



**BERKELEY CITY COUNCIL AGENDA & RULES COMMITTEE  
SPECIAL MEETING**

**MONDAY, MARCH 22, 2021  
2:30 P.M.**

Committee Members:

Mayor Jesse Arreguin, Councilmembers Sophie Hahn and Susan Wengraf  
Alternate: Councilmember Lori Droste

**PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH  
VIDEOCONFERENCE AND TELECONFERENCE**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the City Council Agenda & Rules Committee will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL <https://us02web.zoom.us/j/87060954994>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen.

To join by phone: Dial **1-669-900-9128 or 1-877-853-5257 (Toll Free)** and Enter Meeting ID: **870 6095 4994**. If you wish to comment during the public comment portion of the agenda, press \*9 and wait to be recognized by the Chair.

Written communications submitted by mail or e-mail to the Agenda & Rules Committee by 5:00 p.m. the Friday before the Committee meeting will be distributed to the members of the Committee in advance of the meeting and retained as part of the official record. City offices are currently closed and cannot accept written communications in person.

# AGENDA

**Roll Call**

**Public Comment**

## **Referred Items for Review**

**1. Recommendations on Policy Committees and Legislative Workflow during COVID-19 Local Emergency**

**From: Mayor Arreguin**

**Recommendation:** Request that the City Manager prepare an amendment to Resolution No. 69,331-N.S. "Ratifying the Recommendations Issued by the Director of Emergency Services and the Public Health Officer Regarding Meetings of Berkeley Legislative Bodies in Response to the COVID-19 (Novel Coronavirus) Pandemic" and accompanying amendments to the City Council Rules of Procedure and Order to: 1) Adopt temporary rules limiting Policy Committee and City Council consideration of new significant legislation after the effective date of the resolution (March 30, 2021). "New significant legislation" is defined as any proposed ordinance, resolution or Council item to adopt a new law, program, or policy. Any legislation relating to our city's COVID-19 response, the FY 2022 City Budget process or essential time sensitive business will be allowed to move forward through the Policy Committee process and to Council. This would also include substantive recommendations from Boards and Commissions; 2) Non-substantive and time sensitive items will be allowed to be placed directly on a City Council agenda; 3) New significant legislation will be referred to the appropriate Policy Committee and stay on their unscheduled items list. Timelines for committee action will be tolled during this period; 4) Policy Committees will take up all items already referred and in committee. Policy Committees will be asked to prioritize whether pending items relate to the city's COVID-19 response, the City budget process or essential time sensitive business. If the Policy Committee does not have any outstanding items then the Policy Committee will not be allowed to meet; 5) The Agenda & Rules Committee and Budget & Finance Policy Committee will be allowed to continue to meet to carry out their essential agenda setting and budget policy making roles; 6) Any outstanding items voted out of Policy Committee should conform to the recommendations put forward by the City Manager in the "Systems Realignment Proposal" to include a referral for an analysis of staff and budgetary impacts, and a budget referral so that the costs of implementation can be considered as part of the City's annual budget process. Unless implementation can be achieved in the short-term, the implementation of new ordinances or policies will be deferred until after the state of emergency or resources are identified and allocated; 7) If resources are not allocated in the FY 22 budget process for implementation of the new policy or program, it be referred to the new Systems Realignment process for future review and budget consideration; 8) These temporary rules would expire at the end of the declared local state of emergency regarding the COVID-19 pandemic or until such time the City Council suspends this policy.

Contact: Jesse Arreguin, Mayor, (510) 981-7100

## Referred Items for Review

### 2. **Systems Realignment Proposal** (*Contains Supplemental Material*)

**From: City Manager**

**Recommendation:** Review and discuss the City Manager's proposal to create improvements to enhance the effectiveness of the City Council legislative and budget processes. Provide feedback for staff to develop a recommendation for full Council consideration.

Contact: Dee Williams-Ridley, City Manager, (510) 981-7000

## Items for Future Agendas

- **Discussion of items to be added to future agendas**

## Adjournment

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### **Additional items may be added to the draft agenda per Council Rules of Procedure.**

*Written communications addressed to the Agenda Committee and submitted to the City Clerk Department by 5:00 p.m. the Friday before the Committee meeting, will be distributed to the Committee prior to the meeting.*

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953 and applicable Executive Orders as issued by the Governor that are currently in effect. Members of the City Council who are not members of the standing committee may attend a standing committee meeting even if it results in a quorum being present, provided that the non-members only act as observers and do not participate in the meeting. If only one member of the Council who is not a member of the committee is present for the meeting, the member may participate in the meeting because less than a quorum of the full Council is present. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, (510) 981-6900.*



#### COMMUNICATION ACCESS INFORMATION:

To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date.

\* \* \*

I hereby certify that the agenda for this special 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 March 18, 2021.



Mark Numainville, City Clerk

## Communications

*Communications submitted to City Council Policy Committees are on file in the City Clerk Department at 2180 Milvia Street, 1st Floor, Berkeley, CA, and are available upon request by contacting the City Clerk Department at (510) 981-6908 or [policycommittee@cityofberkeley.info](mailto:policycommittee@cityofberkeley.info).*





POLICY COMMITTEE

March 15, 2021

To: City Council Agenda & Rules Committee

From: Mayor Jesse Arreguín

Subject: Recommendations on Policy Committees and Legislative Workflow during COVID-19 Local Emergency

RECOMMENDATION

Request that the City Manager prepare an amendment to Resolution No. 69,331-N.S. “Ratifying the Recommendations Issued by the Director of Emergency Services and the Public Health Officer Regarding Meetings of Berkeley Legislative Bodies in Response to the COVID-19 (Novel Coronavirus) Pandemic” and accompanying amendments to the City Council Rules of Procedure and Order to:

- 1) Adopt temporary rules limiting Policy Committee and City Council consideration of new significant legislation after the effective date of the resolution (March 30, 2021). “New significant legislation” is defined as any proposed ordinance, resolution or Council item to adopt a new law, program, or policy.

Any legislation relating to our city’s COVID-19 response, the FY 2022 City Budget process or essential time sensitive business will be allowed to move forward through the Policy Committee process and to Council. This would also include substantive recommendations from Boards and Commissions.

- 2) Non-substantive and time sensitive items will be allowed to be placed directly on a City Council agenda.
- 3) New significant legislation will be referred to the appropriate Policy Committee and stay on their unscheduled items list. Timelines for committee action will be tolled during this period.
- 4) Policy Committees will take up all items already referred and in committee. Policy Committees will be asked to prioritize whether pending items relate to the city’s COVID-19 response, the City budget process or essential time sensitive business. If the Policy Committee does not have any outstanding items then the Policy Committee will not be allowed to meet.
- 5) The Agenda & Rules Committee and Budget & Finance Policy Committee will be allowed to continue to meet to carry out their essential agenda setting and budget policy making roles.

