</b> | <b>\$ 23,226,985.18</b> | <b>\$ 23,908,771.00</b> |               |                |                                                           | <b>4.384</b>     | <b>\$ 273,033.56</b> | <b>\$ (16,116.50)</b>   | <b>\$ 256,917.06</b>       |

|                                                     |                         |
|-----------------------------------------------------|-------------------------|
| Total Investments (Book Value)                      | \$ 23,226,985.18        |
| Gain/Loss on Investments                            | <u>681,785.82</u>       |
| Total Investments (Market Value)                    | 23,908,771.00           |
| Temporarily Invested with Pooled Cash & Investments | <u>2,324,811.00</u>     |
| Total Pooled Cash and Investments                   | <u>\$ 26,233,582.00</u> |



**Fire Retiree Medical  
Fund 949  
Interest Earnings  
October 1, 2018 to December 31, 2018**

| Investments<br>as of December 31, 2018      |              |                            |                        |                        |                        |                        |               | Interest Earnings<br>October 1, 2018 to December 31, 2018 |              |                  |                            |                         |                            |                     |
|---------------------------------------------|--------------|----------------------------|------------------------|------------------------|------------------------|------------------------|---------------|-----------------------------------------------------------|--------------|------------------|----------------------------|-------------------------|----------------------------|---------------------|
| CUSIP                                       | Investment # | Issuer                     | Ending Par Value       | Beginning Book Value   | Ending Book Value      | Market Value           | Maturity Date | Credit Rating                                             | Current Rate | Annualized Yield | Adjusted Interest Earnings |                         | Adjusted Interest Earnings |                     |
|                                             |              |                            |                        |                        |                        |                        |               |                                                           |              |                  | Interest Earned            | Amortization/ Accretion |                            |                     |
| <b>Medium Term Notes</b>                    |              |                            |                        |                        |                        |                        |               |                                                           |              |                  |                            |                         |                            |                     |
| 06744CUS8                                   | 14531        | Barclays Bank PLC          | 2,000,000.00           | 2,000,000.00           | 2,000,000.00           | 1,993,780.00           | 02/18/2028    | A2                                                        | 3.125        | 3.100            | 15,625.00                  | -                       | 15,625.00                  |                     |
| 6174467X1                                   | 14318        | Morgan Stanley DW DTC#0015 | 2,000,000.00           | 2,055,174.50           | 2,053,244.57           | 2,039,340.00           | 11/24/2025    | BAA2                                                      | 5.000        | 4.456            | 25,000.00                  | (1,929.93)              | 23,070.07                  |                     |
| 61747WAF6                                   | 14225        | Morgan Stanley             | 1,666,666.67           | 1,689,514.08           | 1,687,048.53           | 1,737,750.00           | 01/25/2021    | A3                                                        | 5.750        | 5.051            | 23,958.33                  | (2,465.55)              | 21,492.78                  |                     |
| <b>Federal Agency Coupon Securities</b>     |              |                            |                        |                        |                        |                        |               |                                                           |              |                  |                            |                         |                            |                     |
| 3133EFQT7                                   | 14362        | Fed Farm Credit Bank       | 2,300,000.00           | 2,311,505.67           | 2,311,103.37           | 2,269,778.00           | 11/25/2025    | -                                                         | 2.700        | 2.596            | 15,525.00                  | (402.30)                | 15,122.70                  |                     |
| <b>Federal Agency Continuously Callable</b> |              |                            |                        |                        |                        |                        |               |                                                           |              |                  |                            |                         |                            |                     |
| 3130A9WA5                                   | 14508        | FHLB                       | 500,000.00             | 500,000.00             | 500,000.00             | 491,900.00             | 04/27/2020    | AAA                                                       | 1.300        | 1.289            | 1,625.00                   | -                       | 1,625.00                   |                     |
| <b>Total</b>                                |              |                            | <u>\$ 8,466,666.67</u> | <u>\$ 8,556,194.25</u> | <u>\$ 8,551,396.47</u> | <u>\$ 8,532,548.00</u> |               |                                                           |              |                  | <u>3.566</u>               | <u>\$ 81,733.33</u>     | <u>\$ (4,797.78)</u>       | <u>\$ 76,935.55</u> |

|                                                     |                         |
|-----------------------------------------------------|-------------------------|
| Total Investments (Book Value)                      | \$ 8,551,396.47         |
| Gain/Loss on Investments                            | <u>(18,848.47)</u>      |
| Total Investments (Market Value)                    | 8,532,548.00            |
| Temporarily Invested with Pooled Cash & Investments | <u>1,924,275.00</u>     |
| Total Pooled Cash and Investments                   | <u>\$ 10,456,823.00</u> |



**Police Retiree Medical  
Fund 903, 950 and 970  
Interest Earnings  
October 1, 2018 to December 31, 2018**

| Investments<br>as of December 31, 2018      |              |                                |                        |                        |                        |                        |               | Interest Earnings<br>October 1, 2018 to December 31, 2018 |              |                  |                            |                            |                            |                     |
|---------------------------------------------|--------------|--------------------------------|------------------------|------------------------|------------------------|------------------------|---------------|-----------------------------------------------------------|--------------|------------------|----------------------------|----------------------------|----------------------------|---------------------|
| CUSIP                                       | Investment # | Issuer                         | Ending Par Value       | Beginning Book Value   | Ending Book Value      | Market Value           | Maturity Date | Credit Rating                                             | Current Rate | Annualized Yield | Adjusted Interest Earnings |                            |                            |                     |
|                                             |              |                                |                        |                        |                        |                        |               |                                                           |              |                  | Interest Earned            | Amortization/<br>Accretion | Adjusted Interest Earnings |                     |
| <b>Medium Term Notes</b>                    |              |                                |                        |                        |                        |                        |               |                                                           |              |                  |                            |                            |                            |                     |
| 06744CUS8                                   | 14532        | Barclays Bank PLC              | 2,000,000.00           | 2,000,000.00           | 2,000,000.00           | 1,993,780.00           | 02/08/2028    | A2                                                        | 3.125        | 3.100            | 15,625.00                  | -                          | 15,625.00                  |                     |
| 6174467X1                                   | 14319        | Morgan Stanley DW DTC#0015     | 500,000.00             | 513,793.62             | 513,311.14             | 509,835.00             | 11/24/2025    | BAA2                                                      | 5.000        | 4.456            | 6,250.00                   | (482.48)                   | 5,767.52                   |                     |
| 61747WAF6                                   | 14226        | Morgan Stanley                 | 1,666,666.67           | 1,689,514.08           | 1,687,048.53           | 1,737,750.00           | 01/25/2021    | A3                                                        | 5.750        | 5.051            | 23,958.33                  | (2,465.55)                 | 21,492.78                  |                     |
| <b>Federal Agency Coupon Securities</b>     |              |                                |                        |                        |                        |                        |               |                                                           |              |                  |                            |                            |                            |                     |
| 3133EFQT7                                   | 14363        | Fed. Farm Credit Banks Funding | 2,300,000.00           | 2,311,505.67           | 2,311,103.37           | 2,269,778.00           | 11/25/2025    | -                                                         | 2.700        | 2.596            | 15,525.00                  | (402.30)                   | 15,122.70                  |                     |
| <b>Federal Agency Continuously Callable</b> |              |                                |                        |                        |                        |                        |               |                                                           |              |                  |                            |                            |                            |                     |
| 3130A9YW5                                   | 14511        | Federal Home Loan Banks        | 500,000.00             | 499,961.94             | 499,970.28             | 493,715.00             | 11/22/2019    | AAA                                                       | 1.190        | 1.187            | 1,487.50                   | 8.34                       | 1,495.84                   |                     |
| <b>Total</b>                                |              |                                | <u>\$ 6,966,666.67</u> | <u>\$ 7,014,775.31</u> | <u>\$ 7,011,433.32</u> | <u>\$ 7,004,858.00</u> |               |                                                           |              |                  | <u>3.365</u>               | <u>\$ 62,845.83</u>        | <u>\$ (3,341.99)</u>       | <u>\$ 59,503.84</u> |

|                                                     |                               |
|-----------------------------------------------------|-------------------------------|
| Total Investments (Book Value)                      | \$ 7,011,433.32               |
| Gain/Loss on Investments                            | <u>(6,575.32)</u>             |
| Total Investments (Market Value)                    | 7,004,858.00                  |
| Temporarily Invested with Pooled Cash & Investments | <u>995,740.00</u>             |
| <b>Total Pooled Cash and Investments</b>            | <b><u>\$ 8,000,598.00</u></b> |





Office of the City Manager

INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Referral Response: Community Microbond Initiative

SUMMARY

The City Council directed City staff to research the feasibility of a microbond financing structure to fund identified capital projects in a way that engages local investment participation. Historically, the City's bonds have been purchased by national public finance investment banks who then resell them to their institutional and retail clients.

City staff, working with the City's municipal advisor (NHA Advisors, LLC), researched historical use of microbonds, considerations, options and decision-points related to the implementation of a financing program. A number of critical decision points will need to be answered prior to any implementation of a microbond financing program.

CURRENT SITUATION AND ITS EFFECTS

This report responds to referral #2018-4 that originally appeared on the agenda of the May 1, 2018 Council meeting and was sponsored by Councilmember Ben Bartlett.

BACKGROUND

In the last few years, the use of minibonds<sup>1</sup> has increased as issuers look to raise funds for capital projects while tapping local investors who are interested in investing but are typically restricted given the \$5,000 minimum denomination of a traditionally-structured municipal bond. Minibonds are sold in increments significantly less than \$5,000 with the most popular increments being \$1,000 and \$500. "Microbond" refers to bond denominations of \$100 or less, but there is no common industry standard for use of that term and some issuers elect to use the term minibond to refer to bonds denominated in increments as low as \$25.

Minibonds are often sold directly by the municipal entity to individual investors. Early examples of this direct sale required mailed-in or hand-delivered orders of physical certificates, but more recent minibond sales have utilized the internet or other proprietary networks to facilitate the order process. In a direct sale scenario (no underwriting by an investment bank) there is very limited secondary markets for the bonds and the owners

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<sup>1</sup>The term minibond throughout this report refers only to municipal bonds issued in increments smaller than \$5,000.

are often required to own the minibonds for their entire maturity. Depending on the structure of the minibond, there will be physical certificates or a registry that tracks ownership of each bond. This differs from a traditional public offering that utilizes an underwriter to serve as the intermediary market maker and a trustee/paying agent who manages the registry of bond owners for the term of the financing (as well as facilitating the principal and interest payments).

Minibonds have been used for several decades by municipal issuers to access a broader group of potential investors and avoid the fees associated with a standard bond issuance. In 1990, the City of Mission Viejo, California issued minibonds with denominations of \$500 to finance a portion of the city hall renovations. While Mission Viejo's objective was to raise \$500,000, the minibond issuance only raised \$140,500. The minibond issuance had 35 orders, with orders ranging from \$500 to \$30,000. The city ended up supplementing the financing with traditional municipal bonds sold through a public offering.

In 1991, the City of Anaheim, issued \$3.4 million in minibonds. These were issued as zero-coupon bonds (meaning that the bonds were purchased at a discount and bond owners were paid the face value of the bonds at maturity). Unlike many other minibonds, these were not issued as part of a larger financing.

In 1992, the City of New York issued \$100 million in minibonds as part of a larger, \$950 million financing. Those minibonds were sold as zero-coupon bonds, denominated in \$5,000 increments. The "traditional" bonds issued after the minibond offering were sold in \$25,000 denominations. The city worked with their underwriter to set up a toll-free number for investors to call for information and place verbal orders. During that financing, the phone line received over 28,000 calls and generated verbal commitments of over \$68 million. The average order was for \$6,600 and 62% of purchasers polled indicated that they bought the zero-coupon bonds to pay for future education or retirement. That minibond issuance program was so successful that the city offered a similar minibond program again in October of that same year.

From 2001 through 2006, Los Angeles Department of Water and Power ("LADWP") issued four series of minibonds sold to current and former employees. Each series comprised of a current interest bond, denominated in \$100 increments, and a capital appreciation bond, denominated in \$25 increments. The current interest bonds had maturities of 3, 5, and 10 years while the capital appreciation bonds were sold with a 15-year maturity. Over the course of 5 years, LADWP issued a total of \$34,110,450 in minibonds that were purchased by a total of 2,558 retired and active employees. These non-callable bonds were bearer bonds – the owner directly purchased the bonds from LADWP and was required to safeguard the certificate to ensure payment. In addition, these bonds were non-transferrable and had no secondary market but could be redeemed for cash at any time after an initial 90-day period.



In December 2008, Bergen County, New Jersey, issued \$610,000 in zero-coupon minibonds to finance improvements to its parks system. This minibond issuance was part of a larger, \$69 million competitively sold bond offering. In 2009 and 2010, the State of Minnesota sold bonds in \$1,000 denominations. And in 2011 the State of Massachusetts sold \$5 million of minibonds in \$1,000 denominations as part of a larger \$490 million financing.

In 2011, the California governor signed a bill authorizing the reduction of the minimum face value denomination on State of California general obligation bonds from \$1,000 to \$25. The decision to sell state general obligation bonds in increments as low as \$25 will be made on a case by case basis (it appears that the state has yet to exercise this option).

In 2014, the City of Denver issued a \$12 million minibond denominated in \$500 increments as part of a larger, \$550 million financing. Denver sold their minibonds directly to Colorado residents and made headlines for selling out in a short window. Since 2015, there have been minibond issuances for the cities of Vancouver (Washington), Burlington (Vermont), Lawrence (Kansas), Cambridge (Massachusetts), Madison (Wisconsin), and Somerville (Massachusetts). These minibond issuances are detailed in a table in the subsequent section. One unifying feature of the mini bond issuances in Burlington, Lawrence, Cambridge, Madison, and Somerville is that each of these cities is home to a major university or college. One driving consideration for issuing minibonds is community engagement and, as one of the financing participants on these minibond issuances said, "Communities that are innovative and engaged are usually college towns. They are the ones with the most participation."

#### *Characteristics of Recent Minibond Sales*

Recent minibond sales have continued to use the strategy of selling minibonds as part of a larger financing strategy. The minibond series of the financing is often sold prior to offering the larger, traditionally- structured series and the minibond series is contingent upon the successful sale of the larger, second series (i.e. the minibonds are not issued if the second series bonds are not issued). One noted benefit of issuing minibonds as a first series in a larger financing is that any shortfall in funding raised through the minibond issuance can be remedied by increasing the amount sold in the second financing through a public offering sale process to the general public.

In selecting a project to finance through minibonds, issuers tend to focus on smaller, defined projects that have tangible connection to the local investor base. The objective is to maximize local investor participation in the minibond offering by selecting an easily identifiable project that the community has expressed interest in or would directly benefit from.

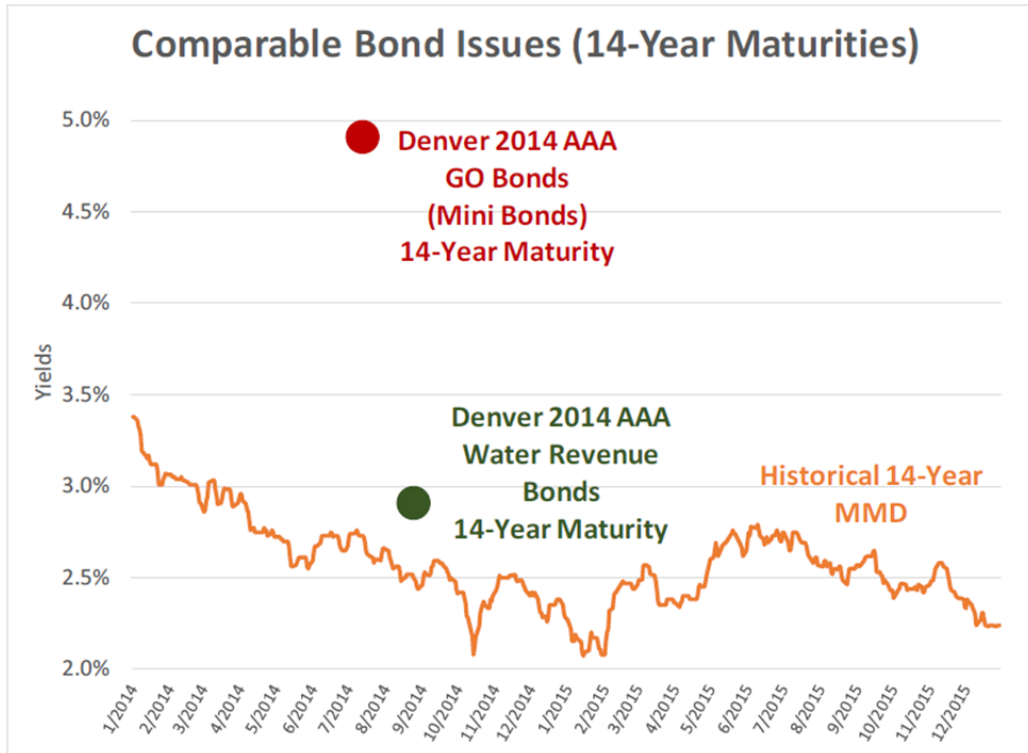
Recent minibonds have been sold through two primary channels – either issued directly from the municipal authority or issued electronically through an underwriter's retail distribution network. Because of the complexity of developing an online ordering system,

issuing directly from the municipal authority typically requires mailed-in or physical orders, physical transfer of the bond certificates, and bond owners to submit the certificates to the municipal authority to receive payment. The minibonds of the early 1990's and the 2015 Vancouver, Washington, minibonds (detailed in the table below) were sold through this method.

If the City is willing to develop an online platform to issue minibonds directly, they can facilitate the bond sale through the internet. The 2014 Denver minibonds which made news headlines for selling \$12 million in 20 minutes were issued directly from the city and orders could be delivered online, mail, and hand delivery. Denver offered the bonds for sale online two hours before they began accepting mailed-in or hand delivered orders, and as a result, some residents expressed frustration that the bonds sold out before any physical orders were processed. Also, though orders for the Denver minibonds could be placed online, the orders were not automatically processed, and city staff time was required to process each order. As a result, the city had 375 extra online orders before the sale of the minibonds closed.

It is worth noting that the City of Denver's widely-publicized success at issuing the 2014 minibonds may be a combination of several factors. First, the city had issued minibonds four times prior to the 2014 minibond issuance, with the most recent being issued in 2007, and had a track record and developed an investor base for the minibonds. Finally, research indicates that the City of Denver's 2014 minibonds were issued at yields significantly above market rates at that time. The 9-year maturities were issued at 4.38% and 14-year maturities were issued at 4.89%. By comparison a month later the City of Denver issued water revenue bonds (with the same "AAA" rating as the city's general obligation minibonds) which were sold to institutional investors using typical underwriting, legal, and advisory services. These water revenue bonds priced with a yield on the 9-year maturity less than 2.5% and the yield on the 14-year maturity less than 3%.

The graphic below highlights the difference in yield on the 14-year maturities between the 2014 Minibonds, the 2014 Water Revenue bonds, and the 14-year MMD.



The second, newer channel for issuing minibonds is through an underwriter’s retail investor distribution network. This process mitigates the requirement for City staff to process orders or oversee the sale process. To maximize local investor participation, the underwriter can assist the issuer with the marketing process through print and digital campaigns. There is also potential for an underwriter’s involvement and records mitigating the administrative workload of maintaining the list of bond owners and facilitating transfer of the bonds between bond owners. However, we note that this role of maintaining a book of bond owners has been traditionally filled by DTC Corporation on bond issuances (typically paid as a component of the underwriter’s discount).

The following table highlights some of the recent minibonds sold and key characteristics of those issuances:

| Details on Recent Minibond Issuances |               |                                       |                          |                       |                             |               |             |
|--------------------------------------|---------------|---------------------------------------|--------------------------|-----------------------|-----------------------------|---------------|-------------|
| Year                                 | Issuer        | Minibond Financed Project             | Minibond Par             | Minibond Denomination | Amount Financed (All Bonds) | Issuer Rating | Sale Period |
| 2018                                 | Somerville MA | Multiple Projects                     | \$500,000                | \$1,000               | \$11.3 million              | AA+/Aa1       | 7 Days      |
| 2018                                 | Madison WI    | Botanical Gardens                     | \$876,000 <sup>2</sup>   | \$500                 | \$100 million               | Aaa           | 6 Days      |
| 2018                                 | Cambridge MA  | Not Available                         | \$2,000,000              | \$1,000               | \$84.5 million              | AAA/Aaa       | 6 Days      |
| 2017                                 | Lawrence KS   | Fire Truck                            | \$654,000                | \$1,000               | \$21.9 million              | Aa1           | 4 Days      |
| 2017                                 | Burlington VT | Sidewalks, Streets, Waterfront Access | \$5,144,000 <sup>3</sup> | \$1,000               | \$5.14 million              | A3            | 1 Day       |
| 2015                                 | Vancouver WA  | Barracks Renovation                   | \$1,296,500 <sup>4</sup> | \$500                 | \$24.4 million              | AA/Aa3        | 10 Days     |
| 2014                                 | Denver CO     | City cultural facilities              | \$12,000,000             | \$500                 | \$550 million               | AAA/Aaa       | 1 Day       |

### Secondary Market Liquidity Considerations

The structure of the minibond will determine what kind of secondary market there is available to bond owners. If the City directly sells the bonds to local investors (i.e. without using an underwriter or placement agent), the City will most likely sell the minibond as bearer bonds or create a registry to manage ownership over the term of the outstanding bonds. If the registry concept is utilized, the City could preclude original bondholders from selling their minibonds to others to avoid the administrative difficulty of tracking the appropriate ownership. If the City elects to provide liquidity, a more comprehensive tracking process will be required.

If the City sells the minibonds directly to the public as bearer bonds, a bond owner will be required to physically present their bond certificate to the City to receive interest and principal payments (historically called “clipping coupons”). These bonds will be transferrable from one party through a cash-predominant secondary market (i.e. not traded through brokerage firms). There will be no record of bond owners maintained and submitting a physical bond certificate is all that is required to receive payment. This will limit transparency and bondholder recourse in the event of theft or inadvertent destruction of their bonds. In this situation, the City will have no control over the secondary market and, theoretically, bonds originally sold only to Berkeley residents could end up being owned by investors in any geographic location.

If the City sells the minibonds directly to the public and maintains a current record of bond owners (a role traditionally held by a trustee or paying agent), the City could restrict the

<sup>2</sup> Proposed par amount for the Madison, Wisconsin, minibond issue was \$2.1 million, final par fell significantly short due to market volatility during bond sale

<sup>3</sup> Proposed par amount for the Burlington, Vermont, minibond issue was \$5.3 million, final par was \$123,000 short

<sup>4</sup> Proposed par amount for the Vancouver, Washington, minibond issue was \$1.5 million, final par was \$203,500 short

original bondholder's ability to resell the minibond. The City could impose regulations on re-sale of the bonds (by limiting them to re-sale in a specific geographic location) and therefore reducing liquidity options to the bondholder. This will also result in an undetermined impact on staff resources unless the bond administration is outsourced to a trustee/paying agent. In addition, the City may be able to defray some of the ongoing administrative expenses through an administrative fee for filing change of ownership paperwork related to any secondary market resale of the microbond.

Both options discussed above (bearer bonds or bond owner registry) have the potential to negatively impact the pricing due to limitations on the secondary market. Typically, if an investor does not perceive there is liquidity of the bond, the required yield for the investment will be higher to offset this risk. The City does not take on responsibility for this liquidity risk and therefore will need to provide appropriate disclosure to a potential investor of the minibond.

The use of an underwriter/investment bank typically provides the bondholder liquidity by creating a secondary market pricing mechanism (not directly serving the City). The City would take no financial or market risk after the initial sale of the minibond to the original investors and would not play any part of the secondary market trades. As discussed earlier, the City would need to create some registry or tracking system to ensure timely payments of interest and principal to bondholders of record as secondary market transactions occur.

#### Potential Project Financing

Based on research of recent microbond financing projects nationwide, projects best suited should be easily-identifiable and a clear benefit to maximize community engagement in the financing. Public participation, through the purchase of small denomination bonds directly from the City, is best accomplished when the community understands the project. City staff believe a potential candidate would be the purchase of new fire trucks programmed in FY 2020/21 for \$2,000,000 - \$4,000,000.

#### Financing Considerations

The City has traditionally either cash-funded equipment acquisitions or financed them directly with a lender through some form of open market competitive bidding process (among financial institutions). Larger capital projects have been funded through the issuance of bonds which are sold to the capital markets through investment banks, which in turn resell the bonds to individuals, money managers or institutional investors (investment funds).

Based on the size and the estimated 10-year final maturity of the proposed financing, a direct placement with a financial institution would be the traditional approach. This would require the City to solicit bids from all interested firms with the primary requirement that the firm hold the interest rate and commit to purchasing the entire amount required for the project.

Under a microbond structure, the amount raised depends on community interest and engagement, and there could be a shortfall between what local investors are willing to purchase and what the City requires. A contingency plan will need to be developed to fund the shortfall (if any) which could include the allocation of existing unencumbered reserves or the secondary issuance from traditional financing institutions.

Additionally, for a traditional financing, ongoing bond administration (i.e. maintaining records on bondowners and making interest and principal payments) would be fulfilled by a bond trustee. The City pays the bond trustee annual fees for these services. In recent minibond financings, there are several instances where the issuing city has served as its own bond trustee and dedicated city staff to ongoing bond administration. This method is not recommended given the shortage of staff resources in the City's Finance department. If the City proceeds with a microbond structure, it is recommended that Trustee services be outsourced to a third party.

#### Financing Implementation

A traditional financing is managed by staff with the support of professionals including legal, financial advisory and underwriting banks. A microbond financing does not require a traditional underwriting but there is a role for identifying potential investors, processing investments and answering due diligence questions.

The City can elect to do this work internally or engage the services of a firm that can do the outreach and manage the questions. Mainstream public finance firms have created marketing methods to solicit local investor interest through media and traditional mailings while younger technology firms have developed new techniques to identify investors and create a platform for their participation and investment.

If the City Council directs staff to pursue the implementation of a microbond financing program, staff recommends issuing a request for proposals for firms interested in assisting the City with the marketing, outreach and distribution of the microbond financing program.

Administration of the microbond is the critical issue prior to any decision to move forward. As stated above, the City has typically outsourced the bond administration through a trustee or paying agent. The annual cost is typically \$5,000 but could be significantly higher given the unique nature of a microbond structure. How the bonds are registered or recorded will dictate administrative process for making interest and principal payments to the appropriate bondholders.

The second key administrative component is managing ownership of the microbonds. If the City allows bondholder to sell or trade their bonds, an appropriate registration structure must be in place to assure bond payments are made to the rightful owner. The solution to this issue will be a function of how the microbonds are recorded. If they are physical bonds, the City will have less control over tracking ownership as the bondholder

with the “paper” will be the owner. If the microbonds are only “recorded”, then a master registry is maintained and edited as bondholders elect to sell or trade their bonds in the future. This function can either be done by the City staff or outsourced as discussed above.

### Recommended Questions and Considerations

In the issuances of minibond sales listed above, examining the case studies reveal some key questions and considerations for the City:

I. What is the City’s objective for the financing?

It should be noted that if the City’s objective is saving on transactional costs associated with the issuance that a minibond sold directly from the City or through an underwriter’s retail distribution network may have lower transactional costs. If the City’s objective is to obtain project funds with the lowest cost available, then a traditional bond issuance is advised since it is probable that issuing a minibond will result in the City obtaining interest rates on the financing that are slightly above market rates, resulting in the City paying a higher amount of interest over the life of the bond. If the City’s objective is to ensure that adequate project funds are raised through the financing, then a traditional financing seems to be the best option. Several of the minibond cases evaluated resulted in insufficient project funds being raised through the minibond issuance alone. The City can remedy this if it is willing to contribute capital to make up any shortfalls in the amount raised through the minibond financing, low interest rates point toward traditional bond issuance. Finally, if the City’s objective is community engagement on the project, then a minibond campaign with a community marketing program seems to be the best strategy.

II. To what extent would the City geographically limit the sale of the bonds?

In order to maximize community engagement, the City may wish to geographically restrict the bond sale (to city or county residents). However, it should be noted that this increases the chance of failing to raise the necessary amount. To mitigate the risk of a funding shortfall, the City could consider a priority sale period for City residents followed by a broader sale period to the general public (statewide or nationwide) to ensure that the full par amount is sold. Additionally, it is worth noting that if the City would like to limit the maximum amount of the minibonds that can be purchased by any one investor (to avoid a situation where a trust or other institutional fund buys the bonds through a retail account), there is an increased risk of a funding shortfall.

III. What amount of additional administrative work is the City willing to undertake for a minibond issuance?

Community engagement and marketing on a geographically restricted bond sale is important and successful minibond issuances have included significant marketing efforts (i.e. dedicated web page, dedicated phone lines, staff handling mailed-in documents, physical presence of staff and professionals at bond sale workshops at City hall). A key consideration is whether the benefits of the community engagement outweigh the increased administrative burden associated with minibond sales.

IV. How would the City handle appropriate rounding on interest payments for minibonds?

If the City issues bonds in increments lower than \$1,000 it is conceivable for there to be an instance where it owed 3.375% interest on a \$500 bond with a total interest payment of \$16.875. Given the difficulties associated with paying fractional pennies to a bond owner as an interest payment, would the city round the interest payment up to the nearest penny, effectively paying extra interest? Alternatively, the City could choose to only issue the bonds with interest amounts rounded to the nearest 100th to avoid this situation, but this may result in the City effectively paying more interest on the financing than it would have needed to pay on a traditional bond.

V. Would the City consider use of capital appreciation bonds for a minibond issuance?

Given the administrative load associated with paying semiannual interest payments to minibond owners the majority of recent minibond issuances have issued zero-coupon bonds or capital appreciation bonds. With a zero-coupon bond or capital appreciation bond, the City would only make one payment to minibond owners at maturity of the minibonds. Issuing current interest bonds without the use of a 3rd party trustee would require the City to directly pay periodic interest and final principal on the minibonds to the bond owners, a process requiring significant ongoing commitment of staff time. One drawback to issuing capital appreciation bonds is that, on average, an issuer pays more interest on a capital appreciation bond than on a comparable current interest bond. Based on the City's Debt Management Policy, capital appreciation bonds are not expressly prohibited, provided the City complies with the policy's goals through the issuance. Finally, it is worth noting that issuing the City's minibonds through a capital appreciation bond would likely resolve the Consideration IV above.



ENVIRONMENTAL SUSTAINABILITY

Not applicable.

POSSIBLE FUTURE ACTION

The City Council can take a formal action directing staff to develop a microbond financing program for the funding of the proposed fire equipment. A formal action item approval will be required to incur any financing program at which time the decision to utilize a microbond would be made.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

The implementation of a microbond financing program may meet the policy objective of local community engagement and an opportunity for local investors to participate in the City's financing program for capital projects, but it may inhibit the City's ability to access the lowest cost of funds typically achieved through a competitive bid structure that has no limitations on participation.

There will definitely be a financial cost to administering this program, somehow ownership will need to be maintained, interest payments made and dealing with any issue that might arise. This will need to be factored into the cost of these program.

It is not possible to objectively quantify the difference between a local-only investor strategy versus a traditional open-market strategy but evidence of the Denver 2014 microbond program indicates that interest rates were higher than comparable bonds issued by Denver at that time in the market.

A second risk of a microbond financing is the potential exposure to a shortfall of proceeds in the event all the microbonds are not sold. While a traditional underwriting will guarantee the full amount required, the City could have an unfunded portion which would need to be funded by some other source of revenues or secondary financing.

CONTACT PERSON

Henry Oyekanmi, Director, Finance, 510-981-7326

Attachments:

- 1: NHA Advisors Microbond Research Report and Feasibility Memorandum dated March 1, 2019
- 2: Original Referral Report from May 1, 2018, "Berkeley Microbond Blockchain Initiative – Pilot Project"



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[www.NHAadvisors.com](http://www.NHAadvisors.com)

## RESEARCH REPORT AND FEASIBILITY MEMO

Date: March 1, 2019

To: Henry Oyekanmi, Finance Director, City of Berkeley

From: NHA Advisors, LLC

RE: City of Berkeley Minibond – Research Report and Feasibility Memo

### **Definitions of Minibonds**

In the last few years, the use of minibonds<sup>1</sup> has increased as issuers look to raise funds for capital projects while tapping local investors who are interested in investing but are typically restricted given the \$5,000 minimum denomination of a traditionally-structured municipal bond. Minibonds are sold in increments significantly less than \$5,000 with the most popular increments being \$1,000 and \$500. “Microbond” refers to bond denominations of \$100 or less, but there is no common industry standard for use of that term and some issuers elect to use the term minibond to refer to bonds denominated in increments as low as \$25.

Minibonds are often sold directly by the municipal entity to the investing public. Earlier instances of this direct sale required mailed-in or hand-delivered orders of physical certificates, but more recent minibond issuances have utilized internet or other proprietary networks to facilitate the order process. In a direct sale scenario where the bond is not underwritten by an investment bank which means there is very limited secondary markets for the bonds and the owners are often required to own the minibonds for their entire maturity. Depending on the structure of the minibond, there will be physical certificates or a registry that tracks ownership of each bond. This differs from a traditional bond sales method that utilizes an underwriter to serve as the intermediary market maker and a trustee who manages the registry of bond owners (as well as facilitating the principal and interest payments).

### **History of Minibonds**

Minibonds have been used for several decades by local governmental agencies to access residents and a group of potential investors typically not participating in traditional bond sales. Examples of prior Minibond are discussed below.

In 1990, the City of Mission Viejo, California, issued minibonds with denominations of \$500 to finance a portion of the city hall renovations. While the City’s objective was to raise \$500,000, the minibond issuance raised \$140,500. To mitigate the risks of insufficient capital raised, this minibond issuance was part of a larger \$4.5 million bond issuance. The minibond issuance brought in orders from 35 individual investors, with order sizes ranging up to \$30,000.

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<sup>1</sup>The term minibond throughout this report refers only to municipal bonds issued in increments smaller than \$5,000.

In 1991, the City of Anaheim, California, issued \$3.4 million in minibonds. These minibonds were issued as zero-coupon bonds (meaning that the bonds were purchased at a discount and bond owners were paid the face value of the bonds at maturity). Unlike many other minibond issuances at that time, these minibonds were not issued as part of a larger financing.

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More recently, in December 2008, Bergen County, New Jersey, sold \$610,000 in zero-coupon minibonds in to finance improvements to its parks system. This minibond issuance was part of a larger, \$69 million competitively sold bond offering. In 2009 and 2010, the State of Minnesota sold bonds in \$1,000 denominations. And in 2011 the State of Massachusetts sold \$5 million of minibonds in \$1,000 denominations as part of a larger \$490 million financing.

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In 2014, the City of Denver issued a \$12 million minibond denominated in \$500 increments as part of a larger, \$550 million financing. Denver sold their minibonds directly to Colorado residents and made headlines for selling out in a short window. This memo discusses Denver’s minibond issuance in greater detail below. Since 2015, there have been minibond issuances for the cities of Vancouver (Washington), Burlington (Vermont), Lawrence (Kansas), Cambridge (Massachusetts), Madison (Wisconsin), and Somerville (Massachusetts). These minibond issuances are detailed in a table in the subsequent section. One unifying feature of the minibond issuances in Burlington, Lawrence, Cambridge, Madison, and Somerville was that each of these cities was home to a major university or college. One driving consideration for issuing minibonds is community engagement and, as one of the financing participants on these minibond issuances said, “Communities that are innovative and engaged are usually college towns. They are the ones with the most participation.”

**Characteristics of Recent Minibond Sales**

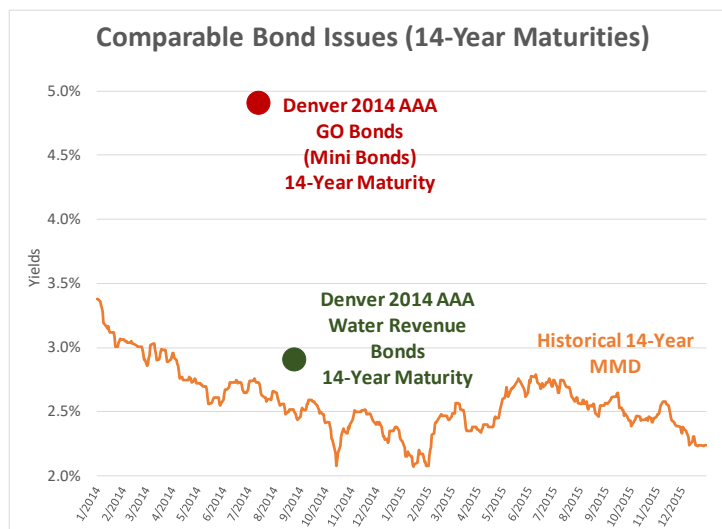
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In selecting a project to finance through minibonds, issuers tend to focus on smaller, defined projects within a larger financing plan that have tangible connection to a local investor base. The objective is to maximize local investor participation in the minibond offering by selecting an easily identifiable project that the community has expressed interest in or would directly benefit from.

Recent minibonds have been sold through two primary channels – either issued directly from the municipal authority or issued electronically through an underwriter’s retail distribution network. Because of the complexity of developing an online ordering system, issuing directly from the municipal authority typically required mailed-in orders and physical transfer of the bond certificates and requires bond owners to hold the certificates until maturity and submit them to the municipal authority to receive payment. The minibonds of the early 1990’s and the 2015 Vancouver, Washington, minibonds (detailed in the table below) were sold through this method.

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It is worth noting that the City of Denver’s widely-publicized success at issuing the 2014 minibonds may be a combination of several factors. First, the city had issued minibonds four times prior to the 2014 minibond issuance, with the most recent being issued in 2007, had a track record and developed an investor base for the minibonds. Finally, research indicates that the City of Denver’s 2014 minibonds were issued at yields significantly above market rates at that time. The 9-year maturities were issued at 4.38% and 14-year maturities were issued at 4.89%. By comparison a month later the City of Denver issued water revenue bonds (with the same “AAA” rating as the city’s general obligation minibonds) which were sold to institutional investors using typical underwriting, legal, and advisory



services. These water revenue bonds priced with a yield on the 9-year maturity less than 2.5% and the yield on the 14-year maturity less than 3%. The graphic to the right highlights the difference in yield on the 14-year maturities between the 2014 Minibonds, the 2014 Water Revenue bonds, and the 14-year MMD.

The second, newer channel for issuing minibonds is through an underwriter's retail investor distribution network. This process mitigates the requirement for City staff to process orders oversee the sale process. To maximize local investor participation, the underwriter can assist the issuer with the marketing process through print and digital campaigns. There is also potential for an underwriter's involvement and records mitigating the administrative workload of maintaining the list of bond owners and facilitating transfer of the bonds between bond owners. However, we note that this role of maintaining a book of bond owners has been traditionally filled by DTC Corporation on bond issuances (typically paid as a component of the underwriter's discount).