- 6) Any outstanding items voted out of Policy Committee should conform to the recommendations put forward by the City Manager in the “Systems Realignment Proposal” to include a referral for an analysis of staff and budgetary impacts, and a budget referral so that the costs of implementation can be considered as part of the City’s annual budget process. Unless implementation can be achieved in the short-term, the implementation of new ordinances or policies will be deferred until after the state of emergency and resources are identified and allocated.
- 7) If resources are not allocated in the FY 22 budget process for implementation of the new policy or program, it be referred to the new Systems Realignment process for future review and budget consideration.
- 8) These temporary rules would expire at the end of the declared local state of emergency regarding the COVID-19 pandemic or until such time the City Council suspends this policy.

### BACKGROUND

As we approach the one-year anniversary of the city’s Shelter in Place Order due to the COVID-19 emergency, it is time to reflect on priorities and allocation of Council and staff time.

Early on in the pandemic there was a concern over convening public meetings safely, and the time involved in preparing and participating in meetings, which redirected staff from pandemic response.

In light of these resource impacts, the Agenda and Rules Committee on March 12, 2020 recommended to City Council that it consider the recommendations of the City Manager to suspend meetings of certain Legislative Bodies during the pandemic.

Resolution 69,331-N.S. adopted by the Berkeley City Council on March 17, 2020, ratified the recommendations of the City Manager acting as Director of Emergency Services and Public Health Officer to suspend certain meetings of Legislative Bodies during the COVID state of emergency with some limited exceptions to conduct essential business. Most Council Policy Committees were also suspended with the exception of the Agenda & Rules Committee and Budget & Finance Committee which are still required to conduct legislative and budgetary functions during the emergency. The 120-day time frame for items to be voted out of committee was tolled during this period.

Starting in fall 2020, the City Manager began to phase back in meetings of all Council Policy committees. In addition, meetings of Boards and Commissions have resumed, and most commissions are meeting on a regular schedule.

Despite the unprecedented response to the global COVID-19 pandemic, and hundreds of staff mobilized to focus on disease containment, testing, contact tracing, providing outreach and social services, and now vaccinations, the volume of City Council items has not slowed down, and has resumed at a pace similar to pre-pandemic times. This also includes significant legislation that requires extensive discussion and analysis by staff and Policy Committees and includes operational and budget implications. Due to

COVID the City suspended the RRV prioritization process, making it even more challenging for staff to prioritize work amongst the many Council items being introduced.

In addition to the volume of legislation, the number of Policy Committee meetings requires staff time to prepare, attend and respond to items. This further redirects staff time away from pandemic response.

Our current focus is disease containment and vaccination to help speed our transition out of this state of emergency. The implementation of our vaccination program requires significant staff resources to conduct outreach, logistics, setting up sites, staffing vaccination clinics. Our focus should be first and foremost on getting shots in the arms of Berkeley residents.

### **Proposal**

I am therefore recommending that the City Council adopt a policy to limit Council and Policy Committee consideration of **new significant legislation** unless it directly relates to our COVID-19 emergency response, our FY 2022 City Budget process which is underway, or essential time sensitive business.

I define “significant legislation” as any proposed ordinance, resolution or Council item to adopt a new law, program, or policy. This includes items recommended by Boards and Commissions. This does not include the following types of non-substantive or time sensitive items defined in the Rules of Procedure:

- Resolutions on Legislation and Electoral Issues relating to Outside Agencies/Jurisdictions
- Position Letters and/or Resolutions of Support/Opposition
- Donations from the Mayor and Councilmember District Office Budgets
- Referrals to the Budget Process
- Proclamations
- Sponsorship of Events
- Information Reports
- Presentations from Outside Agencies and Organizations
- Ceremonial Items
- Committee and Regional Body Appointments

New significant legislation will be referred to the appropriate Policy Committee and stay on their unscheduled items list. Timelines for committee action will be tolled during this period.

Policy Committees will take up all items already referred and in committee. Policy Committees will be asked to prioritize whether pending items relate to the city’s COVID-19 response, the City budget process or essential time sensitive business. If the Policy Committee does not have any outstanding items then the Policy Committee will not be allowed to meet.

The Agenda & Rules Committee and Budget & Finance Policy Committee will be allowed to continue to meet to carry out their essential agenda setting and budget policy making roles.

Any outstanding items voted out of Policy Committee should conform to the recommendations put forward by the City Manager in the “Systems Realignment Proposal” to include a referral for an analysis of staff and budgetary impacts, and a budget referral so that the costs of implementation can be considered as part of the City’s annual budget process. Unless implementation can be achieved in the short-term, the implementation of new ordinances or policies will be deferred until after the state of emergency and resources are identified and allocated.

If resources are not allocated in the FY 22 budget process for implementation of the new policy or program, it be referred to the new Systems Realignment process for future review and budget consideration.

These temporary rules would expire at the end of the declared local state of emergency regarding the COVID-19 pandemic or until such time the City Council suspends this policy.

#### FINANCIAL IMPLICATIONS

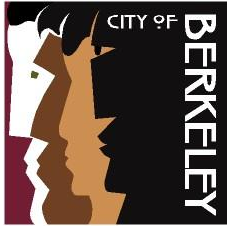
Adopting the proposed temporary rules will better enable city staff to focus on our pandemic response, balance the increasing workload, and reduce staff time and cost associated with meetings of Council Policy Committees and implementation of new Council priorities.

#### CONTACT PERSON

Jesse Arreguin, Mayor

510-981-7100





Office of the City Manager

## **SUPPLEMENTAL AGENDA MATERIAL**

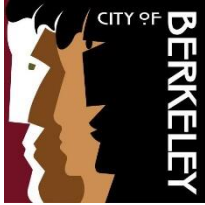
**Meeting Date: March 22, 2021**

**Item Number: 2**

**Item Description: Systems Alignment Proposal**

**Submitted by: Dee Williams-Ridley, City Manager**

The attached revised document contains nonsubstantive changes in word choice and framing. These changes were made to increase clarity and describe the impetus behind the proposal.



Office of the City Manager

February 8, 2021

To: Agenda and Rules Committee  
From: Dee Williams-Ridley, City Manager  
Re: **Systems Alignment Proposal**

The purpose of this memorandum is to propose a process to integrate various systems (e.g, budget, Strategic Plan, prioritization of referrals, etc.) to ensure that resources are appropriately allocated, to focus the organization and employees on those priorities established by the City Council and City Manager, and to enhance legislative and budget processes. Ultimately, aligning systems will help ensure our community's values as reflected in the policies of our City Council are implemented completely and efficiently, with increased fiscal prudence, while supporting more meaningful service delivery. In light of the economic and financial impacts of COVID-19 and resource constraints, it is imperative to improve vetting and costing of new projects and legislative initiatives to ensure success. In addition, the purpose of this proposal will align our work with the budget process.