The following table highlights some of the recent minibonds sold and key characteristics of those issuances:

| Details on Recent Minibond Issuances |               |                                       |                          |                       |                             |               |             |
|--------------------------------------|---------------|---------------------------------------|--------------------------|-----------------------|-----------------------------|---------------|-------------|
| Year                                 | Issuer        | Minibond Financed Project             | Minibond Par             | Minibond Denomination | Amount Financed (All Bonds) | Issuer Rating | Sale Period |
| 2018                                 | Somerville MA | Multiple Projects                     | \$500,000                | \$1,000               | \$11.3 million              | AA+/Aa1       | 7 Days      |
| 2018                                 | Madison WI    | Botanical Gardens                     | \$876,000 <sup>2</sup>   | \$500                 | \$100 million               | Aaa           | 6 Days      |
| 2018                                 | Cambridge MA  | Not Available                         | \$2,000,000              | \$1,000               | \$84.5 million              | AAA/Aaa       | 6 Days      |
| 2017                                 | Lawrence KS   | Fire Truck                            | \$654,000                | \$1,000               | \$21.9 million              | Aa1           | 4 Days      |
| 2017                                 | Burlington VT | Sidewalks, Streets, Waterfront Access | \$5,144,000 <sup>3</sup> | \$1,000               | \$5.14 million              | A3            | 1 Day       |
| 2015                                 | Vancouver WA  | Barracks Renovation                   | \$1,296,500 <sup>4</sup> | \$500                 | \$24.4 million              | AA/Aa3        | 10 Days     |
| 2014                                 | Denver CO     | City cultural facilities              | \$12,000,000             | \$500                 | \$550 million               | AAA/Aaa       | 1 Day       |

### **Proposed Project**

In 2018, Berkeley City Council directed staff to explore the feasibility and steps required to implement a Pilot Project for the Community Microbond Initiative. This directive included identification of the financing project, identification of City staff involved, analysis of financing costs, discussion on the process of selecting relevant vendors, and an outline of the necessary steps to achieve a pilot microbond financing. Based on our research on recent minibond financing projects nationwide, projects ideally suited for a minibond financing should be an easily-identifiable project and a project that provides clear benefit to the community to maximize community engagement for the financing.

Through discussions with City staff, the proposed fire truck acquisition has been identified as an impactful project for a pilot microbond financing. The cost of the fire trucks (approximately \$2,000,000 to

<sup>2</sup>Proposed par amount for the Madison, Wisconsin, minibond issue was \$2.1 million, final par fell significantly short due to market volatility during bond sale

<sup>3</sup> Proposed par amount for the Burlington, Vermont, minibond issue was \$5.3 million, final par was \$123,000 short

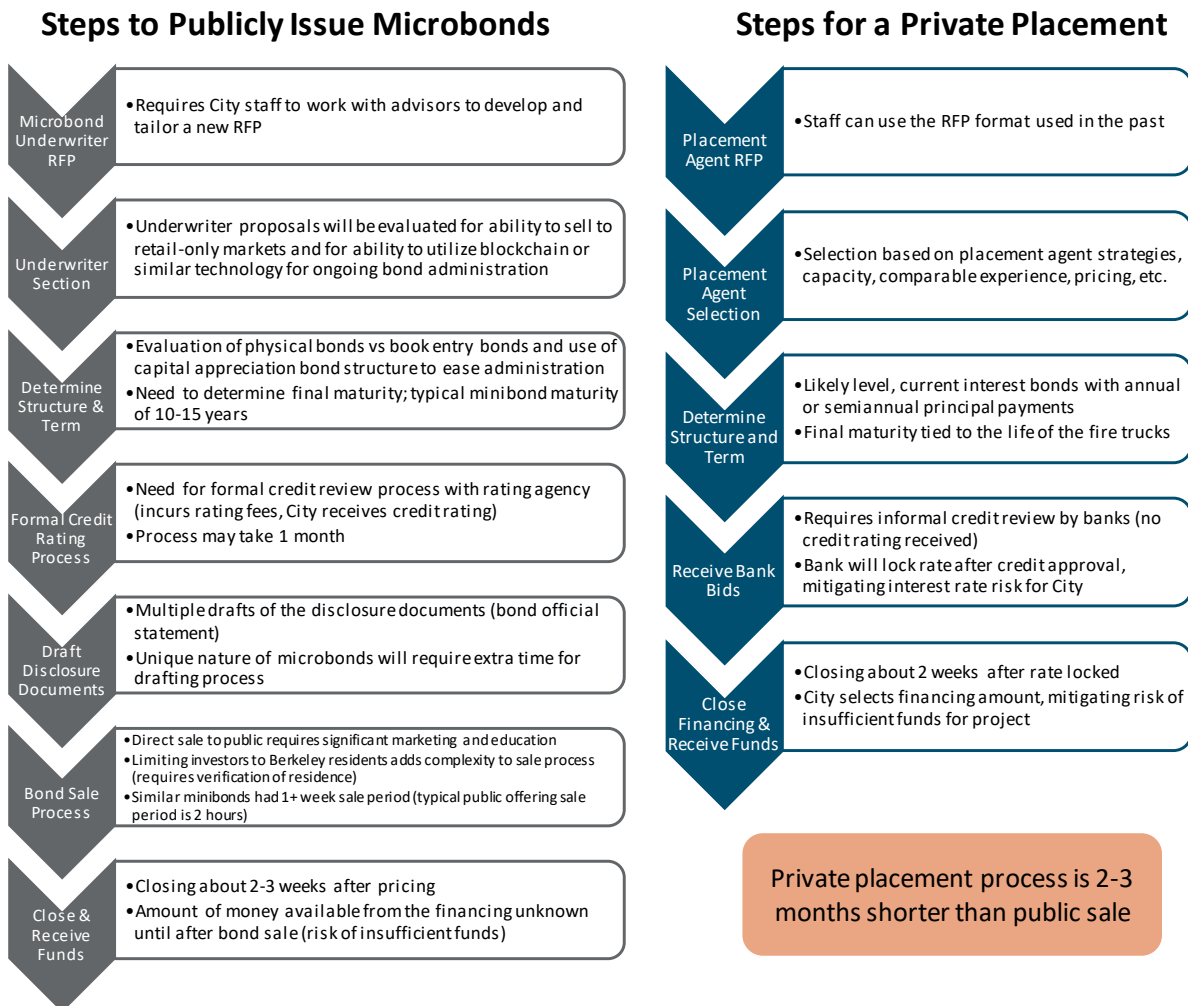
<sup>4</sup> Proposed par amount for the Vancouver, Washington, minibond issue was \$1.5 million, final par was \$203,500 short

\$4,000,000) is small enough to allow the City flexibility to cover any funding shortfall in the event community support and participation is insufficient to generate the total amount required for the project. In addition, the fire department’s timeline for the fire truck acquisition is sufficiently long to allow for the development of the pilot microbond financing program and selection of appropriate vendors.

Based on the size and the estimated 10-year final maturity of the proposed financing, a private placement would traditionally be the optimal sale strategy. Based on this assumption, **the appropriate comparison of financing plans and sale strategies examines a traditional private placement versus a Microbond public offering.**

**Necessary Steps for a Traditional Financing and a Microbond Financing**

Typically, the additional steps associated with a public offering take approximately 30-60 days longer than a private placement due to the formal credit review process, drafting primary disclosure documents, bond marketing, and closing process. Given the complexity and initial work related to a pilot program (including lengthy marketing and public engagement component and longer bond sale window), we anticipate that a minibond financing will add 60-90 days to the typical financing process.



### **Comparison of Required Financing Participants**

As detailed in the table below, comparison of financing teams involved implies that the team required for the public sale of microbonds requires more professionals than the financing team the City would typically engage for a private placement. For comparative purposes, the table also lists the financing participants required for a traditional public offering.

A public microbond offering may remove the need for services traditionally offered by the bond trustee (i.e. maintaining record of bondowners and making required principal and interest payments), provided the underwriter or the City takes on that role. This is discussed further in the “Ongoing Bond Administration Considerations” section later in this report.

Due to Securities and Exchange Commission regulations, any public sale of a security (i.e. stock, bonds, etc.) to non-sophisticated investors requires the preparation and dissemination of a disclosure document (i.e. bond prospectus or official statement). This requirement necessitates the use of disclosure counsel to write the official statement for a public offering. In a private placement, the bonds are sold to sophisticated investors (i.e. banks staffed with finance professionals) and the City is exempt from the need for a primary disclosure document.

| Financing Team Member        | Role of Financing Team Member                                                             | Traditional Private Placement | Traditional Public Offering | Microbond Public Offering |
|------------------------------|-------------------------------------------------------------------------------------------|-------------------------------|-----------------------------|---------------------------|
| <b>Municipal Advisor</b>     | Provides services related to structuring and selling the City's bonds                     | ✓                             | ✓                           | ✓                         |
| <b>Bond Counsel</b>          | Determines legal authority to issue bonds, tax status of the bonds, provides opinion      | ✓                             | ✓                           | ✓                         |
| <b>Disclosure Counsel</b>    | Prepares primary disclosure document                                                      |                               | ✓                           | ✓                         |
| <b>Underwriter</b>           | Purchases the City's bonds and re-sells them to the investing public                      |                               | ✓                           | ✓                         |
| <b>Placement Agent</b>       | Serves as a broker to market the City's bonds to banks                                    | ✓                             |                             |                           |
| <b>Underwriter's Counsel</b> | Provides a legal counsel to the underwriter                                               |                               | ✓                           | ✓                         |
| <b>Trustee</b>               | Ongoing administration (maintain record of bond owners, ensure payments are made on time) | ✓                             | ✓                           | <i>Uncertain</i>          |
| <b>Rating Agency</b>         | Publishes rating report outlining strengths & weaknesses of City's credit                 |                               | ✓                           | ✓                         |
| <b>Bond Insurer</b>          | Provides policy on the City's bonds, increasing investor confidence in repayment          | <i>Unlikely</i>               | <i>Unlikely</i>             | <i>Unlikely</i>           |

With the City of Berkeley’s General Fund credit rating of “AA” from S&P Global, it is unlikely that the City would pursue bond insurance regardless of the sale method. While a private placement would not require a formal credit rating process, a public offering (either traditional financing or a microbond financing) would require an official credit rating from a major rating agency.

For a microbond financing, the City’s intention is to reach as many smaller investors as possible. To do this, an underwriter typically markets the bonds to a target audience of investors within the City or advertises locally to educate residents about the opportunity to invest in the City’s bonds. This approach is different from a traditional, national marketing and bond sale approach that targets any investors willing to take the lowest interest rate.

### **Analysis of Financing Costs**

Early microbond presentations to City Council have indicated that the use of a decentralized, distributed, electronic record (i.e. “blockchain”) may enable the City to minimize issuance costs by removing certain “middle men” from the financing. As discussed above, review of the necessary financing participants for a financing reveals that it is difficult to verify this claim until the City requests proposals from qualified firms to evaluate where potential economies of scope lie.

The cost *estimates* in the table below compares a traditional private placement and a publicly-financed microbond. It assumes a 10-year financing to raise approximately \$2 to \$4 million. It also assumes that the publicly-issued bonds go through a formal rating process with a rating agency. As noted above, given the City’s credit rating it is unlikely that there will be economic benefit to utilizing bond insurance for this financing and it has been excluded from the table below.

| <b>Financing Professionals Involved</b> | <b>Private Placement Estimates</b> | <b>Microbond Estimates</b> |
|-----------------------------------------|------------------------------------|----------------------------|
| Municipal Advisor                       | \$25,000-\$35,000                  | \$25,000-\$35,000          |
| Bond Counsel                            | \$25,000-30,000                    | \$25,000-30,000            |
| Disclosure Counsel                      | -                                  | \$35,000-40,000            |
| Placement Agent                         | \$20,000-\$30,000                  | -                          |
| Underwriter (Incl. UW Counsel)          | -                                  | <b>Unknown</b>             |
| Trustee/Paying Agent                    | \$5,000                            | <b>Unknown</b>             |
| Rating Agency                           | -                                  | \$12,500                   |

Based on our preliminary analysis above, we note that the additional disclosure costs associated with a publicly-issued microbond has the potential to result in an overall higher cost of issuance than if the City were to pursue that same amount of funding through a traditional private placement. Another cost consideration is the amount of City staff time involved in either sale approach. Given the unique nature of a microbond financing, it is conservative to assume a greater amount of staff time required for the microbond financing process.

### **Ongoing Bond Administration Considerations**

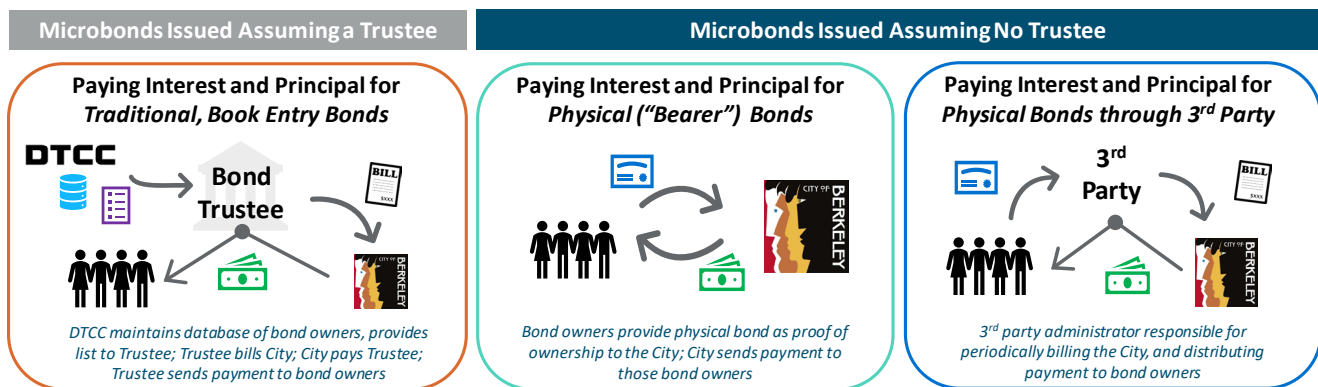
A typical bond issue will include the engagement of a 3<sup>rd</sup> party trustee or paying agent to manage the registry of bond ownership as well as make the interest and principal payments to the bond holders. If ownership changes hands over time, a process or recordkeeping and validation needs to exist to guarantee the payments are made to the appropriate bondholder. Structuring consideration for a Microbond financing that will remove the need for a traditional trustee includes the use of physical bonds



in place of a book entry, registered bond. Several recent public sales of minibonds utilized this structure – the 2015 Vancouver, WA, minibonds and the 2014 Denver, CO, minibonds are two recent examples.

Traditionally, the City’s publicly-offered bonds are assigned CUSIP numbers (unique, nine-digit identifiers) and records are held with the Depository Trust Company (“DTCC”) in New York. DTCC acts as securities depository for the bonds and maintains a record of bondowners that the trustee uses when principal or interest are due.

If the City utilizes a physical bond (“bearer bond”) alternative, payments are made to the individual who has physical possession of the bond at interest and principal dates. The burden for payment resides with the bondholder who is required to submit coupons (proof of ownership) in order to receive payment of interest or principal. While this transfers the responsibility of requesting payment to the bondowner, it is worth noting that these bonds are difficult to transfer to secondary owners or protect against theft. Therefore, it is reasonable to expect that the use of physical bonds may result in fewer investors buying the City’s bonds or in the bonds pricing less competitively given the lack of secondary market.



For a physical, “bearer” bond, City will not require a bond trustee, and City staff will be required to manage the payments to bondholders. **Requiring the City to administer the bonds (i.e. make ongoing interest and principal payments) will negatively impact City staff time and resources and is not recommended.** However, there is the possibility for the City to hire a 3<sup>rd</sup> party to manage the ongoing bond administration, with the 3<sup>rd</sup> party being responsible for verifying bond owners, billing the City for interest and principal, and distributing money received from the City to the bond owners.

That alternative was previously presented to City Council in 2018 and included the use of a proprietary system based on distributed, decentralized ledger technology (i.e. “blockchain”) to maintain a record of bondowners and remit payment. Given the novelty and proprietary nature of this system, it is not clear exactly how it will work and requires estimation regarding actual impact on City staff.

**Secondary Market and Liquidity Considerations**

The structure of the Microbond will determine what kind of secondary market there is available to bond owners. If the City directly sells the bonds to local investors (i.e. without using an underwriter or placement agent), the City will most likely sell the Microbonds as bearer bonds or create a registry to manage ownership over the term of the outstanding bonds. If the registry concept is utilized, the City could preclude original bondholders from selling their Microbonds to others to avoid the administrative difficulty of tracking the appropriate ownership. If the City elects to provide liquidity, a more comprehensive tracking process will be required.

If the City sells the Microbonds directly to the public as bearer bonds, a bond owner will be required to physically present their bond certificate to the City to receive interest and principal payments (historically called “clipping coupons”). These bonds will be transferrable from one party through a cash-predominant secondary market (i.e. not traded through brokerage firms). There will be no record of bond owners maintained and submitting a physical bond certificate is all that is required to receive payment. This will limit transparency and bondholder recourse in the event of theft or inadvertent destruction of their bonds. In this situation, the City will have no control over the secondary market and, theoretically, bonds originally sold only to Berkeley residents could end up being owned by investors in any geographic location.

If the City sells the Microbonds directly to the public and maintains a current record of bond owners (a role traditionally held by a trustee or paying agent), the City could restrict the original bondholder’s ability to resell the Microbond. The City could impose regulations on re-sale of the bonds (by limiting them to re-sale in a specific geographic location) and therefore reducing liquidity options to the bondholder. This will also result in an undetermined impact on staff resources unless the bond administration is outsourced to a trustee/paying agent. In addition, the City may be able to defray some of the ongoing administrative expenses through an administrative fee for filing change of ownership paperwork related to any secondary market resale of the Microbond.

Both options discussed above (bearer bonds or bond owner registry) have the potential to negatively impact the pricing due to limitations on the secondary market. Typically, if an investor does not perceive there is liquidity of the bond, the required yield for the investment will be higher to offset this risk. *The City does not take on responsibility for this liquidity risk and therefore will need to provide sufficient disclosure to a potential investor of the Microbond.*

The use of an underwriter/investment bank typically provides the bondholder liquidity by creating a secondary market pricing mechanism (not directly serving the City). The City would take no financial or market risk after the initial sale of the Microbond to the original investors and would not play any part of the secondary market trades. As discussed earlier, the City would need to create some registry or tracking system to ensure timely payments of interest and principal to bondholders of record as secondary market transactions occur.

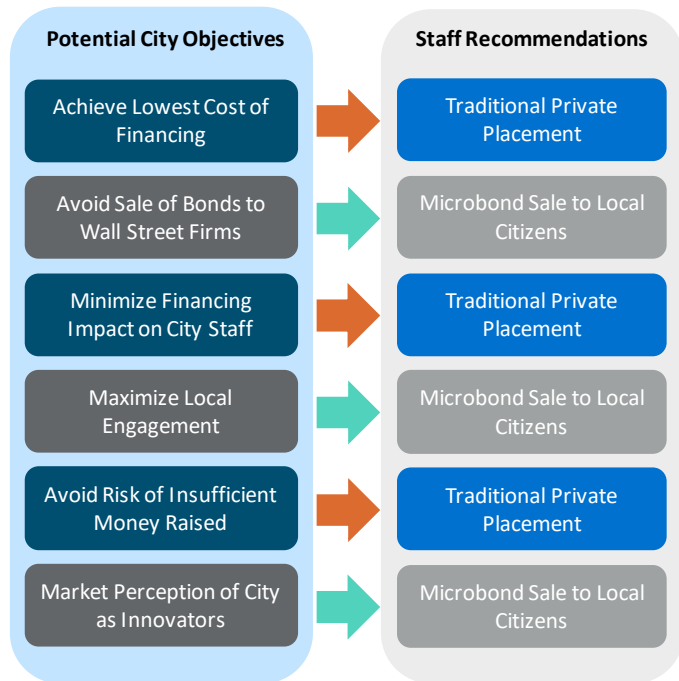
**Recommended Questions**

Examining the case studies of recent minibond issues reveal some key questions and considerations for the City of Berkeley, along with some comments based on our research and findings.

**What is the City’s objective for the financing?**

If the City’s objective is to maximize local engagement, avoid sale of City bonds to Wall Street firms, or enhance the Market’s perception of the City as innovators in municipal finance, the recommended method of sale is likely a microbond sale publicly issued to local citizens.

If the City’s objective is to minimize the cost of borrowing (i.e. lowest interest rate), minimize impact on City staff (for sale process and for ongoing bond administration, and avoid the risk of insufficient funds being raised from the financing (requiring the City’s general fund reserves to provide the remainder), the recommended method of sale is a traditional private placement.



**To what extent would the City geographically limit the sale of the bonds?**

We note that in order to maximize community engagement, the City may wish to geographically restrict the bond sale (to city or county residents). However, we further note this increases the chance of failing to raise the necessary amount. To mitigate the risk of a funding shortfall, the City could consider a priority sale period for City residents followed by a broader sale period to the general public (statewide or nationwide) to ensure that the full par amount is sold. Additionally, it is worth noting that if the City would like to limit the maximum amount of the minibonds that can be purchased by any one investor (to avoid a situation where a trust or other institutional fund buys the bonds through a retail account), there is an increased risk of a funding shortfall.

**What amount of additional administrative work is the City willing to undertake for a minibond issuance?**

Community engagement and marketing on a geographically restricted bond sale is important and successful minibond issuances have included significant marketing efforts (i.e. dedicated web page, dedicated phone lines, staff handling mailed-in documents, physical presence of staff and professionals at bond sale workshops at City hall). A key consideration is whether the benefits of the community engagement outweigh the increased administrative burden associated with minibond sales.

Ongoing bond administration will also require additional staff time if the bonds are sold directly from the City to investors. The impact of this extra workload on City staff is unknown at this time. We note, however, that the City will likely be able to hire a third party to manage ongoing bond administration to mitigate this staff impact.

**How would the City handle appropriate rounding on interest payments for minibonds?**

If the City issues bonds in increments lower than \$1,000 it is conceivable for there to be an instance where it owed 3.375% interest on a \$500 bond with a total interest payment of \$16.875. Given the difficulties associated with paying fractional pennies to a bond owner as an interest payment, would the city round the interest payment up to the nearest penny, effectively paying extra interest? Alternatively, the City could choose to only issue the bonds with interest amounts rounded to the nearest 100<sup>th</sup> to avoid this situation, but this may result in the City effectively paying more interest on the financing than it would have needed to pay on a traditional bond.

**Would the City consider use of capital appreciation bonds for a minibond issuance?**

Given the administrative load associated with paying semiannual interest payments to minibond owners the majority of recent minibond issuances have issued zero-coupon bonds or capital appreciation bonds. With a zero-coupon bond or capital appreciation bond, the City would only make one payment to minibond owners at maturity of the minibonds. Issuing current interest bonds without the use of a 3<sup>rd</sup> party trustee would require the City to directly pay periodic interest and final principal on the minibonds to the bond owners, a process requiring significant ongoing commitment of staff time. One drawback to issuing capital appreciation bonds is that, on average, an issuer pays more interest on a capital appreciation bond than on a comparable current interest bond. Based on our review of the City's Debt Management Policy, capital appreciation bonds are not expressly prohibited, provided the City complies with the policy's goals through the issuance. Finally, it is worth noting that issuing the City's minibonds through a capital appreciation bond would likely resolve the Consideration IV above.

**What kind of secondary market does the City wish to provide for bond owners?**

If the City limits the secondary market for the bonds, that could increase the interest rates that investors require. Since the City may elect to limit the initial sale of the bonds to residents, the amount of flexibility that a bond owner has to re-sell their bonds will further impact the pool of potential investors. If the City uses a bearer bond structure, the City loses the ability to control the secondary market on the bonds and a bond owner could sell their bonds to any individual, regardless of their geographical location. If the City directly sells the bonds to residents (without securitizing the bonds), the City can maintain control over bond transfers between owners in the secondary market. However, both options have the potential to increase the interest rates that investors require due to the lack of secondary market. The City could use an underwriting firm to sell fully-securitized bonds to local citizens to avoid interest rate impact, but the City would lose the ability to regulate ownership in the secondary market.

**Conclusion and Summary**

The City has the option and ability to finance the proposed fire equipment by accessing the capital markets through either a traditional public offering or some form of Microbond financing structure. The Microbond structure can target key investors such as Berkeley residents or neighboring communities who have an investment appetite for smaller bond amounts. While minibond financing programs have been used across the United States, they are relatively infrequent and used for smaller projects than those financed through traditional public finance. One risk in a Microbond financing is the lack of investor appetite (at competitive rates) which could produce a shortfall in funding for the City's proposed project. City staff has indicated that this risk can be mitigated through a second traditional public offering or the allocation of existing City reserves.

The City's existing financing team (bond, disclosure counsel and municipal advisor) will work with City staff to develop any necessary requests for proposal to provide the services necessary for Microbonds which could include trustee/paying agent and potential underwriting firm to assist in the marketing and bondholder engagement.

Given the current unknown nature of ongoing Microbond administration, the concept of utilizing distributed, decentralized ledger technology (i.e. "blockchain") must be taken into consideration when allocating City staff time to this project. The transaction costs of a Microbond will not be known until an RFP process for underwriting services is complete. While the interest cost for a Microbond is unknown at this time, we note that recent minibond sales (like the 2014 Denver Minibonds) were priced at higher-than-market interest rates to increase demand from local retail investors.

Additional time could also be required if the City elects seek a bond rating on the Microbond structure and any unique marketing and outreach to potential investors. The financing timeline for a microbond sale is anticipated to be 30-60 days longer than the timeline for a traditional bank direct placement (used in the past for the City's small equipment purchases).

The City will not be obligated to guarantee liquidity to any Microbond investor prior to the maturity date selected by the bondholder at the time of purchase. If the City Council elects to create some form of liquidity option, the use of a 3<sup>rd</sup> party financial institution will be necessary unless the City agrees to repurchase the Microbond as part of the original structure at some identified pricing formula. Unless otherwise written into the Microbond, the City will have no obligation to support any bondholder in the event they require liquidity.

Finally, it is worth noting the benefits to the City from local investor engagement and being perceived as a pioneer in public finance. However, it is difficult to quantify these benefits and they could be offset by a myriad of unknown factors and additional staff resources associated with a Microbond financing program.

NHA Advisors, LLC is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (“MSRB”). As such, NHA Advisors, LLC has a Fiduciary duty to the public agency and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

*Duty of Care*

- a) exercise due care in performing its municipal advisory activities;
- b) possess the degree of knowledge and expertise needed to provide the public agency with informed advice;
- c) make a reasonable inquiry as to the facts that are relevant to the public agency’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to the public agency; and
- d) undertake a reasonable investigation to determine that NHA Advisors, LLC is not forming any recommendation on materially inaccurate or incomplete information; NHA Advisors, LLC must have a reasonable basis for:
  - i. any advice provided to or on behalf of the public agency;
  - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the public agency, any other party involved in the municipal securities transaction or municipal financial product, or investors in the public agency securities; and
  - iii. any information provided to the public agency or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

*Duty of Loyalty*

NHA Advisors, LLC must deal honestly and with the utmost good faith with the public agency and act in the public agency’s best interests without regard to the financial or other interests of NHA Advisors, LLC. NHA Advisors, LLC will eliminate or provide full and fair disclosure (included herein) to Issuer about each material conflict of interest (as applicable). NHA Advisors, LLC will not engage in municipal advisory activities with the public agency as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the public agency’s best interests.



Councilmember Ben Bartlett  
City of Berkeley, District 3

ACTION CALENDAR  
May 1, 2018

To: Honorable Mayor and Members of the City Council

From: Councilmember Ben Bartlett

Subject: Berkeley Microbond Blockchain Initiative – Pilot Project

RECOMMENDATION

Refer to the City Manager to implement a Pilot Project for the Berkeley Microbond Blockchain Initiative. The specific Pilot Project should be selected by the Berkeley City Council at the April 24, 2018 meeting.

BACKGROUND

The Berkeley Microbond Blockchain Initiative seeks to allow community members in Berkeley to invest directly in the public projects they care about. The Project intends to achieve this goal through crowdfunded municipal microbonds secured by a blockchain-based system. This builds off of Berkeley's legacy of innovative financing, including Property Assessed Clean Energy (PACE).

**Crowdfunding Municipal Microbonds**

Municipal bonds (also known as “muni bonds” or “munis”) are debt securities issued by governmental entities to fund day-to-day obligations and to finance capital projects. Muni bonds are a way for cities, states, and other government entities to fund projects that are vital for communities, such as schools, roads, and parks.

Historically, in the 19th and early 20th centuries, muni bonds were more accessible, and were purchased by local people investing in their own communities. For instance, in the 1930s, San Francisco's Golden Gate Bridge was financed by muni bonds purchased mostly by the public, who used their homes, farms, and businesses as collateral.<sup>1</sup>

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<sup>1</sup> Richards, Sam. “How the Golden Gate Bridge Was Built: A Muni Bond Success Story.” *Neighborly*, Neighborly, 6 Nov. 2015, [neighborly.com/learn/how-the-golden-gate-bridge-was-built/](http://neighborly.com/learn/how-the-golden-gate-bridge-was-built/).

Today, however, regular people are far removed from the muni bond market. The \$3.7 trillion muni market lacks transparency, involves a slew of fee-collecting middle men, is controlled by Wall Street, and excludes small investors.

Municipalities and other governmental entities sell their bonds to bank underwriters (such as Goldman Sachs and Wells Fargo). The underwriters then resell the bonds to brokers and big institutions. Bonds can go through many intermediaries before reaching an end investor. Each time a bond changes hands, its price may be marked up. Bond dealers are not required to disclose their fees, charges, or markups.

“A 2012 report by the Government Accountability Office concluded that smaller investors were likely to pay higher prices to buy, and receive lower returns when they sell. The Securities Litigation and Consulting Group, a consulting firm, estimates the cost of excessive markups to small investors at \$1 billion a year.”<sup>2</sup>

Research by the Haas Institute for a Fair and Inclusive Society suggests that “municipal bond issuers face upwards of \$4 billion of issuance costs annually. This represents taxpayer and ratepayer money diverted from infrastructure development and service provision to a variety of financial industry interests.”<sup>3</sup>

Typically, muni bonds have a minimum denomination<sup>4</sup> of \$5,000, because of the enormous expense associated with issuing bonds. Some issuers even impose higher denominations (most commonly \$100,000). This makes it impossible for most small investors to purchase muni bonds.

By combining civic crowdfunding with municipal “microbonds,” we can democratize public financing in Berkeley and create tangible benefits for our community.

A “microbond” or a “minibond” are terms for a municipal bond that is offered in smaller, more affordable increments. Essentially, a bond with a lower minimum denomination. By crowdfunding microbonds, cities and other governmental entities can cut out unnecessary middlemen and markups, by selling bonds directly to investors at lower costs. The lower costs can increase access for small investors. This simplified process can also increase transparency.

A few other cities have already had success with crowdfunding microbonds, most notably the City of Cambridge and the City of Denver.

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<sup>2</sup> Cortese, Amy. “Putting the Public Back in Public Finance.” *The New York Times*, The New York Times, 10 July 2015, [www.nytimes.com/2015/07/12/business/mutfund/putting-the-public-back-in-public-finance.html](http://www.nytimes.com/2015/07/12/business/mutfund/putting-the-public-back-in-public-finance.html).

<sup>3</sup> Joffe, Marc. “Doubly Bound: The Costs of Issuing Municipal Bonds.” *Haas Institute*, Haas Institute for a Fair and Inclusive Society, 1 Apr. 1970, [haasinstitute.berkeley.edu/doubly-bound-costs-issuing-municipal-bonds](http://haasinstitute.berkeley.edu/doubly-bound-costs-issuing-municipal-bonds).

<sup>4</sup> A minimum denomination is the smallest increment you can buy a bond.



In February 2017, the City of Cambridge first offered \$2 million of microbonds with a minimum denomination of \$1,000. The bonds funded city-wide capital projects including school building renovations, municipal facility upgrades, and street improvements. The City of Cambridge received national recognition for this bond offering, including winning a 2017 Deal of the Year award by The Bond Buyer.<sup>5</sup> Cambridge issued a second microbond offering in February 2018.

In 2014, the City of Denver offered \$12 million of microbonds with a minimum denomination of \$500. The bonds sold out in just one hour and were used to fund the maintenance of roads and civic buildings.<sup>6</sup>

In summary, we believe that crowdfunding muni microbonds can achieve the following benefits:

- **Increase Accessibility.** For most municipal bond investments, investors need to invest \$5,000 or more. We want to lower this cost so that everyone can be able to invest in and improve communities. Moreover, this is an equity issue. Muni bonds are a considerable financial investment opportunity for wealth building that is currently only accessible to mutual funds and high net worth individuals. We believe that it is our civic responsibility to ensure that everyone can invest in their community and share in the upside.
- **Increase Transparency.** By selling bonds directly to investors, we simplify the process of bond issuance by cutting out unknown middlemen and markups. Investors can see exactly where their money is going, and the exact impact their funds will have on our community.
- **Increase Flexibility.** Because of the expense associated with bond issuance, government entities generally only issue large bonds (such as our \$100 million T1 bond to improve City infrastructure). By cutting costs and removing middlemen, we can increase flexibility in the targeting of projects, allowing us to issue bonds for smaller projects, such as a fire truck or one homeless facility.
- **Increase Speed.** This technology allows capital to be raised and deployed much more quickly than traditional approaches.

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<sup>5</sup> City of Cambridge. "Cambridge Wins 2017 Deal of the Year Award for Minibond Program." *City of Cambridge, MA*, City of Cambridge, MA, 27 Nov. 2017, [www.cambridgema.gov/news/2017/11/cambridgewinsawardforminibondprogram](http://www.cambridgema.gov/news/2017/11/cambridgewinsawardforminibondprogram).

<sup>6</sup> Murray, Jon. "Denver's \$500 'Mini-Bonds' Sell out in First Hour, Raising \$12 Million." *The Denver Post*, The Denver Post, 27 Apr. 2016, [www.denverpost.com/2014/08/04/denvers-500-mini-bonds-sell-out-in-first-hour-raising-12-million/](http://www.denverpost.com/2014/08/04/denvers-500-mini-bonds-sell-out-in-first-hour-raising-12-million/).

- **Build Community.** By offering these civic microbonds, we will be giving community members a chance to invest in our local community and to help shape our community for a brighter future.

### Why Blockchain Technology?

The Berkeley Microbond Blockchain Initiative proposes to allow investors to purchase municipal microbonds secured by a blockchain-based, smart-contract system.

“[B]lockchain is an open, distributed ledger that can record transactions between... parties efficiently and in a verifiable and permanent way. The ledger itself can also be programmed to trigger transactions automatically.”<sup>7</sup> On its most fundamental level, blockchain is a digital ledger, “a recordkeeping system that keeps track of any type of transaction.”<sup>8</sup>

Blockchain has following valuable characteristics:

**Reliability and Availability.** Blockchain involves a shared and continuously reconciled database, which is distributed among a wide circle of participants. “It has no single point of failure and is designed to be resilient in the face of outages or attacks. If any node in a network of participants fails, the others will continue to operate, maintaining the information’s availability and reliability.

**Transparent.** Transactions on the blockchain are visible to its participants, increasing auditability and trust.

**Immutable.** It is nearly impossible to make changes to a blockchain without detection, increasing confidence in the information it carries and reducing the opportunities for fraud.

**Irrevocable.** It is possible to make transactions irrevocable, which can increase the accuracy of records and simplify back-office processes.”<sup>9</sup>

Blockchain has the potential to improve public sector performance, particularly where existing practices are costly, slow, or unreliable. “[A]gencies in more than a dozen countries—including Canada, the United Kingdom, Brazil, China, and India—are running pilots, tests, and trials examining both the architecture’s broad utility as a basis for

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<sup>7</sup> Iansiti, Marco, and Karim R. Lakhani. “The Truth About Blockchain.” *Harvard Business Review*, Harvard Business Review, 6 Mar. 2018, [hbr.org/2017/01/the-truth-about-blockchain](http://hbr.org/2017/01/the-truth-about-blockchain).

<sup>8</sup> Carmichael, Sarah Green, and Karim Lakhani. “Blockchain - What You Need to Know.” *Harvard Business Review*, Harvard Business Review, 15 June 2017, [hbr.org/ideacast/2017/06/blockchain-what-you-need-to-know](http://hbr.org/ideacast/2017/06/blockchain-what-you-need-to-know). Accessed 9 Apr. 2018.

<sup>9</sup> Muraskin, Craig, and David Schatsky. “Beyond Bitcoin.” *Deloitte Insights*, 7 Dec. 2015, [www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html](http://www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html).

government service provision and procurement and developing individual blockchain-based applications for internal use.”<sup>10</sup>

In the United Arab Emirates, “the government is exploring a wide range of use cases, including for business registration logistics, and central bank operations.”<sup>11</sup>

In the United States, the state of Delaware, where many businesses are incorporated, launched a Delaware Blockchain Initiative. The initiative seeks to address operational and legal challenges facing corporations.<sup>12</sup>

“Elsewhere in the United States, several federal agencies—including the General Services Administration, the Department of Homeland Security, and the Health and Human Services Department—have announced blockchain programs. New York, Illinois, and Texas are among the states that are piloting and/or testing blockchain applications.”<sup>13</sup>

Through the Berkeley Microbond Blockchain Initiative, we seek to bring the benefits of blockchain – security, efficiency, affordability, and speed – to our City’s public financing. Blockchain will be used to record bonds and their transactions, including the ownership of every bond at any given time. As soon as bonds are issued, the blockchain ledger will keep track of everything in real-time.

### **The Pilot Project**

The City of Berkeley should implement a pilot project, to be selected by the Berkeley City Council, for the Berkeley Microbond Blockchain Initiative. Potential options for pilot projects include funding a fire truck, funding prefabricated housing for the homeless, public art, and more.

### **FINANCIAL IMPLICATIONS**

Staff time.

### **ENVIRONMENTAL SUSTAINABILITY**

No adverse effects to the environment.

### **CONTACT**

<sup>10</sup> Muraskin, Craig, and David Schatsky. “Beyond Bitcoin.” *Deloitte Insights*, 7 Dec. 2015, [www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html](http://www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html).

<sup>11</sup> Muraskin, Craig, and David Schatsky. “Beyond Bitcoin.” *Deloitte Insights*, 7 Dec. 2015, [www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html](http://www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html).

<sup>12</sup> Say, My. “Why The Delaware Blockchain Initiative Matters To All Dealmakers.” *Forbes*, Forbes Magazine, 20 Sept. 2017, [www.forbes.com/sites/groupthink/2017/09/20/why-the-delaware-blockchain-initiative-matters-to-all-dealmakers/#35c27a9b7550](http://www.forbes.com/sites/groupthink/2017/09/20/why-the-delaware-blockchain-initiative-matters-to-all-dealmakers/#35c27a9b7550).

<sup>13</sup> Muraskin, Craig, and David Schatsky. “Beyond Bitcoin.” *Deloitte Insights*, 7 Dec. 2015, [www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html](http://www2.deloitte.com/insights/us/en/focus/signals-for-strategists/trends-blockchain-bitcoin-security-transparency.html).

Councilmember Ben Bartlett's Office, 510-981-7130



Office of the City Manager

INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Timothy Burroughs, Director, Planning and Development

Subject: LPO NOD: 2140 Shattuck Avenue, #LMSAP2018-0004

INTRODUCTION

The attached Landmarks Preservation Commission Notice of Decision (NOD) is presented to the Mayor and City Council pursuant to Berkeley Municipal Code/Landmarks Preservation Ordinance (BMC/LPO) Section 3.24.240.A, which requires that “a copy of the Notice of Decision shall be filed with the City Clerk, and the City Clerk shall present said copy to the City Council at its next regular meeting.”