### **EXECUTIVE SUMMARY**

The proposed changes outlined in this memorandum will better guide and inform budget development, clarify tradeoffs by identifying operational impacts, and develop a more effective and time-efficient path to implementation. These changes support a clear and full realizing of City Council policies, programs, and vision. The major features of the proposal are:

- Changing the order of the legislative process to ensure that Major Items (defined below) passed by Council are funded, as well as folded into staff workplans and staffing capacity,
- Ensuring that Major Items that are adopted by City Council are vetted and clearly identify the resources needed for implementation,
- Consolidating and simplifying reporting and tracking of Major Items, and
- Creating a deadline for each year's Major Items that allows for alignment with prioritization, the Strategic Plan, and the budget process.

## **PROPOSED PROCESS**

The proposed process outlined in this memorandum replaces the current system of referrals (short and long term, as well as Commission referrals), directives, and new proposed ordinances, that is, all Major Items, regardless of “type” or origin will be subject to this process.

### **Step 1: Major Item Determination**

The systems alignment proposal outlines a process for Major Items, defined as meeting one or more of the below conditions:

- Item cannot be operationalized over time with existing resources.
- Item displaces an existing prioritized item.
- Item is not implementable with existing resources.
- Item is unable to sustain enforcement activities.
- Item is subject to legal challenge and/or pre-emption.
- Item requires additional or new full time equivalent (FTE) staff on either a temporary or permanent basis.
- Item requires additional or new infrastructure or technology costs.

The Agenda & Rules Committee, in consultation with the City Manager, will make the initial determination of whether something is a Major Item. At any time in the process, if evidence demonstrates that the initial determination of the proposal as a Major Item proves incorrect, then it is no longer subject to this process.

Special exemptions from this process, due to exigent circumstances, will allow a Major Item to be considered on its own schedule and not subject to the required steps and deadlines in this proposed process. Consideration of exempted Major Items must include trade off considerations to address impacts and/or delays to work already approved and/or underway. Exemptions may be granted for the following:

- grant deadline requirements
- public safety issues
- declared local emergencies

A Major Item must be submitted in time to appear on an agenda of the Agenda & Rules Committee meeting occurring no later than April 30 of every year. Any item submitted after that deadline, that does not meet an exemption, will be continued to the following year’s legislative process.

Major Items will be referred by the Agenda & Rules committee on a rolling basis. Major Items can move through the process on their own schedule provided that they meet the “no later than” deadlines.

### **Step 2: Policy Committee Review**

A Major Item, once introduced, will be referred to one of City Council’s Policy Committees (i.e., Health, Life Enrichment, Equity and Community, Public Safety, etc.) by the Agenda and Rules Committee, for review, recommendation, and high-level discussion of implementation (i.e., ideas, rough cost estimates, benefits, etc.). Per the [Council Rules of Procedure and Order](#), Section III, Subsection 4, the Policy Committee will review for completeness and alignment with

Strategic Plan goals to ensure the Major Item report adequately includes budget implications, administrative feasibility, basic legal concerns, and staff resource demands. If the Major Item receives a positive or qualified positive recommendation, then it will go to an Implementation Conference (See step 3, Vetting and Costing).

If the Major Item receives a negative or qualified negative recommendation, then it will be returned to the Agenda and Rules Committee to be placed on a City Council Agenda. When heard at a City Council meeting, the author can advocate for the Major Item to be sent to an Implementation Conference. If the Major Item does not receive a vote by the majority of City Council at this step, it becomes inactive for that year's legislative calendar but may be reintroduced for the next year's calendar.

City Council Policy Committees must complete review of all Major Items assigned to them no later than July 31 of each year.

### **Step 3: Implementation Conference (Vetting and Costing)**

At an Implementation Conference, the primary author will meet with the City Manager or designee, City Manager-selected staff subject matter experts, and where appropriate, the City Attorney or designee. The intended outcome of an Implementation Conference is a strong analysis containing all of the considerations and resources necessary to support implementation should Council choose to approve the Major Item. The Implementation Conference is an informal meeting where the primary author can collaborate with the City Manager and staff to better define the Major Item and identify more detailed fiscal and operational impacts, such as:

- Are there staff in-house with the appropriate skill set?
- Can this be absorbed by existing staff, staff time, and workload? If not, what is the estimated additional staffing need (e.g., percent FTE, average fully loaded cost for requisite classification, etc.)?
- Are the costs (staff and any other) one-time or ongoing?
- What is the tradeoff? Would the project/item(s) being "traded off" be delayed? If so, how long?
- Operationally, what services would be impacted? How?
- What are the short term impacts on services and/or staff?
- What are the longer term or domino effect impacts on services and/or staff?
- What are the benefits to the organization (e.g., products, services, and/or staff efficiencies)?
- What innovation, improvements, or response to current/new events does it offer/provide?
- Does it align to the Strategic Plan (i.e., reflect deeply held community values)?
- What legal issues or risks are raised by the Major Item and Options to Mitigate?
- What risk management issues are raised by the Major Item and Options to Mitigate?

The information discussed during the Implementation Conference will be summarized in the Council Report as part of a new fiscal impacts section, revised to be more robust as a fiscal and operational impacts section.

After the Major Item's author revises the original Council Report, including fiscal and operational impacts, based on information from the Implementation Conference, the Major Item will be submitted to the Council agenda process.

Implementation Conferences must be completed no later than August 31 of each year.

#### **Step 4: Initial Prioritization**

By July 31 of each year, the City Council Policy Committees will make a recommendation to Council on prioritization of the Major Items they have reviewed. The Policy Committee priority rankings will be submitted to the City Council when the Council is considering items to move forward in the budget and strategic plan process.

#### **Step 5: City Council Approval and Final Prioritization**

Under this proposal, all Major Items that the City Council considers for approved prioritization must have (1) received a City Council Policy Committee review and recommendation, (2) received a City Council Policy Committee prioritization, (3) completed the Implementation Conference, and (4) been placed on the Agenda at a Council meeting in October for approval and prioritization. The full City Council will make four determinations: (1) whether to approve each Major Item, (2) overall prioritization of the item, (3) assignment of fiscal year for each Major Item, and (4) identification of projects or items to remove from existing workload to accommodate new Major Items.

If a Major Item does not receive the endorsement of City Council at this step, it becomes inactive for that year's legislative calendar and may be reintroduced for the next year's calendar.

City Council must complete its review, approval, and prioritization process no later than November 30 of each year.

#### **Step 6: Budget & Strategic Plan Process**

During December and January, city staff will prepare budget proposals that incorporate the ranked City Council Major Item priorities, Strategic Plan, and work plan development. In the late winter/early spring, the City Manager and Budget Office will present the draft budget to Council. This will be followed by department presentations to the Budget and Finance Policy Committee. From late March and through early May, Council and staff will refine the budget. Council will hold budget hearings in May and June, with adoption of the budget by June 30. Although the legislative process (i.e., Policy Committee review, Implementation Conference, Prioritization) is annual, staff recommends the budget process remain bi-annual. A significant mid-cycle budget update can easily accommodate additions to or changes in priorities arising through the legislative process.

The proposed process is depicted in Figure 1.

**Figure 1**

|                                                 |                                                          |     |                                   |
|-------------------------------------------------|----------------------------------------------------------|-----|-----------------------------------|
| <b>Agenda &amp; Rules Committee</b>             | Is this a Major Item?                                    | Yes | No. Place on full Council Agenda. |
| <b>Policy Committee</b>                         | Positive recommendation?                                 | Yes |                                   |
| <b>Implementation Conf. Vetting and Costing</b> | Completed Fiscal & Operational impacts?                  | Yes | No. Continue vetting or withdraw. |
| <b>Policy Committee Initial Prioritization</b>  | Received initial prioritization recommendation?          | Yes | No. Becomes inactive for year.    |
| <b>Full Council</b>                             | Majority approve and prioritize?                         | Yes |                                   |
| <b>Budget &amp; Strategic Plan Process</b>      | Major Items incorporated into Budget and Strategic Plan. |     |                                   |

**Next Steps**

Staff is in the process of reviewing existing referrals and projects for incorporation as Strategic Plan projects in the proposed budget based on staffing and resources (see Attachment 1). City Council may wish to review this backlog of work and consider whether any items should be deferred or cancelled, given the events of 2020, budgetary constraints, and the need to fit the work of the organization to its capacity and current Council priorities. The immediate next steps depend on the timing of systems alignment adoption. The key decision points will be

- What happens with adopted, open referrals?
- What do we do with those items Council has under consideration?

This could result in submitting open items and items under consideration to implementation conference or perhaps directly to prioritization, depending on timing and the existing budget and legislative cycles.

**Benefits**

The addition of an Implementation Conference will ensure that Major Items considered by Council are properly resourced, improving our City’s responsible management of fiscal resources. Analysis from the Implementation Conference will help Council to balance and consider each Major Item within the context of related programs and potential impacts (positive and negative). When considered holistically, new policy implementation can be supportive of existing work and service delivery.

Since the proposed process places the City Council prioritization of Major Items immediately before budget preparation, the Prioritization will guide and inform budget development, including components such as the Strategic Plan and work plans. Fixing the sequencing of the process is a key benefit. Currently, with prioritization occurring in May and June, the budget process is

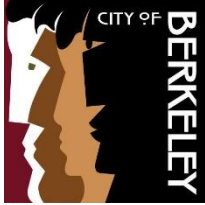
nearing completion when City Council's priorities are finally decided. This leads to inconsistencies between adopted priorities and budgeting for those priorities.

Under the current process, an idea may go into prioritization, proceed to the short term referral list or referred to the budget process. However, the resulting Major Item may not have addressed operational considerations. Adding such items to a department's work at any given time of the year may lead to staff stopping or slowing work on other prioritized projects in order to develop and implement new Major Items. Also, it may be difficult for staff to prioritize their projects: is stopping/slowing of work that is already underway in order to address new items the preference of the full Council?

Also, because consideration of implementation currently occurs after the adoption of a Major Item, features of the adopted language may unintentionally constrain effective implementation, complicating and slowing progress on the Major Item and hindering the effectiveness of the new program or regulation.

With the proposed process, a Major Item does not go through prioritization until there is an opportunity for staff to identify operational considerations. The time when staff and City Council are asked to attend City Council Policy Committees and Implementation Conferences is limited to the first half of the calendar year, allowing both staff and City Council to efficiently calendar and plan accordingly. Finally, since implementation only occurs after operational considerations are reported, and funds are allocated, the resulting Major Item should move more quickly from idea to successful completion.

Attachment 1: Disposition of Referrals, Projects and Audits



Office of the City Manager

February 8, 2021

To: Agenda and Rules Committee  
From: Dee Williams-Ridley, City Manager  
Re: **Systems Alignment Proposal**

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### **EXECUTIVE SUMMARY**

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- Ensuring that Major Items that are adopted by City Council are vetted and clearly identify the resources needed for implementation,
- Consolidating and simplifying reporting and tracking of Major Items, and
- Creating a deadline for each year's Major Items that allows for alignment with prioritization, the Strategic Plan, and the budget process.



## **PROPOSED PROCESS**

The proposed process outlined in this memorandum replaces the current system of referrals (short and long term, as well as Commission referrals), directives, and new proposed ordinances, that is, all Major Items, regardless of “type” or origin will be subject to this process.

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- Item requires additional or new infrastructure or technology costs.

The Agenda & Rules Committee, in consultation with the City Manager, will make the initial determination of whether something is a Major Item. At any time in the process, if evidence demonstrates that the initial determination of the proposal as a Major Item proves incorrect, then it is no longer subject to this process.

Special exemptions from this process, due to exigent circumstances, will allow a Major Item to be considered on its own schedule and not subject to the required steps and deadlines in this proposed process. Consideration of exempted Major Items must include trade off considerations to address impacts and/or delays to work already approved and/or underway. Exemptions may be granted for the following:

- grant deadline requirements
- public safety issues
- declared local emergencies

A Major Item must be submitted in time to appear on an agenda of the Agenda & Rules Committee meeting occurring no later than April 30 of every year. Any item submitted after that deadline, that does not meet an exemption, will be continued to the following year’s legislative process.

Major Items will be referred by the Agenda & Rules committee on a rolling basis. Major Items can move through the process on their own schedule provided that they meet the “no later than” deadlines.

### **Step 2: Policy Committee Review**

A Major Item, once introduced, will be referred to one of City Council’s Policy Committees (i.e., Health, Life Enrichment, Equity and Community, Public Safety, etc.) by the Agenda and Rules Committee, for review, recommendation, and high-level discussion of implementation (i.e., ideas, rough cost estimates, benefits, etc.). Per the [Council Rules of Procedure and Order](#), Section III, Subsection 4, the Policy Committee will review for completeness and alignment with

Strategic Plan goals to ensure the Major Item report adequately includes budget implications, administrative feasibility, basic legal concerns, and staff resource demands. If the Major Item receives a positive or qualified positive recommendation, then it will go to an Implementation Conference (See step 3, Vetting and Costing).