CURRENT SITUATION AND ITS EFFECTS

The Landmark Preservation Commission (LPC/Commission) has approved a Structural Alteration Permit (SAP) for the subject City Landmark property. This action is subject to a 15-day appeal period, which began on June 17, 2019.

BACKGROUND

BMC/LPO Section 3.24.300 allows City Council to review any action of the Landmarks Preservation Commission in granting or denying a Structural Alteration Permit. In order for Council to review the decision on its merits, Council must appeal the Notice of Decision. To do so, a Council member must move this Information Item to Action and then move to set the matter for hearing on its own. Such action must be taken within 15 days of the mailing of the Notice of Decision, or by June 25, 2019. Such certification to Council shall stay all proceedings in the same manner as the filing of an appeal.

If the Council chooses to appeal the action of the Commission, then a public hearing will be set. The Council must rule on the application within 30 days of closing the hearing, otherwise the decision of the Commission is automatically deemed affirmed.

Unless the Council wishes to review the determination of the Commission and make its own decision, the attached NOD is deemed received and filed.

ENVIRONMENTAL SUSTAINABILITY

Landmark designation provides opportunities for the adaptive re-use and rehabilitation of historic resources within the City. The rehabilitation of these resources, rather than their removal, achieves construction and demolition waste diversion, and promotes investment in existing urban centers.

POSSIBLE FUTURE ACTION

The Council may choose to appeal the decision, in which case it would conduct a public hearing at a future date.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

There are no known fiscal impacts associated with this action.

CONTACT PERSON

Fatema Crane, Landmarks Preservation Commission Secretary, Planning and Development, 510-981-7410

Attachments:

1: Notice of Decision – #LMSAP2018-004, 2140 Shattuck Avenue



L A N D M A R K S  
P R E S E R V A T I O N  
C O M M I S S I O N

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N O T I C E O F D E C I S I O N

**DATE OF BOARD DECISION: May 2, 2019**  
**DATE NOTICE MAILED: June 10, 2019**  
**APPEAL PERIOD EXPIRATION: June 25, 2019**  
**EFFECTIVE DATE OF PERMIT (Barring Appeal or Certification): June 26, 2019<sup>1</sup>**

**2140 Shattuck Avenue**  
**The Chamber of Commerce/Wells Fargo Building**

**Structural Alteration Permit application #LMSAP2018-0004 to install and to operate an exterior lighting program on a City Landmark building in Downtown.**

The Landmarks Preservation Commission of the City of Berkeley, after conducting a public hearing, **APPROVED** the Structural Alteration Permit for this project.

**APPLICANT:** Maelisa Reed, Maelight, 121 Broadway, #526, San Diego, CA 92101

**ZONING DISTRICT:** Commercial Downtown/Mixed Use (C-D/MU)

**ENVIRONMENTAL REVIEW STATUS:** Projects that are found to be consist with the Secretary of the Interior Standards for the Treatment of Historic Properties may be exempt from environmental review under CEQA Guidelines Section 15331.

**The Application materials for this project are available online at:**  
<http://www.cityofberkeley.info/zoningapplications>

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<sup>1</sup> Pursuant to BMC Section 1.04.070, if the close of the appeal period falls on a weekend or holiday, then the appeal period expires the following business day. Pursuant to BMC Section 3.24.190, the City Council may “certify” any decision of the LPC for review, within fifteen days from the mailing of the NOD. Such certification shall stay all proceedings in the same manner as the filing of a notice of appeal.

LANDMARKS PRESERVATION COMMISSION  
NOTICE OF DECISION  
LMSAP2018-0004  
2140 Shattuck Avenue  
April 8, 2019  
Page 2 of 4

**FINDINGS, CONDITIONS AND APPROVED PLANS ARE ATTACHED TO THIS NOTICE**

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**COMMISSION VOTE: 6-0-0-2 (one vacancy)**

**YES:** ABRACHAS DA SILVA, ADAMS, ALLEN, CHAGNON, FINACOM, SCHWARTZ

**NO:** NONE

**ABSTAIN:** NONE

**ABSENT:** CRANDALL, O'MALLEY

**TO APPEAL THIS DECISION (see Section 3.24.300 of the Berkeley Municipal Code):**

To appeal a decision of the Landmarks Preservation Commission to the City Council you must:

1. Submit a letter clearly and concisely setting forth the grounds for the appeal to the City Clerk, located at 2180 Milvia Street, 1<sup>st</sup> Floor, Berkeley; or by facsimile to (510) 981-6901. The City Clerk's telephone number is (510) 981-6900.
2. The appeal must be received prior to 5:00 p.m. on the "APPEAL PERIOD EXPIRATION" date shown above (if the close of the appeal period falls on a weekend or holiday, then the appeal period expires the following business day).
3. Submit the required fee (checks and money orders must be payable to 'City of Berkeley'):
  - a. The basic fee for persons other than the applicant is \$500. This fee may be reduced to \$100 if the appeal is signed by persons who lease or own at least 50 percent of the parcels or dwelling units within 300 feet of the project site, or at least 25 such persons (not including dependent children), whichever is less.
  - b. The fee for appeals of affordable housing projects (defined as projects which provide 50 percent or more affordable units for households earning 80% or less of Area Median Income) is \$500, which may not be reduced.
  - c. The fee for all appeals by Applicants is \$2500.

**STRUCTURAL ALTERATION PERMIT ISSUANCE:**

If no appeal is received, the Structural Alteration permit will be issued on the first business day following expiration of the appeal period, and the project may proceed at that time. Information about the Building Permit process can be found at the following link:

<http://www.ci.berkeley.ca.us/permitservicecenter/>.



LANDMARKS PRESERVATION COMMISSION  
NOTICE OF DECISION  
LMSAP2018-0004  
2140 Shattuck Avenue  
April 8, 2019  
Page 3 of 4

**NOTICE CONCERNING YOUR LEGAL RIGHTS:**

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If you object to this decision, the following requirements and restrictions apply:

1. If you challenge this decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Landmarks Preservation Commission at, or prior to, the public hearing.
2. You must appeal to the City Council within fifteen (15) days after the Notice of Decision of the action of the Landmarks Preservation Commission is mailed. It is your obligation to notify the Land Use Planning Division in writing of your desire to receive a Notice of Decision when it is completed.
3. Pursuant to Code of Civil Procedure Section 1094.6(b) and Government Code Section 65009(c)(1), no lawsuit challenging a City Council decision, as defined by Code of Civil Procedure Section 1094.6(e), regarding a use permit, variance or other permit may be filed more than ninety (90) days after the date the decision becomes final, as defined in Code of Civil Procedure Section 1094.6(b). Any lawsuit not filed within that ninety (90) day period will be barred.
4. Pursuant to Government Code Section 66020(d)(1), notice is hereby given to the applicant that the 90-day protest period for any fees, dedications, reservations, or other exactions included in any permit approval begins upon final action by the City, and that any challenge must be filed within this 90-day period.
5. If you believe that this decision or any condition attached to it denies you any reasonable economic use of the subject property, was not sufficiently related to a legitimate public purpose, was not sufficiently proportional to any impact of the project, or for any other reason constitutes a "taking" of property for public use without just compensation under the California or United States Constitutions, your appeal of this decision must include the following information:
  - A. That this belief is a basis of your appeal.
  - B. Why you believe that the decision or condition constitutes a "taking" of property as set forth above.
  - C. All evidence and argument in support of your belief that the decision or condition constitutes a "taking" as set forth above.

If you do not do so, you will waive any legal right to claim that your property has been taken, both before the City Council and in court.

LANDMARKS PRESERVATION COMMISSION  
NOTICE OF DECISION  
LMSAP2018-0004  
2140 Shattuck Avenue  
April 8, 2019  
Page 4 of 4

**PUBLIC COMMENT:**

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

**FURTHER INFORMATION:**

Questions about the project should be directed to the project planner, Fatema Crane, at (510) 981-7410 or [fcrane@cityofberkeley.info](mailto:fcrane@cityofberkeley.info). All project application materials, including full-size plans, may be viewed at the Permit Service Center (Zoning counter), 2120 Milvia Street, between 8 a.m. and 4 p.m., Monday through Friday.

**ATTACHMENTS:**

1. Approved Findings and Conditions
2. Project Plans, received **MARCH 18, 2019**

ATTEST:   
Fatema Crane, Secretary  
Landmarks Preservation Commission

cc: City Clerk  
Applicant: Maelisa Reed  
Maelight  
121 Broadway, #526  
San Diego, CA 92101  
  
Owner: Bollibokka Shattuck LLC  
Pacific West Asset Management  
P.O. Box 19068  
Irvine, CA 92623

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FINDINGS AND CONDITIONS

## 2140 Shattuck Avenue

### The Chamber of Commerce/Wells Fargo Building

#### Structural Alteration Permit #LMSAP2018-0004

To install and to operate an exterior lighting system on a City Landmark building in Downtown.

#### CEQA FINDINGS

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1. The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA, Public Resources Code §21000, et seq. and California Code of Regulations, §15000, et seq.) pursuant to Section 15331 of the CEQA Guidelines (“Historic Resource Restoration/Rehabilitation”) if it adheres to the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Furthermore, none of the exceptions in CEQA Guidelines Section 15300.2 apply, as follows: (a) the site is not located in an environmentally sensitive area, (b) there are no cumulative impacts, (c) the project is not a significant effect, (d) the project is waste site pursuant to Government Code Section 65962.5, and (f) the project will not cause a substantial adverse change to the significance of a historical resource.

#### SECRETARY OF THE INTERIOR’S STANDARDS FINDINGS

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Regarding the Secretary of the Interior’s Standards for Rehabilitation, the Landmarks Preservation Commission of the City of Berkeley makes the following findings:

1. The historic bank, office and commercial use of the subject building will continue and is not proposed to change with this alteration permit request for an exterior lighting program.
2. The historic character of the Chamber of Commerce building will be retained and preserved with the proposed installation of an exterior lighting program. The distinctive materials of the building would not be removed, and there would be no alteration of the building’s spaces.
3. The building will continue to be recognized as a physical record of Berkeley’s early period of commercial growth in the Downtown. The proposed installation of light fixtures would not create a false sense of historical development because the fixtures are distinctly contemporary in their design and materials, and not similar to fixtures from the building’s historic period.

4. There are no known changes to this property that have acquired historic significance in their own right and, therefore, this standard would not apply to this property or alteration proposal.
5. The proposed lighting installation project does not include a proposal to repair any existing deteriorated features of the subject building. This standard does not apply to this project.
6. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible as a condition of this permit, though none are anticipated with this project.
7. Any archeological resources at this site will be unaffected by the proposed work which includes no excavation.
8. The proposed installation of light fixtures could be undertaken such that, if the fixtures were removed in the future, the essential, overall form and integrity of the 12-story Chamber of Commerce building would be unimpaired.

#### **ZONING ORDINANCE DESIGN REVIEW FINDINGS**

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In accordance with Berkeley Municipal Code Sections 23E.08.020 (*Design Review Standards*) and 23E.08.040 (*Design Review Applicability*), the Commission finds that the proposed project is permissible.

#### **LANDMARK PRESERVATION ORDINANCE FINDINGS**

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As required by Section 3.24.260 of the Landmarks Preservation Ordinance, the Commission finds that proposed work is appropriate for and consistent with the purposes of the Ordinance, and will preserve and enhance the characteristics and features specified in the designation for this property.

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**STANDARD CONDITIONS**

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The following conditions, as well as all other applicable provisions of the Landmarks Preservation Ordinance, apply to this Permit:

**1. Conditions Shall be Printed on Plans**

The conditions of this Permit shall be printed on the *second* sheet of each plan set submitted for a building permit pursuant to this Permit, under the title 'Structural Alteration Permit Conditions'. *Additional sheets* may also be used if the *second* sheet is not of sufficient size to list all of the conditions. The sheet(s) containing the conditions shall be of the same size as those sheets containing the construction drawings; 8-1/2" by 11" sheets are not acceptable.

**2. Plans and Representations Become Conditions**

Except as specified herein, the site plan, floor plans, building elevations and/or any additional information or representations, whether oral or written, indicating the proposed structure or manner of operation submitted with an application or during the approval process are deemed conditions of approval.

**3. Subject to All Applicable Laws and Regulations**

The approved use and/or construction is subject to, and shall comply with, all applicable City Ordinances and laws and regulations of other governmental agencies. Prior to construction, the applicant shall identify and secure all applicable permits from the Zoning Adjustments Board or Zoning Officer, Building and Safety Division, Public Works Department and other affected City divisions and departments.

**4. Exercise and Lapse of Permits (Section 23B.56.100)**

- B. A permit for the construction of a building or structure is deemed exercised when a valid City building permit, if required, is issued, and construction has lawfully commenced.
- A. A permit may be declared lapsed and of no further force and effect if it is not exercised within one year of its issuance, except that permits for construction or alteration of structures or buildings may not be declared lapsed if the permittee has:
  - (1) applied for a building permit; or, (2) made substantial good faith efforts to obtain a building permit and begin construction, even if a building permit has not been issued and/or construction has not begun.

**5. Indemnification Agreement**

The applicant shall hold the City of Berkeley and its officers harmless in the event of any legal action related to the granting of this Permit, shall cooperate with the City in defense of such action, and shall indemnify the City for any award of damages or attorneys fees that may result.

**ADDITIONAL CONDITIONS**

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The following additional conditions are attached to this Permit:

6. **Chemical Treatments.** Any chemical treatments needed as installation progresses or as lighting fixtures are removed shall be undertaken using the gentlest means possible.
7. **Repair and maintenance.** Fixtures shall be maintained in good condition and repaired as needed to remain like new condition. All work to remove or replace fixtures in the future shall be undertaken with expert care to protect, preserve and/or restore the building's historic features, character and finishes as recommended by the National Park Service.
8. **Lighting.** Prior to staff sign-off of the building permit set of drawings, the applicant shall submit lighting details showing all existing and proposed site and building lighting. All exterior lighting shall be shielded and directed away from property lines to prevent excessive glare beyond the subject property.
9. **Colors.** Prior to staff sign-off of the building permit set of drawings, the applicant shall submit color and materials information (including lighting color) for review and approval by staff.
10. **Energy Efficient Lighting.** At all times, all lighting shall be energy efficient and shall adhere to or exceed the standards of Title 24 of the California Building Code.
11. **Hours of Non-Operation.** The subject lighting program shall be turned off between the hours of midnight and sunrise.
12. **Performance Review and Mandatory Adjustments.** All exterior building lighting shall be installed with a dimmer. There shall be a six-month review period after installation for staff to determine whether there should be adjustments to the lighting levels, and the property owner shall make adjustments accordingly. The applicant shall notify staff once the lighting is installed.

# Maelisa Reed Lighting

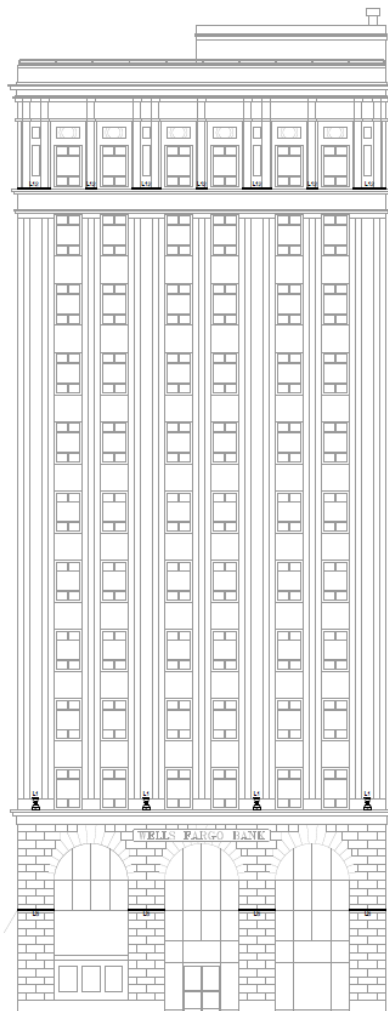
## 2140 Shattuck Ave – Exterior Building Illumination Supplemental Submission 3

### Re-Design Uplight Specification 3/13/19

*Land Use Planning  
Received  
March 18, 2019*

Our goal in illuminating this beautiful building and highlighting the dramatic architectural details is to contribute to the downtown Berkeley skyline and to add the visual enjoyment of the downtown area by the residents, businesses, students and tourists.

It is our assertion that the illumination of this building to highlight the fine historical architectural details will surely add value to each of the neighboring views in comparison to a dark building fascia with sparsely lit office windows.



## Maelisa Reed Lighting

In response to the lighting design program concerns per city staff dated February 15, 2019, we would like to submit the following as a prescription to solve the design criteria concerns.

- **The proposed lighting installation and program are not successfully coordinated with the architectural style of the subject building.**

Our intention when specifying this particular LED Uplight as stated on our original submission is because this platform allows us to paint them to the exact color of the building materials where the fixtures will reside so to blend in and disappear into the other details of the architecture, and only be slightly visible to a passerby who might be looking up at the 2<sup>nd</sup> and 3<sup>rd</sup> floor. The fixture itself is simplest designs amongst building light fixtures in the lighting industry.

Please review these “like” historical lighting projects and notice the industrial look of the fixtures another designer had selected. For the Shattuck lighting project, we carefully selected the specific fixtures because of our attention given to have the fixtures blend and disappear into the building fascia with a minimum visual sign of fixtures.

### Comparable Historical Building San Diego Uplight Project – Using Alternate Uplight Fixtures



LED Uplights on Historical San Diego commerce building

These lights are far more industrial than what we would like to observe on Shattuck building.





## Maelisa Reed Lighting

Comparable Historical Building San Diego Uplight Project – Using Alternate Uplight Fixtures



### LED Uplights on Historical US Grant Hotel

These lights are far more industrial than what we would like to observe on Shattuck building.

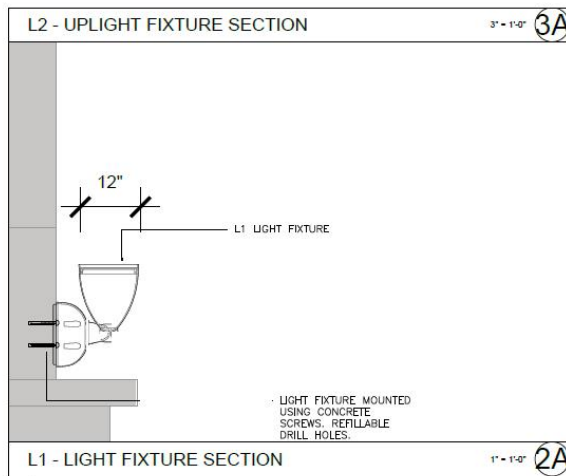
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### Maelisa Reed Lighting

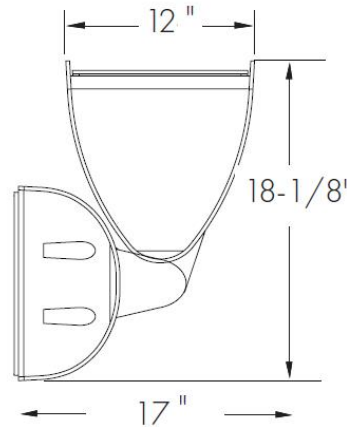
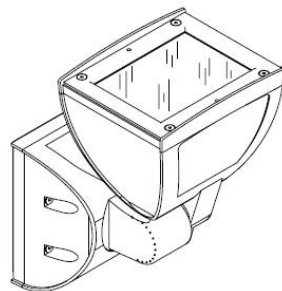
In response to the lighting design program concerns per city staff dated February 15, 2019, we would like to submit the following as a prescription to solve the design criteria concerns.

- The proposed installation is not integrated with the design of the building or site owing primarily to the [obtrusive] profile of proposed fixtures, which are not in scale with the existing building's details.
- The proposed fixtures would project beyond the profile of the existing architectural features and design details of the building and, therefore, have the potential to degrade the character and special qualities of the building.

We have opted to remove the extension arm previously submitted in our design and simply place these fixtures against the fascia creating a smaller more compact profile. The fixtures will be shielded from any view below from pedestrians looking up at the 2<sup>nd</sup> and 3<sup>rd</sup> floor when passing by and be largely shielded by the existing architectural ledge on the building.



SURFACE WALL MOUNT



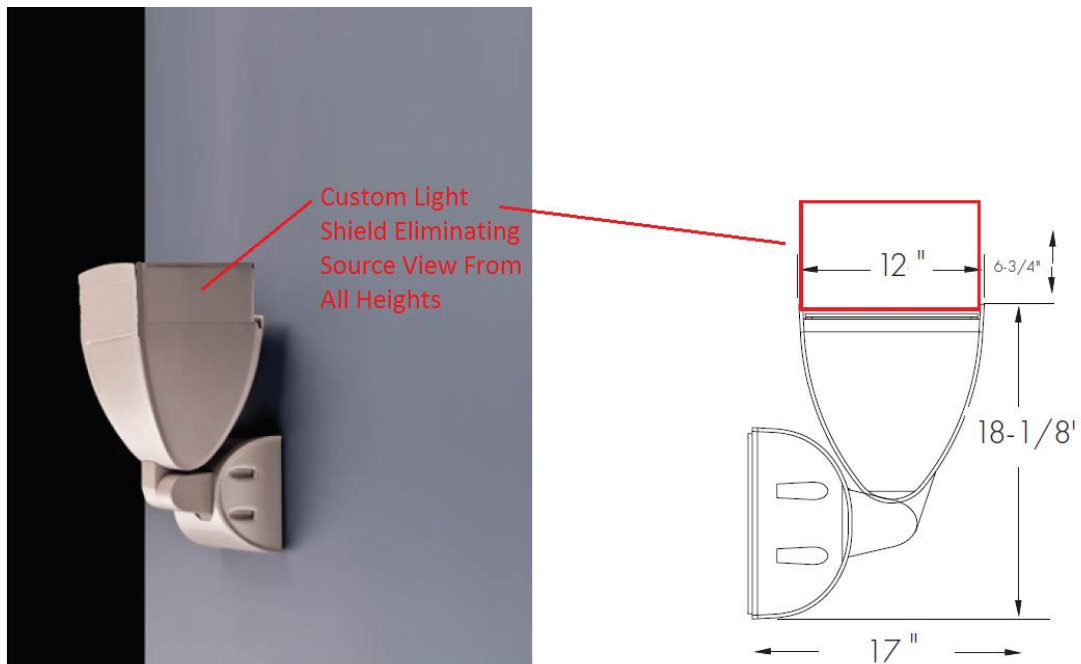
### Maelisa Reed Lighting

In response to the lighting design program concerns per city staff dated February 15, 2019, we would like to submit the following as a prescription to solve the design criteria concerns.

- The project may not be appropriate for this site because the proposed lighting is not shielded to avoid glare from the vantage points within the immediate vicinity of the project where residential and commercial uses and activities occur 24- hours daily.

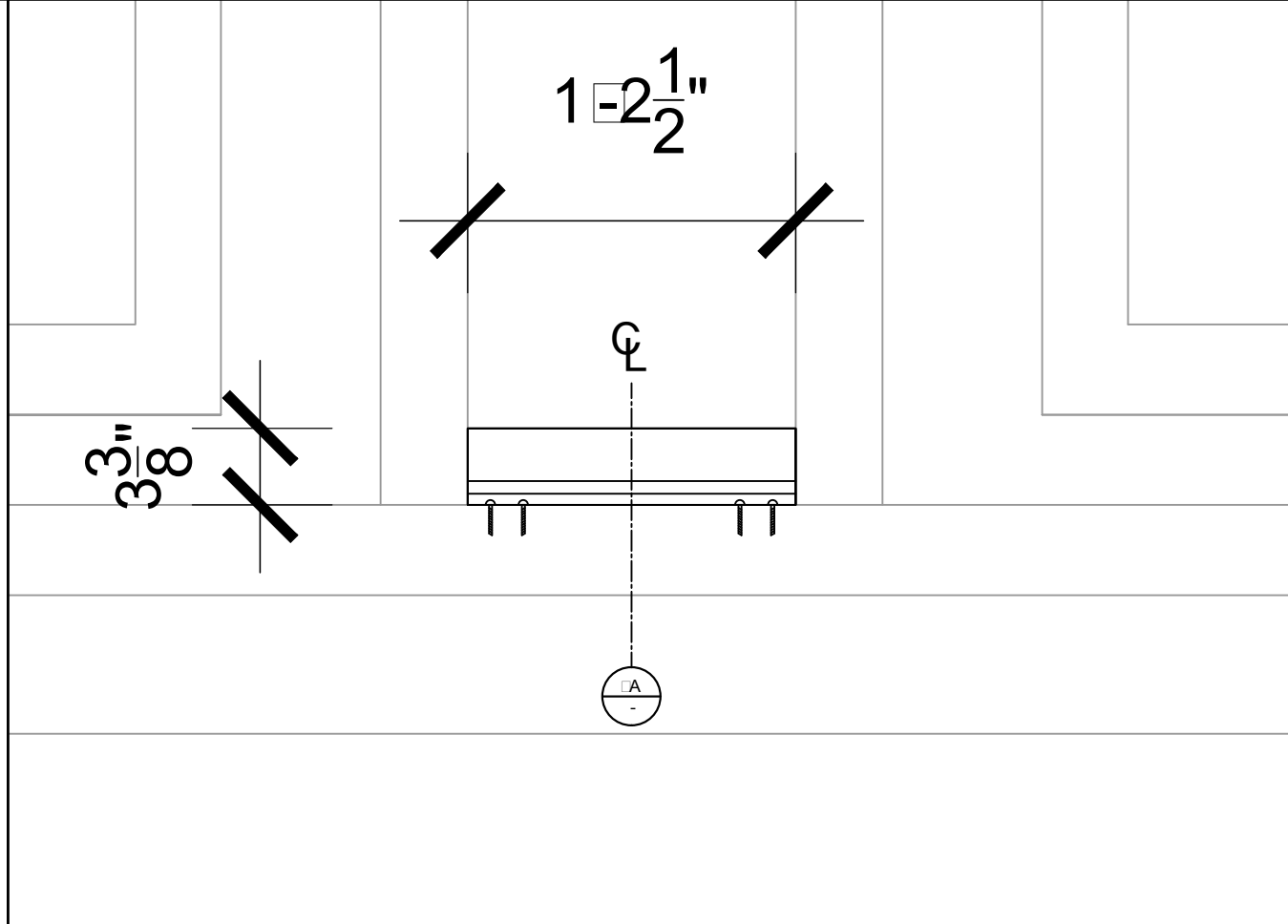
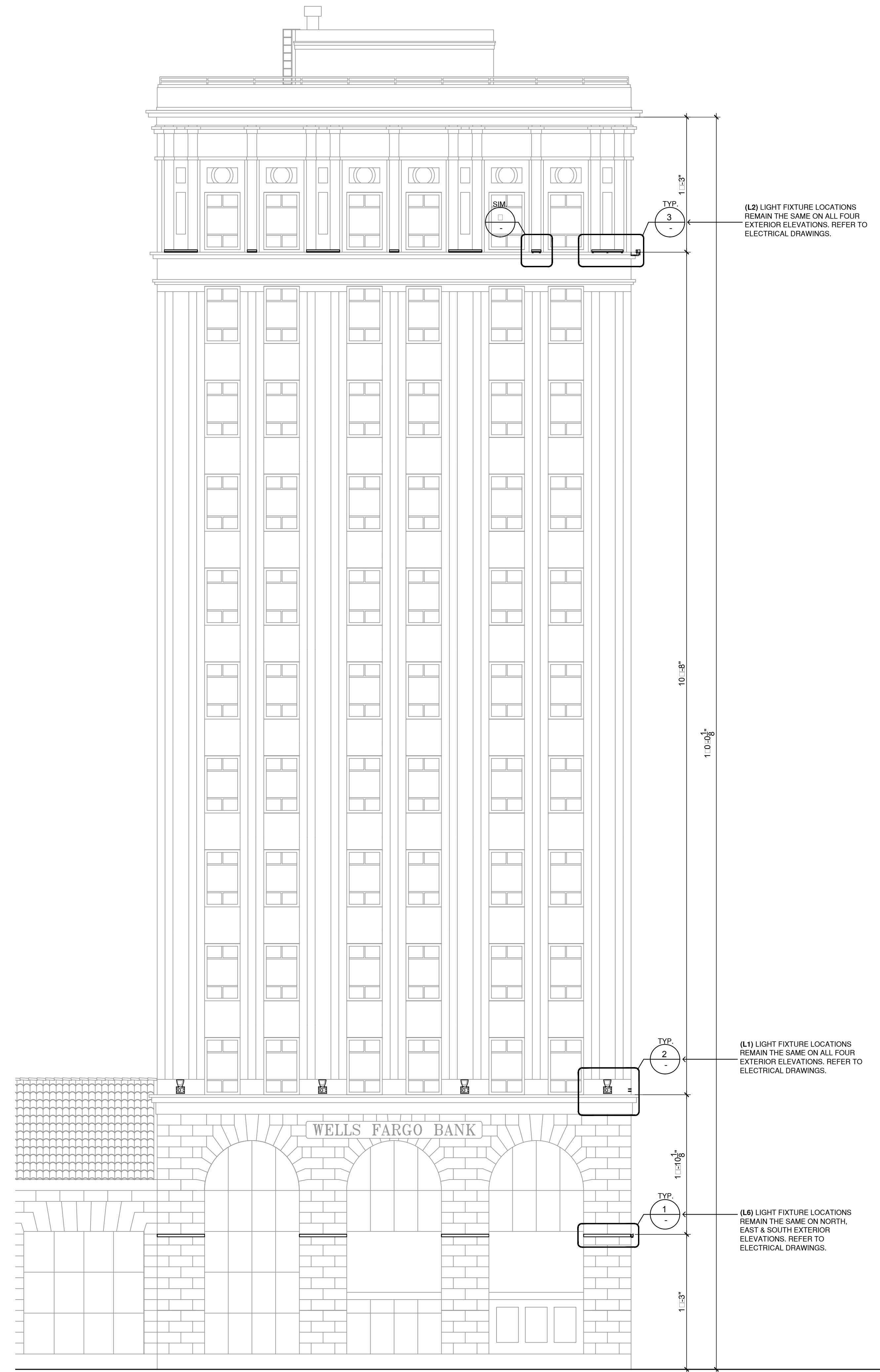
We will install shielding on the Uplight fixtures to prevent light pollution to adjacent buildings. The fixture “as manufactured” is highly engineered to create an extremely narrow 7-degree column of light with no light overspill, in taking into considerations of concerns from staff, we also propose to install side light barriers onto the fixtures as an additional measure focus the soft illumination only on the intended location.

We also propose to install a timer system to the lighting program that would comply with any request to have the lighting partially or fully turned off at desired hours of the night.

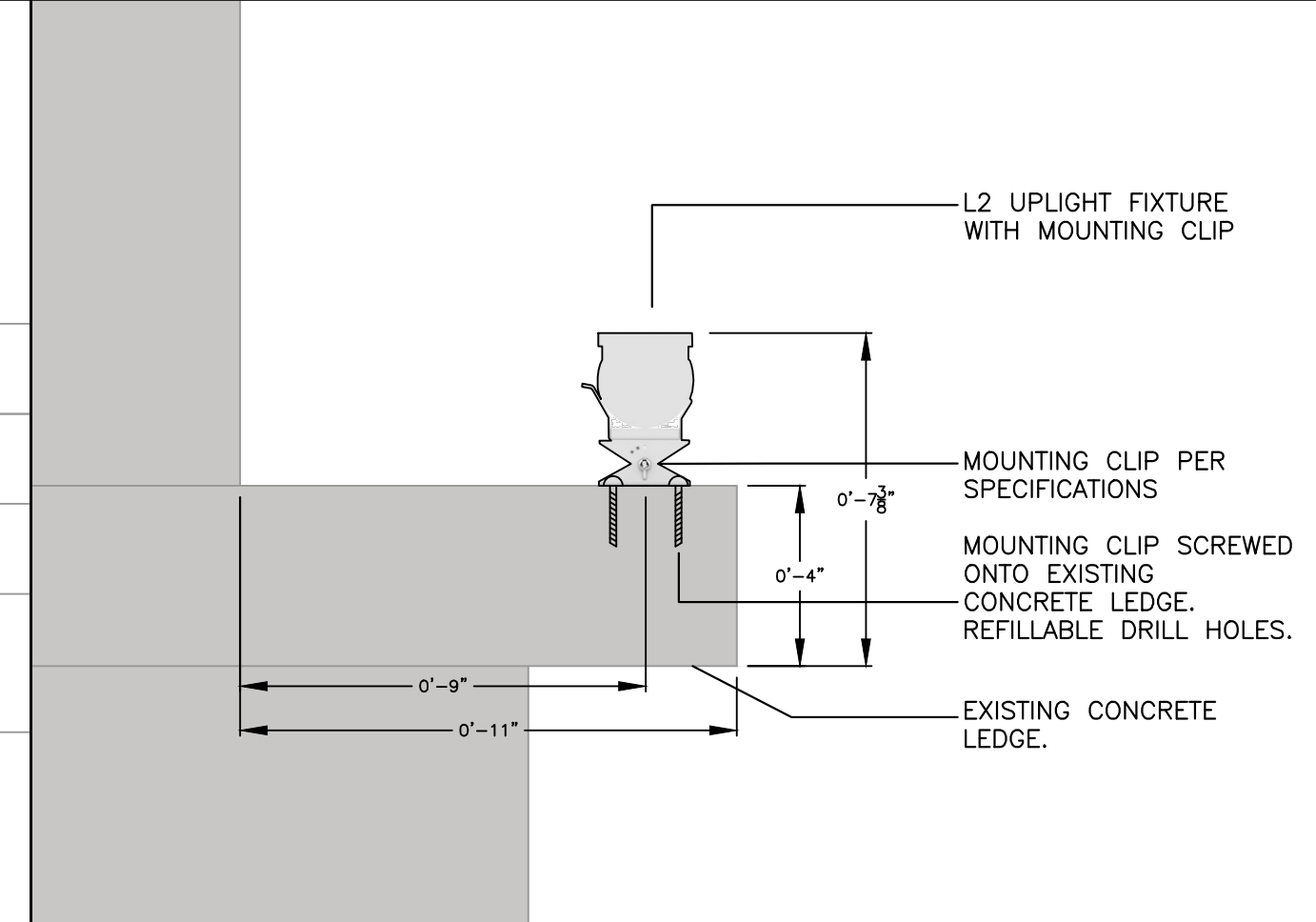


**H2**

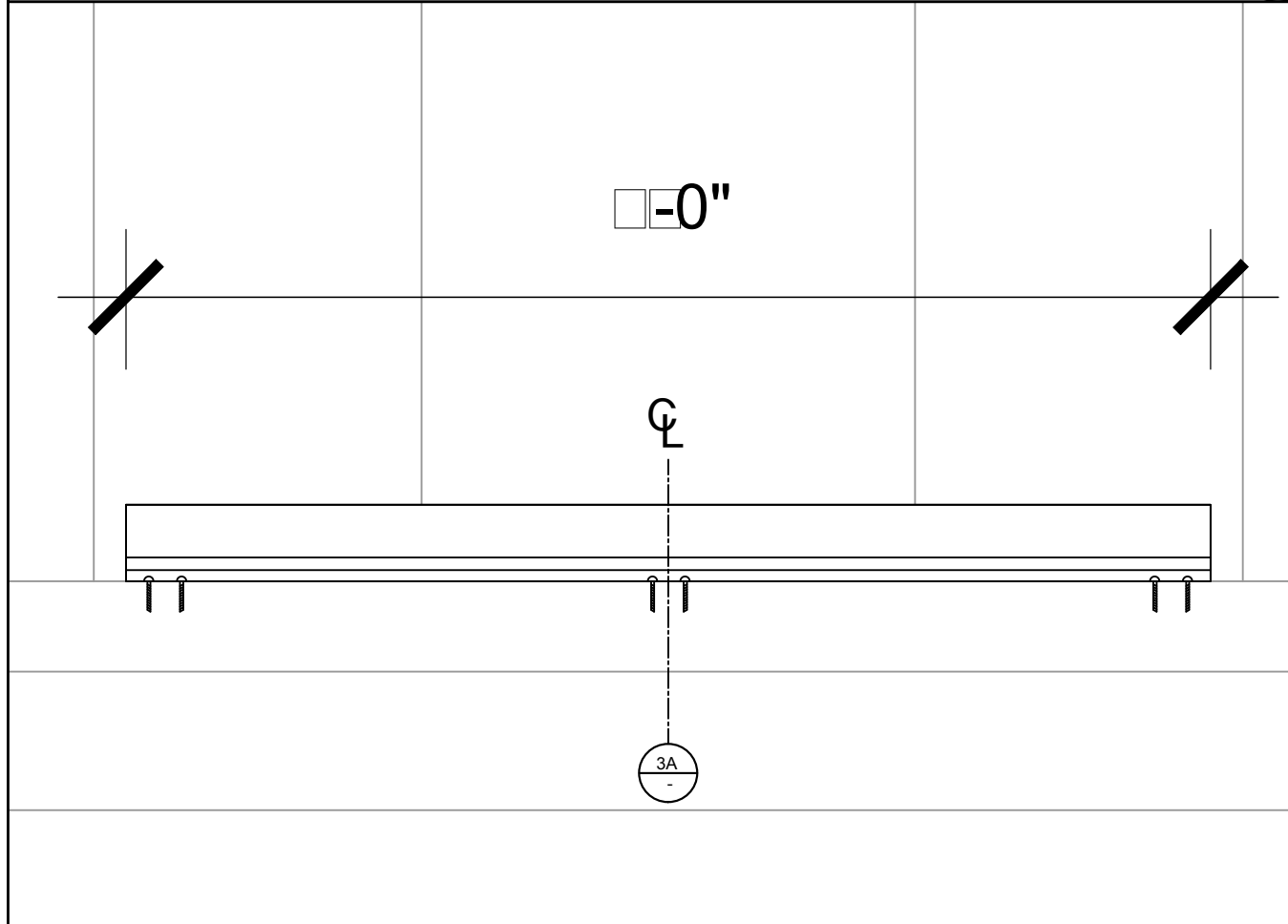
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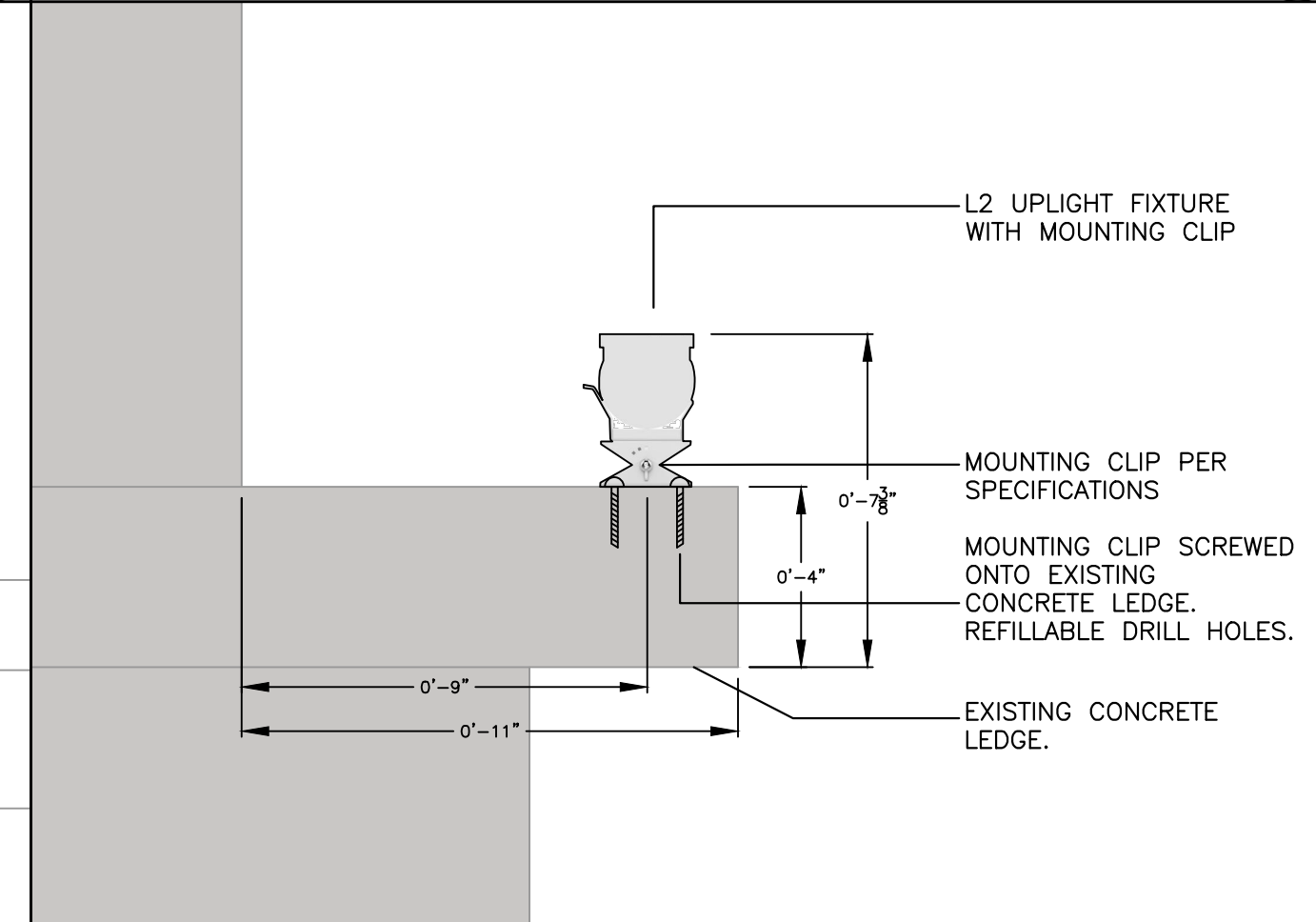
L2 - UPLIGHT FIXTURE 1 1/2" x 1'-0" 1



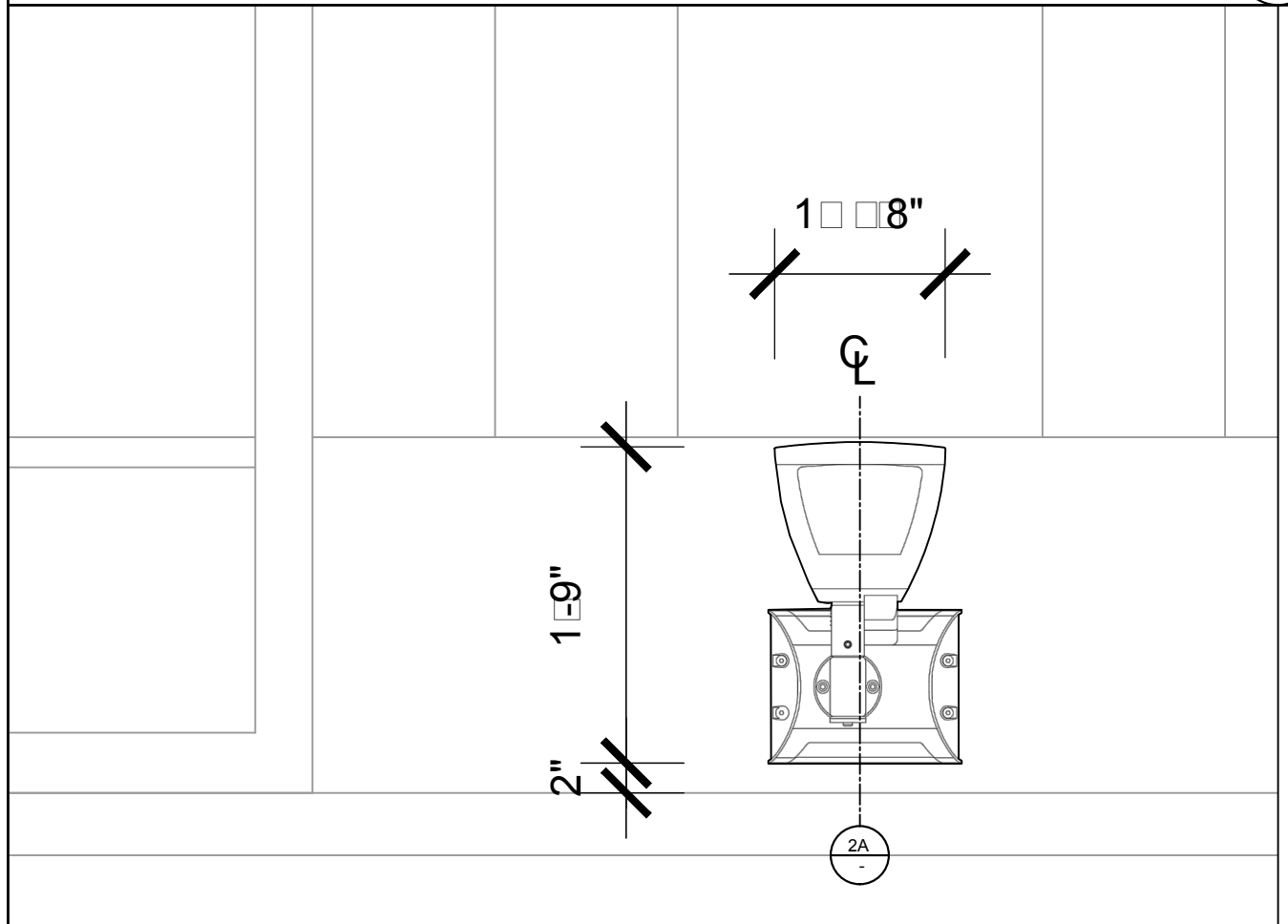
L2 - UPLIGHT FIXTURE SECTION 3" x 1'-0" 1A



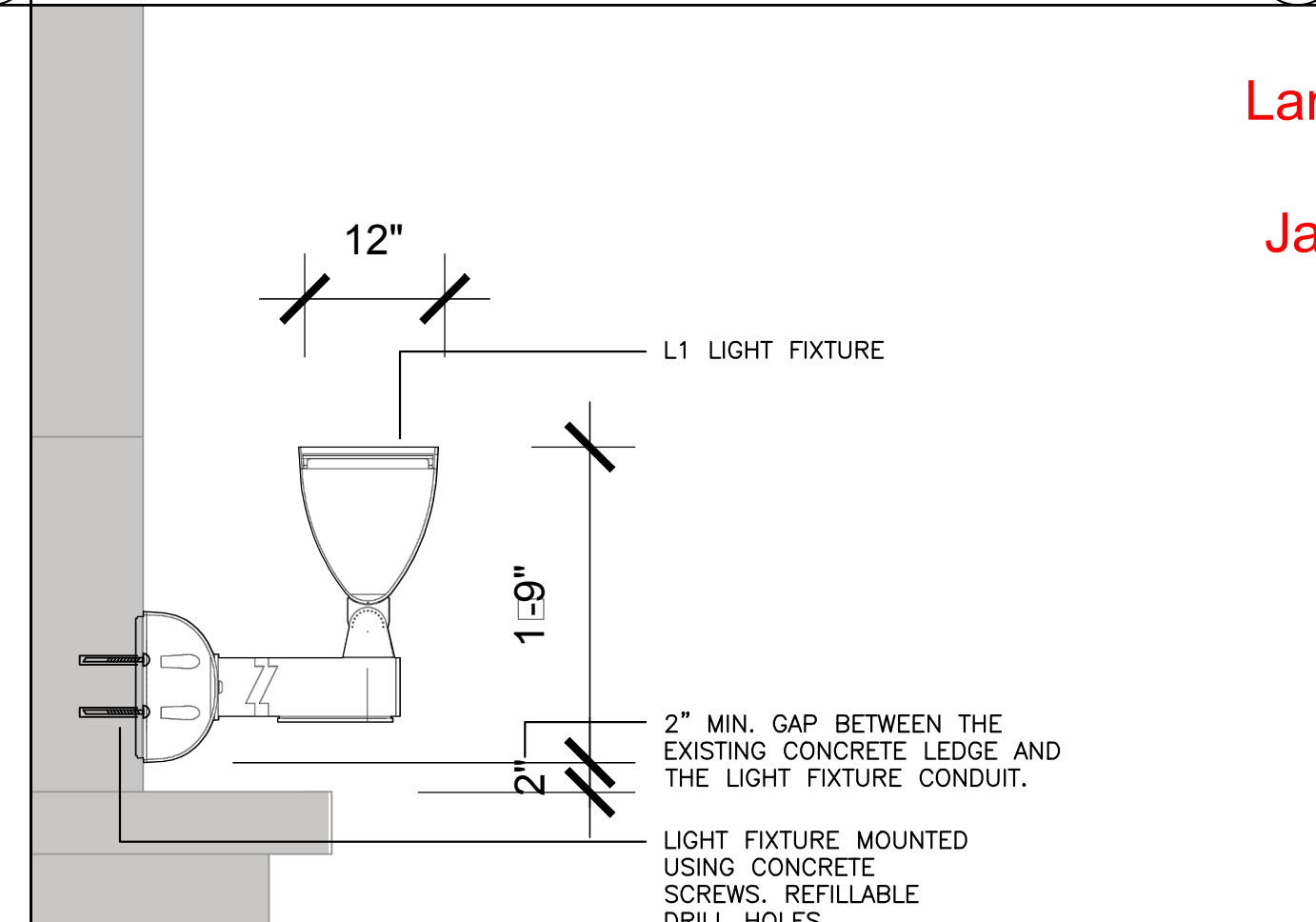
L2 - UPLIGHT FIXTURE 1 1/2" x 1'-0" 3



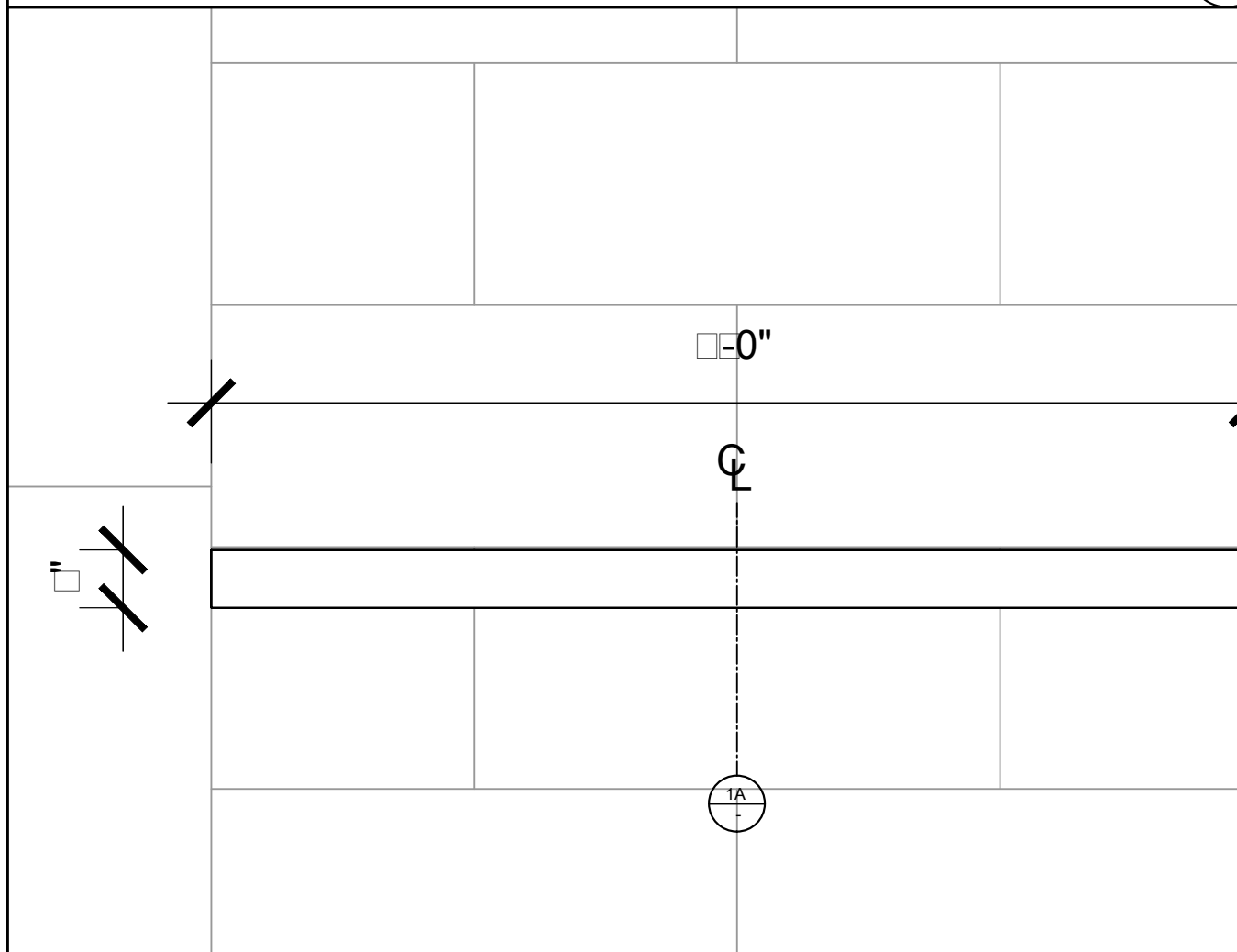
L2 - UPLIGHT FIXTURE SECTION 3" x 1'-0" 3A



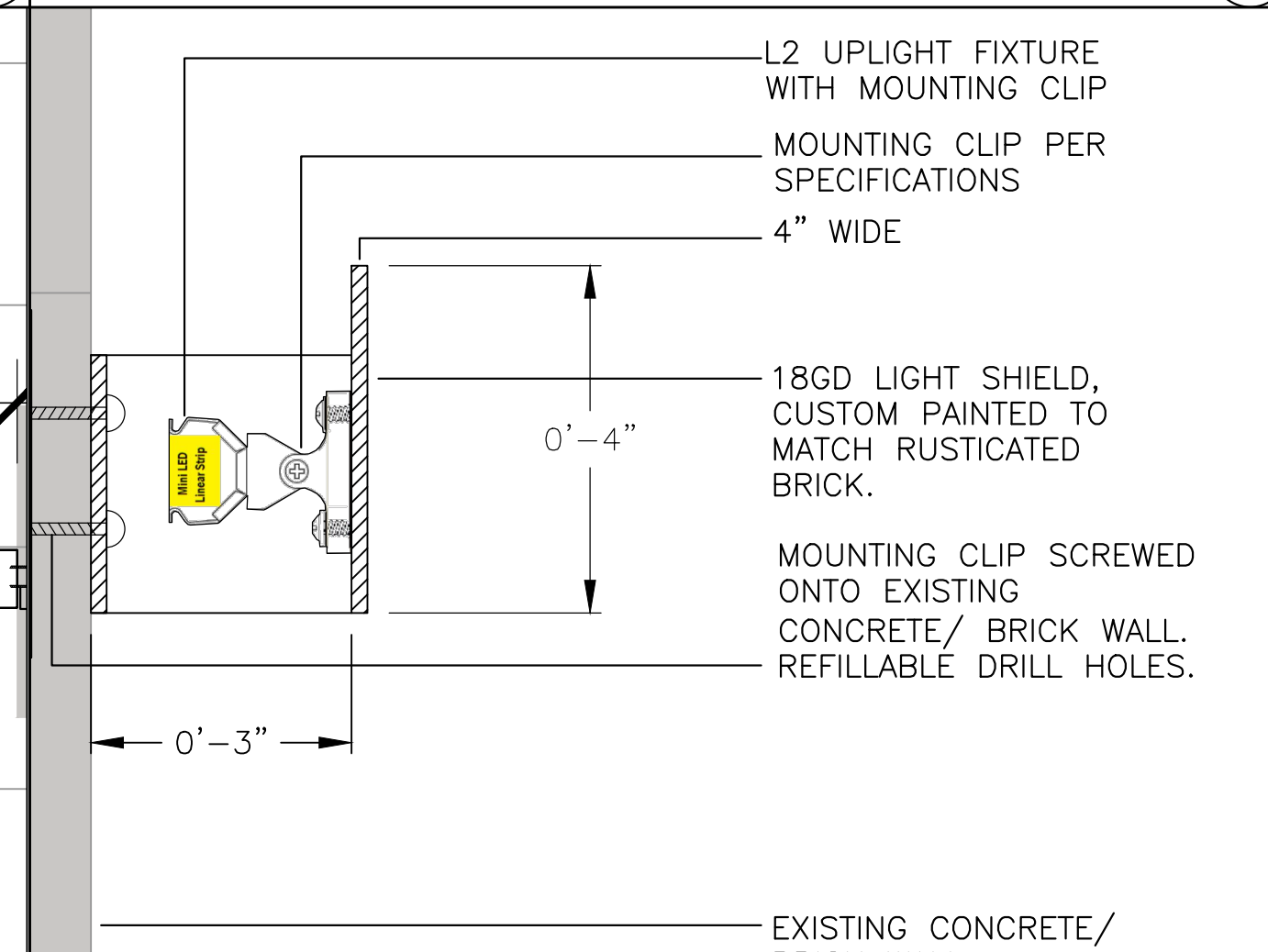
L1 - LIGHT FIXTURE 1' x 1'-0" 2



L1 - LIGHT FIXTURE SECTION 1' x 1'-0" 2A



L0 - UPLIGHT FIXTURE 1' x 1'-0" 1



L0 - UPLIGHT FIXTURE SECTION 1' x 1'-0" 1A

Land Use Planning  
Received  
January 25, 2019  
**2140 SHATTUCK AVE.**

REVISION DATES:

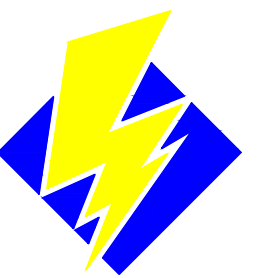
EXT. BUILDING LIGHTING 01-2-2019

PROJECT NO.: 190

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BERKELEY, CA 94704

SHEET TITLE  
**SPECIFICATIONS**



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REVISIONS

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DATE

2018.10.18

PROJECT NUMBER  
MAE-1801

SHEET NUMBER

**EO.01**

ISSUE FOR PLAN CHECK: 2018\_10\_18

- 21. FINAL CONNECTIONS TO MOTORS, TRANSFORMERS AND OTHER VIBRATING EQUIPMENT SHALL BE WITH SEAL-TITE FLEX (6'-0" MAXIMUM LENGTH) AND APPROVED FITTINGS. DO NOT SECURE CONDUITS OR DEVICES TO DUCTWORK OR MECHANICAL EQUIPMENT.
- 22. WHERE PANELS ARE INSTALLED FLUSH WITH WALLS, EMPTY CONDUITS SHALL BE EXTENDED FROM PANEL TO ACCESSIBLE SPACE ABOVE OR BELOW. A MINIMUM OF ONE (1)-3/4"C. SHALL BE INSTALLED FOR EVERY THREE (3) SINGLE POLE SPARE CIRCUIT BREAKERS OR SPACES, OR FRACTION THEREOF, BUT NOT LESS THAN TWO (2) CONDUITS.
- 23. DEVICES INSTALLED IN FIRE-RATED WALLS SHALL HAVE NELSON FSP PUTTY PADS INSTALLED TO MAINTAIN FIRE-INTegrity. ONE PAD PER HOUR OF RATING. CONDUIT PENETRATING FIRE-RATED WALLS SHOULD COMPLY WITH THE REQUIREMENTS OF UL SYSTEM 147A FOR SINGLE CONDUITS AND SYSTEM 322 FOR MULTIPLE CONDUITS. DEVICES INSTALLED IN SOUND RATED WALLS SHALL HAVE NELSON FSB (STC 54) SOUND RATED PUTTY PADS INSTALLED TO MAINTAIN THE SOUND INTEGRITY OF THE WALL.
- 24. RECEPTACLES INSTALLED OUTSIDE, ON THE BUILDING EXTERIOR OR ROOF, IN KITCHENS OR WITHIN 6 FEET HORIZONTALLY FROM A SINK OR DRINKING FOUNTAIN UNLESS LOCATED BELOW A COUNTER OR OTHERWISE PROTECTED, SHALL BE GFCl TYPE OR PROTECTED BY A GFCl CIRCUIT BREAKER.
- 25. COORDINATE THE LOCATION OF ALL LIGHTING FIXTURES WITH THE ARCHITECTURAL REFLECTED CEILING PLAN, UNLESS OTHERWISE VERIFIED IN WRITING, THE REFLECTED CEILING PLAN LOCATION SHALL GOVERN.
- 26. COORDINATE THE LOCATION OF WALL-MOUNTED EQUIPMENT WITH THE ARCHITECTURAL INTERIOR / EXTERIOR ELEVATIONS, UNLESS OTHERWISE VERIFIED IN WRITING THE ARCHITECTURAL DRAWINGS SHALL GOVERN.
- 27. EQUIPMENT ANCHORAGE  
ALL ELECTRICAL EQUIPMENT SHALL BE ANCHORED OR BRACE TO MEET THE HORIZONTAL AND VERTICAL FORCES PRESCRIBED IN THE LATEST EDITION OF THE CALIFORNIA BUILDING CODE (CBC), SECTIONS 1615A.1.20, 1615A.1.21 AND 1615A.1.22 AND ASC 7-05 SECTIONS 13.3, 13.4, 13.6 AND CHAPTER 6.  
THE ATTACHMENT OF THE FOLLOWING ITEMS SHALL BE DESIGNED TO RESIST THE FORCES PRESCRIBED ABOVE, BUT NOT DETAILED ON THE PLANS, AND THE PROJECT INSPECTOR WILL VERIFY THAT THESE ITEMS (EQUIPMENT) HAVE BEEN PROPERLY ANCHORED:  
A. EQUIPMENT WEIGHING LESS THAN 400 POUNDS SUPPORTED DIRECTLY ON THE FLOOR OR ROOF.  
B. FURNITURE REQUIRED TO BE ATTACHED IN ACCORDANCE WITH ASC 7-05, SECTION 13.5.  
C. TEMPORARY AND MOVEABLE EQUIPMENT WITH FLEXIBLE CONNECTION TO POWER OR UTILITIES.  
D. EQUIPMENT WEIGHING LESS THAN 20 POUNDS SUPPORTED BY VIBRATION ISOLATORS.  
E. EQUIPMENT WEIGHTING LESS THAN 20 POUNDS SUSPENDED FROM A ROOF OR FLOOR OR HUNG FROM A WALL.  
FOR THOSE ELEMENTS THAT DO NOT REQUIRE DETAIL ON THE APPROVED DRAWINGS, THE INSTALLATION SHALL BE SUBJECT TO THE APPROVAL OF THE MECHANICAL / ELECTRICAL ENGINEER.
- 28. ELECTRICAL DISTRIBUTION SYSTEM BRACING NOTE  
ELECTRICAL DISTRIBUTION SYSTEMS SHALL BE BRACED TO RESIST THE FORCES PRESCRIBED IN ASC 7-05, SECTION 13.3 AS DEFINED IN ASC 7-05 SECTION 13.6.8, 13.6.7, 13.6.5 ITEM 6 AND THE LATEST EDITION OF THE CBC, SECTIONS 1615A.1.20, 1615A.1.21 AND 1615A.1.22.  
COPIES OF THE MANUAL SHALL BE AVAILABLE ON THE JOB-SITE PRIOR TO THE START OF HANGING AND BRACING THE PIPE, DUCTWORK AND ELECTRICAL DISTRIBUTION EQUIPMENT.  
THE STRUCTURAL ENGINEER OF RECORD SHALL VERIFY THE LOADS ADEQUACY OF THE STRUCTURE TO SUPPORT THE HANGAR AND BRACE LOADS.

E. WIRING DEVICES

- 1. WIRING DEVICES SHALL BE SPECIFICATION GRADE AND RATED AT 20 AMPERES. THE DEVICE PLATES SHALL BE LEXAN OR NYLON (IN KITCHENS WITH STAINLESS STEEL COUNTERS, DEVICE PLATES SHALL BE STAINLESS STEEL). THE COLOR OF THE DEVICES AND COVER PLATES SHALL BE AS DIRECTED BY THE ARCHITECT.
- F. BOXES
  - 1. PULL-BOXES, CABINETS, ETC. MOUNTED ON THE EXTERIOR AT GRADE LEVEL, SHALL BE WEATHER-PROOF TYPE WITH HINGED, LOCKABLE COVERS SECURED WITH TAMPER-PROOF SCREWS.
  - 2. JUNCTION BOXES SHALL BE SIZED PER NATIONAL ELECTRICAL CODE (NEC), ARTICLE 314-OUTLET, DEVICE, PULL AND JUNCTION BOXES; CONDUIT BODIES, FITTINGS AND HAND-HOLE ENCLOSURES. REFERENCE NEC, ARTICLE 314, TABLE 314.16(A).
  - 3. BOXES SHALL BE MINIMUM 4" SQUARE WITH REQUIRED EXTENSIONS AND PLASTER OR TILE RINGS.
  - 4. COMBINATION POWER & DATA RECESSED FLOOR BOXES (RFB) SHALL BE HUBBELL SYSTEMONE SERIES, 2-GANG, WITH 1"C. AND 2"C. KNOCK-OUTS FOR POWER AND DATA, RESPECTIVELY. PROVIDE HUBBELL SYSTEMONE 2-GANG FLOOR BOX, CFB2G30R SERIES WITH CFBHUB2 AND FLUSH-SURFACE ROUND COVER, CATALOG NO. CFB2G30R (FLOOR-BOX) WITH FLUSH SURFACE-ROUND COVER, CATALOG NO. CFBSPR6CVRLBK BLACK POWDER-COATED ROUND COVER). COORDINATE FINISHES WITH ARCHITECT PRIOR TO PURCHASE.
  - 5. COMBINATION POWER & DATA POKE-THROUGH DEVICES SHALL BE HUBBELL SYSTEMONE SERIES, WITH 3/4"C. AND 1-1/2"C. KNOCK-OUTS FOR POWER AND DATA/COMMUNICATION DEVICES, RESPECTIVELY. PROVIDE HUBBELL SYSTEMONE, 4" CORE POKE-THROUGH DEVICE, CATALOG NO. S1P313MBLJ (BLACK FINISH WITH JUNCTION BOX), COORDINATE FINISHES WITH ARCHITECT.
- G. LIGHT FIXTURES
  - 1. RECESSED FIXTURES INSTALLED INDOORS SHALL BE THERMALLY PROTECTED.
  - 2. FIXTURES INDICATED AS BEING EMERGENCY SHALL BE PROVIDED WITH BATTERY POWERED INVERTER UNIT FOR MOUNTING IN, ON OR ADJACENT TO FIXTURE. PROVIDE UNIT WITH FULLY AUTOMATIC TWO RATE CHARGER, NICKEL CADMIUM BATTERY, AC/ ON PILOT LIGHT, AND TEST SWITCH. DESIGN AND WIRE UNIT TO AUTOMATICALLY TRANSFER TO BATTERY SUPPLY ON LOSS OF NORMAL AC POWER AND TO OPERATE AT 1300 LUMENS MINIMUM FOR RECESSED FIXTURES AND MINIMUM 700 LUMENS FOR RECESSED DOWNLIGHTS.
- H. FIRE ALARM (ONLY APPLICABLE IF FIRE ALARM SCOPE EXISTS FOR PROJECT)
  - 1. FIRE ALARM SYSTEM. CONTRACTOR SHALL PROVIDE DEVICES, CONDUITS, WIRES, CABLE, PROGRAMMING AND TESTING AS DIRECTED BY EQUIPMENT MANUFACTURER AND FIRE DEPARTMENT FOR A CODE COMPLIANT FIRE ALARM SYSTEM. MATERIALS, EQUIPMENT AND WORKMANSHIP SHALL BE COMPLETE AND OPERABLE IN EVERY RESPECT. SUBMIT SINGLE LINE OF SYSTEM WITH SHOP DRAWINGS. THIS SINGLE LINE DIAGRAM SHALL SHOW DEVICES, CONDUIT, WIRE, CABLE SIZES AND BATTERY CALCULATIONS TO BE USED AND SHALL BE STAMPED AND SIGNED BY LOCAL FIRE DEPARTMENT. SYSTEM CALIBRATION AND TESTING SHALL BE BY FACTORY CERTIFIED TECHNICIAN, SUBMIT TO ENGINEER PRIOR TO SUBMITTAL TO FIRE ALARM DEPARTMENT.
  - 2. DUCT DETECTORS (WHERE REQUIRED OR WHEN GREATER THAN 2000CFM SUPPLIED BY AN HVAC EQUIPMENT) SHALL BE PHOTOELECTRIC TYPE FURNISHED BY ELECTRICAL CONTRACTOR, INSTALLED IN THE SUPPLY DUCTS BY MECHANICAL CONTRACTOR AND CONNECTED TO FIRE ALARM SYSTEM BY DIVISION 26-ELECTRICAL. DUCT DETECTOR SHALL BE CONNECTED TO SHUT-OFF AIR HANDLING UNITS LOCATED WITHIN THE SAME PLENUM. DUCT DETECTORS SHALL NOT BE MOUNTED IN AN ENVIRONMENT WHICH EXCEEDS 122°F PROVIDE ZERO VELOCITY TYPE DETECTORS WHERE REQUIRED. INSTALLATION SHALL BE COORDINATED WITH MECHANICAL CONTRACTOR TO MAINTAIN AIR FLOW AND ACCESS.
  - 3. ALL FIRE ALARM CONDUIT SHALL BE 3/4" MINIMUM AND FACTORY-PAINTED RED.

PART 3-EXECUTION

A. GENERAL

- 1. FINAL CONNECTIONS AND ROUGH-IN REQUIREMENTS TO EQUIPMENT SHALL BE PER MANUFACTURERS APPROVED WIRING DIAGRAMS, DETAILS AND INSTRUCTIONS. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO PROVIDE MATERIALS AND EQUIPMENT COMPATIBLE WITH EQUIPMENT ACTUALLY SUPPLIED INCLUDING RACEWAYS, BOXES, WIRING, WIRING DEVICES, ETC.
- 2. CONTRACTOR TO PROVIDE CONTROLS, INTER-LOCKS, ACCESSORIES AS REQUIRED FOR MOTOR CONTROL. EACH STARTER SHALL CONTAIN 120V CONTROL TRANSFORMER, PILOT LIGHT, PUSH-BUTTONS, OR SELECTOR SWITCH AS REQUIRED. IN ADDITION TO THE OTHER ITEMS, AUXILIARY CONTACTS, DOOR SWITCHES, RELAYS, ETC.) REQUIRED. REFER TO CONTROL DRAWINGS AND CONTROL DIAGRAMS FOR ADDITIONAL CONDUIT, WIRE, RELAYS, TRANSFORMERS, CONNECTIONS, ETC. REQUIRED FOR A COMPLETED AND OPERABLE SYSTEM.
- 3. ALL CONTROLS CONDUIT SHALL BE 3/4" MINIMUM AND FACTORY-PAINTED BLUE.
- 4. EMPTY RACEWAY SYSTEMS SHALL HAVE A #12 PULL-WIRE OR EQUAL AND SHALL BE IDENTIFIED AT JUNCTION, PULL AND TERMINATION POINTS, USING PERMANENT METALLIC TAGS. TAG SHALL INDICATED INTENDED USE OF CONDUIT. SUB CONDUIT OUT 6" IN AN ACCESSIBLE AREA. CAP OPEN ENDS NOT TERMINATED TO A JUNCTION BOX.
- 5. SPLICES IN EXTERIOR PULL-BOXES AND MAN-HOLES SHALL BE MADE WEATHER-PROOF USING "SCOTCHCAST" SPICE KIT OR APPROVED EQUAL. SEAL ALL ENDS OF CONDUITS AND DUCTS WITH "DUCTSEAL" OR APPROVED EQUAL.
- 6. RECEPTACLES WHICH ARE SHOWN WALL-MOUNTED ON THE ELECTRICAL DRAWINGS ON WALLS WHICH, ON THE ARCHITECTURAL DRAWINGS AND ELEVATIONS ARE SHOWN AS GLASS OR PARTIANS, SHALL BE FLUSHED FLOOR DUPLEX RECEPTACLES MOUNTED ADJACENT TO BASE OR WALLS. COORDINATE MOUNTING HEIGHTS AND LOCATIONS OF ALL OUTLETS & DEVICES WITH ARCHITECTURAL.
- 7. VERIFY EXACT LOCATIONS OF EXISTING AND NEW UNDERGROUND UTILITIES, PIPING AND RACEWAYS SYSTEMS PRIOR TO TRENCHING. PROVIDE NECESSARY TRENCHING, BACK-FILL, EXCAVATION, SUPPORTS, SERVICE FEEDERS (CONDUIT AND/OR WIRE), PULL-BOXES, TRANSFORMER PADS, SAW-CUTTING AND PATCHING, CONCRETE / PAVING, ETC., REQUIRED, BACK-FILL TRENCHES TO 90% COMPACTION AND PATCH TO MATCH EXISTING. CONTRACTOR SHALL OBTAIN AND VERIFY EXACT UTILITY COMPANY DRAWINGS AND REQUIREMENTS.
- 8. PROVIDE SEPARATE NEUTRAL CONDUCTOR FOR EACH ARC-FAULT, GROUND-FAULT OR DIMMING CIRCUIT.
- 9. FOR ALL NON-MULTI-WIRE BRANCH CIRCUITS, PROVIDE SEPARATE NEUTRAL CONDUCTOR.
- 10. PROVIDE MAINTENANCE RECEPTACLE WITHIN 25'-0" OF MECHANICAL OR MOTORIZED EQUIPMENT. RECEPTACLE INSTALLED AT EXTERIOR SHALL BE NEC ARTICLE 408 COMPLIANT, 120V, 20A-RATED GFJ RECEPTACLE INSIDE A WEATHER-PROOF ENCLOSURE, TAYMAC (HUBBELL), SINGLE GANG, IN-USE COVER COMBO, CATALOG NO. MG410C-20A
- 11. RECESSED LIGHT FIXTURES INSTALLED IN GYPSUM BOARD OR PLASTER CEILINGS SHALL HAVE PLASTER FRAMES INSTALLED PRIOR TO CEILING MATERIAL.
- 12. RECESSED LIGHT FIXTURES INSTALLED IN T-BAR TYPE CEILINGS SHALL BE SUPPORTED INDEPENDENTLY OF CEILING SYSTEM WITH 2 #12 HANGER WIRES UP TO STRUCTURE. SECURE HANGER WIRES TO CORNERS OF FIXTURE. CLIP FIXTURE TO GRID ON TWO SIDES WITH FACTORY-FURNISHED CLIPS. FINAL CONNECTION TO FIXTURE SHALL BE MADE WITH A FLEXIBLE U.L. APPROVED ASSEMBLY.
- 13. REFER TO DIVISION 23-MECHANICAL, DRAWINGS FOR LOCATION OF MECHANICAL EQUIPMENT. PROVIDE SERVICE TO AND CONNECT EQUIPMENT AS REQUIRED. PROVIDE FUSES OR HACR-TYPE CIRCUIT BREAKERS FOR HVAC EQUIPMENT SIZED IN ACCORDANCE TO THE MANUFACTURERS NAMEPLATE.
- 14. PANEL DIRECTORIES SHALL BE REMOVABLE ROOM NAMES AND NUMBERS SHALL BE AS DIRECTED BY OWNER. DIRECTORIES SHALL BE TYPED AND INSTALLED UNDER CLEAR PLASTIC COVERS.
- 15. PROVIDE DYMO-TAPE TAG PATTERN LABEL INSIDE COVER OF EACH FUSIBLE SWITCH INDICATED SIZE AND TYPE OF FUSES PROVIDED.
- 16. PROVIDE TWO (2) SETS OF THREE (3) FUSES FOR EACH SIZE AND TYPE PROVIDED ON THIS PROJECT. INSTALL FUSES IN A HINGED DOOR, SHEET METAL STORAGE CABINET EQUIPPED WITH CLIPS OR CUBICLES, EACH MARKED WITH THE SIZE AND TYPE FUSE STORED THEREIN. PROVIDE NAMEPLATE "SPARE FUSES", INSTALL IN LOCATIONS DIRECTED BY OWNER.
- 17. PROVIDE 4" HIGH CONCRETE EQUIPMENT PADS FOR FLOOR-MOUNTED EQUIPMENT SUCH AS SWITCHBOARDS, MOTOR CONTROL CENTERS, TRANSFORMERS, ETC. COORDINATE WITH DISTRIBUTION EQUIPMENT TO ENSURE ALL SWITCH AND CIRCUIT BREAKER HANDLES ARE BELOW 6'-6" (+ 78" AFF) TO HIGHEST POINT.
- 18. CONTRACTOR SHALL PROVIDE NEW UPDATED PANELBOARD DIRECTORIES FOR EXISTING AND NEW CIRCUITS BEING UTILIZED FOR COMPLETION OF PROJECT.
- 19. FIRE ALARM, SOUND, TELEPHONE, COMPUTER AND SIMILAR SYSTEMS CONDUITS LARGER THAN 1" SHALL HAVE LONG RADIUS SWEEPS (10 TIMES INTERNAL DIAMETER) AND CONDUITS 2" OR LESS SHALL HAVE RADIUS SWEEP OF 6 TIMES INTERNAL DIAMETER.
- 20. CONDUITS PENETRATING THROUGH ROOF SHALL HAVE ROOF FLASHING WITH CAULK TYPE COUNTER FLASHING SLEEVE. INSTALLATION SHALL BE WATER-TIGHT.