If the Major Item receives a negative or qualified negative recommendation, then it will be returned to the Agenda and Rules Committee to be placed on a City Council Agenda. When heard at a City Council meeting, the author can advocate for the Major Item to be sent to an Implementation Conference. If the Major Item does not receive a vote by the majority of City Council at this step, it becomes inactive for that year's legislative calendar but may be reintroduced for the next year's calendar.

City Council Policy Committees must complete review of all Major Items assigned to them no later than July 31 of each year.

### **Step 3: Implementation Conference (Vetting and Costing)**

At an Implementation Conference, the primary author will meet with the City Manager or designee, City Manager-selected staff subject matter experts, and where appropriate, the City Attorney or designee. The Implementation Conference is an informal meeting where the primary author can collaborate with the City Manager and staff to better define the Major Item and identify more detailed fiscal and operational impacts, such as:

- Are there staff in-house with the appropriate skill set?
- Can this be absorbed by existing staff, staff time, and workload? If not, what is the estimated additional staffing need (e.g., percent FTE, average fully loaded cost for requisite classification, etc.)?
- Are the costs (staff and any other) one-time or ongoing?
- What is the tradeoff? Would the project/item(s) being "traded off" be delayed? If so, how long?
- Operationally, what services would be impacted? How?
- What are the short term impacts on services and/or staff?
- What are the longer term or domino effect impacts on services and/or staff?
- What are the benefits to the organization (e.g., products, services, and/or staff efficiencies)?
- What legal issues or risks are raised by the Major Item and Options to Mitigate?
- What risk management issues are raised by the Major Item and Options to Mitigate?

The information discussed during the Implementation Conference will be summarized in the Council Report as part of a new fiscal impacts section, revised to be more robust as a fiscal and operational impacts section.

After the Major Item's author revises the original Council Report, including fiscal and operational impacts, based on information from the Implementation Conference, the Major Item will be submitted to the Council agenda process.

Implementation Conferences must be completed no later than August 31 of each year.

#### **Step 4: Initial Prioritization**

By July 31 of each year, the City Council Policy Committees will make a recommendation to Council on prioritization of the Major Items they have reviewed. The Policy Committee priority rankings will be submitted to the City Council when the Council is considering items to move forward in the budget and strategic plan process.

#### **Step 5: City Council Approval and Final Prioritization**

Under this proposal, all Major Items that the City Council considers for approved prioritization must have (1) received a City Council Policy Committee review and recommendation, (2) received a City Council Policy Committee prioritization, (3) completed the Implementation Conference, and (4) been placed on the Agenda at a Council meeting in October for approval and prioritization. The full City Council will make four determinations: (1) whether to approve each Major Item, (2) overall prioritization of the item, (3) assignment of fiscal year for each Major Item, and (4) identification of projects or items to remove from existing workload to accommodate new Major Items.

If a Major Item does not receive the endorsement of City Council at this step, it becomes inactive for that year's legislative calendar and may be reintroduced for the next year's calendar.

City Council must complete its review, approval, and prioritization process no later than November 30 of each year.

#### ***Step 6: Budget & Strategic Plan Process***

During December and January, city staff will prepare budget proposals that incorporate the ranked City Council Major Item priorities, Strategic Plan, and work plan development. In the late winter/early spring, the City Manager and Budget Office will present the draft budget to Council. This will be followed by department presentations to the Budget and Finance Policy Committee. From late March and through early May, Council and staff will refine the budget. Council will hold budget hearings in May and June, with adoption of the budget by June 30. Although the legislative process (i.e., Policy Committee review, Implementation Conference, Prioritization) is annual, staff recommends the budget process remain bi-annual. A significant mid-cycle budget update can easily accommodate additions to or changes in priorities arising through the legislative process.

The proposed process is depicted in Figure 1 below.

**Figure 1**

|                                                 |                                                          |     |                                   |
|-------------------------------------------------|----------------------------------------------------------|-----|-----------------------------------|
| <b>Agenda &amp; Rules Committee</b>             | Is this a Major Item?                                    | Yes | No. Place on full Council Agenda. |
| <b>Policy Committee</b>                         | Positive recommendation?                                 | Yes |                                   |
| <b>Implementation Conf. Vetting and Costing</b> | Completed Fiscal & Operational impacts?                  | Yes | No. Continue vetting or withdraw. |
| <b>Policy Committee Initial Prioritization</b>  | Received initial prioritization recommendation?          | Yes | No. Becomes inactive for year.    |
| <b>Full Council</b>                             | Majority approve and prioritize?                         | Yes |                                   |
| <b>Budget &amp; Strategic Plan Process</b>      | Major Items incorporated into Budget and Strategic Plan. |     |                                   |

**Next Steps**

Staff is in the process of reviewing existing referrals and projects for incorporation as Strategic Plan projects in the proposed budget based on staffing and resources (see Attachment 1). City Council may wish to review this backlog of work and consider whether any items should be deferred or cancelled, given the events of 2020, budgetary constraints, and the need to fit the work of the organization to its capacity and current Council priorities. The immediate next steps depend on the timing of systems alignment adoption. The key decision points will be

- What happens with adopted, open referrals?
- What do we do with those items Council has under consideration?

This could result in submitting open items and items under consideration to implementation conference or perhaps directly to prioritization, depending on timing and the existing budget and legislative cycles.

**Benefits**

Since the proposed process places the City Council prioritization of Major Items immediately before budget preparation, the Prioritization will guide and inform budget development, including components such as the Strategic Plan and work plans. Fixing the sequencing of the process is a key benefit. Currently, with prioritization occurring in May and June, the budget process is nearing completion when City Council’s priorities are finally decided. This leads to inconsistencies between adopted priorities and budgeting for those priorities.

Under the current process, an idea may go into prioritization, proceed to the short term referral list or referred to the budget process. However, the resulting Major Item may not have addressed operational considerations. Adding such items to a department’s work at any given time of the year may lead to staff stopping or slowing work on other prioritized projects in order to develop and implement new Major Items. Also, it may be difficult for staff to prioritize their

projects: is stopping/slowing of work that is already underway in order to address new items the preference of the full Council?

Also, because consideration of implementation currently occurs after the adoption of a Major Item, features of the adopted language may unintentionally constrain effective implementation, complicating and slowing progress on the Major Item and hindering the effectiveness of the new program or regulation.

With the proposed process, a Major Item does not go through prioritization until there is an opportunity for staff to identify operational considerations. The time when staff and City Council are asked to attend City Council Policy Committees and Implementation Conferences is limited to the first half of the calendar year, allowing both staff and City Council to efficiently calendar and plan accordingly. Finally, since implementation only occurs after operational considerations are reported, and funds are allocated, the resulting Major Item should move more quickly from idea to successful completion.