C. SUBMITTALS

- 1. CONTRACTOR SHALL SUBMIT ELECTRONIC FORMAT OF SHOP DRAWINGS AND TECHNICAL DATA SHEETS FOR EQUIPMENT AND MATERIALS SPECIFIED. THE ENGINEER SHALL REVIEW SHOP DRAWINGS AND TECHNICAL DATA SHEETS FOR CONFORMANCE WITH THE CONTRACT DOCUMENTS AND WILL ISSUE A WRITTEN ASSESSMENT TO THE OWNER PRIOR TO COMMENCEMENT OF WORK.
- 2. CONTRACTOR SHALL IDENTIFY DEVIATIONS IN SHOP DRAWINGS FROM THE DESIGN DOCUMENTS.
- 3. SUBSTITUTIONS SHALL BE SUBMITTED TO THE ARCHITECT AND/OR ENGINEER FOR CONSIDERATION PRIOR TO BIDDING. SUBSTITUTIONS SHALL BE PRE-APPROVED IN WRITING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING REQUIREMENTS ASSOCIATED WITH THE SUBSTITUTED EQUIPMENT OR MATERIALS WITH OTHER BUILDING TRADES INCLUDING MECHANICAL, STRUCTURAL, AND ARCHITECTURAL ELEMENTS. CONTRACTOR SHALL IDENTIFY AND ANNOTATE REVISED REQUIREMENTS PER BUILDING TRADE ON SHOP DRAWINGS. CONTRACTOR SHALL ALSO IDENTIFY COST DEBITS OR CREDITS IN WRITING FOR THE PROPOSED CHANGES PRE BUILDING TRADE.
- 4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ENGINEERING FEES NECESSARY TO CHANGE PERMIT DOCUMENTS BASED ON ALTERNATE SUBMITTAL PACKAGES / EQUIPMENT SUBSTITUTIONS.
- 5. PROVIDE ELECTRONIC FORMAT OF SHOP DRAWING SUBMITTAL WITH 1/4" SCALE LAYOUT DRAWINGS OF ROOMS WITH ELECTRICAL EQUIPMENT AND TRANSFORMERS. LAYOUT SHALL SHOW LOCATIONS OF AND SHALL BE COORDINATED WITH MECHANICAL EQUIPMENT AND SHALL BE DRAWN TO SCALE. ALTHOUGH MORE THAN ONE EQUIPMENT MANUFACTURER IS LISTED FOR USE ON THIS PROJECT, IF THAT MANUFACTURER CANNOT MEET THE PHYSICAL CONSTRAINTS OF THIS PROJECT, THEIR EQUIPMENT IN TOTAL IS NOT ACCEPTABLE. DRAWINGS SHALL INDICATE BY DIMENSION THAT CLEARANCE REQUIRED BY CODE ARE PROVIDED.
- 6. PRESENT SHOP DRAWING SUBMITTAL DATA AT ONE TIME, IN ELECTRONIC FORMAT. PARTIAL SUBMITTALS WILL NOT BE ACCEPTED. SUBMITTALS SHALL INCLUDE BUT NOT LIMITED TO: LIGHTING FIXTURES, SWITCHGEAR, PANELBOARDS, WIRING DEVICES, DISCONNECT SWITCHES, FUSES, MOTOR STARTERS, LAMPS, CONDUIT FITTINGS AND TRANSFORMERS.
- 7. THE CONTRACTOR SHALL INSTALL ALL CONDUITS AND WIRES WITH A MINIMUM NUMBER OF BENDS AND IN SUCH A MANNER AS TO CONFORM TO THE STRUCTURE. AVOID OBSTRUCTIONS, PRESERVE HEAD ROOM, KEEP OPENINGS AND PASSAGEWAYS CLEAR AND MEET ALL STRUCTURAL CODE REQUIREMENTS.

D. DRAWINGS

- 1. CONTRACTOR SHALL MAINTAIN TWO (2) SETS OF WHITE PRINTS OR DRAWINGS PERTAINING TO THE WORK, ONE (1) SET OF PRINTS SHALL BE KEPT ON SITE AND CHANGES OR DEVIATIONS FROM THE CONTRACT DRAWINGS SHALL BE CAREFULLY NOTED AS CHANGES OR DEVIATIONS ARE MADE. AT THE COMPLETION OF THE PROJECT AND BEFORE FINAL ACCEPTANCE TESTING OF THE WORK, COPY THE CHANGES, DEVIATIONS, AND COMPLIMENTARY INFORMATION ON THE OTHER SET OF PRINTS AND RETURN IT TO THE OWNER. THE COST OF PRINTS AND COST INVOLVED IN THE PREPARATION OF THESE RECORD DRAWINGS SHALL BE BORNE BY THE CONTRACTOR.

E. OPERATING AND MAINTENANCE INSTRUCTIONS

- 1. CONTRACTOR SHALL PROVIDE THREE (3) COPIES OF MANUFACTURERS OPERATING AND MAINTENANCE INSTRUCTIONS FOR EACH PIECE OF EQUIPMENT AND SYSTEM. COPIES SHALL BE COMPILED IN SETS AND PLACED IN A HARD COVER THREE RING BINDER WITH INDEX PAGE AND INDEX TABS. ALL NAME TAG INFORMATION SUCH AS MANUFACTURER, TYPE, SIZE, CAPACITY, SERIAL NUMBER, ETC. SHALL BE INCLUDED AS PART OF THIS MANUAL.
- 2. PROVIDE WRITTEN OPERATING INSTRUCTIONS WITH DIAGRAMS FOR ELECTRICAL EQUIPMENT.
- 3. OPERATING & MAINTENANCE (O&M) MANUALS SHALL BE SUBMITTED TO ARCHITECT FOR REVIEW.

PART 2-PRODUCTS

A. GENERAL

- 1. PROVIDE EQUIPMENT AS SPECIFIED AND/OR SCHEDULED AND IN ACCORDANCE WITH MANUFACTURERS PUBLISHED INSTALLATION INSTRUCTIONS. EQUIPMENT SHALL OPERATE ACCORDING TO THE MANUFACTURERS "OWNER'S OPERATING AND MAINTENANCE MANUAL" TROUBLE-FREE.

B. WIRE & CABLE

- 1. WIRE SHALL BE COPPER (CU), 75° RATED FOR GENERAL USE.
  - 600V STABILLOY 8030 SERIES ALUMINUM WIRE AND CABLE (OR EQUIVALENT) IN SIZES #1/0 AND LARGER MAY BE SUBSTITUTED FOR COPPER ON SERVICES AND FEEDERS IF AMPACITY IS EQUAL TO OR GREATER THAN COPPER AND VOLTAGE DROP IS EQUAL TO OR LESS THAN COPPER. THIS WOULD ONLY BE APPLICABLE FOR FACILITIES THAT ACCEPT THE USE OF ALUMINUM CONDUCTORS. THE USE OF ALUMINUM CONDUCTORS SHALL BE COORDINATED WITH FACILITIES ENGINEER AND/OR BUILDING OWNER PRIOR TO SUBMITTING.
- 3. STEEL TYPE METAL CLAD (MC) CABLE MAY BE USED FOR BRANCH CIRCUITS #8AWG OR SMALLER, WHERE PERMITTED BY CODE.
- 4. UNLESS NOTED OTHERWISE, ALL WIRE SHALL BE STRANDED COPPER. ALL WIRE SHALL BE UL LISTED, RATED FOR 600 VOLTS, TYPE THHN/THWN INSULATION, NO. 12 MINIMUM SIZE EXCEPT FOR CONTROLS.

C. RACEWAYS & FITTINGS

- 1. ALL WIRING SHALL BE INSTALLED IN LISTED METALLIC RACEWAYS. RACEWAYS IN SLAB-ON-GRADE OR BELOW SHALL BE SCHEDULE 40 PVC. TRANSITIONS FROM BELOW TO ABOVE GRADE SHALL BE WITH RIGID STEEL ELBOWS WITH PVC JACKET OR APPROVED EQUIVALENT PROTECTION. EMT FITTINGS SHALL BE STEEL. CONNECTORS SHALL BE INSULATED THROAT TYPE.
- 2. RACEWAYS IN SLAB-ON-GRADE OR BELOW CONTAINING SERVICE ENTRANCE FEEDERS OR DISTRIBUTION FEEDERS 600V SHALL BE SCHEDULE 80 PVC, CONCRETE ENCASED.
- 3. ALL EXPOSED CONDUITS SHALL BE RIGID METAL CONDUIT (RMC).
- 4. ALL CONDUIT FITTINGS SHALL BE COMPRESSION TYPE FITTINGS. NO SET-SCREW FITTINGS ARE ACCEPTABLE.
- 5. ALL CONDUIT SHALL BE MINIMUM 3/4".

D. DISTRIBUTION EQUIPMENT

- 1. SWITCHBOARDS, DISTRIBUTION BOARDS, PANELBOARDS, DISCONNECT SWITCHES, MOTOR CONTROL CENTERS, ETC. SHALL BE MANUFACTURED BY EATON CUTLER-HAMMER, GENERAL ELECTRIC (GE), SIEMENS OR SCHNEIDER ELECTRIC (SQUARE D). CUSTOM EQUIPMENT SHALL BE MANUFACTURED BY INDUSTRIAL ELECTRIC MFG. (IEM). BOLT FREE-STANDING EQUIPMENT TO 4" HIGH CONCRETE HOUSEKEEPING PADS.
- 2. DRY-TYPE TRANSFORMERS SHALL BE 115° RISE WITH 220" INSULATION MINIMUM WITH COPPER WINDINGS. MOUNT ON RUBBER-IN-SHEAR ISOLATORS. MANUFACTURERS SHALL BE BY EATON CUTLER-HAMMER, GENERAL ELECTRIC (GE), SIEMENS OR SCHNEIDER ELECTRIC (SQUARE D). CUSTOM EQUIPMENT SHALL BE MANUFACTURED BY INDUSTRIAL ELECTRIC MFG. (IEM). BOLT FREE-STANDING EQUIPMENT TO 4" HIGH CONCRETE HOUSEKEEPING PADS.
- 3. PROVIDE ENGRAVED NAMEPLATES ON SWITCHBOARDS, PANELBOARDS, DISCONNECT SWITCHES, MOTOR CONTROL CENTERS, TRANSFORMERS, ETC. INDICATING EQUIPMENT DESIGNATION AND POWER SOURCE OF WHERE IT IS FED FROM (OR DESIGNATION OF EQUIPMENT SERVED) AND VOLTAGE. EXAMPLE: "PANEL HP-1, FED FROM SWITCHBOARD MSA, CIRCUITS 1,3,5,480/277V, 3PH, 4W".
- 4. DISCONNECT SWITCHES SHALL BE SINGLE-THROW, HEAVY-DUTY TYPE. FUSIBLE SWITCHES SHALL ACCEPT CLASS R FUSES ONLY AND REJECT OTHERS. INSTALL DISCONNECT SWITCH ON TWO (2)-24" LONG UNI-STRUT CHANNELS DRILLED AND BOLTED TO HVAC UNIT FRAME WHERE POSSIBLE. (COORDINATE LOCATION WITH HVAC MANUFACTURER TO AVOID ANY WARRANTY INFRACTIONS AND UL LISTINGS). SILICONE SEAL ALL PENETRATIONS INTO UNIT.
- 5. CIRCUIT BREAKERS SHALL BE BOLT-ON TYPE AND FUSES SHALL BE BUSSMAN OR APPROVED EQUIVALENT.
- 6. WIRE TERMINATION PROVISIONS FOR PANELBOARDS, CIRCUIT BREAKERS, DISCONNECT SWITCHES AND ALL OTHER ELECTRICAL APPARATUS SHALL BE LISTED SUITABLE FOR 75°C.
- 7. ALL EQUIPMENT SUCH AS SWITCHBOARDS, DISTRIBUTION BOARDS, DISCONNECT SWITCHES, TRANSFORMERS AND PANELBOARDS SHALL BE BY THE SAME MANUFACTURER. ALL FUSES PROVIDED SHALL BE BUSSMAN.
- 8. PROVIDE HANDLE-TIES OR MULTI-POLE CIRCUIT BREAKERS FOR SIMULTANEOUS OPERATION OF ALL MULTI-WIRE BRANCH CIRCUITS.
- 9. PROVIDE ARC FLASH LABELING ON ALL NEW DISTRIBUTION EQUIPMENT. UPDATE EXISTING ARC FLASH STUDY IF ADDING NEW EQUIPMENT (I.E. PANELBOARDS, TRANSFORMERS) TO EXISTING ELECTRICAL DISTRIBUTION SYSTEM AS REQUIRED. COORDINATE WITH FACILITIES ELECTRICAL ENGINEER AND/OR BUILDING OWNER FOR ADDITIONAL REQUIREMENTS.

DIVISION 26-ELECTRICAL SPECIFICATIONS

PART 1- GENERAL

- A. GENERAL
  - 1. GENERAL CONDITIONS, SPECIAL REQUIREMENTS OR GENERAL REQUIREMENTS OF THE PROJECT SPECIFICATIONS MANUAL ARE MADE PART OF THIS SPECIFICATION AND HAVE THE SAME FORCE AND EFFECT AS IF COMPLETELY REPRODUCED.
  - 2. DEFINITIONS: THE WORD "WORK" SHALL MEAN LABOR AND ANY INCIDENTAL ITEMS OR SERVICES NECESSARY FOR THE PROPER INSTALLATION AND OPERATION OF THE COMPLETE SYSTEMS NOTED ON THESE DRAWINGS AND ASSOCIATED SPECIFICATIONS. THE WORD "PROVIDE" SHALL MEAN FURNISH AND INSTALL AND MAKE FINAL CONNECTIONS AND LEAVE IN AN APPROVED COMPLETED, TESTED AND OPERATING CONDITION PRIOR TO FINAL ACCEPTANCE BY OWNER.
  - 3. WORK SHALL BE PROVIDED IN ACCORDANCE WITH THE LATEST ADOPTIONS OF THE APPLICABLE CALIFORNIA ELECTRICAL CODE, TITLE 24, PART 6 AND OTHER APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS, INCLUDING AMENDMENTS.
  - 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PAYING FEES AND OBTAINING PERMITS AND INSPECTIONS REQUIRED FOR THE PROJECT SCOPE OF WORK.
  - 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER FITTING OF MATERIAL INTO THE BUILDING AS INDICATED ON DRAWINGS, WITHOUT INTERFERENCE WITH OTHER WORK, AND SHALL MAKE REASONABLE MODIFICATIONS IN THE LAYOUTS NEEDED TO PREVENT CONFLICT WITH OTHER TRADES, TO PROVIDE ACCESS AND FOR THE PROPER EXECUTION OF THE WORK.
  - 6. WORK SHALL BE COORDINATED WITH THE WORK OF OTHER TRADES INCLUDING CONTRACT DOCUMENTS, SHOP DRAWINGS, AND EXISTING SYSTEMS.
  - 7. DO NOT SCALE DRAWINGS AS THEY ARE DIAGRAMMATIC AND SCHEMATIC IN NATURE. CONTRACTOR SHALL PROVIDE NECESSARY ITEMS TO COMPLETE THE WORK ACCORDING TO INDUSTRY STANDARDS. IT IS THE INTENT OF THE DRAWINGS AND SPECIFICATIONS TO CALL OUT FOR FINISHED WORK, TESTED AND READY FOR OPERATIONS. ARRANGEMENT OF EQUIPMENT AND ROUTING OF RACEWAYS INDICATED ON DRAWINGS SHALL BE ROUTED PLUMB AND AT RIGHT ANGLES. INSTALLATION OF SYSTEMS MAY REQUIRE MODIFICATION DUE TO UNFORESEEN CONDITIONS.
  - 8. VERIFY ALL SIZES, DIMENSIONS, AND CONDITIONS BEFORE STARTING ANY WORK. ANY DEVIATIONS OR PROBLEMS SHALL BE TRANSMITTED TO ARCHITECT AND/OR ENGINEER FOR REVIEW.
  - 9. CONTRACTOR SHALL SUBMIT A BID BASED ON MANUFACTURER NAMES LISTED UNLESS "OR EQUAL" IS INDICATED. SUBSTITUTION REQUESTS WILL BE REVIEWED BY THE ENGINEER, AND MUST BE SUBMITTED AT A MINIMUM SEVEN (7) BUSINESS DAYS PRIOR TO BID DATE. CLOSING ACCEPTABILITY OF SUBSTITUTION WILL BE SOLELY DETERMINED BY THE OWNER.
  - 10. IT IS THE INTENT OF THESE DRAWINGS AND SPECIFICATIONS TO ESTABLISH A STANDARD OF QUALITY.
  - 11. EXAMINATION OF BIDDING DOCUMENTS:
    - 11.1 EACH BIDDER SHALL EXAMINE THE BIDDING DOCUMENTS CAREFULLY AND NOT LATER THAN SEVEN (7) DAYS PRIOR THE DATE OF RECEIPT AND SHALL MAKE WRITTEN REQUEST TO ARCHITECT AND/OR ENGINEER FOR INTERPRETATION OR CORRECTION OF ANY DISCREPANCIES, AMBIGUITY, INCONSISTENCY OR ERROR THEREIN WHICH HE/SHE MAY DISCOVER. ANY INTERPRETATION OR CORRECTION WILL BE ISSUED AS AN ADDENDUM BY THE ARCHITECT AND/OR ENGINEER. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING. NO BIDDER SHALL RELY UPON INTERPRETATIONS OR CORRECTIONS GIVEN BY ANY OTHER METHOD. IF DISCREPANCIES, AMBIGUITY, INCONSISTENCY OR ERROR ARE NOT COVERED BY ADDENDUM OR WRITTEN DIRECTIVE, CONTRACTOR SHALL INCLUDE HIS / HER BID, LABOR MATERIALS AND METHODS OF CONSTRUCTION RESULTING IN HIGHER COST. AFTER AWARD OF CONTRACT, NO ALLOWANCE OF EXTRA COMPENSATION WILL BE MADE IN BEHALF OF THE CONTRACTOR DUE TO HIS / HER FAILURE TO MAKE THE WRITTEN REQUESTS AS DESCRIBED ABOVE.
    - 11.2 THE COMPANY / CONTRACTOR SUBMITTING THE REQUEST WILL BE RESPONSIBLE FOR ITS PROMPT DELIVERY. FAILURE TO REQUEST CLARIFICATION OF ANY INADEQUACY, OMISSION OR CONFLICT WILL NOT RELIEVE THE CONTRACTOR OF RESPONSIBILITY. THE SIGNED OF THE CONTRACT WILL BE CONSIDERED IMPLICITLY DENOTING THAT THE CONTRACTOR HAS THOROUGH COMPREHENSION OF THE FULL INTENT AND SCOPE OF THE WORKING DRAWINGS AND SPECIFICATIONS.
  - 12. WORK SHALL BE PERFORMED IN A WORKMANLIKE MANNER TO THE SATISFACTION OF THE ARCHITECT AND/OR ENGINEER.
  - 13. GUARANTEE THE INSTALLATION AGAINST DEFECTS IN MATERIALS AND WORKMANSHIP WHICH MAY OCCUR DURING NORMAL USAGE FOR A PERIOD OF ONE (1) YEAR AFTER OWNERS ACCEPTANCE. DEFECTS SHALL BE PROMPTLY REMEDIED WITHOUT COST TO OWNER.
  - 14. SYSTEMS SHALL BE TESTED FOR PROPER OPERATION. TESTS SHOW THAT WORK IS DEFECTIVE, CONTRACTOR SHALL MAKE CORRECTIONS NECESSARY AT NO COST TO OWNER.
  - 15. CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACING EQUIPMENT WHICH IS DAMAGED DUE TO INCORRECT FIELD WIRING PROVIDED UNDER THIS SECTION OR FACTORY WIRING IN EQUIPMENT PROVIDED UNDER THIS SECTION.
  - 16. SYSTEMS SHALL BE COMPLETE, OPERABLE AND READY FOR CONTINUOUS OPERATIONS. LIGHTS, SWITCHES, RECEPTACLES, MOTORS, ETC. SHALL BE CONNECTED AND OPERABLE.
  - 17. ALL ELECTRICAL SYSTEM COMPONENTS SHALL BE LISTED OR LABELED BY U.L. OR OTHER NATIONALLY RECOGNIZED TESTING LABORATORIES (NRTL).
- B. EXISTING CONDITIONS
  - 1. THE PROJECT INVOLVES CONSTRUCTION INSIDE AN EXISTING STRUCTURE. CONTRACTORS BY SUBMITTING A BID ARE DEEMED TO BE COMPLETELY FAMILIAR WITH THE EXISTING CONDITIONS OF THE BUILDING AS IT INFLUENCES THE WORK DESCRIBED. NO CLAIMS FOR EXTRA COMPENSATION SHALL BE CONSIDERED FOR EXISTING CONDITIONS VISIBLE OR REASONABLY INFERRABLE FROM A CAREFUL EXAMINATION OF THE EXISTING BUILDING CONDITIONS.
  - 2. CONTRACTOR SHALL INSPECT THE EXISTING FIELD CONDITIONS AT THE SITE AND THE CONTRACT DOCUMENTS PRIOR TO THE START OF ANY WORK TO DETERMINE WHAT EFFECT THE EXISTING CONDITIONS WILL HAVE ON THE WORK. CONTRACTOR SHALL REPORT DISCREPANCIES TO THE ARCHITECT AND/OR ENGINEER AND INCLUDE IN HIS / HER BID ALL COSTS REQUIRED TO MAKE HIS / HER WORK MEET EXISTING CONDITIONS.
  - 3. CONTRACTOR SHALL CONNECT THEIR WORK TO VARIOUS EXISTING ELECTRICAL SYSTEMS. THE NEW WORK SHALL BE COMPATIBLE WITH EXISTING SYSTEM CONDITIONS.
  - 4. CARE SHALL BE TAKE DURING INSTALLATION OF THE NEW WORK, AS TO NOT DAMAGE OR INTERRUPT THE EXISTING BUILDING SYSTEMS AND SERVICES INSTALLED. DAMAGE TO EXISTING SYSTEMS AND EQUIPMENT CAUSED BY CONTRACTOR DURING THE INSTALLATION OF THEIR WORK SHALL BE REPAIRED AND/OR REPLACED AT THE CONTRACTORS EXPENSE TO THE SATISFACTION OF THE BUILDING OWNER.
  - 5. SHUT-DOWN OF EXISTING SYSTEMS FOR CONNECTION TO THE EXISTING SERVICES SHALL BE COORDINATED WITH THE OWNER. CONTRACTOR SHALL SUBMIT REQUEST WHERE THEY AFFECT THE OPERATION OF THE BUILDING SYSTEMS AT LEAST ONE (1) WEEK IN ADVANCE OF ANY REQUIRED SHUT-DOWN. THE ACTUAL SHUT-DOWN PERIOD SHALL BE AS SHORT AS POSSIBLE AND AT A TIME AGREED BY THE OWNER.
  - 6. DEMOLITION SHALL BE COORDINATED WITH OWNER, ARCHITECT AND GENERAL CONTRACTOR.
  - 7. CONTRACTOR SHALL REPORT ANY EQUIPMENT DISCREPANCIES FOUND TO THE ARCHITECT AND/OR ENGINEER WITHIN FIVE (5) DAYS OF DISCOVERY.
  - 8. CONTRACTOR SHALL REPORT DISCREPANCIES TO THE ARCHITECT AND/OR ENGINEER AND INCLUDE IN HIS/HER BID ALL COSTS REQUIRED TO MAKE HIS/HER WORK MEET EXISTING CONDITIONS.
  - 9. PROVIDE ELECTRICAL DEMOLITION REQUIRED. REFER TO ARCHITECTURAL DEMOLITION DRAWINGS FOR LOCATION AND EXTENT OF DEMOLITION WORK REQUIRED. CONTRACTOR SHALL VISIT SITE PRIOR TO BID TO DETERMINE EXTENT OF WORK INVOLVED. PROVIDE LABOR AND MATERIALS AS REQUIRED TO MAINTAIN AND/OR RESTORE CONTINUITY OF SERVICE TO EXISTING CIRCUITS.
  - 10. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING EXISTING EQUIPMENT OR CIRCUITS THAT ARE REMAINING TO BE RE-CONNECTED TO NEW OR EXISTING SWITCHBOARDS / PANELBOARDS. PROVIDE SWITCHES, RECEPTACLES, CONDUIT, WIRE, ETC. AS REQUIRED TO RESTORE CONTINUITY OF CIRCUIT(S).
  - 11. CONTRACTOR SHALL PROVIDE NECESSARY DEMOLITION TO REMOVE EXISTING UNUSED CONDUIT, WIRE, CABLE, JUNCTION BOXES, RECEPTACLES, SWITCHES, LIGHTS, FIRE ALARM DEVICES, ETC. COMPLETE WITH ASSOCIATED CIRCUIT TO SOURCE.
  - 12. IMMEDIATELY AFTER AWARD OF CONTRACT, CONTRACTOR SHALL VERIFY AVAILABLE PHYSICAL SPACE AND AMPACITIES OF EXISTING PANELBOARDS, SWITCHBOARDS, DISTRIBUTION BOARDS, MOTOR CONTROL CENTERS, ETC. AND PROVIDE WRITTEN DOCUMENTATION OF FINDINGS TO THE ENGINEER. DOCUMENTATION SHALL INCLUDE A MINIMUM 72 HOUR LOAD RECORDING AMPERE READING ON ALL EXISTING SWITCHGEAR BEING UTILIZED FOR THIS PROJECT.
  - 13. EXISTING LIGHT FIXTURES, SWITCHGEAR, ELECTRICAL EQUIPMENT, ETC. BEING REMOVED SHALL BE RETURNED TO THE OWNER, EXCEPT FOR THOSE ITEMS BEING RELOCATED.

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**G. CUTOFF REQUIREMENTS (BUG)**  
This Section Does Not Apply

**H. OUTDOOR LIGHTING CONTROLS**  
This Section Does Not Apply

**H. OUTDOOR LIGHTING CONTROLS**  
Table Instructions: Complete this table demonstrating compliance with controls requirements for all new or altered luminaires installed as part of the permit application. For alteration projects, luminaires which are existing to remain (ie untouched) and luminaires which are removed and reinstalled (wiring only) do not need to be included in this table even if they are within the spaces covered by the permit application.

| 01                    | 02                                         | 03                   | 04                        | 05                        | 06                         | 07                                           | 08              | 09   | 10   |
|-----------------------|--------------------------------------------|----------------------|---------------------------|---------------------------|----------------------------|----------------------------------------------|-----------------|------|------|
| Area Description      | Motion Sensor Incandescent-100W (130.2)(a) | Shut-Off (130.2)(c1) | Auto-Schedule (130.2)(c2) | Motion Sensor (130.2)(c3) | Sales Frontage (130.2)(c4) | Facade, Ornament, Outdoor Dining (130.2)(c5) | Field Inspector | Pass | Fail |
| BUILDING FACADE NORTH | NA: No Incand-100W                         | Photocontrol         | Yes                       | See Façade, etc.          | NA: No Sales Front Lig     | Time-switch                                  |                 |      |      |
| BUILDING FACADE SOUTH | NA: No Incand-100W                         | Photocontrol         | Yes                       | See Façade, etc.          | NA: No Sales Front Lig     | Time-switch                                  |                 |      |      |
| BUILDING FACADE EAST  | NA: No Incand-100W                         | Photocontrol         | Yes                       | See Façade, etc.          | NA: No Sales Front Lig     | Time-switch                                  |                 |      |      |
| BUILDING FACADE WEST  | NA: No Incand-100W                         | Photocontrol         | Yes                       | See Façade, etc.          | NA: No Sales Front Lig     | Time-switch                                  |                 |      |      |

**I. LIGHTING POWER ALLOWANCE (per §140.7)**  
This Section Does Not Apply

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**D. EXCEPTIONAL CONDITIONS**  
This table is auto-filled with uneditable comments because of selections made or data entered in tables throughout the form.  
No exceptional conditions apply to this project.

**E. ADDITIONAL REMARKS**  
This table includes remarks made by the permit applicant to the Authority Having Jurisdiction.

**F. OUTDOOR LIGHTING FIXTURE SCHEDULE**  
This Section Does Not Apply

**F. OUTDOOR LIGHTING FIXTURE SCHEDULE**  
Table Instructions: For new or altered lighting systems demonstrating compliance with §140.7 (ie Table I has expanded for input), include all luminaires being installed and any existing luminaires remaining or being moved within the spaces covered by the permit application in the Table below. For altered lighting systems using the Existing Power method per §141.00(b)(2) (ie Table N has expanded for input), include only new luminaires being installed and replacement luminaires being installed as part of the project scope (ie, do not include existing luminaires remaining or existing luminaires being moved).

| 01               | 02                             | 03                   | 04                        | 05                      | 06                | 07                     | 08                         | 09                           | 10              |
|------------------|--------------------------------|----------------------|---------------------------|-------------------------|-------------------|------------------------|----------------------------|------------------------------|-----------------|
| Name or Item Tag | Complete Luminaire Description | Watts per luminaire* | How Wattage is determined | Total number luminaires | Luminaire Status* | Excluded per §140.7(a) | Design Watts               | Corf. Req. > 150W §130.2(b)* | Field Inspector |
| L1               | LED FACADE FLOOD LIGHT         | 135                  | NAB Default               | 16                      | New               |                        | 2,160                      |                              |                 |
| L2               | LED FACADE LINEAR FIXTURE      | 12                   | NAB Default               | 112                     | New               |                        | 1,344                      |                              |                 |
| L6               | LED FACADE LINEAR FIXTURE      | 12                   | NAB Default               | 52                      | New               |                        | 624                        |                              |                 |
|                  |                                |                      |                           |                         |                   |                        | <b>Total Design Watts:</b> | <b>4,128</b>                 |                 |

\* NOTES: Selections with a \* require a note in the space below explaining how compliance is achieved.  
EX: Luminaire is lighting a statue; EXCEPTION 2 to §130.2(b).

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**A. GENERAL INFORMATION**  
01 Project Location (city): BERKELEY  
02 Climate Zone: 3  
03 Outdoor Lighting Zone per Title 24, Part 1 §10-114 or as designated by Authority Having Jurisdiction (AHJ):  
 L2-0: Very Low - Undeveloped Parkland  L2-2: Moderate - Rural Areas  L2-4: High - Must be reviewed by CA Energy Commission for Approval  
 L2-1: Low - Developed Parkland  L2-3: Moderately High - Urban Areas

**B. PROJECT SCOPE**  
Table Instructions: Include any outdoor lighting systems that are within the scope of the permit application and are demonstrating compliance using the prescriptive path outlined in §140.7 or §141.00(b)(2) for alterations.  
My project consists of:  
 New Lighting System Must Comply with Allowances from §140.7  
 Altered Lighting System Is your alteration increasing the connected lighting load (Watts)?  Yes  No  
\* FOOTNOTES: % of Existing Luminaires Being Altered = (Sum Total of Luminaires Being Added or Altered / Existing Luminaires within the Scope of the Permit Application) x 100

**C. COMPLIANCE RESULTS**  
Table Instructions: If any cell on this table says "DOES NOT COMPLY" or "COMPLIES with Exceptional Conditions" refer to Table D. For guidance.  
Calculation of Total Allowed Lighting Power (Watts) §140.7 or §141.00(b)(2)

| 01                                     | 02                          | 03                         | 04                     | 05                            | 06                | 07                            | 08                                                 | 09                   |
|----------------------------------------|-----------------------------|----------------------------|------------------------|-------------------------------|-------------------|-------------------------------|----------------------------------------------------|----------------------|
| General Hardscape Allowance (140.7)(a) | Per Application (140.7)(d2) | Sales Frontage (140.7)(d2) | Ornamental (140.7)(d2) | Per Specific Area (140.7)(d2) | OR (141.00)(b)(2) | Existing Power (141.00)(b)(2) | Total Allowed (Watts)                              | Total Actual (Watts) |
| 520                                    |                             |                            |                        |                               | OR                | 4,128                         | 4,648                                              | 07 Must be 08        |
|                                        |                             |                            |                        |                               |                   |                               | <b>Cutoff Compliance (See Table G for Details)</b> | <b>COMPLIES</b>      |

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| 01                   | 02                                   | 03                  | 04                      | 05                      | 06                         | 07                  | 08              | 09           | 10                                      |
|----------------------|--------------------------------------|---------------------|-------------------------|-------------------------|----------------------------|---------------------|-----------------|--------------|-----------------------------------------|
| Area Description     | Specific Area Type per Table 140.7-8 | Specific Area (ft²) | Allowed Density (W/ft²) | Extra Allowance (Watts) | Luminaire Name or Item Tag | Watts per Luminaire | # of Luminaires | Design Watts | Additional Allowance (Watts)            |
| BUILDING FACADE EAST | Bldg Façade                          | 3,912               | 0.35                    | 1,369,199.9             | L6                         | 12                  | 26              | 312          |                                         |
|                      |                                      |                     |                         |                         |                            |                     |                 |              | Total Design Watts for this Area: 1,188 |

| 01                   | 02                                   | 03                  | 04                      | 05                      | 06                         | 07                  | 08              | 09           | 10                                              |
|----------------------|--------------------------------------|---------------------|-------------------------|-------------------------|----------------------------|---------------------|-----------------|--------------|-------------------------------------------------|
| Area Description     | Specific Area Type per Table 140.7-8 | Specific Area (ft²) | Allowed Density (W/ft²) | Extra Allowance (Watts) | Luminaire Name or Item Tag | Watts per Luminaire | # of Luminaires | Design Watts | Additional Allowance (Watts)                    |
| BUILDING FACADE WEST | Bldg Façade                          | 3,192               | 0.35                    | 1,117,199.9             | L1                         | 135                 | 4               | 540          |                                                 |
| BUILDING FACADE WEST | Bldg Façade                          | 3,192               | 0.35                    | 1,117,199.9             | L2                         | 12                  | 28              | 336          |                                                 |
| BUILDING FACADE WEST | Bldg Façade                          | 3,192               | 0.35                    | 1,117,199.9             | L6                         | 12                  | 0               | 0            |                                                 |
|                      |                                      |                     |                         |                         |                            |                     |                 |              | Total Design Watts for this Area: 876           |
|                      |                                      |                     |                         |                         |                            |                     |                 |              | <b>Total Allowance (Watts) All Areas: 4,128</b> |

\* FOOTNOTES: See Table 140.7-8 for the rules for calculating the specific areas (ft²) for these additional lighting allowances.

**N. EXISTING CONDITIONS POWER ALLOWANCE (alterations only)**  
This Section Does Not Apply

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| 01                    | 02                                   | 03                  | 04                      | 05                      | 06                         | 07                  | 08              | 09           | 10                                    |
|-----------------------|--------------------------------------|---------------------|-------------------------|-------------------------|----------------------------|---------------------|-----------------|--------------|---------------------------------------|
| Area Description      | Specific Area Type per Table 140.7-8 | Specific Area (ft²) | Allowed Density (W/ft²) | Extra Allowance (Watts) | Luminaire Name or Item Tag | Watts per Luminaire | # of Luminaires | Design Watts | Additional Allowance (Watts)          |
| BUILDING FACADE NORTH | Bldg Façade                          | 3,192               | 0.35                    | 1,117,199.9             | L1                         | 135                 | 4               | 540          |                                       |
| BUILDING FACADE NORTH | Bldg Façade                          | 3,192               | 0.35                    | 1,117,199.9             | L2                         | 12                  | 28              | 336          |                                       |
| BUILDING FACADE NORTH | Bldg Façade                          | 3,192               | 0.35                    | 1,117,199.9             | L6                         | 12                  | 0               | 0            |                                       |
|                       |                                      |                     |                         |                         |                            |                     |                 |              | Total Design Watts for this Area: 876 |

| 01                    | 02                                   | 03                  | 04                      | 05                      | 06                         | 07                  | 08              | 09           | 10                                      |
|-----------------------|--------------------------------------|---------------------|-------------------------|-------------------------|----------------------------|---------------------|-----------------|--------------|-----------------------------------------|
| Area Description      | Specific Area Type per Table 140.7-8 | Specific Area (ft²) | Allowed Density (W/ft²) | Extra Allowance (Watts) | Luminaire Name or Item Tag | Watts per Luminaire | # of Luminaires | Design Watts | Additional Allowance (Watts)            |
| BUILDING FACADE SOUTH | Bldg Façade                          | 3,876               | 0.35                    | 1,356,599.9             | L1                         | 135                 | 4               | 540          |                                         |
| BUILDING FACADE SOUTH | Bldg Façade                          | 3,876               | 0.35                    | 1,356,599.9             | L2                         | 12                  | 28              | 336          |                                         |
| BUILDING FACADE SOUTH | Bldg Façade                          | 3,876               | 0.35                    | 1,356,599.9             | L6                         | 12                  | 26              | 312          |                                         |
|                       |                                      |                     |                         |                         |                            |                     |                 |              | Total Design Watts for this Area: 1,188 |

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**I. LIGHTING POWER ALLOWANCE (per §140.7)**  
Table Instructions: Please complete this table for areas using the allowance calculations per §140.7. General Hardscape Allowance is per Table 140.7-8 while "Use it or lose it" Allowances are per Table 140.7-8. Indicate which allowances are being used to expand sections for user input. Luminaires that qualify for one of the "Use it or lose it" allowances shall not qualify for another "Use it or lose it" allowance.

| 01               | 02                                     | 03                          | 04                         | 05                     | 06                            | 07                | 08                                                 | 09                    |
|------------------|----------------------------------------|-----------------------------|----------------------------|------------------------|-------------------------------|-------------------|----------------------------------------------------|-----------------------|
| Area Description | General Hardscape Allowance (140.7)(a) | Per Application (140.7)(d2) | Sales Frontage (140.7)(d2) | Ornamental (140.7)(d2) | Per Specific Area (140.7)(d2) | OR (141.00)(b)(2) | Existing Power (141.00)(b)(2)                      | Total Allowed (Watts) |
|                  |                                        |                             |                            |                        |                               | OR                | 4,128                                              | 4,648                 |
|                  |                                        |                             |                            |                        |                               |                   | <b>Cutoff Compliance (See Table G for Details)</b> | <b>COMPLIES</b>       |

**J. LIGHTING ALLOWANCE: PER APPLICATION**  
This Section Does Not Apply

**K. LIGHTING ALLOWANCE: SALES FRONTAGE**  
This Section Does Not Apply

**L. LIGHTING ALLOWANCE: ORNAMENTAL**  
This Section Does Not Apply

**M. LIGHTING ALLOWANCE: PER SPECIFIC AREA**  
This Section Does Not Apply

**M. LIGHTING ALLOWANCE: PER SPECIFIC AREA**  
Table Instructions: Please complete this table for areas using the wattage allowance per specific area type from Table 140.7-8. More than one specific area allowance may be taken in a single project, if applicable. However, multiple specific area allowances may not be taken for the exact same area on the site.  
Table Continued

| 02               | 03                   | 04                                                   | 05                     | 06                    | 07                      | 08                       | 09                                                            |
|------------------|----------------------|------------------------------------------------------|------------------------|-----------------------|-------------------------|--------------------------|---------------------------------------------------------------|
| Area Description | Unlimited Area (ft²) | Area Wattage Allowance (AWA) Allowed Density (W/ft²) | Area Allowance (Watts) | Perimeter Length (ft) | Linear Allowance (W/ft) | Linear Allowance (Watts) | Total General AWA + LWA (Watts)                               |
|                  |                      | 0.04                                                 | 0                      |                       | 0.35                    | 0                        | 520                                                           |
|                  |                      |                                                      |                        |                       |                         |                          | <b>Initial Wattage Allowance for Entire Site (Watts):</b> 520 |
|                  |                      |                                                      |                        |                       |                         |                          | <b>Total General Hardscape Allowance (Watts):</b> 520         |

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**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**  
Documentation Author Name: Kristoffer Cercena  
Company: Phase C Consulting  
Address: 5332 Seville Circle  
City/State/Zip: La Palma, CA 90623  
Documentation Author Signature: [Signature]  
Signature Date: 10-18-18  
CEA/HERS Certification Identification (if applicable): E21637  
Phone: 562-292-5613

**RESPONSIBLE PERSON'S DECLARATION STATEMENT**  
I certify the following under penalty of perjury under the laws of the State of California:  
1. The information provided on this Certificate of Compliance is true and correct.  
2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer).  
3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.  
4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.  
5. I will ensure that a completed signed copy of this Certificate of Compliance shall be made available with the building permit issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.