Attachment 1: Disposition of Referrals, Projects and Audits



Office of the City Manager

January 28, 2021

To: Budget and Finance Policy Committee  
From: Dee Williams-Ridley, City Manager  
Submitted by: Melissa McDonough, Senior Management Analyst  
Subject: Disposition of Referrals, Projects, and Audits – No Action Required

Staff is in the process of reviewing existing referrals and projects for incorporation as Strategic Plan projects in the proposed FY 22 budget based on staffing and resources (see Attachment). During this time of pandemic and economic constraint, the existing backlog of approximately 509 items: 249 referrals, 75 open audit recommendations, and 185 Strategic Plan projects will need to be carefully considered, alongside other important current work such as:

- Administering the COVID-19 vaccine,
- Implementing recently approved ballot measures,
- Reimagining public safety,
- Measure T1 implementation,
- Vision 2050,
- Addressing homelessness,
- Upcoming labor negotiations, and
- Continuing to address COVID-19 impacts on public health, people's housing stability and livelihood, as well as the local economy.

The attached list summarizes the disposition of open referrals, projects, and audit recommendations, including wherever possible, indication of available budget and staffing resources. The Policy Committee may wish to review this backlog of work and consider whether any items should be deferred, or cancelled, given the events of 2020, budgetary constraints, the need to fit the work of the organization to its capacity and current Council priorities, and the age of some items (e.g., the oldest referral dates to a 2011 City Council meeting).

Please see the attached document and contact me with any questions, including requests for more information regarding any particular referral(s), project(s), or audit recommendation(s).

Attachment:

Disposition of Referrals, Projects, and Audits

Disposition of Referrals, Projects and Audits

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                                                                                                                                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Percent Complete | State | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely?                                     | Required by legislative mandate? | Achievable in ~2 years?       | Have adequate staff resources for? |
|-----|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|-----------------------|-------------|-----------|---------|-----------------------------------------------------------|----------------------------------|-------------------------------|------------------------------------|
| 1   | Council and Budget Referrals - Demand | Adopt a resolution in support of the Good Food Purchasing Program's core values and join San Francisco, Oakland, Los Angeles and Chicago as one of the first five cities nationwide to become a Good Food Purchasing partner, and refer to the City Manager to incorporate over time the vision and standards of the Good Food Purchasing Program (GFPP) into City of Berkeley food purchasing practices. | Adopt a resolution in support of the Good Food Purchasing Program's core values and join 28 public institutions across 14 U.S. cities, including San Francisco, Oakland, Los Angeles, Chicago, and Washington, D.C. to endorse Good Food Purchasing values, and refer to the City Manager to incorporate over time the vision and standards of the Good Food Purchasing Program (GFPP) into City of Berkeley food purchasing practices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | N/A              | Draft | City Manager's Office | N           | N         | N       | N                                                         | N                                | N                             | N                                  |
| 2   | Council and Budget Referrals - Demand | Budget Referral: Youth Listening Campaign & Citywide Master Plan                                                                                                                                                                                                                                                                                                                                          | Amended to include Youth Commission. In support of the 2020 Vision process and as part of the larger commitment of the City of Berkeley to its young people, we are proposing a planning process that centers the voices and needs of young people, their families and the people who support them day-in and day-out. The process would include: 1) A Listening Campaign that would include focus groups, surveys and one-on-one interviews to identify the experiences of, perspectives of, needs of and barriers for young people, ages 13-24, in securing and maintaining safety and well-being, achieving their goals and dreams, and having positive and supportive relationships with adults in their lives, including the schools and programs they participate in; 2) Use the results of the Listening Campaign to organize assemblies of young people, their families and the programs and providers they are connected to in order to collectively reflect on the results and identify potential services, programs, resources and policies that could respond to their needs, reduce barriers and harms and broaden what is available to support young people; and 3) Use the outcomes from the assembly process and Listening Campaign to partner with city staff in creating a Youth Master Plan. | N/A              | Draft | City Manager's Office | Y           | N         | N       | Pursuing grant funding for a similar initiative (Prop 64) | N                                | Y (if grant funding acquired) | Y (if grant funding acquired)      |

Note: All referrals are entered into the database as a "Demand" draft. If it is a short term referral, it is immediately converted into a "Project". For long term referrals, typically, once work has begun, they are converted from Demands to Projects.