Responsible Designer Name: Kristoffer Cercena, P.E.  
Company: Phase C Consulting  
Address: 5332 Seville Circle  
City/State/Zip: La Palma, CA 90623  
Responsible Designer Signature: [Signature]  
Date Signed: 10-18-18  
License: E 21637  
Phone: 562-292-5613

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Project Address: 2140 SHATTUCK AVE  
Report Page: Page of 10/18/2018  
Date Prepared: 10/18/2018

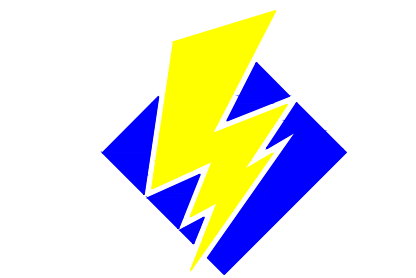
**D. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION**  
Table Instructions: Selections have been made based on information provided in previous tables of this document. If any selection needs to be changed, please explain why in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and must be completed through an Acceptance Test Technician Certification Provider (ATTCP). For more information visit: <http://www.energy.ca.gov/title24/2016standards/attcp/providers.html>

| YES                      | NO                       | Form/Title                                                                                                                                           | Field Inspector                                             |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NRCI-LTO-01-E - Must be submitted for all buildings.                                                                                                 | Pass <input type="checkbox"/> Fail <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | NRCI-LTO-02-E - Must be submitted for a lighting control system; or for an Energy Management Control System (EMCS), to be recognized for compliance. | Pass <input type="checkbox"/> Fail <input type="checkbox"/> |

**P. DECLARATION OF REQUIRED CERTIFICATES OF ACCEPTANCE**  
Table Instructions: Selections have been made based on information provided in previous tables of this document. If any selection needs to be changed, please explain why in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and must be completed through an Acceptance Test Technician Certification Provider (ATTCP). For more information visit: <http://www.energy.ca.gov/title24/2016standards/attcp/providers.html>

| YES                      | NO                       | Form/Title                                                                                                                               | Field Inspector                                             |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NRCA-LTO-02-A - Must be submitted for all outdoor lighting controls except for alterations where controls area added to ≤ 20 luminaires. | Pass <input type="checkbox"/> Fail <input type="checkbox"/> |

CA Building Energy Efficiency Standards - 2016 Nonresidential Compliance: <http://www.energy.ca.gov/title24/2016standards> September 2017



PHASE C  
CONSULTING  
5532 SEVILLE CIRCLE  
LA PALMA, CA 90623  
562.292.5613  
WWW.PHASE-C.COM

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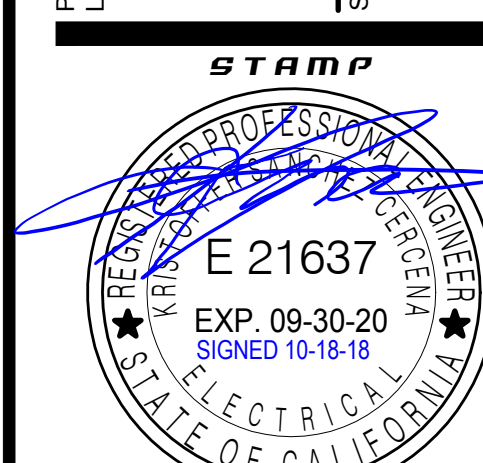
PROJECT LOCATION SOUTH BERKELEY

C-617G  
2140 SHATTUCK AVE,  
BERKELEY, CA 94704

TITLE 24  
COMPLIANCE FORMS  
EXTERIOR

SHEET TITLE

ISSUE FOR PLAN CHECK: 2018\_10\_18



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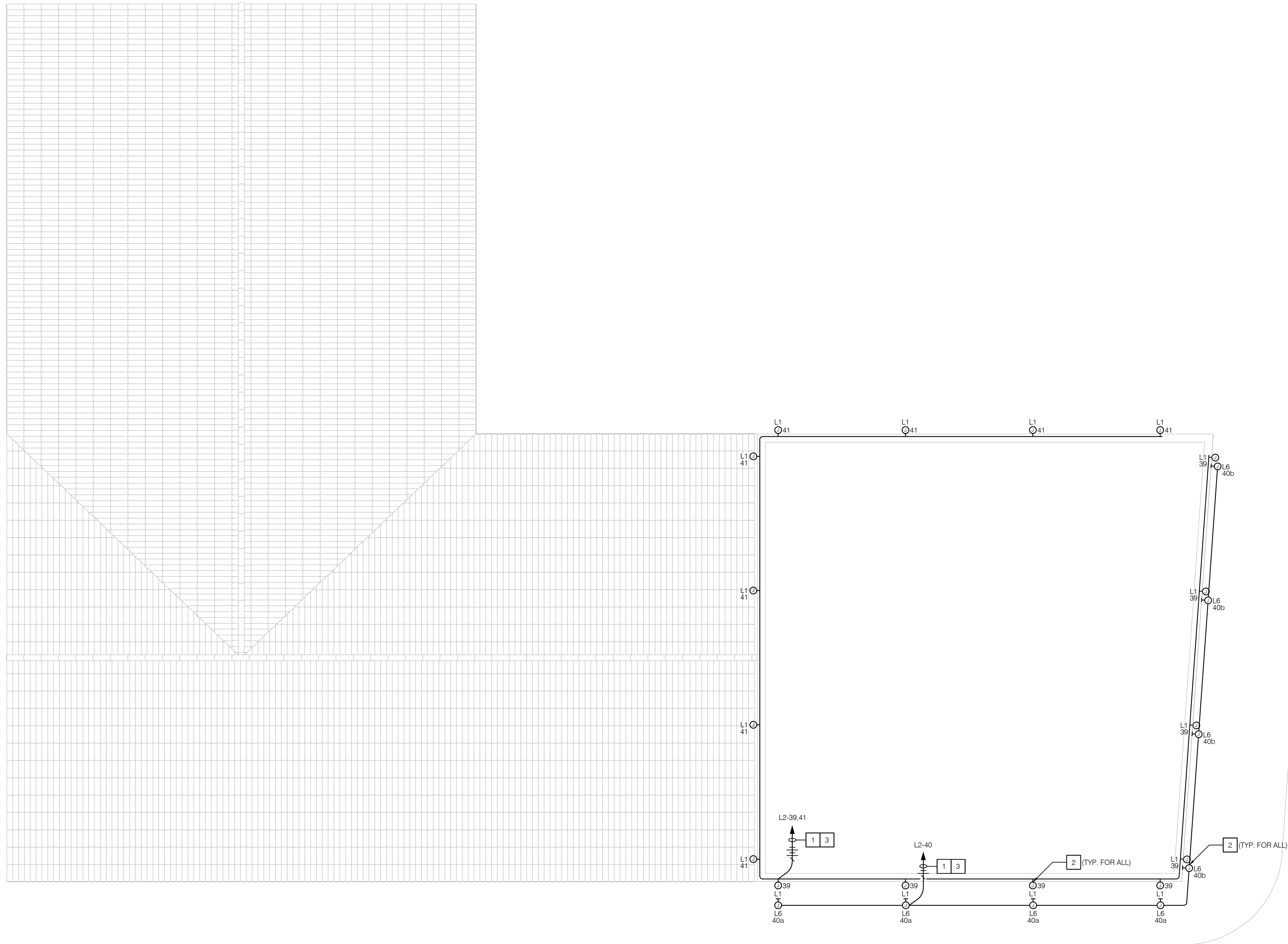
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DATE: 2018.10.18  
PROJECT NUMBER: MAE-1801

SHEET NUMBER

20.02



**GENERAL NOTES**

1. FIELD VERIFY EXISTING CONDITIONS PRIOR TO START OF WORK.
2. LABELS AND DIRECTORIES SHALL BE UPDATED ON EXISTING PANELS THAT ARE BEING USED WITHIN THE PROJECT SCOPE OF WORK. THE CONTRACTOR SHALL TURN ALL UNUSED BREAKERS TO THE 'OFF' POSITION AND LABEL AS 'SPARE'.
3. ALL POWER SHUT-DOWNS SHALL BE PERFORMED DURING 'OFF' HOURS, WEEKENDS OR ON HOLIDAYS ONLY. ALL POWER SHUT-DOWNS SHALL BE COORDINATED AND APPROVED BY OWNER IN WRITING. CONTRACTOR SHALL PROVIDE OWNER WITH A MINIMUM OF TWO WEEKS ADVANCED NOTICE IN WRITING PRIOR TO ANY SCHEDULED SHUT-DOWNS.

**KEY NOTES**

1. PROVIDE NEW 120V, 20A/1P, CIRCUIT BREAKER IN AVAILABLE SPACE. NEW CIRCUIT BREAKER SHALL MATCH EXISTING MANUFACTURER, FRAME, TYPE AND AIC BREAKER AS REQUIRED. UPDATE PANEL SCHEDULES WITH REVISED LOAD.
2. REFER TO ELEVATIONS ON SHEETS E4.01 & E4.02 FOR EXACT PLACEMENT OF FIXTURE. SCOPE OF WORK SHALL BE DONE IN A HISTORICAL BUILDING AND ALL CONDUITS SHALL BE ROUTED IN THE INTERIOR OF BUILDING AND STUBBED-UP AT FIXTURE LOCATION. FIELD VERIFY EXACT CONDUIT ROUTING WITH EXISTING CONDITIONS PRIOR TO START OF WORK.
3. PROVIDE AND INSTALL NEW TITLE 24 COMPLIANT PHOTO-CONTROLS FOR EXTERIOR LIGHTING. ROUTE BRANCH CIRCUIT THROUGH PHOTO-CONTROLS AS REQUIRED.

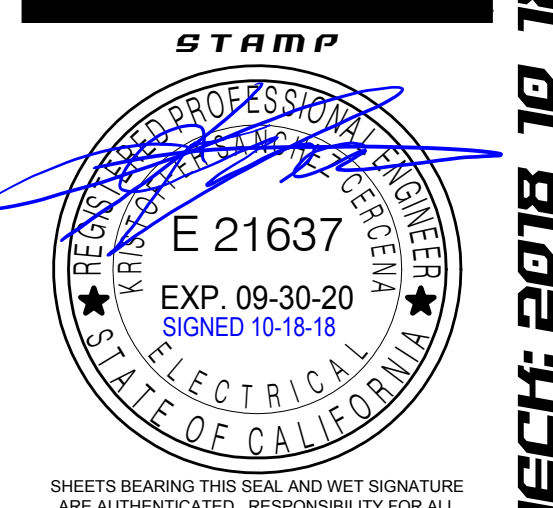


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PROJECT LOCATION  
**SOUTH BERKELEY**  
C-617G  
2140 SHATTUCK AVE.  
BERKELEY, CA 94704

SHEET TITLE  
**1ST FLOOR EXTERIOR LIGHTING PLAN**



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**REVISIONS**

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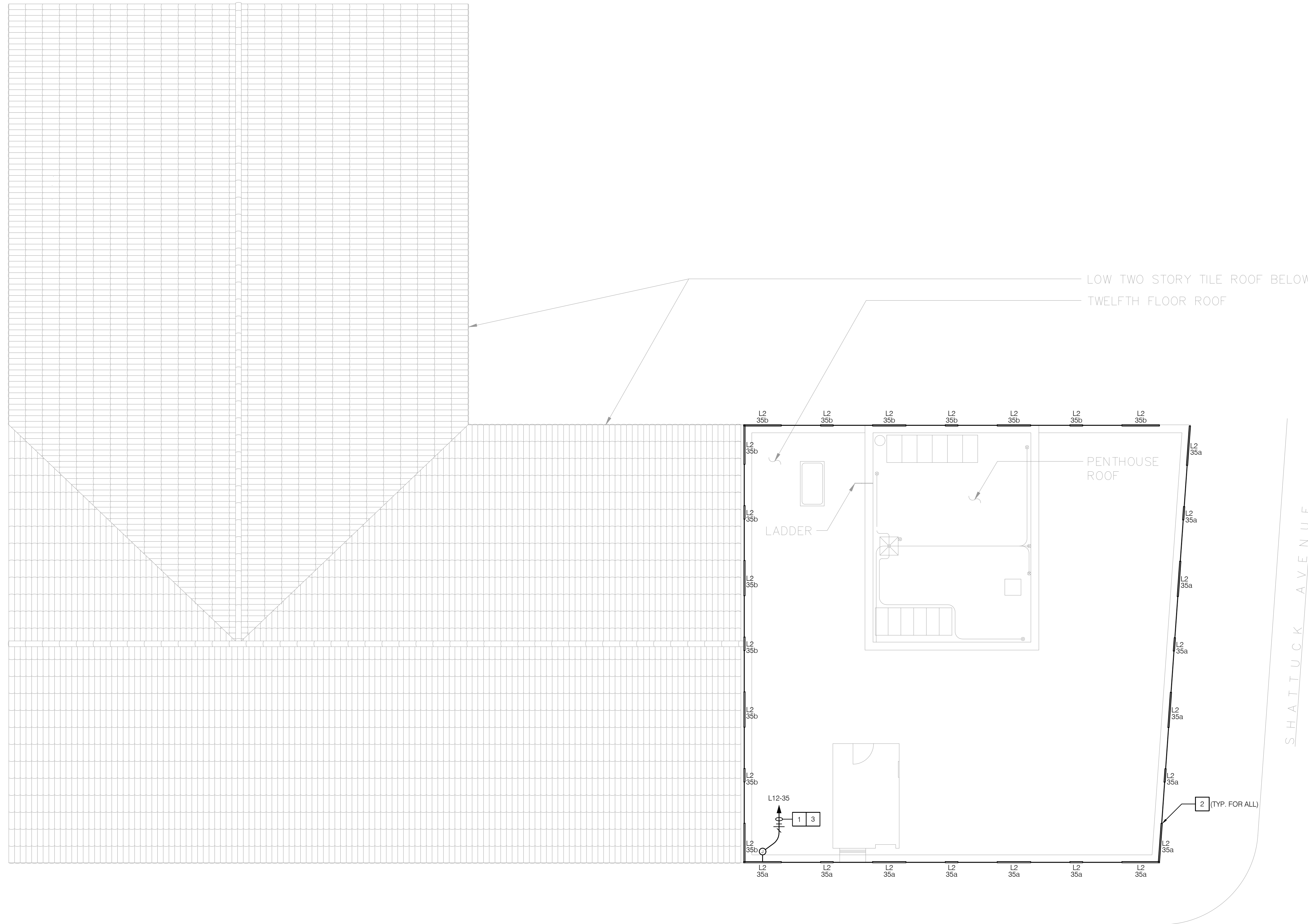
DATE  
2018.10.18

PROJECT NUMBER  
MAE-1801

SHEET NUMBER  
**E2.01**

ISSUE FOR PLAN CHECK: 2018\_10\_18





LOW TWO STORY TILE ROOF BELOW  
TWELFTH FLOOR ROOF

**GENERAL NOTES**

1. FIELD VERIFY EXISTING CONDITIONS PRIOR TO START OF WORK.
2. LABELS AND DIRECTORIES SHALL BE UPDATED ON EXISTING PANELS THAT ARE BEING USED WITHIN THE PROJECT SCOPE OF WORK. THE CONTRACTOR SHALL TURN ALL UNUSED BREAKERS TO THE 'OFF' POSITION AND LABEL AS 'SPARE'.
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**KEY NOTES**

1. PROVIDE NEW 120V, 20A/1P, CIRCUIT BREAKER IN AVAILABLE SPACE. NEW CIRCUIT BREAKER SHALL MATCH EXISTING MANUFACTURER, FRAME, TYPE AND AIC BREAKER AS REQUIRED. UPDATE PANEL SCHEDULES WITH REVISED LOAD.
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3. PROVIDE AND INSTALL NEW TITLE 24 COMPLIANT PHOTO-CONTROLS FOR EXTERIOR LIGHTING. ROUTE BRANCH CIRCUIT THROUGH PHOTO-CONTROLS AS REQUIRED.



**CLIENT**

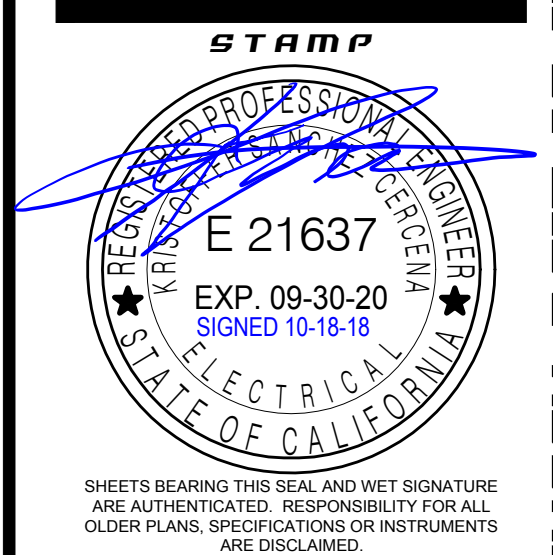
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**CONSULTANT**

**PROJECT LOCATION**  
SOUTH BERKELEY

C-617G  
2140 SHATTUCK AVE.  
BERKELEY, CA 94704

**SHEET TITLE**  
12TH FLOOR  
EXTERIOR LIGHTING PLAN



**REVISIONS**

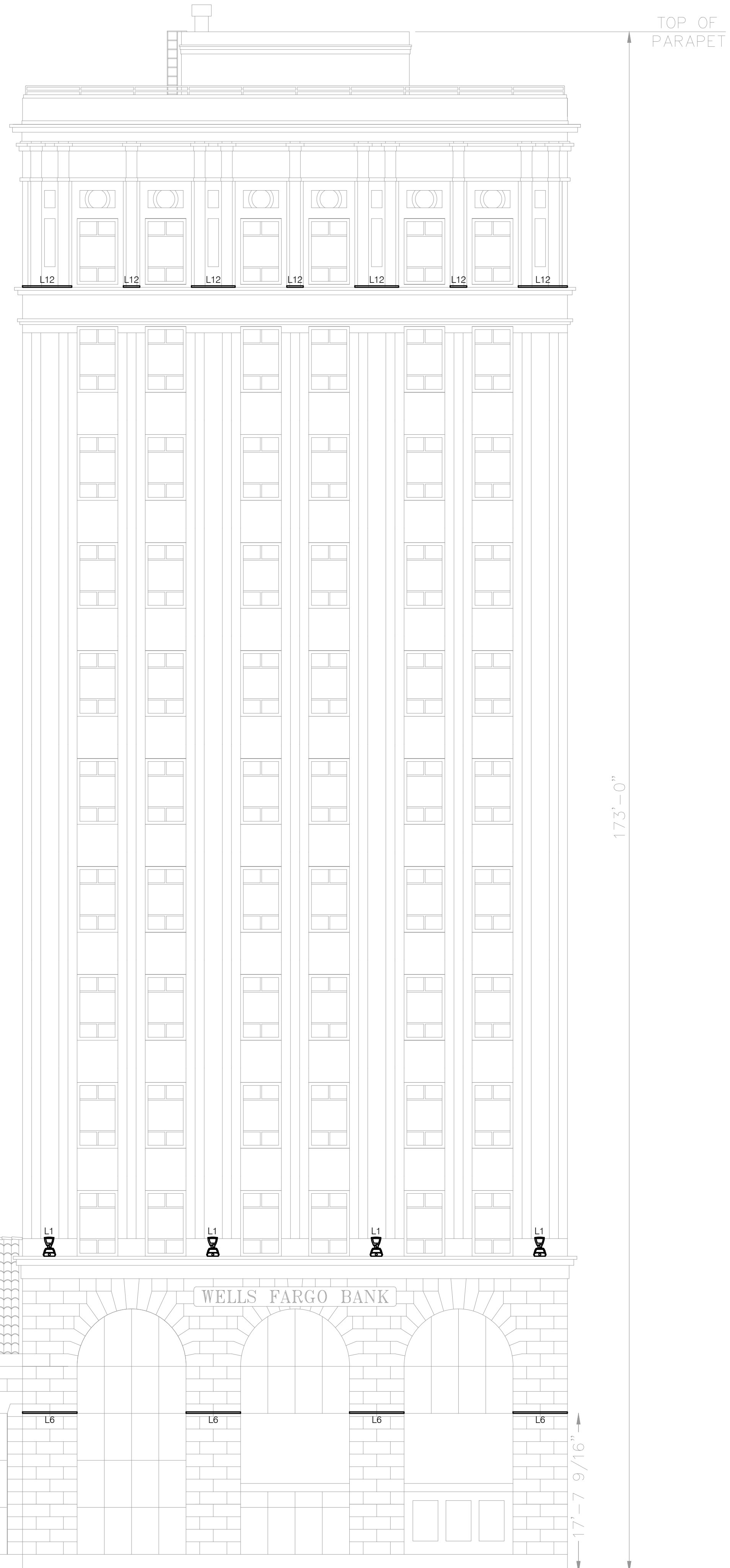
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**DATE**  
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**PROJECT NUMBER**  
MAE-1801

**SHEET NUMBER**  
**E2.12**

ISSUE FOR PLAN CHECK: 2018\_10\_18

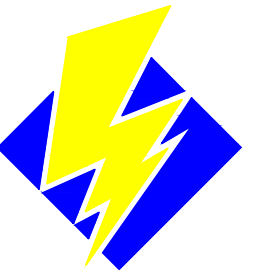


**GENERAL NOTES**

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**KEY NOTES**

1. INTERCEPT EXISTING BRANCH CIRCUITS ABOVE ACCESSIBLE CEILING. EXTEND EXISTING BRANCH CIRCUITS AS REQUIRED AND CIRCUIT ACCORDINGLY AS SHOWN.
2. PROVIDE AND INSTALL ONE-PIECE, 4X4 COMBINATION POWER/TELECOM, FLUSH-MOUNTED, FIRE-RATED POKE-THROUGH DEVICE WITH JUNCTION BOX, FOUR (4) PRE-WIRED RECEPTACLES AND FOUR (4) TEL/DATA MODULAR JACKS (S1SP4X4 SUB-PLATE), HUBBELL, SYSTEMONE FRPT SERIES, CATALOG NO. S1PT4X4BLJ, WITH BLACK FINISH. COORDINATE EXACT FINISHES WITH ARCHITECT PRIOR TO ORDERING. EXACT LOCATION OF DEVICE SHALL BE FIELD COORDINATED AND FIELD VERIFIED WITH FURNITURE VENDOR PRIOR TO CORING.
3. PROVIDE AND INSTALL ONE-PIECE, 4X4 COMBINATION AUDIO / VISUAL, FLUSH-MOUNTED, FIRE-RATED POKE-THROUGH DEVICE WITH JUNCTION BOX, HUBBELL, SYSTEMONE FRPT SERIES, CATALOG NO. S1PT3IMBLJ, WITH BLACK FINISH. COORDINATE EXACT FINISHES WITH ARCHITECT PRIOR TO ORDERING. EXACT LOCATION OF DEVICE SHALL BE FIELD COORDINATED AND FIELD VERIFIED WITH FURNITURE VENDOR PRIOR TO CORING.



**PHASE C  
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5532 SEVILLE CIRCLE  
LA PALMA, CA 90623  
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PROJECT LOCATION **SOUTH BERKELEY**

C-617G  
2140 SHATTUCK AVE.  
BERKELEY, CA 94704

SHEET TITLE **SOUTH ELEVATION**

STAMP



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REVISIONS

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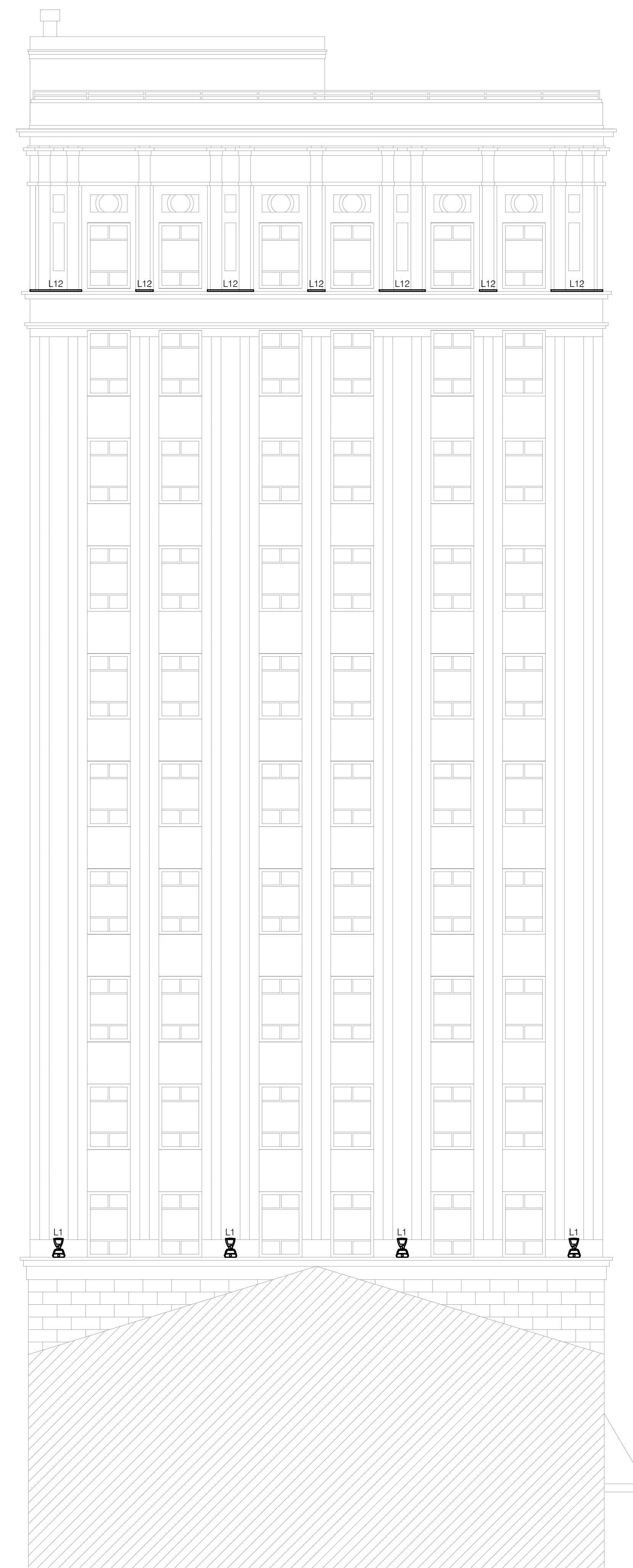
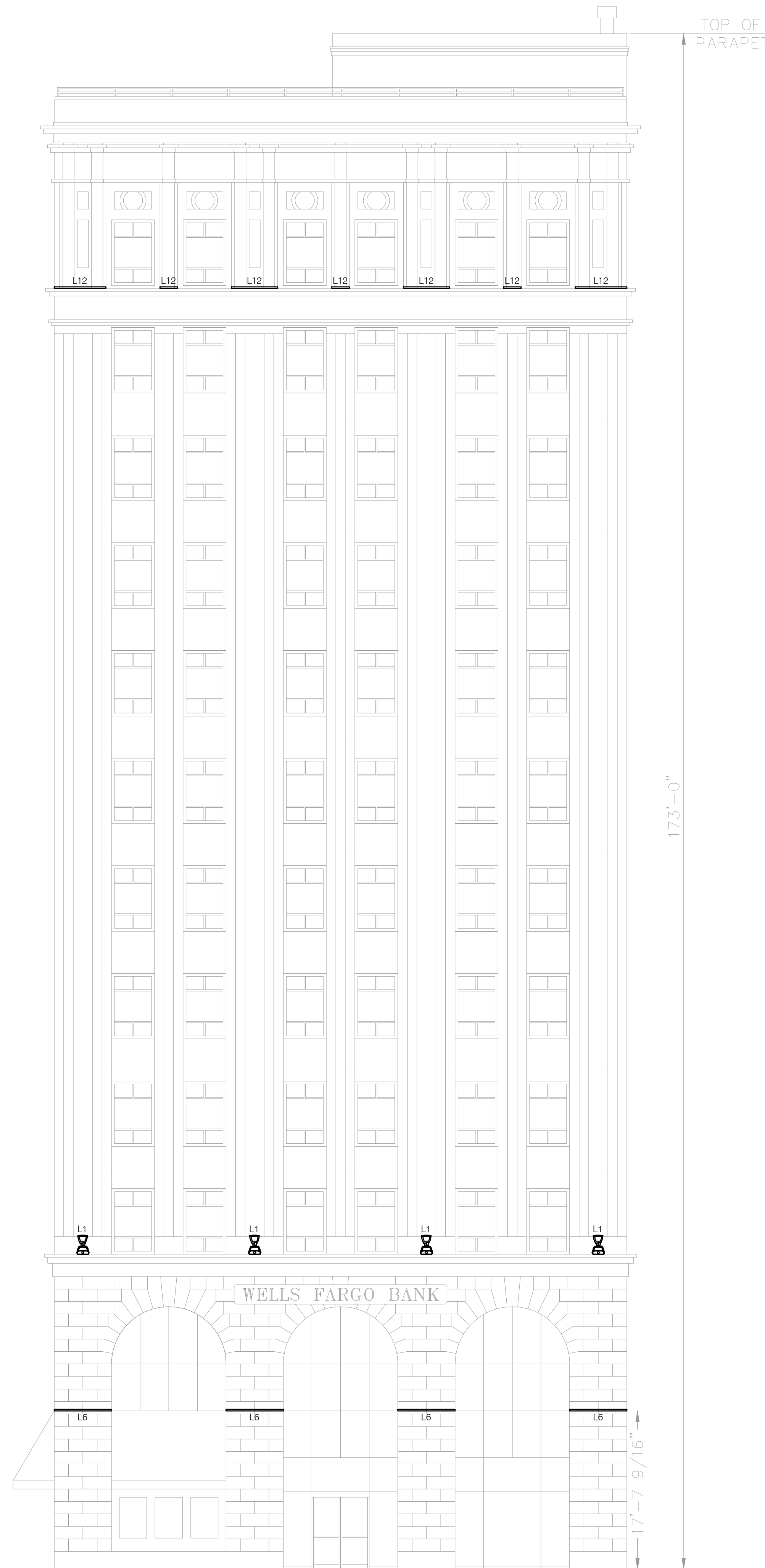
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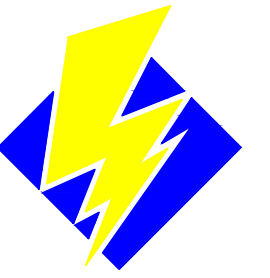
**E4.01**

ISSUE FOR PLAN CHECK: 2018\_10\_18



**GENERAL NOTES**

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**PHASE C  
CONSULTING**

5532 SEVILLE CIRCLE  
LA PALMA, CA 90623  
562.292.5613  
WWW.PHASE-C.COM

CLIENT

CONSULTANT

PROJECT LOCATION  
**SOUTH BERKELEY**

C-617G  
2140 SHATTUCK AVE.  
BERKELEY, CA 94704

**NORTH & EAST  
ELEVATION**

SHEET TITLE

STAMP



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REVISIONS

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2018.10.18

PROJECT NUMBER

MAE-1801

SHEET NUMBER

**E4.02**

ISSUE FOR PLAN CHECK: 2018\_10\_18

### INSIGHT SHAPING THE EXPERIENCE OF LIGHT™

### MasqueLED FACADE/FLOOD LIGHTING ACTIVE WHITE LIGHT (KEVIN TUNABLE FROM 2700K - 6500K)

**STEP 1 - FIXTURE ORDERING INFORMATION**

| PREFIX | WATTAGE | LED COLOR | OPTICS                       | MOUNTING                                                                                                                                                                                                                         | VOLTAGE/WIRING METHOD                | FINISH                                                                                                                                                                                                                      | ACCESSORIES                                                                                                                                                                                                            |
|--------|---------|-----------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MQ2    | 30      | AWH       | 7" 15°<br>45°<br>100°<br>HSL | MASQUE 1 & 2<br>SM - Surface Mount, Wall or Ground<br>CM - Conduit Mount<br>DKM - Extended Arm (X = arm length)<br>WMQ2 - Two Fixtures, Direct & Indirect, Wall Mount (X = arm length)<br>STX - Stanchion (H = stanchion height) | NT = 120V/277V integral power supply | TW = Textured White<br>TBL = Textured Black<br>TBR = Textured Bronze<br>TLN = Textured Light Bronze<br>TS = Textured Sandstone<br>CC = Custom Color *<br>* Contact factory for custom color. Additional charges will apply. | EXTERNAL SHIELDS<br>ECB = Cross Baffle<br>EHB = Horizontal Baffle<br>EVB = Vertical Baffle<br>BD = Barn Doors<br>VS = Cutoff Visor<br>SN = Snoot<br>* Contact factory for custom color. Additional charges will apply. |
| MQ4    | 135     | AWH       | 7" 30°<br>45°<br>100°<br>HSL | MASQUE 4<br>SM - Surface Mount, Wall or Ground<br>CM - Conduit Mount<br>DKM - Extended Arm (X = arm length)<br>STX - Stanchion (H = stanchion height)                                                                            | NT = 120V/277V integral power supply | TW = Textured White<br>TBL = Textured Black<br>TBR = Textured Bronze<br>TLN = Textured Light Bronze<br>TS = Textured Sandstone<br>CC = Custom Color *<br>* Contact factory for custom color. Additional charges will apply. | EXTERNAL SHIELDS<br>ECB = Cross Baffle<br>EHB = Horizontal Baffle<br>EVB = Vertical Baffle<br>BD = Barn Doors<br>VS = Cutoff Visor<br>SN = Snoot<br>* Contact factory for custom color. Additional charges will apply. |

Active White Note:  
 • DMX Control System must be ordered separately. Contact factory for details.  
 • One IPZ Programming Tool is required for field re-addressing of factory DMX settings. See below.

Horizontal Baffle (EHB) Vertical Baffle (EVB) Barn Doors (BD) Cutoff Visor (VS) Adjustable Snoot (FS) Wire Snoot (WS)

**STEP 2 - ORDER DMX DISTRIBUTION & PROGRAMMING KIT**

DMX DISTRIBUTION & PROGRAMMING KIT - REQUIRED FOR ALL ACTIVE WHITE INSTALLATIONS

| CATALOG NUMBER | DESCRIPTION                                                                                                                                                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UPT            | DMX PROGRAMMING TOOL: One UPT is required for field re-addressing of factory DMX settings.                                                                                                                                                |
| CDS-A          | DMX DISTRIBUTION KIT ONLY (4 OUTPUTS): CDS-A consists of four outputs. Each output accommodates up to 32 fixtures in R/T/RDM wiring methods and unlimited fixtures in ACV wiring method. Four terminals are included for use as required. |

STANDARD EXTERIOR FINISHES

|                |                |                       |                  |                    |
|----------------|----------------|-----------------------|------------------|--------------------|
| TEXTURED WHITE | TEXTURED BLACK | TEXTURED LIGHT BRONZE | TEXTURED NATURAL | TEXTURED SANDSTONE |
|----------------|----------------|-----------------------|------------------|--------------------|

Color Disclaimer  
 Due to the many variations in monitors and browsers, color samples may appear different on different monitors. Computer monitors are not all calibrated equally and color reproduction on the Internet is not precise.  
 Please contact your local Insight Representative to obtain color chips for accurate colors. <http://www.insightlighting.com/agent/locator/>

Insight Lighting  
 www.insightlighting.com  
 08/14/2017  
 2 of 4

### INSIGHT SHAPING THE EXPERIENCE OF LIGHT™

### MasqueLED FACADE/FLOOD LIGHTING ACTIVE WHITE LIGHT (KEVIN TUNABLE FROM 2700K - 6500K)

**ITEM SPECIFICATION**

LIGHT SOURCE: 30W, 50W, 135W

OPTICS: 7°, 15°, 30°, 45°, 100°, HSL (H x L x D)

COLOR TEMPERATURES: ACTIVE WHITE, KEVIN TUNABLE FROM 27K - 65K

CRI: 82

PERFORMANCE:

| FIXTURE WATTAGE (TOTAL WATTAGE) | OPTICS | EFFICACY (lm/W) | PEAK CANDELA (CD / m²) |
|---------------------------------|--------|-----------------|------------------------|
| 30W (135W)                      | 7°     | 1588 lm/W       | 69,373 cd/m²           |
|                                 | 15°    | 1588 lm/W       | 29,728 cd/m²           |

LUMEN MAINTENANCE: 40,000 hr @ 25° C, MINIMUM 25,000 hr @ 40° C

ELECTRICAL: AC LINE VOLTAGE: 120V to 277V; POWER SUPPLY: INTEGRAL TO THE LUMINAIRE; POWER CONSUMPTION: 30W: 55.6W; 50W: 145.9W

CONTROL: DMX READY

PHYSICAL: HOUSING: Heavy duty die-cast aluminum, powder-coated finish; LENS: Tempered glass; DIMENSIONS (H x W x D): MASQUE 2 - SM Mounting: 12.3/4" x 5.3/4" x 7.1/8"; MASQUE 4 - SM Mounting: 21.5/8" x 12.1/8" x 7.1/8"; WEIGHT: MASQUE 2 - SM Mounting: 12 lbs (5.4 kg); MASQUE 4 - SM Mounting: 47 lbs (21.3 kg); FIN: MASQUE 2: 0.001 FT; MASQUE 4: 2.269 FT; OPERATING TEMPERATURE: -35° C to 40° C

CERTIFICATIONS: ETL, IEC, RoHS COMPLIANT, MADE IN CHINA

WARRANTY: LIMITED 5 Year

Insight Lighting  
 www.insightlighting.com  
 08/14/2017  
 1 of 4

### Maelight

The intention of illuminating 2140 Shattuck Ave is to highlight the splendor of this historic building. We are proposing a set of luminaires that produce warm white, highly controlled lighting output that purposefully illuminates the finest details of the architecture.