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Percent Complete | State | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years?     | Have adequate staff resources for? |
|-----|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|-----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-----------------------------|------------------------------------|
| 3   | Council and Budget Referrals - Demand | Changes to the Berkeley Municipal Code and City of Berkeley Policies with Respect to Local Emergency Declarations and First Amendment Curfews - Item A | 1. Direct the City Manager to return to the City Council for adoption amendments to the Berkeley Municipal Code and/or policies to approve that clarify and codify the following concepts with respect to the declaration of a Local Emergency:<br>a. A Local Emergency can only be declared by the Director of Emergency Services if a regular or special meeting and session of the City Council cannot be called due to physical impossibility of holding a meeting, because a quorum cannot be established, or because the urgency of the Local Emergency is such that waiting 24 hours for the City Council to convene a session and/or Special Meeting would endanger the community;<br>b. Should the Director declare a Local Emergency without action of the City Council (due to one of the reasons stated at (a), above), the City Manager should inform councilmembers immediately and Council ratification of such action should occur at the first possible opportunity, even if it requires calling a Special Meeting and/or session of the Council; and<br>c. The applicable statutory and legal standards (Federal, State and Local) for calling a Local Emergency shall be presented to the City Council when seeking declaration or ratification of a Local Emergency, along with facts to support meeting those standards, so that the City Council, likely acting under rushed and exigent circumstances, is able to make a carefully considered and fact-based determination that declaration of such Local Emergency conforms with the legal standards presented to it. | N/A              | Draft | City Manager's Office | N           | N         | Y       | N                     | N                                | Y (part of post-COVID work) | N                                  |
| 4   | Council and Budget Referrals - Demand | Construct Additional Taxi Stands and Relocate One Stand Within the City                                                                                | That the Council refer to the City Manager the construction of seven taxi stands in total and the relocation of one stand in the City to improve accessibility for pedestrians, create visibility, and increase profits for taxi drivers. These taxi stands should be constructed at the following sites: Two stands at Hotel Shattuck; Two stands at the Doubletree Hotel; Two stands at Telegraph & Bancroft or Durant & Telegraph; and One stand at Bancroft Hotel. In addition, the Ashby BART taxi stand shall be relocated closer to the station entrance on MLK Jr. Way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Draft | City Manager's Office | N           | N         | N       | N                     | N                                | N                           | N                                  |
| 5   | Council and Budget Referrals - Demand | Create and Implement Additional Sensitivity Training Options for Taxi Drivers                                                                          | That the Council refer to the City Manager the creation and implementation of one of the following two additional options for sensitivity trainings to allow for more accessibility for new and continuous taxi drivers. Firstly, an online sensitivity training course should be created and implemented in the City's current taxi checklist. Secondly, there should be a designated sensitivity training site readily accessible within the City.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A              | Draft | City Manager's Office | N           | N         | N       | N                     | N                                | N                           | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Percent Complete | State | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|-----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 6   | Council and Budget Referrals - Demand | Freedom from Domestic Violence as a Human Right Resolution                                                                                                                          | Adopt the Freedom from Domestic Violence as a Human Right Resolution. City Manager shall prepare a report within the next six (6) months on the policy and practice of City departments on domestic violence, including but not limited to, the Berkeley Police, the Berkeley Fire Department, and Health, Housing & Community Services, with respect to the status of domestic violence and the City's work to overcome domestic violence and support survivors. BE IT FURTHER RESOLVED that City departments shall work to incorporate this Resolution into their work.                                                                                                                                                                                                                                                                                                               | N/A              | Draft | City Manager's Office | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 7   | Council and Budget Referrals - Demand | Personal Delivery Service Franchise Agreements                                                                                                                                      | Referral to the City Manager's Office to develop a program that would enable the City to consider franchise applications for personal delivery service companies involving personal delivery devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A              | Draft | City Manager's Office | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 8   | Council and Budget Referrals - Demand | Referral to City Manager to address the conversion of Not Available To Rent rental units to unregistered short term rentals and unregistered medium term rentals from 15 to 30 days | Referral to City Manager to address the apparent conversion of Not Available To Rent rental units to unregistered Short Term Rentals and unregistered medium term rentals from 15 to 30 days. Refer to Planning Permit Service Center, Code Enforcement, Finance Department, Rent Stabilization Board, and Host Compliance, to comprehensively review whether units that are not available for rent (NAR) are compliant with Rent Board Regulations, and short-term rental (STR) regulations.                                                                                                                                                                                                                                                                                                                                                                                           | N/A              | Draft | City Manager's Office | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 9   | Council and Budget Referrals - Demand | Referral to the Community Environmental Advisory Commission: Cigarette Butt Pollution Prevention Program in South Berkeley                                                          | Refer to the Community Environmental Commission (CEAC) AND THE CITY MANAGER to consider developing a Cigarette Butt Pollution Prevention Program for South Berkeley. Explore the following items: a) Location. Work with the local business associations, business owners, as well as other neighborhood and community organizations to identify key locations for cigarette butt receptacles. b) Operation. Work with local businesses to develop a system for cleanup and disposal of the contents of the receptacles. c) Cost. Identify any one-time costs associated with the program, including purchasing and installation of the receptacles. Identify any costs that should be set aside for maintenance. There should not be regular ongoing costs. CEAC should work with the businesses and neighborhoods to develop a community-based system to facilitate daily operations. | N/A              | Draft | City Manager's Office | Y           | N         | N       | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent Complete | State | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely?  | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|-----------------------|-------------|-----------|---------|------------------------|----------------------------------|-------------------------|------------------------------------|
| 10  | Council and Budget Referrals - Demand | Siting the African American Holistic Resource Center and Affordable Housing at 1890 Alcatraz                                           | That the City Council refers to the City Manager to study the feasibility of using the city-owned property located at 1890 Alcatraz Avenue (currently temporary Mental Health Division offices) for the African American Holistic Resource Center (AAHRC) and also developing affordable housing on the site. The City Manager should report back on the costs and implementation steps to repurpose the property for the AAHRC using the AAHRC Feasibility study as a guide, including what physical improvements would need to be made, and cost for ongoing operations by a non-profit. The City Manager and Planning should also conduct an analysis of potential site capacity looking at site context and yield and report on how much housing could be developed on the site under current zoning, including the AAHRC on the ground floor. Additionally, the City Manager and Planning Commission should incorporate the Community Preference policy in selecting applicants for the affordable housing units created by this project. AAHRC Steering Committee to be consulted during implementation.                                                                                                                                                                                                                                                                         | N/A              | Draft | City Manager's Office | N           | Y         | Partial | Pursuing grant funding | N                                | N                       | N                                  |
| 11  | Council and Budget Referrals - Demand | Urgent Item: Create an Interjurisdictional Group Violence Intervention Program "GVI," or "Operation Ceasefire," to Reduce Gun Violence | Refer to the Community Engagement Process for Reimagining Public Safety creation of a Group Violence Intervention Program (GVI), or "Operation Ceasefire," that will assemble a Berkeley-centered interjurisdictional working group of community members, law enforcement personnel, and supportive services providers to address gun violence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A              | Draft | City Manager's Office | N           | Y         | Y       | N                      | N                                | Y                       | Y                                  |