**July 2018 Berkeley Shattuck Building Lighting Program**

| Fixture ID | QTY | Location               | Fixture Type            | Task                                                                       | Fixture Matrix                              | Color Rendition | Fixture Finish   | Voltage      |
|------------|-----|------------------------|-------------------------|----------------------------------------------------------------------------|---------------------------------------------|-----------------|------------------|--------------|
| L1         | 16  | Exterior Brick Columns | Facio LED Uplight Flood | Controlled Up Light to illuminate 4 Brick Columns On Each Side Of Building | MQ4-135-AWH-2-SM-INT20-188-EVB-VWG          | 2700K           | Textured Bronze  | 120 Vt       |
| L2         | 4   | Exterior Roof Crown    | Linear LED Uplight      | Linear LED Uplight Cast Upwards to illuminate Decorative Crown             | LS6-E-48-12-97-80-MUL-L-OL Remote Drivers   | 2700K           | Factory Aluminum | 120 to 12 Vt |
| L6         | 6   | Exterior Façade Arches | Linear Uplight          | Controlled LED Strip to Light Between Façade Arches                        | LS6-E-48-04-27-80-MUL-L-OL WITH ACCESSORIES | 2700K           | Factory Aluminum | 120 Vt       |

Maelight  
 121 Broadway Suite 526 San Diego, CA 92101 | p: 619-794-5626 | e: info@maelighting.com

### alumLEDs™ Manufactured in the U.S.A.

### ALS800T L6 First Lo

NOT TO SCALE ±.015" tolerance

**FEATURES:** Applications: Indirect and Direct Lighting; Primary Voltage: 120V or 277V; Secondary Voltage: 24VDC; Lamp Type: High, Mid, or Standard Output LEDs; Length: Built to Order; Construction: Aluminum Extrusion; Mounting: Mounting Clips; Listing: Dry or Wet (IP65 or IP67) Location; CRI: High Output (MO) > 90; Dimming: Forward Phase, 0-10V, Title 24, or DALI

**ELECTRICAL:** alumLEDs remote or integral drivers (included) are available with 120V or 277V primary voltage and 24VDC secondary voltage.

**LAMP SPECIFICATIONS:**

| LAMP NUMBER | DESCRIPTION         | HIGH OUTPUT | MID OUTPUT | STANDARD OUTPUT |
|-------------|---------------------|-------------|------------|-----------------|
| LED-2.4K    | 2400K Incand. White | 120         | 95         | 85              |
| LED-2.7K    | 2700K Warm White    | 120         | 95         | 85              |
| LED-3.0K    | 3000K Warm White    | 120         | 95         | 90              |
| LED-3.5K    | 3500K Neutral White | 120         | 95         | 90              |
| LED-4.0K    | 4000K Neutral White | 120         | 95         | 90              |
| LED-4.5K    | 4500K Neutral White | 120         | 95         | 90              |
| LED-5.0K    | 5000K Cool White    | 130         | 99         | 95              |
| LED-5.7K    | 5700K Cool White    | 130         | 99         | 95              |

**OPTICS (End View):** Clear Lens, Frosted, Semi-Frosted, and Asymmetric Lens (15°, 30°, 45°, 60°)

**MOUNTING CLIPS (Not Included):** ALS800T-MC-1, ALS800T-MC-2, ALS800T-MC-3, ALS800T-MC-4-X

**SPECIFY PRODUCT CODE (Use drop down menu to complete table or fill in the blanks)**

| ALS800T | CL | WH       | LED-2.7K | 12V | HO | BF  | WET  | LIST | 120V | TBD |
|---------|----|----------|----------|-----|----|-----|------|------|------|-----|
| CL      | WH | LED-2.7K | 12V      | HO  | BF | WET | LIST | 120V | TBD  |     |

California Accent Lighting, Inc.  
 2034 E. Lincoln Ave. #431, Anaheim, CA 92806  
 ph. 800.921.CALI (2544) or 714.535.7900 | fx. 714.535.7902  
 info@calighting.com | calighting.com

### alumLEDs™ Manufactured in the U.S.A.

### ALS800T L2 Crown

NOT TO SCALE ±.015" tolerance

**FEATURES:** Applications: Indirect and Direct Lighting; Primary Voltage: 120V or 277V; Secondary Voltage: 24VDC; Lamp Type: High, Mid, or Standard Output LEDs; Length: Built to Order; Construction: Aluminum Extrusion; Mounting: Mounting Clips; Listing: Dry or Wet (IP65 or IP67) Location; CRI: High Output (MO) > 90; Dimming: Forward Phase, 0-10V, Title 24, or DALI

**ELECTRICAL:** alumLEDs remote or integral drivers (included) are available with 120V or 277V primary voltage and 24VDC secondary voltage.

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| LAMP NUMBER | DESCRIPTION         | HIGH OUTPUT | MID OUTPUT | STANDARD OUTPUT |
|-------------|---------------------|-------------|------------|-----------------|
| LED-2.4K    | 2400K Incand. White | 120         | 95         | 85              |
| LED-2.7K    | 2700K Warm White    | 120         | 95         | 85              |
| LED-3.0K    | 3000K Warm White    | 120         | 95         | 90              |
| LED-3.5K    | 3500K Neutral White | 120         | 95         | 90              |
| LED-4.0K    | 4000K Neutral White | 120         | 95         | 90              |
| LED-4.5K    | 4500K Neutral White | 120         | 95         | 90              |
| LED-5.0K    | 5000K Cool White    | 130         | 99         | 95              |
| LED-5.7K    | 5700K Cool White    | 130         | 99         | 95              |

**OPTICS (End View):** Clear Lens, Frosted, Semi-Frosted, and Asymmetric Lens (15°, 30°, 45°, 60°)

**MOUNTING CLIPS (Not Included):** ALS800T-MC-1, ALS800T-MC-2, ALS800T-MC-3, ALS800T-MC-4-X

**SPECIFY PRODUCT CODE (Use drop down menu to complete table or fill in the blanks)**

| ALS800T | CL | WH       | LED-2.7K | 12V | HO | BF  | WET                                           | LIST     | 24V-277V | TBD |
|---------|----|----------|----------|-----|----|-----|-----------------------------------------------|----------|----------|-----|
| CL      | WH | LED-2.7K | 12V      | HO  | BF | WET | LIST <td>24V-277V</td> <td>TBD</td> <td></td> | 24V-277V | TBD      |     |

California Accent Lighting, Inc.  
 2034 E. Lincoln Ave. #431, Anaheim, CA 92806  
 ph. 800.921.CALI (2544) or 714.535.7900 | fx. 714.535.7902  
 info@calighting.com | calighting.com

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### MasqueLED FACADE/FLOOD LIGHTING ACTIVE WHITE LIGHT (KEVIN TUNABLE FROM 2700K - 6500K)

**SM - SURFACE, WALL, GROUND**

**CM - CONDUIT MOUNT**

**EX - EXTENDED ARM**

**REVISIONS:**

| PRODUCT  | DIM A   | DIM B   | DIM C   | DIM D  | DIM E   |
|----------|---------|---------|---------|--------|---------|
| MASQUE 1 | 6"      | 6-3/4"  | 3"      | 5-1/8" | 9-5/8"  |
| MASQUE 2 | 7-1/4"  | 7-1/8"  | 6-7/8"  | 5-3/4" | 10-3/4" |
| MASQUE 4 | 14-7/8" | 13-1/8" | 12-3/4" | 9-1/2" | 21"     |

Insight Lighting  
 www.insightlighting.com  
 08/14/2017  
 3 of 4

**PHASE C CONSULTING**  
 5538 SEVILLE CIRCLE  
 LA PALMA, CA 90623  
 562.292.5613  
 WWW.PHASE-C.COM

**CLIENT**

**CONSULTANT**

**PROJECT LOCATION** SOUTH BERKELEY  
 C-617G  
 2140 SHATTUCK AVE.  
 BERKELEY, CA 94704

**SHEET TITLE** FIXTURE SCHEDULE

**STAMP**  
 REGISTERED PROFESSIONAL ENGINEER  
 STATE OF CALIFORNIA  
 E 21637  
 EXP. 09-30-20  
 SIGNED 10-18-18

**REVISIONS**

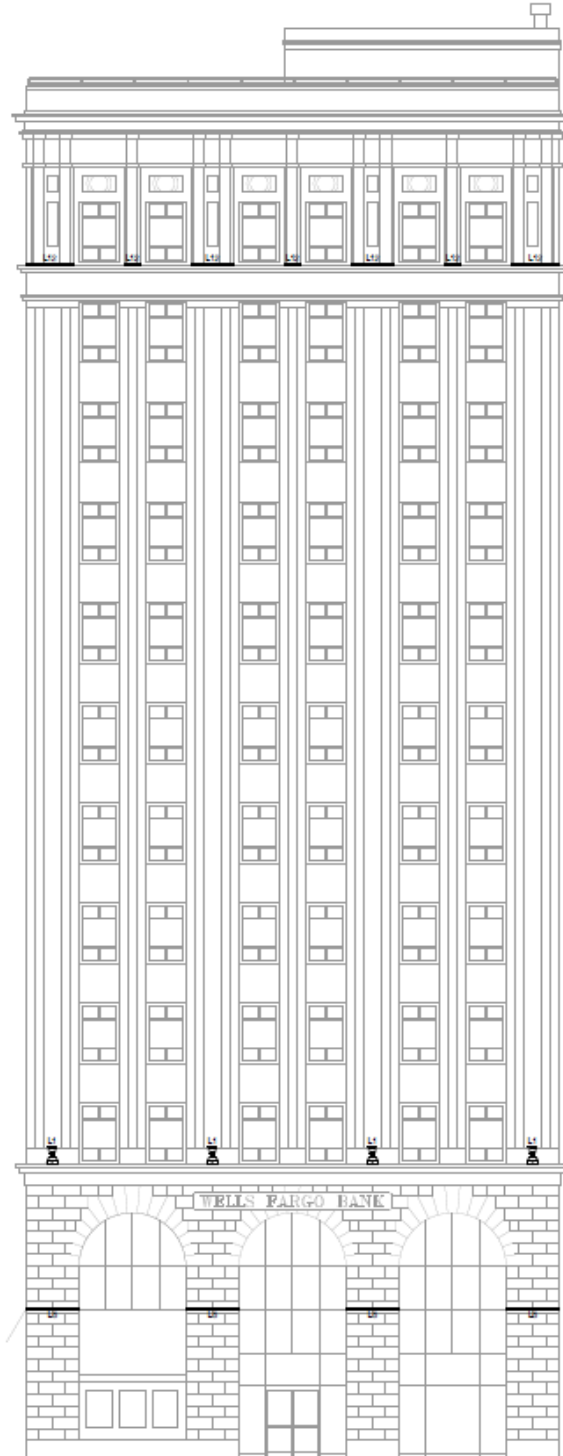
**DATE** 2018.10.18  
**PROJECT NUMBER** MAE-1801  
**SHEET NUMBER** E7.00

California Accent Lighting, Inc.  
 2034 E. Lincoln Ave. #431, Anaheim, CA 92806  
 ph. 800.921.CALI (2544) or 714.535.7900 | fx. 714.535.7902  
 info@calighting.com | calighting.com

Maelisa Reed Lighting

2140 Shattuck Ave – Exterior Building Illumination Supplemental Design Submission 2

L1 Elevation View



Land Use Planning  
Received  
January 22, 2019

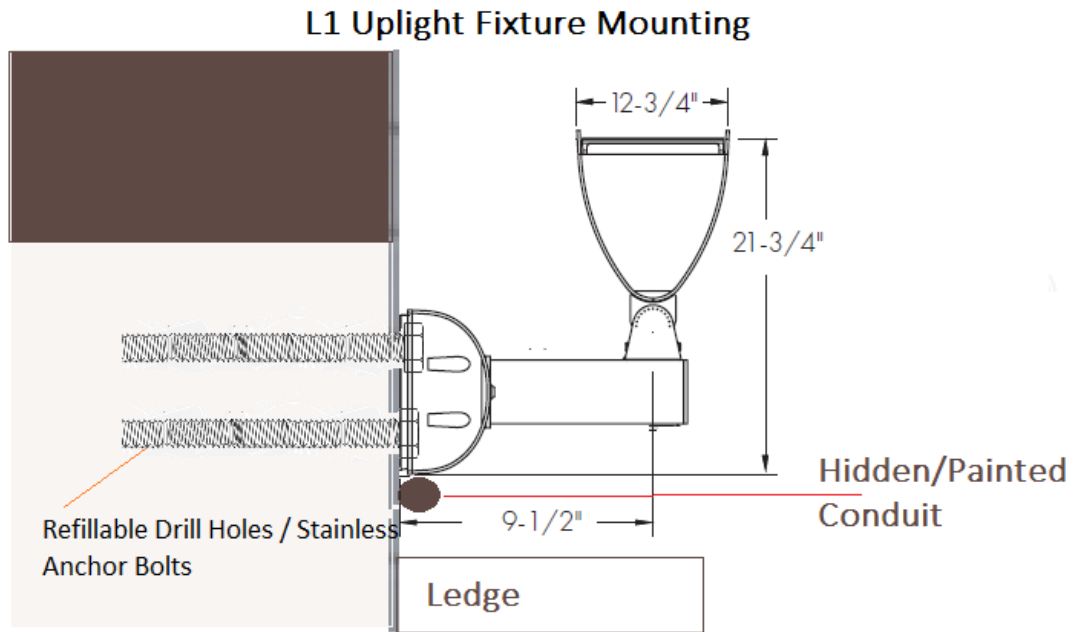
Maelisa Reed Lighting

L1 Example



Maelisa Reed Lighting

L1- Light Fixture Type Mounting Visuals

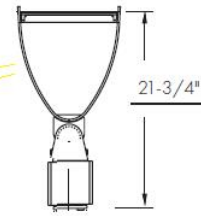


Maelisa Reed Lighting

L1 Scale



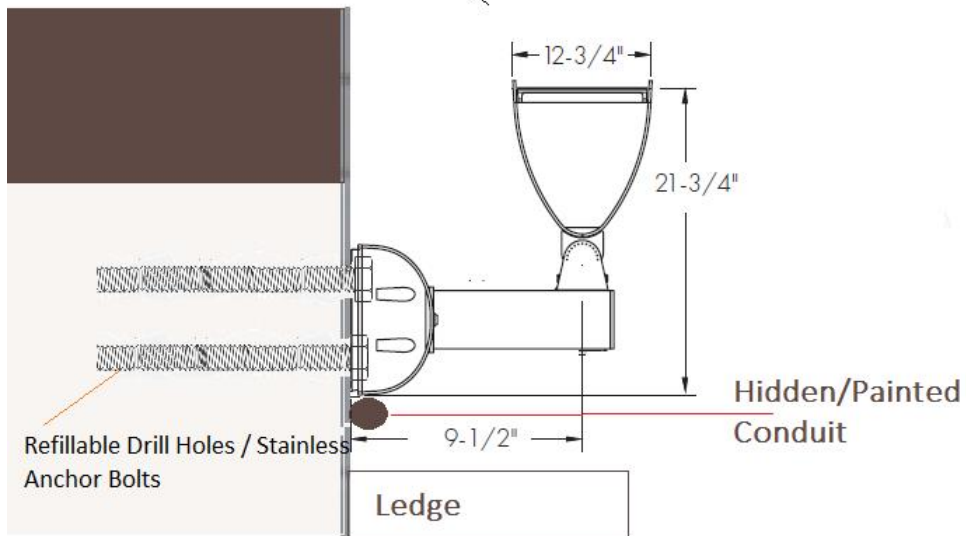
Fixtures Painted To Match Building



Tile Height is 21"



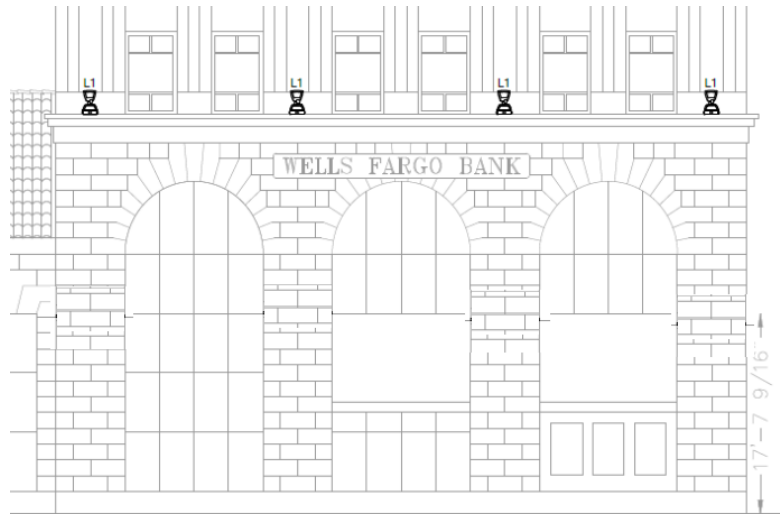
Maelisa Reed Lighting



## Maelisa Reed Lighting

### L1 - Light Fixture Mounting

The LED up light fixtures will be at the second story level on all four sides of the building. There will be no public opportunity to touch, move or vandalize these fixtures once installed.



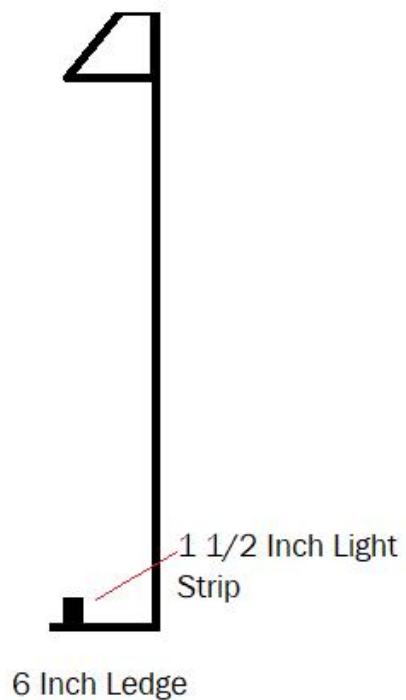
Maelisa Reed Lighting

L2 Elevation View



Maelisa Reed Lighting

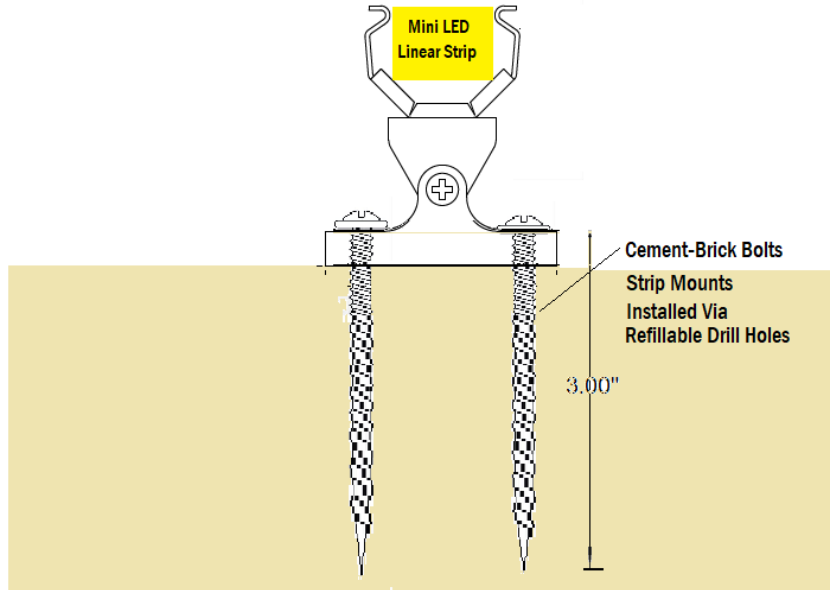
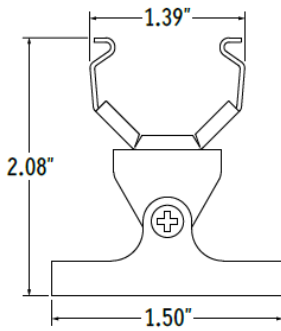
L2- Light Fixture Type Mounting Visuals



Maelisa Reed Lighting

## MOUNTING CLIPS

### L2 LINEAR CROWN AREA & L6 LINEAR ARCH AREA

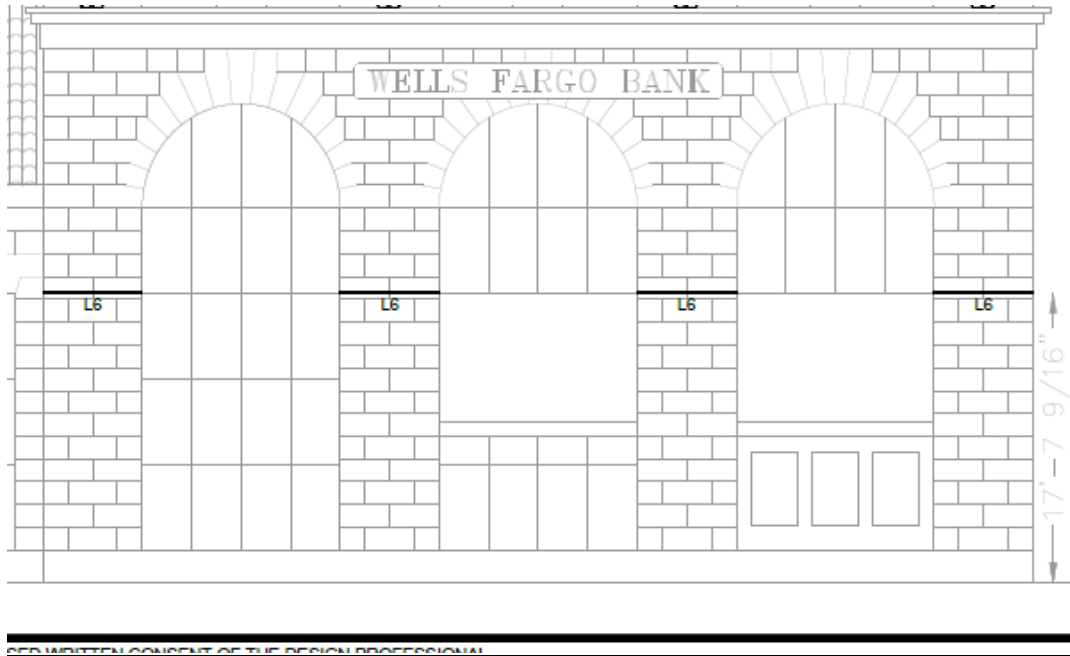


#### L2 - Light Fixture Mounting

The application of the LED linear up light fixtures will be at the top crown level mounted between window openings on all four sides of the building. There will be no public opportunity to touch, move or vandalize these fixtures once installed.

Maelisa Reed Lighting

L6 Elevation

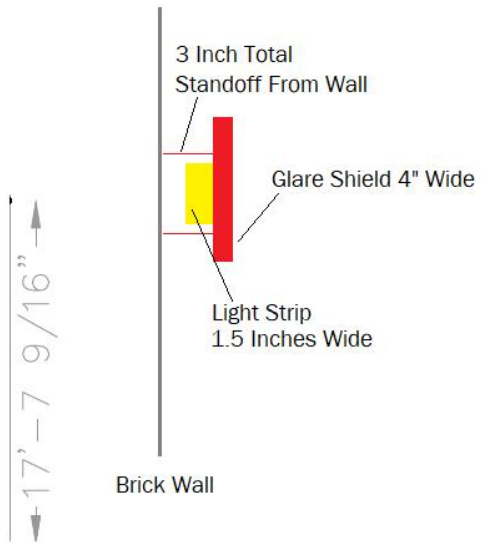


Maelisa Reed Lighting

L6- Light Fixture Type Mounting Visuals



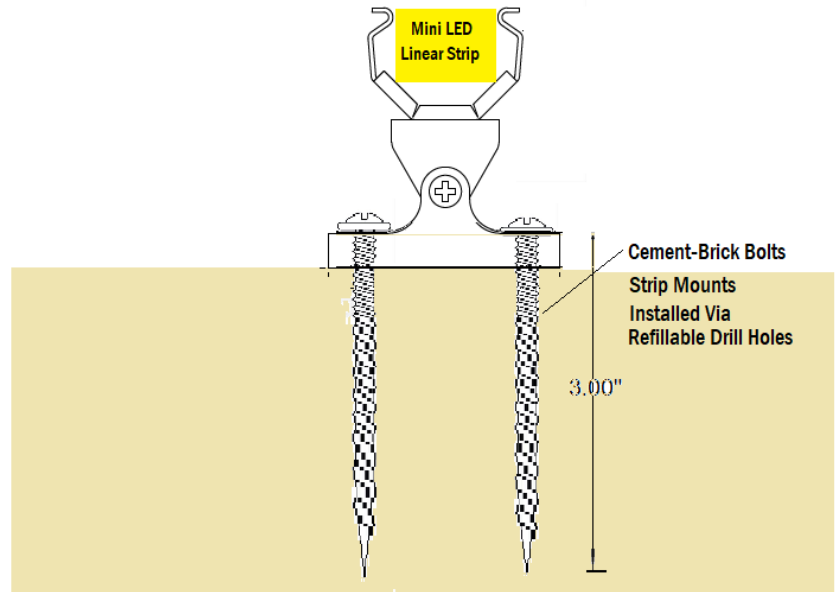
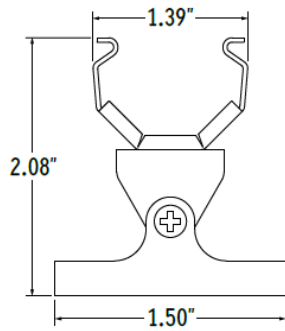
Looking Down To Mounting



Maelisa Reed Lighting

## MOUNTING CLIPS

### L2 LINEAR CROWN AREA & L6 LINEAR ARCH AREA



### L6 - Light Fixture Mounting

The application of the LED linear up light fixtures will be mounted between window openings on all four sides of the building well above pedestrian level.

There will be no public opportunity to touch, move or vandalize these fixtures once installed.



## Maelisa Reed Lighting

### Per city guidelines:

21 Building lighting, if any, should highlight signs, entrances and walkways, display windows, or outstanding architectural features. Do not use building lighting which blinks or changes.

Our proposed lighting program will highlight the richness of the architects' thoughtful design, bring attention to the appeal of this buildings design features and will enhance the overall experience of the historical area. Our fixtures are static soft-glow light with zero ability to blink or flash.

22 Conceal all electrical boxes and conduits from view, and position light sources to prevent glare for pedestrians and vehicles.

Our careful planning of the installation includes hiding and painting any conduits as well as the painting of the light fixtures to seamlessly blend into the fascia. Each of the high-end light fixtures was selected for its highly controllable light glare control and glare diffuser trims. The lighting design placement is intended to hide the source of the light and light only the building as to not disturb neighboring business, vehicles or pedestrians.

### S1 Retain and repair original building elements

All building elements will be left in their original form except for single drill holes for anchor bolts that could be simply filled and painted should any future owner wish to remove the light fixtures. No other hardware shall be applied.

S2 New or replacement elements should visually match the original as closely as possible.

There are no existing lighting elements to match

1 Provide lighting at building entrances and for security at ground level.

## Maelisa Reed Lighting

Our new lighting design plan enhances the lumens at ground level

2 Provide accent lighting to highlight interesting architectural features.

Each fixture and placement are intended to highlight perfectly the splendor of this architect's work and the materials used to create the building design.

3 Design and locate light fixtures which coordinate with and complement the architectural style of the building.

The light fixtures on this particular project are intended to disappear by day and blend into the facade.

4 Lighting should be integral to the design of the building or site.

The light fixtures on this particular project are intended to disappear by day and blend into the facade.

5 Shield lighting to avoid direct glare into adjacent uses.

Each of our intended fixtures offers shielding and glare lenses to protect the surrounding environment.

## EQUIPMENT

1 Building equipment, including air conditioning units, pipes, ducts, meters, transformers and dumpsters must be enclosed, buried, or otherwise concealed from public view, including views from nearby buildings.

All materials used in installation will be hidden and painted to blend into the facade to disappear from neighboring buildings. All fixtures and mountings are above pedestrian view as well.



Office of the City Manager

INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Phillip Harrington, Director, Department of Public Works

Subject: goBerkeley Parking Management Program: Parking Rate and Time Limit Adjustments for Northside Area for August 1, 2019

INTRODUCTION

This report presents an update to Council on the newest goBerkeley Parking Program area, located in the Northside commercial district around the intersection of Euclid and Hearst Avenues. Data was collected in March 2019, approximately six months after the initial goBerkeley price and time limit adjustments for this new area took effect on November 1, 2018.<sup>1</sup> Proposed meter rate and time limit adjustments are summarized as Attachment 1 to this report.

CURRENT SITUATION AND ITS EFFECTS

On November 1, 2018, for the first time since its inception, staff expanded the goBerkeley program to the Northside (Euclid/Hearst) commercial district on the northern edge of the UC Berkeley campus. Visitors to the area are now able to choose between two types of metered parking, based on their needs: “Premium” spaces, available for up to two-hour parking at a rate of \$2.00/hour, or “Value” spaces, located on the periphery of the district and available for longer stays of up to four hours at a lower rate of \$1.50/hour.

To ensure parking availability on a majority of blockfaces<sup>2</sup> in the four goBerkeley Parking Program (Program) areas of Elmwood, Northside, Southside/Telegraph, and Downtown Berkeley, staff regularly monitor parking occupancy rates and recommend price adjustments to maintain occupancy at optimal rates of 65%–85% throughout these areas. At the October 2, 2018 Council Meeting at which the Northside expansion was approved, Councilmember Wengraf requested that staff provide Council a six-month appraisal of the parking changes. In March 2019, staff collected data to inform this report in response to the Councilmember’s request, summarizing the present conditions in the Northside area.

<sup>1</sup> October 2, 2018 *City Council Agenda: goBerkeley Parking Management Program – Parking Rate and Time Limit Adjustments for New Northside Area for November 1, 2018*, <https://bit.ly/2TjJrnm>

<sup>2</sup> A blockface is one side of one block, e.g., the north side of Center Street between Milvia Street and Shattuck Avenue.

The City’s key findings and recommended adjustments for the Northside area are summarized below:

A. Observed Conditions

- A majority of the metered blockfaces in the “Premium” zone met the target occupancy rate of 65%–85% at the weekday 12pm peak hour.
- A majority of the metered blockfaces in the “Value” zone exceeded the target occupancy rate at the 12pm weekday peak hour.

B. Recommended Adjustments

- The \$2.00/hour rate in the “Premium” zone is currently achieving the occupancy target and it does not need to be changed.
- Convert the 2200 and 2600 blocks of Hearst Avenue (currently “Value” zones exceeding the target occupancy rate) to “Premium” parking. The 1800 block of Scenic Ave will remain a “Value” zone.

BACKGROUND

The City uses parking meters to manage parking demand, particularly in commercial areas where parking availability and turnover are critical for customer access and convenience. The goBerkeley program is comprised of a suite of strategies and initiatives designed to improve economic vitality and reduce greenhouse gas emissions. goBerkeley features improved parking availability that improves pedestrian and bicyclist safety by reducing the likelihood of incidents of distracted driving as drivers search for parking. Clearer signage and longer on-street parking time limits also provide better customer service.

ENVIRONMENTAL SUSTAINABILITY

goBerkeley works to reduce traffic congestion and vehicle emissions as parking prices are strategically set to optimize parking usage and availability. Reducing greenhouse gas emissions produced by vehicular traffic is one of the goals of the City’s 2009 Climate Action Plan.

POSSIBLE FUTURE ACTION

If Council takes no further action regarding recommended rate and time limit adjustments, staff anticipates implementing these adjustments July 1, 2019. Staff will begin public notification of the adjustments on June 1, 2019 through the City website.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

Fiscal impacts are difficult to forecast as demand-responsive parking pricing may result in increased or decreased parking rates in different areas, and parking behaviors resulting from these price adjustments may vary. Nevertheless, based on historical financial data from the goBerkeley parking program, staff anticipates incremental parking revenue from the goBerkeley parking program should continue to be sufficient to cover expected expenditures of this baseline program.

goBerkeley Parking Management Program:  
Parking Rate and Time Limit Adjustments for Northside Area  
for August 1, 2019

INFORMATION CALENDAR  
June 25, 2019

CONTACT PERSON

Farid Javandel, Transportation Manager, Public Works (510) 981-7061  
Danette Perry, Parking Services Manager, Public Works (510) 981-7057  
Gordon Hansen, Senior Planner, Public Works (510) 981-7064

Attachments:

- 1: City Council Notification Report
- 2: Parking Occupancy, Spring 2019

**PARKING CHANGES**

The following tables show the seven (7) elements that staff updates Council and the public on prior to each goBerkeley Program change.

| 1. Types of Parking Affected                         |                                  |                               |
|------------------------------------------------------|----------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> ON-STREET METERS | <input type="checkbox"/> GARAGES | <input type="checkbox"/> LOTS |

| 2. Dates                |                         |                     |
|-------------------------|-------------------------|---------------------|
| Date of Proposed Change | Date of Previous Change | Days Between Change |
| July 1, 2019            | November 1, 2018        | 242 days            |

| 3. Areas Affected |           |                                               |                   |
|-------------------|-----------|-----------------------------------------------|-------------------|
| Area Name         | Area Zone | Boundaries                                    | Map               |
| Northside         | Premium   | Add 2200 and 2600 blocks of Hearst Avenue.    | See Attachment 2. |
|                   | Value     | Delete 2200 and 2600 blocks of Hearst Avenue. | See Attachment 2. |

| 4. Rate Changes |              |               |               |        |
|-----------------|--------------|---------------|---------------|--------|
| Name            | Parking Type | Existing Rate | Proposed Rate | Change |
| Northside       | Premium      | \$2.00/hour   | \$2.00/hour   | N/A    |
|                 | Value        | \$1.50/hour   | \$1.50/hour   | N/A    |

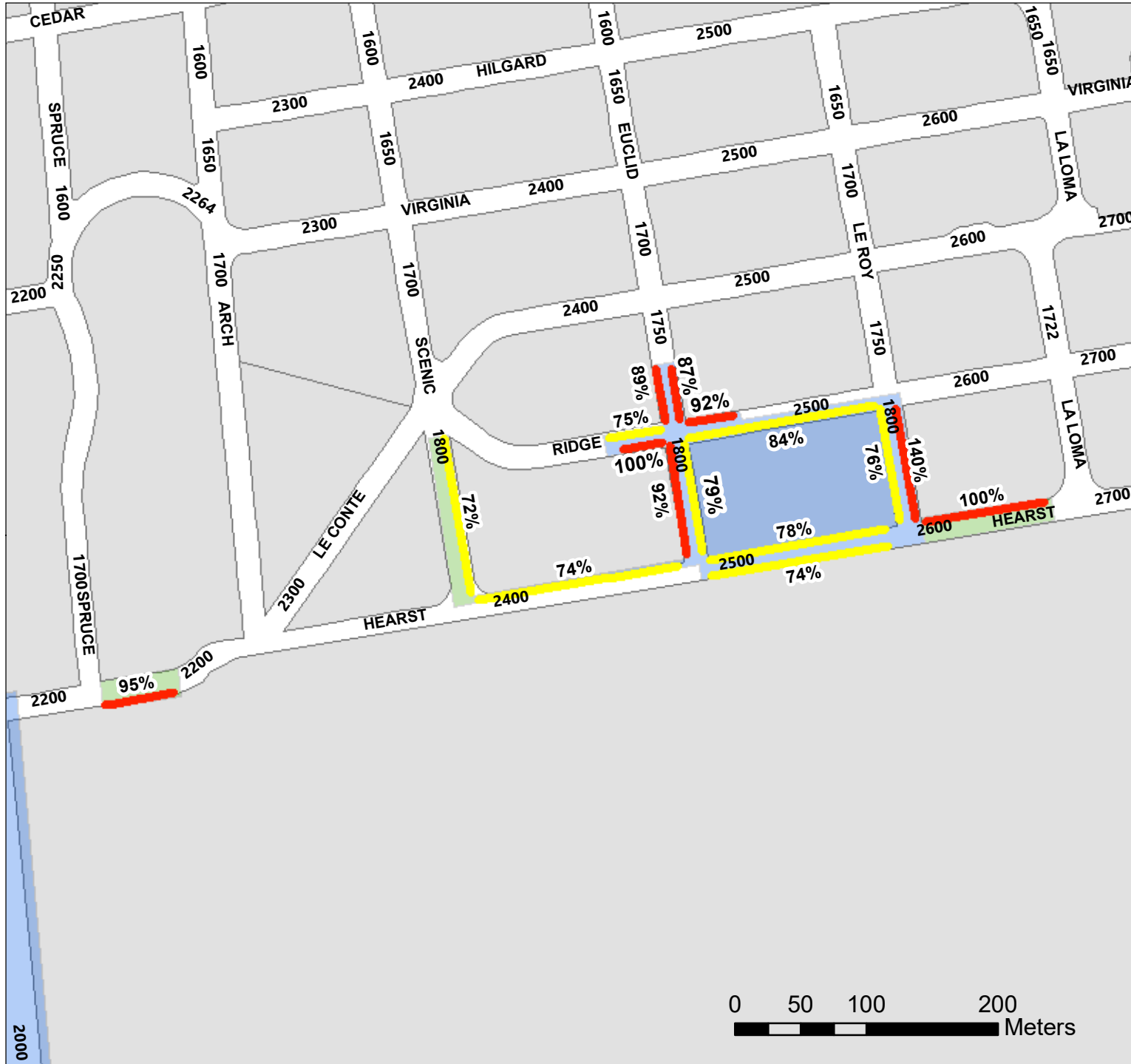
| 5. Time Limit Changes |           |             |          |
|-----------------------|-----------|-------------|----------|
| Area Name             | Area Zone | Existing    | Proposed |
| Northside             | Premium   | 120 minutes | N/A      |
|                       | Value     | 280 minutes | N/A      |

| 6. Hours of Operation |           |          |        |
|-----------------------|-----------|----------|--------|
| Area Name             | Area Zone | Existing | Change |

No changes recommended at this time.

| <b>7. Parking Occupancy</b>                                               |           |                   |                          |            |                      |            |
|---------------------------------------------------------------------------|-----------|-------------------|--------------------------|------------|----------------------|------------|
| Occupancy Key:<br>"Under" = 0%–65%<br>"Target" = 65%–85%<br>"Over" = 85%+ |           |                   | Spring 2019 <sup>3</sup> |            |                      |            |
| Area Name                                                                 | Area Zone | Parking Occupancy | Weekday (Typ. 12pm)      |            | Saturday (Typ. 3 pm) |            |
|                                                                           |           |                   | # of Blockfaces          | %          | # of Blockfaces      | %          |
| Northside                                                                 | Premium   | Under             | 0                        | 0%         | 10                   | 77%        |
|                                                                           |           | <b>Target</b>     | <b>7</b>                 | <b>54%</b> | 1                    | 8%         |
|                                                                           |           | Over              | 6                        | 46%        | 2                    | 15%        |
|                                                                           | Value     | Under             | 1                        | 33%        | 2                    | 66%        |
|                                                                           |           | Target            | 0                        | 0%         | 1                    | <b>33%</b> |
|                                                                           |           | <b>Over</b>       | <b>2</b>                 | <b>66%</b> | 0                    | 0%         |

<sup>3</sup> Weekday data was collected at 9am, 12pm, 3pm, and 6pm on various weekdays. Saturday data was collected on a Saturday in March 2019.



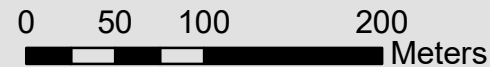
# ATTACHMENT 2

PARKING OCCUPANCY  
SPRING 2019

- Average Weekday Peak Occupancy (12 p.m.)**
- Under 65%
  - Target (65%-85%)**
  - Over 85%
- Current goBerkeley Zones**
- Premium
  - Value

This map is for reference purposes only.

Care was taken in the creation of this map, but it is provided "AS IS". Please contact the City of Berkeley to verify map information or to report any errors.  
April 5, 2019



**CITY OF BERKELEY**  
Transportation Division  
1947 Center Street  
Berkeley CA 94704





[Commission Name]

INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council

From: Commission on Disability

Submitted by: Alexis Ghenis, Chairperson, Commission on Disability

Subject: 2019 Commission on Disability Work Plan

INTRODUCTION

Below is the 2019 Work Plan for the Commission on Disability.

CURRENT SITUATION AND ITS EFFECTS

Commission on Disability - 2019 Annual Work Plan. Motion to approve and submit annual work plan on April 3, 2019. Motion made by Leeder and seconded by Smith. Ayes: Weiss, Ghenis, Smith, Ramirez, Singer; Noes: none; Abstain: none.

**1. Improved Transportation and Mobility**

Pursue “Navigable Cities” for all pathways used by people with disabilities (sidewalks, ramps, curb cuts, crosswalks, bike lanes, etc.), addressing topics including smooth construction and eliminating barriers (e.g. business signs, parked vehicles and scooters/bicycles). Research safety concerns, especially at intersections and other crosswalks, and propose relevant adjustments to City policies and infrastructure. Pursue policies to guarantee equal access to all transportation options and/or appropriate alternatives, including but not limited to paratransit, transportation network companies (TNCs), bicycle and scooter rentals (e.g. Ford GoBike, Lime, etc.), and taxis. Keep up-to-date on roadway/neighborhood redesigns that may affect pathways and/or parking; provide input to ensure full access for people with disabilities. Explore parking options and access, especially in city-owned or regulated garages and parking lots.

**2. Public Input and Public Outreach for Commission on Disability (COD)**

Implement communication channels with other city Commissions; pursue “crossmembership” with other commissions, where COD members request to be appointed to other commissions with vacancies; prioritize commissions whose coverage affects people with disabilities (e.g. peace & justice, zero waste, planning, homelessness, etc.). Raise awareness of COD within the disability community and relevant stakeholders (e.g. neighborhood and business associations) and invite community members and stakeholders to attend COD meetings. Host one “town hall” event in mid-late 2019, either in place of or in addition to the regularly-scheduled monthly COD meeting.

**3. Disability Access in all Berkeley Policies and Processes**

Ensure that City of Berkeley processes fully serve people with disabilities and that accessibility is considered in all policies. Develop templates for full City Council consent and action items to include impacts on accessibility and community members with disabilities. Address the recent extended staff vacancy for Berkeley's ADA coordinator and collaborate with city staff to avoid such extended vacancies in the future. Improve accessibility of city websites, meeting spaces, and buildings (including directions/signage to accessible entrances).

**4. Accessible and Affordable Housing**

Explore the expansion and improved availability of accessible housing for people with disabilities, including going beyond baseline ADA access requirements in new construction (e.g. adding automatic door openers, units with roll-in showers and other universal access features, etc.). Also consider retrofits of existing buildings, whether single-family homes or multi-unit apartments/condominiums. Address affordability as a key factor for housing.

**5. Homeless people with Disabilities**

Support Berkeley's population of homeless residents with disabilities. Collaborate with local service providers to address disability-related needs, such as access to healthcare or repairs of medical equipment (wheelchairs, scooters, walkers, etc.). Improve quality and range of housing alternatives; provide input on recreational vehicle (RV) ordinances and availability of permanent or semi-permanent RV parking areas.

**6. Emergency/Disaster Preparedness**

Receive information and ongoing updates, participate and make recommendations as appropriate about Berkeley's BEACON and CERT programs.

**7. Student Life and Disability Awareness**

Improve communication and collaboration with Berkeley's many students with disabilities, providing community engagement and leadership opportunities and supports for independent living. Address all populations including students with disabilities in elementary through high school, Berkeley City College, UC Berkeley, and private entities.

**8. Service Animals Welcome in Berkeley**

Educate, advocate and advise Council/staff on full implementation including Business Improvement District (BID) training, production and distribution of Service Animals Welcome signs and annual distribution of informational materials to all Business License Holders.

- Relates to the Strategic Goal of championing and demonstrating social equity for people with disabilities.

**CONTACT PERSON**

Alex Ghenis, Chair, Commission on Disability

Dominika Bednarska, Disability Service Specialist, Public Works, 510 981 6418



## INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Commission on Disability  
 Submitted by: Alex Ghenis, Chairperson, Commission on Disability  
 Subject: 2019 Public Outreach Efforts of Commission on Disability

### INTRODUCTION

The Commission on Disability (COD) is pursuing actions to increase its public outreach through 2019 and beyond. COD will be inviting interested stakeholders to attend our meetings and will attend other Commission meetings to better address the concerns and needs of people with disabilities in Berkeley. In addition, we are interested in hosting or otherwise supporting a disability “town hall” sometime in 2019, to feature opportunities for Berkeley’s residents to explore concerns, policy solutions, and courses of action.

The Commission on Disability would appreciate the City Council’s assistance in this effort, to whatever extent is appropriate. If Council-members are aware of any stakeholders (individuals or groups) who are interested in topics relevant to people with disabilities (PWDs), are addressing topics that should better address the needs of PWDs, or may otherwise want to connect with COD, please ask them to contact the Commission’s secretary. COD will also inform Council of any upcoming actions or events related to its Public Outreach.

### CURRENT SITUATION AND ITS EFFECTS

Motion to submit item made by Singer and seconded by Walsh on May 1, 2019: Ayes: Smith, Ghenis, Ramirez, Weiss; Noes: none; Abstain: none. The 2019 Public Outreach Efforts of COD is a Strategic Plan Priority Project, advancing our goal to be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.

### CONTACT PERSON

Alex Ghenis, Chair, Commission on Disability  
 Dominika Bednarska, Disability Services Specialist, Public Works, 510 981-6418





Mental Health Commission

## INFORMATION CALENDAR

June 25, 2019

To: Honorable Mayor and Members of the City Council  
 From: Mental Health Commission  
 Submitted by: boona cheema, Chairperson, Mental Health Commission  
 Subject: Mental Health Commission 2018 Annual Report

### INTRODUCTION

The 2018 Annual Report was adopted by the Mental Health Commission on April 25, 2019.

### CURRENT SITUATION AND ITS EFFECTS

Submitted for your information on behalf of the Mental Health Commission, is the 2018 Annual Report. The Mental Health Commission members are to be commended for working extremely hard in making progress towards meeting the goals which were set in our Work Plan created in early 2018. We are now positioned to be a valuable asset and a voice in the arena of community mental health in the Cities of Berkeley and Albany.

### BACKGROUND

In 2018 our first priority was to streamline the work of the commission and change its culture of work. Through creating subcommittees in the focus areas of accountability, diversity and site visits we were able to do extensive research, collect and review documentation and have discussions about our role in strengthening our community mental health approaches. Our focus on learning, informing ourselves and listening before acting became a strength.

This annual report is extensive and details our actions, accomplishments and outcomes in 2018 and sets priorities for 2019/20 in 9 goal areas.

This is the first comprehensive and detailed annual report to be submitted by this commission in a decade. The Mental Health Commission had a few weaknesses in its approach, how it functioned, its impact in the community and its value to Berkeley City Council. In 2018 we worked very hard to become a functioning commission with clarity of purpose.

It also became apparent to us that a more open and respectful relationship with Berkeley Mental Health needed to be fostered. Commissioners began to attend meetings within the division to listen, learn and participate.

At the April 25, 2019 meeting the Mental Health Commission adopted the 2018 Annual Report by the following motion:

M/S/C (Davila, Posey) Motion to approve the 2018 Annual Report and submit it to City Council with the Council Item that the Chair will write.  
Ayes: Castro, cheema, Davila, Fine, Heda, Kealoha-Blake, Ludke, Posey; Noes: None; Abstentions: None; Absent: None.

ENVIRONMENTAL SUSTAINABILITY

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

POSSIBLE FUTURE ACTION

When appropriate we will send recommendations to the City Council for action.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

Unknown at this time.

CONTACT PERSON

Karen Klatt, Commission Secretary, HHCS, (510) 981-7644

Attachments:

- 1: Mental Health Commission 2018 Annual Report

Mental Health Commission for the Cities of Berkeley and Albany  
Annual Report 2018

---

**The Mental Health Commission for the Cities of Berkeley and Albany**

The Mental Health Commission is proud to present its Annual Report 2018. This year we have taken bold steps to build the Commission as a robust advisory body to the Berkeley City Council, Division of Mental Health and in the community. As a Commission, we are committed to making meaningful contributions to accountable decision making impacting public mental health in our community.

In 2018, the Mental Health Commission set the stage for following our state law mandate to review and evaluate public mental health needs, services, facilities and special problems. The Commission began this year with notable feats. We elected new leadership, developed a Work Plan 2018 and submitted it to the Berkeley City Council—a first ever milestone.

Now we are thrilled to share our accomplishments which have fundamentally changed our culture to productively focus on achieving our Work Plan 2018 goals:

- We are focusing on a systems-integrated continuum of whole person care to serve diverse groups and individuals who engage with the public mental and related systems: housing, health, education, child welfare, juvenile and adult criminal justice and corrections.
- We are building relationships with a broad range of consumers and family members to understand the nature of their participation when interacting with multiple providers.
- We are working productively with Berkeley Mental Health (BMH), one of the city's service providers for people with mental illness and many with co-occurring substance use disorder, and community-based organizations to assess service delivery to groups and individuals.
- We are visiting public mental health clinics and other sites to assess their ability to consistently welcome and engage the public across the board.
- We are markedly increasing our knowledge about access to public mental health and related systems for diverse groups and individuals.
- We are initiating defining key indicators for evaluating public mental health and related systems using evidence-based best practices. We have reviewed World Health Organization (WHO) and other approaches to measure fiscal, program and technology accountability.

As the Mental Health Commission moves into this next year, we aim to build on our progress. We look forward to opening more conversations about mental health, continuing to address challenges and working towards a more equitable, responsive access to the public mental health and related systems.

Mental Health Commission for the Cities of Berkeley and Albany  
Annual Report 2018

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**Mental Health Commission—Mission, Vision and Operating Principles**

We aim to address the mental health crisis in our community where a large number of unsheltered people are unserved, underserved and/or inappropriately served by public government systems.

We aim to ensure that a diversity of people—including people of color, children, families, youth, the LGBTQ community, and seniors—receive mental health interventions and services that are respectful and tailored to their mental health needs.

Through our work, we aim to strengthen the core values and guiding principles of: 1) wellness, recovery and resilience-oriented models; 2) community collaboration; 3) systems development and integration among Berkeley Mental Health (BMH), community-based organizations (CBOs) and other entities; 4) cultural competency; and 5) consumer and family-driven services.

**Mental Health Commission Composition—State Requirements**

The Mental Health Commission (MHC) is comprised of residents with mental health and related expertise and experience who advise the Division of Mental Health for the Cities of Berkeley and Albany on policy, programming, implementation, evaluation, budget allocations, revenue and expenditures. Pursuant to the Welfare and Institutions Code § 5604 and City of Berkeley Resolution No. 65,945-N.S.:

- The Mental Health Commission comprises 13 members. There are 11 members from the City of Berkeley and 2 from the City of Albany. The Mayor’s Office for the City of Berkeley appoints one of its Councilmembers to the Commission.
- The Commission must further include Special and General Interest members. From the Cities of Berkeley and Albany, there must be 7 Special Interest members. At least 3 of these persons must have or be receiving mental health services. At least 3 must be parents, spouses, siblings or children of persons who have or are receiving these services.
- There are 5 General Interest members who have knowledge in a broad range of disciplines, professions, and fields of knowledge related to mental health.

**Mental Health Commission—State Statutory Powers and Duties**

The Mental Health Commission powers and duties are set forth under the Welfare and Institutions Code (WIC) § 5604. These statutorily mandated powers and duties include:

- Review and evaluate the community’s mental health needs, services, facilities and special problems;
- Advise the governing body and the local mental health director as to any aspect of the local mental health program;
- Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process; and



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- Submit an annual report to the governing body.

### **Mental Health Commission Meetings**

The Mental Health Commission holds 10 regular monthly meetings at 7:00 pm, except in August and November, at public buildings. The Commission Secretary addresses reasonable accommodations.

#### **MENTAL HEALTH COMMISSIONERS as of MARCH 2019**

| <b>Commissioners:</b>       |                            |
|-----------------------------|----------------------------|
| boona cheema, Chair         | Erlinda Castro, Vice-Chair |
| Councilmember Cheryl Davila | Shirley Posey              |
| Margaret Fine               | Paul Kealoha-Blake         |
| Shelby Heda                 | Ben Ludke                  |

#### **MENTAL HEALTH COMMISSION SUBCOMMITTEES as of DECEMBER 2018**

| <b>Subcommittee</b>                                                                                   | <b>Date Formed</b> | <b>Current Subcommittee Members</b>     | <b>Meetings Held/or Scheduled</b>                            |
|-------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------|--------------------------------------------------------------|
| Accountability Subcommittee<br><br>(Originally named the Fiscal/Programmatic/Technology Subcommittee) | 10/26/17           | cheema, Davila, Fine                    | 11/30/17, 2/15/18,<br>4/13/18, 7/19/18,<br>10/17/18, 12/7/18 |
| Diversity Subcommittee                                                                                | 4/26/18            | Castro, Fine, Ludke                     | 5/15/18, 7/24/18,<br>8/21/18, 9/18/18,<br>10/18/18, 11/19/18 |
| Site Visit Subcommittee                                                                               | 4/26/18            | cheema, Castro,<br>Kealoha-Blake, Posey | 5/21/18, 7/19/18,<br>8/21/18, 11/19/18                       |
| Membership Subcommittee                                                                               | 12/13/18           | Fine, Posey, Heda                       |                                                              |

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**Mental Health Commission Work Plan 2018**  
**By Goals, Action Items, Accomplishments, Outcomes & Next Priorities**

**Work Plan Goal 1—Serving Unsheltered People with Mental Illness:**

- **Advocate for Innovative Solutions and Increased Capacity Based on Unmet Needs for Quality Outreach, Engagement and Services for Unsheltered People with Mental Illness (and substance use disorder).**

**Goal 1 Action Item 2018**

- Meet with, gather and request materials and report on public mental health and related staff, providers, stakeholders, consumers, volunteers and community members for the Cities of Berkeley and Albany. Unsheltered people living with mental illness (and substance use disorder) in encampments and other locations are included. Public mental health entities include Berkeley Mental Health (BMH), community-based organizations (CBOs) and other organizations.

**Goal 1 Accomplishments 2018**

- The Mental Health Commission requested and received monthly reports written by the City Manager for Mental Health and caseload statistics for clients living with mental illness (and substance use disorder) in the community.
- On April 24, 2018, the Berkeley Mental Health Program Supervisor made a presentation to the Mental Health Commission on Mobile Crisis; Transitional Outreach; Homeless Outreach & Treatment; and Crisis Triage. Commissioners asked questions and she answered.
- On May 28, 2018, the Berkeley Mental Health Program Supervisor for the Adult Service Teams presented to the Mental Health Commission. Commissioners ask questions and she answered.
- On July 26, 2018, the Executive Director of Bay Area Community Services (BACS) made a presentation about Pathways STAIR Center operations and answered Commissioners' questions.
- The Mental Health Commission passed a motion to create its Site Visit Subcommittee to inspect public accommodations providing a continuum of care—health and specialty mental health, substance use, housing and social support interventions and services—to unsheltered people.
- The Site Visit Subcommittee is implementing specific tasks needed conduct focus groups with consumers in June 2019. The focus groups are designed to include people, including unsheltered people, who are consumers at BMH and other providers. Also see Goal 6.

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**Goal 1 Outcomes 2018**

- The Work Plan 2018 set forth expected outcomes to make recommendations to Berkeley Mental Health and the Berkeley City Council about the public mental health system and the status of unsheltered people with mental illness (and substance use disorder) and resources needed to address them. The Commission received caseload statistics from BMH.
- The Mental Health Commission communicated with other City of Berkeley Commissions and with the municipal government about unsheltered people with mental illness and substance use disorder in the community. Several Commissioners have expertise from long-term, ongoing front-line engagement with people who live on the streets, in vehicles and in encampments.

**Goal 1 Priorities for 2019—2020**

➤ **Review, evaluate and report on the following through Berkeley Mental Health:**

- Adopting Whole Person Care for the Cities of Berkeley and Albany. The City of Berkeley is an established partner with Alameda County Connect Whole Person Care Pilot, including Results-Based Accountability for evaluating the quality of service delivery.
- Access to basic hygiene supplies, housing and shelter referrals, nutritious food (such at breakfast and afternoon community meals) and safe water through the Homeless Outreach Treatment Team (HOTT) of Berkeley Mental Health.
- Access to safe, habitable and stable sleeping arrangements, transitional and permanent supportive housing and additional housing options for unsheltered individuals or people at risk.
- Access to systems integrated care—mental health, substance use (including harm reduction), medical, housing, support interventions and services—for unsheltered persons or those at risk.
- Access to prevention programs to assist people to maintain safe, habitable and stable homes and avoid homelessness. These programs include providing housing subsidies, landlord/tenant counseling and legal aid referrals to eviction defense clinics.
- Access to mobile crisis interventions and services to avoid arrest, detainment and criminal justice involvement of unsheltered people living with mental illness and substance use disorder.

**Work Plan Goal 2—Diversity and Inclusion**

- Ensure a diversity of people, including people of color, youth, LGBTQ and seniors, have access to culturally competent (respectful and tailored) mental health interventions and services from the public mental health system for the Cities of Berkeley and Albany.

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- Ensure BMH and CBOs bring awareness and visibility about mental health to a diversity of groups and the larger community to reduce stigma and discrimination

**Goal 2 Action Items 2018**

1. Request documentation, reports and evaluations including for diversity trainings and workshops
2. Meet with Diversity and Multicultural staff and review trainings and workshop materials
3. Work with BMH and CBOs to serve diverse people using best practices, including with CalMHSA
4. Query CalMHSA about using materials in client contexts
5. Ensure CalMHSA and other related materials are available in medical and mental health waiting rooms and visible locations—BMH, CBOs and other entities
6. Participate in implementing BMH Technology Suite Plan apps with CalMHSA and ensure using apps are culturally competent to meet the needs of diverse groups
7. Assess BMH and CBOs efforts in reducing stigma and discrimination

**Goal 2 Accomplishments 2018**

- On April 26, 2018, the Mental Health Commission passed a motion to create a Diversity Subcommittee to address this goal. The Mental Health Commission appointed a Commissioner to represent it on the internal Diversity Committee for Berkeley Mental Health.
- On September 27, 2018, the Mental Health Commission passed a motion that a comprehensive list contained under Mental Health Resources in the Berkeley Public Library be linked to the Mental Health website in an easily accessible place. A list was linked to the BMH website.
- The Mental Health Commission requested and received copies of finalized monthly minutes from the Health Equity Committee for Berkeley Mental Health.
- Among Materials Reviewed 2018:
  1. Non-Discrimination law at municipal, county, state and federal government levels
  2. National CLAS Standards on Cultural Competency issued by the federal government
  3. Disability Rights California: Definitions of Stigma and Discrimination
  4. Mental Health Services Act – Required General Demographic and Related Data
  5. Mental Health Services Act Prevention/Early Intervention Evaluations with Required Data
  6. Mental Health Services Act—Diversity and Multicultural Outreach and Engagement Coordinator Report on Goals, Trainings, Committees and Groups
  7. Mental Health Work Session PowerPoint Slides before the Berkeley City Council –3/20/18
  8. Berkeley Mental Health Caseload Statistics for MHSA Full Service Partnership consumers
  9. Berkeley Mental Health, Health Equity Committee monthly minutes
  10. Berkeley Mental Health Policy and Procedure Manual as available
  11. Clinical Documentation Requirements for Medi-Cal Specialty Mental Health Services

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- 12. Mental Health Services Act—Technology Suite Plan
- 13. Mental Health Services Act—Trauma Informed Care Plan

**Goal 2 Outcomes**

- The expected outcomes focused on increasing knowledge of Berkeley Mental Health capacity and identifying gaps in service delivery, particularly to ensure that a diversity of groups feel welcome and have a sense of belonging when interacting with BMH and CBOs.
- This past year the Mental Health Commission focused on data collection and methodology to gather information in order to analyze diversity and inclusion from a range of accumulated materials about the public mental health and related systems.

**Goal 2 Priorities for 2019 – 2020**

- Request the Berkeley Mental Health Diversity & Multicultural Coordinator to Present on Diversity and Multicultural Outreach and Engagement under the Mental Health Services Act.
- **Review, evaluation and report on the following:**
  - Compliance with city, county, state and federal non-discrimination law, including on the basis of race, ethnicity, national origin, gender identity and expression, sexual orientation, disability, age, additional protected classes and other groups.
  - Adoption of National CLAS standards for cultural competency issued by the federal government
  - Data collection and methodology to address diversity and inclusion among people living with mental health conditions and/or substance use disorder served by the public mental health and related systems (Berkeley Mental Health, community-based organizations and other entities). Alameda County further offers data collection and methodology trainings multiple times yearly.
  - Staff and related trainings to build capacity among Berkeley Mental Health and CBOs staff to serve a range of diverse groups, including related to public health epidemics. Alameda County also offers trainings to build capacity multiple times per year.
  - Access to language services and qualified interpreters to people whose primary language is not English throughout the public mental health and related systems, including BMH and CBOs
  - Overall reduction in stigma, stereotyping and discrimination for people with mental health conditions and substance use disorder who access public mental health and related systems

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**Work Plan Goal 3—Mental Health Commission Partnerships**

- **Build a Strong Partnership with BMH, the CBOs, the Community and Consumers.**

**Goal 3 Action Items 2018**

1. Build deep understanding among Mental Health Commissioners about the quality of programs serving people with mental illness and substance use disorder in the community and make recommendations to the Berkeley City Council (see expected outcome).
2. Appoint a Mental Health Commissioner to each of the internal Berkeley Mental Health Committees to attend meetings and provide reports to the Commission.
3. Invite Berkeley Mental Health staff to make presentations to the Mental Health Commission.

**Goal 3 Accomplishments 2018**

- **Culture & Communication**

The Mental Health Commission's major achievement this past year focused and continues to focus on changing its culture to carry out state law mandates, including evolving a productive relationship with the BHS leadership and staff. To achieve this effort, the MHC:

1. Elected new leadership.
  2. Developed a Work Plan 2018 and passed a motion for submission to the Berkeley City Council (BCC). The Chair submitted it as a consent item on the BCC's Agenda.
  3. Created Subcommittees designed to accomplish Work Plan goals.
- The Chair and Vice Chair met (and continue to meet) with the City Manager for the Division of Mental Health at least every other month. These meetings have and continue to be important in building trustworthy and respectful communication in order to accurately understand the public mental health system, particularly service delivery to consumers and the community at-large.
  - The City Manager for the Division of Mental Health provides a written report for inclusion in the Agenda Packet for each Commission meeting. Commissioners can request specific topics for the Manager to address in the written report. There is an Agenda Item for the Manager's report at each Commission meeting; Commissioners ask questions and receive replies from the Manager. This approach improves communication between the Commission and City Manager. Some topics:
    1. Crisis Treatment, Adult Clinic and other programs
    2. Request for proposals (RFPs) and grants such as SB 82 for Crisis Triage
    3. BMH fiscal revenues and expenditures
    4. Wellness Center and Adult Clinic Renovations

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- The Mental Health Commission appointed a Commissioner to each of the following internal Berkeley Mental Committees. Commissioners began attending their meetings and receiving the finalized Health Equity Committee meeting minutes. These Committees are:
  1. Health Equity Committee
  2. Diversity Committee
  3. Safety Committee
  4. May is Mental Health Committee
- The Mental Health Commission invited BMH representatives to present at its monthly meetings.
- **Community**
  1. Both Subcommittee and full Mental Health Commission meetings have public comment periods and community members can record these meetings.
  2. The Commission Secretary includes written correspondence from community members in the Agenda Packets for full Commission meetings.
- **Consumers**
  1. The Mental Health Commission has initiated developing a formal mechanism to create a feedback loop between consumers and the Commission.
  2. Under Goal 6, the Site Visit Subcommittee is currently focused on conducting consumer focus groups for those who have had and/or do have involvement with BMH.

**Goal 3 Outcome**

- Mental Health Commissioners are developing a productive relationship with Berkeley Mental Health and service providers to improve public mental health and related systems for consumers and the community at-large. This relationship includes exchanging honest feedback on significant topics, asking difficult questions and making recommendations to improve the public mental health and related systems.

**Goal 3 Priorities 2019 - 2020**

- Continue building on work accomplishments
- Address Berkeley Mental Health challenges such as:
  1. Exponential organizational growth
  2. Work environment culture for serving consumers
  3. Diversity of staff and capacity to serve diverse groups
  4. Demographic data collection and methodology
  5. Fiscal and program management (including per evaluations)

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- Work with community-based organizations (CBOs):
  1. The Mental Health Commission initiated inviting CBOs to its full Commission meetings who are critical to providing a continuum of integrated care for consumers and community members at-large. Some CBOs have an established partnership with BMH and/or the Cities of Berkeley and Albany, including receiving MHSA funding from BMH.
  2. The Executive Directors for Bonita House and Bay Area Community Services (BACS) each made a presentation to the Mental Health Commission about their role serving people with mental illness (and substance use disorder) and community members at-large.
    - a. Bonita House is the nonprofit who will operate the Wellness Center under a contract with Alameda County Behavioral Health Services in the City of Berkeley.
    - b. BACS operates Pathways Stair Center for temporary short-term shelter in Berkeley.
  3. In 2019, the Social Services Director for LifeLong Medical Care gave a presentation to the Mental Health Commission. During the upcoming year the Commission plans to invite CBOs and other providers who receive Mental Health Services Act (MHSA) and related funding as follows:
    - a. Building Opportunities for Self-Sufficiency (BOSS)
    - b. Youth Engagement Advocacy Housing (YEAH)
    - c. Youth Spirit Artworks (YSA)
    - d. Berkeley Food & Housing Project (BFHP)
    - e. Dorothy Day House
- **Community**
  1. The Mental Health Commission is seeking to improve outreach, engagement and education to the community at-large in partnership with Berkeley Mental Health.
  2. During 2019, the Commission is planning a Listening Session for community members.
- **Consumers**
  1. The Mental Health Commission has partnered with Berkeley Mental Health to host a May is Mental Health Month event. See Goal 9.
  2. The Site Visit Committee will conduct focus groups and in-person interviews with consumers using evidence-based methodology to get valid, reliable information. The information gained from the focus group will inform service delivery in the public mental health and related systems for the Cities of Berkeley and Albany.



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**Work Plan Goal 4—Fiscal Accountability**

- **Assess the financial accountability of Berkeley Mental Health and related Community Based Organizations (CBOs)**

**Goal 4 Action Items 2018:**

1. Identify all existing BMH documents pertaining to financial accountability
2. Request, review and evaluate documents from BMH where needed
3. Gather financial evaluation research, including new MHSA accounting law

**Goal 4 Accomplishments 2018**

- Researched and reviewed new state legislation requiring adoption of uniform accounting standards and procedures by the Controller for the State of California for funding and oversight under the Mental Health Services Act (capital facilities and technology excluded).
- The Accountability Committee reported to the full Mental Health Commission and BMH representatives about the new state law and included its text in the Agenda Packet.
- The Accountability Committee tracked and updated the Mental Health Commission Excel Chart showing fiscal breakdown of MHSA monies from FY 13/14 through FY 18/19. The Commission relied on MHSA documents required by the State of California as posted on the BMH website.
- Among Materials Reviewed 2018:
  1. Mental Health Services Act (MHSA) Three Year Plan FY 17/18, 18/19, 19/20
  2. MHSA Annual Revenue and Expenditures Updates FY 17/18, 18/19
  3. California State Auditor Report, February 2018—requested by Joint Legislative Audit Committee to address funding and oversight of the Mental Health Services Act
  4. MHSA Reversion Expenditure Plan 2018
  5. Berkeley Mental Health Work Session materials submitted to Berkeley City Council, including the Management Partners' Fiscal Audit 2017 and Challenges
  6. Memorandum of Understanding between Alameda County Behavioral Health Services and the City of Berkeley regarding Medi-Cal reimbursement
  7. Berkeley Mental Health consulting contract (\$34,990) for developing Medi-Cal billing infrastructure, staff and evidence-based best practices for specialty mental health services
  8. Medi-Cal specialty mental health services documents from the Department of Health Care Services for the State of California
  9. Kilbourne, A., Beck, K., Spaeth-Rublee, B., Ramanuj, P., O'Brien, R., Tomoyasu, N. and Pincus, H. (2018). Measuring and improving the quality of mental health care: a global perspective (among other studies reviewed).

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**Goal 4 Outcome**

- The Accountability Subcommittee gathered a range of relevant documents to begin its review, evaluation and reporting on Berkeley Mental Health fiscal and program management.

**Goal 4 Priorities for 2019 – 2020**

➤ **Request the following for review and evaluation:**

- Management Partners' Report 2017 assessing the fiscal status and challenges presented at Berkeley Mental Health (cited at Berkeley City Council Work Session, 3/20/2018)
- A strategic business plan for financial, program and operations administration at Berkeley Mental Health that is accurate, transparent and understandable to the public
- Line-item budget to compare with actual revenues and expenditures for FY 19/20, including breakdown by job descriptions, classifications and salary (similar to Alameda County law).
- Documents showing development of an effective, efficient Medi-Cal billing department including infrastructure, staff and evidenced-based best practices under the contract (\$34.990)
- Documents showing development of electronic health records systems and costs for implementation and maintenance if any, including how Berkeley Mental Health connects (if at all) to primary care and other specialist providers, hospitals and corrections facilities
- Performance metrics to determine the effectiveness of MHSA programs, including but not limited to using Results-Based Accountability outcomes
- Total annual costs for highest frequency service users at Berkeley Mental Health, including expenditures for: 1) emergency room visits, 2) jail and prison stays, 3) primary and specialist care services, 4) police, mobile crisis and transport costs and other related expenditures.
- Total costs for criminal and civil liability when incurred by Berkeley Mental Health
- Total costs expended for cost settlements and construction for Wellness Center, and total costs for renovation of Adult Clinic of Berkeley Mental Health

**Work Plan Goal 5—Key Indicators for Evaluating the Public Mental Health System**

- **Review and evaluate program needs, services, facilities, including challenges and any problems and make recommendations.**

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**Goal 5 Action Items 2018**

1. Obtain documentation needed from BMH and CBOs to review and assess programs, including through outcomes data to assess program management
2. Confirm BMH and CBOs implement performance evaluations to measure program effectiveness
3. Gather research on mental health program evaluations, particularly regarding MHSA programs
4. Write report with recommendations to the Berkeley City Council

**Goal 5 Accomplishments 2018**

The Mental Health Commission is developing key indicators to assess the effectiveness of programs, including new developments. Some of these developments are:

- Access to safe, habitable housing, including reducing exposure to poor sanitation and disease outbreaks for homeless people with mental illness and substance use disorder.
- Increasing capacity to address overall systems integration among multiple providers to provide an integrated continuum of care and avoid gaps in service (such as ensuring Medi-Cal is active for people upon release from incarceration along with meaningful referrals for follow-up).
- Evaluating Berkeley Mental Health and CBO sites with BMH and Alameda County contracts, particularly through site visits to assess properties delivering a continuum of care to consumers.
- Assessing mobile crisis interventions and services to people with mental illness (and substance use disorder) through Berkeley Mental Health and the Berkeley Police Department
- Addressing suicide and substance use epidemics among diverse groups of people on the basis of race, ethnicity, religion, gender identity and expression, sexual orientation, disability, age and other groups.
- Integrating primary and specialist care, including reviewing World Health Organization (WHO) models for implementing psychiatric medication and therapeutic support, and harm reduction approaches for substance use disorder in multiple countries with scarce resources.
- Assessing wellness and recovery models including through upcoming Wellness Center operated by a nonprofit provider in the City of Berkeley.
- Assessing the role of technology to improve public mental health, substance use and related interventions and services, including through using integrated electronic records systems among multiple providers to deliver a continuum of care to consumers.
- Advancing access to integrated universal healthcare

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**Goal 5 Outcome**

- The outcome expectations focus on analysis and oversight to the Berkeley City Council about the use of government program resources for the public mental health system in the Cities of Berkeley and Albany. Throughout the year Commissioners researched public mental health and related topics in order to develop these key indicators for assessing multiple providers about an integrated continuum of care. The Mental Health Commission will be reporting to the BCC.

**Goal 5 Priorities for 2019 – 2020**

- Ongoing work to continue identifying key indicators to assess the status of multiple providers to deliver an effective, empathetic continuum of care for consumers in these municipalities, and writing a report to the Berkeley City Council.

**Work Plan Goal 6—Sites Visits to Public Mental Health and Related Program Facilities:**

- **Make site visits to Berkeley Mental Health programs, as well as to CBO programs which have contracts with BMH and ACBHCSA, to become more informed and familiar with the continuum of interventions and services. Meet with staff and consumers of these services.**

**Goal 6 Action Items 2018**

1. Create clear purpose and develop protocols for site visits.
2. Identify documentation needed and review it prior to site visits, including contracts.
3. Undertake site visits focused on public mental health and related environments serving consumers and the public.

**Goal 6 Accomplishments 2018**

1. On April 26, 2018, the Mental Health Commission passed a motion to create a Site Visit Subcommittee.
2. The Site Visit Subcommittee visited public mental health clinic waiting rooms and any displayed materials.

**Goal 6 Outcomes**

- The Site Visit Subcommittee visited and raised concerns about how these clinics and related facilities are designed and operated to provide a welcoming environment for consumers and other individuals. This Subcommittee has further raised concerns about displayed materials if any, particularly to inform and welcome diverse groups of people.

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- The full Mental Health Commission has further raised concerns about the use of physical barriers and uniformed security guards in waiting room areas as they may discourage individuals from using the clinics and facilities due to feeling threatened and unwelcome there.
- The Commission understands Berkeley Mental Health has experienced challenges due to clinic relocations, renovation and new construction and related safety issues.

**Goal 6 Priorities for 2019 – 2020**

- The Commission provided BMH with a draft list about its expectations for developing welcoming environments at its facilities during the full Commission meeting dated March 28, 2019.
- This list includes displaying materials in waiting rooms for consumers and the public, particularly using CalMHSA materials. These materials are researched and designed for a range of diverse groups by a well-resourced organization. BMH is a member of CalMHSA and it funds this organization (\$44,000) along with other counties and one city. Materials are provided at no cost.
- The Site Visit Subcommittee and the full Commission will continue to review and evaluate BMH progress in designing and implementing modifications to improve public mental health clinic and related facility environments. This process is necessary for the new Wellness Center and the Adult Clinic Renovation properties.

**Work Plan Goal 7—Annual Report**

- **Submit Annual Report 2017 to the Berkeley City Council.**

**Goal 7 Action Items 2018**

1. Write Annual Report 2017 and submit to the Mental Health Commission
2. Obtain approval by Mental Health Commission to submit to the Berkeley City Council
3. Submit to Berkeley City Council

**Goal 7 Accomplishments 2018**

- The Mental Health Commission passed a motion to create a 2017 Annual Report Subcommittee.
- The Subcommittee reviewed the Commission's adopted minutes in order to gather materials about the accomplishments for the Annual Report.
- On April 26, 2018, the Mental Health Commission passed a motion to approve and submit the 2017 Annual Report to the Berkeley City Council.

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- The Chair of the Commission submitted this 2017 Annual Report to the Berkeley City Council.

**Goal 7 Outcome**

- This achievement represented the first time the Mental Health Commission has submitted an annual report to the Berkeley City Council since its inception.

**Work Plan Goal 8—Using Evidence-Based Best Practices**

- **Stay current and disseminate information on evidence-based best practices and related developments regarding public mental health systems for interventions and services.**

**Goal 8 Action Item 2018**

- Research World Health Organization (WHO) and related public mental health organizations that set domestic and/or universal evidence-based best practices for delivery of public mental health systems

**Goal 8 Accomplishments 2018—researched the following standards**

1. WHO models for delivery of mental health and social services interventions and services
2. Non-discrimination law for equal access to public accommodations
3. MHSAs statutory and regulatory requirements for demographic and diversity data collection
4. Medi-Cal requirements for specialty mental health services, including in the MOU
5. National CLAS Standards issued by federal government for evaluating cultural competency
6. Financial accounting standards for MHSAs funding passed by the California legislature this year
7. Additional standards incorporated contained this and related documents.

**Goal 8 Outcome**

- The outcome expectation for this goal is to learn from and apply strategies on the basis of these and other related standards. The Mental Health Commission will continue to research standards and evidence-based best practices that underpin public mental health and related systems for a range of professionals.

**Work Plan Goal 9—Public Education and Special Events**

- **Increase Public Education on Mental Health and Wellness, particularly to reduce stigma and discrimination**

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**Goal 9 Action Item 2018**

- Hold signature Mental Health Commission event such as panel discussion with reception and film with directors

**Goal 9 Accomplishments 2018**

- The Mental Health Commission appointed two Commissioners to the May is Mental Health Month Event Planning Committee of Berkeley Mental Health. Commissioners attended these meetings and contributed to special event programming for the event.
- On March 29, 2018, the Mental Health Commission passed a motion to recommend the Berkeley City Council declare “May Is Mental Health Month.”

**Goal 9 Outcome**

- The Mental Health Commission and Berkeley Mental Health are hosting a community event from 5:45 pm to 8 pm on May 16, 2019. This event is designed to celebrate May is Mental Health Month, including a panel discussion, videos created by young people and a reception.

**Additional Mental Health Commission Accomplishments 2018**

- **Mental Health Commission By-Laws**

The Mental Health Commission passed a motion to create a By-Laws Subcommittee. On December 13, 2018, the Mental Health Commission passed a motion to adopt Bylaws submitted in the Agenda Packet for the Mental Health Commission meeting. The Commission passed a motion to submit the adopted Bylaws by the Mental Health Commission for review by the Berkeley City Clerk and further integrate recommended modifications by the City Clerk. Before this meeting, the Subcommittee reviewed the new Commissioners’ Manual and develop By-Laws in accordance with it and applicable law.

- **Mentorship for Mental Health Commissioners**

The Mental Health Commission passed a motion to create a system for new Commissioners coming onto the Commission for the first 6 months with the Chair of the Commission assigning a mentor to that new Commissioner upon joining it.

- **Mental Health Services Act (MHSA) Public Hearings before the MHC Commission**

The Mental Health Commission held public hearings on the MHSA Reversion Plan, Trauma Informed Care and the Annual Update FY 18/19. On July 26, 2018, the Mental Health Commission passed a motion to approve a modified MHSA Innovation Trauma Informed Care Modified Plan according to the public comments on non- discrimination. The City Attorney approved as required by the motion passed before submission to the Berkeley City Council.

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- **City Council Presentation by Chair of Mental Health Commission**

The Commission passed a motion to authorize the Chair to participate on the panel to report to the Berkeley City Council on behalf of the Mental Health Commission at the City Council Mental Health Work Session on March 20, 2018.





# Communications

All communications submitted to the City Council are public record. Communications are not published directly to the City's website. Copies of individual communications are available for viewing at the City Clerk Department and through Records Online.

## **City Clerk Department**

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

## **Records Online**

<http://www.cityofberkeley.info/recordsonline>

To search for communications associated with a particular City Council meeting using Records Online:

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