| 12  | Council and Budget Referrals - Demand | City Manager Referral to Update City's Municipal Code To Increase Competitiveness of Taxi Industry                                     | That the Council refer to the City Manager to update the City's municipal code sections 9.52.020, 9.52.070, 9.04.020, and 9.04.035 to reflect the following items, in order to increase the competitiveness of our local taxi industry: 3. Allow the annual vehicle inspection to be conducted by either a city employee or an ASI-certified mechanic.; 4. Construct a general policy that would allow taxi stands to operate near newly constructed and existing hotels in the city of Berkeley.; 5. Move the Ashby BART Taxi Stand outside of the BART station to neighboring M.L.K. Jr. Way, in order to increase visibility for taxis.; 6. Extend the exemption of the Low Emission Requirements for vans to taxis due to the unavailability of similarly sized hybrid vehicles.; 7. Extend the validity period of taxi driver ID permits to three years, replacing the current policy of yearly renewals. In addition, all existing permits to January 1, 2018 should perform a net renewal on January 1, 2021.; 8. Waive insurance payments for taxi drivers who must take a leave of absence in case of emergency.; 9. Evaluate the Taxi Driver Association's proposal that the city of Berkeley should change the entire renewal process, including renewal of both physical and mechanical inspections, business licenses, and taxi driver IDs, from one year to three years. | N/A              | Draft | City Manager's Office | N           | N         | N       | N                      | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Percent Complete | State    | Lead City Department                                                                | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|-------------------------------------------------------------------------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 13  | Council and Budget Referrals - Demand | Use of Gender Neutral Language in City Documents                                                        | Refer to the City Manager to: 1. Develop and return to Council with a procedural and financial plan to modify all appropriate City forms to include an optional field for personal gender pronouns (she/her, he/him, they/them, and space to specify other). 2. Develop and return to Council with a procedural and financial plan to revise the Berkeley Municipal Code to replace all instances of gendered pronouns with the singular "they," and amend Sections 1.04.020, 4.36.110, 4.38.110, 4.39.110, and 11.08.050 regarding grammatical interpretation to indicate that whenever a gender neutral personal pronoun is used, it shall be deemed to include the feminine and masculine also.                                                                                                                            | N/A              | Draft    | City Manager's Office                                                               | N           | N            | N            | N                     | N                                | N                       | N                                  |
| 14  | Council and Budget Referrals - Demand | Companion Report: Ban on Receipts Made with Bisphenol A (BPA) and Other Phenols                         | Take no action on the Community Health Commission recommendation to adopt an ordinance to ban the use of thermal paper by 2020 and instead implement a community education effort about methods for reducing exposure to BPA-treated thermal paper. Approved the recommendation with the amendment requesting that staff conduct a survey to determine how many businesses are using receipts with BPA.                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A              | Draft    | City Manager's Office/Health, Housing & Community Services                          | N           | N            | N            | N                     | N                                | Data Pending            | Data Pending                       |
| 15  | Council and Budget Referrals - Demand | Revitalization of the Civic Center Park Fountain                                                        | Refer to the City Manager to work with the Turtle Island Fountain Project in developing a plan to revitalize the fountain at Martin Luther King Jr. Civic Center Park and consider this referral as part of the Civic Center Park visioning RFP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A              | Draft    | City Manager's Office/Office of Economic Development/Parks, Recreation & Waterfront | N           | Y            | Partial      | N                     | N                                | Y                       | Y                                  |
| 16  | Council and Budget Referrals - Demand | Ronald V. Dellums Fair Chance Access to Housing Ordinance; Adding BMC Chapter 13.106                    | 1. Adopt a first reading of the Ronald V. Dellums Fair Chance Access to Housing Ordinance and;<br>2. Direct the City Manager to take all necessary steps to implement this chapter including but not limited to developing administrative regulations in consultation with all relevant City Departments including the Rent Stabilization Board, preparing an annual implementation budget, designating hearing officers and other necessary staffing for administrative complaint, exploring the development of a compliance testing program similar to that used by the Seattle Office of Civil Rights, developing timelines and procedures for complaints, conducting outreach and education in partnership with the Alameda County Fair Chance Housing Coalition, and referring program costs to the June budget process. | N/A              | Draft    | City Manager's Office/Rent Board/Health, Housing & Community Services               | N           | Y            | N            | N                     | N                                | Y                       | N                                  |
| 17  | Council and Budget Referrals - Demand | 6. City Manager Referral: Standardize Finance Categories of Software and Exclusively Internet Companies | Refer to the City Manager creating one simple clear standard for categorizing software companies and exclusively internet companies that do business in Berkeley                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A              | Approved | Finance                                                                             | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 18  | Council and Budget Referrals - Demand | Ban-the-Box for Employers Doing Business with the City of Berkeley                                      | Request that the City Manager draft language requiring businesses doing business with the City of Berkeley to eliminate disclosure of conviction history prior to receiving a conditional offer of employment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A              | Approved | Finance                                                                             | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent Complete | State     | Lead City Department      | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|---------------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 19  | Council and Budget Referrals - Demand | City Manager Referral: Improvements to Berkeley's Very Low Income Tax Relief Refund Program | Refer to the City Manager to make improvements to Berkeley's Very Low Income Refund Program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | N/A              | Approved  | Finance                   | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 20  | Council and Budget Referrals - Demand | Comprehensive Investment Policy based on ESG Principles                                     | Refer to the City Manager to consider the integration of ESG (environmental, social and governance) principles into the current City of Berkeley Investment Policy framework and return to Council with a recommendation.                                                                                                                                                                                                                                                                                                                                                                              | N/A              | Approved  | Finance                   | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 21  | Council and Budget Referrals - Demand | Referral Response: Gender Pay Equity                                                        | 1. Direct staff to draft an ordinance related to an equal pay vendor preference for city contractors who demonstrate equal pay for male and female employees (gender based on self-identification)<br>3. Develop an equal pay certification program for city contractors.                                                                                                                                                                                                                                                                                                                              | N/A              | Draft     | Finance                   | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 22  | Council and Budget Referrals - Demand | Socially Responsible Banking Services for the City of Berkeley                              | Request that the City Manager initiate a process for proposals from providers of banking services that uses criteria articulated in the 2013 process, but adds and emphasizes criteria related to ethical business practices. Ask for an extension of the existing contract with Wells Fargo should additional time be needed. Also, include consideration of provisions of a socially responsible banking policy such as elements of social and environmental justice, requirement for a code of fair treatment, low pay inequity between executives and rank and file, and support for human rights. | N/A              | Approved  | Finance                   | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 23  | Council and Budget Referrals - Demand | City Manager Referral to Improve Fire Safety Standards for Rebuilt Fire-Damaged Structures  | Refer to the City Manager to require repair and replacement of fire damaged buildings to be brought up to current fire safety standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Submitted | Fire & Emergency Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Percent Complete | State | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 24  | Council and Budget Referrals - Demand | Companion Report: Smoke-Free Multi-Unit Housing Ordinance Policy and Enforcement Modifications                                      | On September 29, 2020, the Health, Life Enrichment, Equity & Community Committee made a qualified positive recommendation to send the item to Council including the following referrals: 1. Refer to staff to explore expanding the Ordinance to buildings with one unit; 2. Refer to staff to explore and consider improvements in the interface between the residential and commercial non-smoking Ordinances in mixed-use buildings; 3. Refer to staff to create a web-based complaint filing mechanism/service; 4. Refer to staff to create special protocols for chronic situations and to consider including requirements for better air filtration and purification as well as other measures to effectively manage chronic cases; 5. Refer to staff to study the infraction and enforcement mechanisms and determine if they have any benefits and to consider other potential enforcement end points; 6. Refer to staff to look for opportunities for bias in enforcement and mechanisms to better guard against bias while still allowing for maximum action to resolve legitimate complaints; 7. Refer to staff to propose funding sources for enforcement; 8. Refer to staff to collect demographic data around complaints and targets of complaints (as much as possible); and 9. To return to Council with Ordinance amendments to accomplish the following: (a) amend or remove the 10-day language element (b) modify or remove the 2-complainant rule if warranted (c) adjust for the medical cannabis state law changes, (d) propose any and all other improvements beneficial to the Ordinance. | N/A              | Draft | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 25  | Council and Budget Referrals - Demand | Companion Report: The SSBPPE Commission's Proposed Policy to Refrain from Procuring, Selling, and Serving Sugar-Sweetened Beverages | Refer both Item 26a and 26b to the City Manager and request that the City Manager draft an ordinance for consideration by the City Council. Original Comm Recommendation: "...adopt an Ordinance amending the Administrative Code to direct the City of Berkeley departments and City food services contractors to refrain from: 1. Procuring sugar-sweetened beverages with City funds; 2. Selling sugar-sweetened beverages on City property, including in vending machines; and 3. Serving sugar-sweetened beverages at City meetings and events on City property."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A              | Draft | Health, Housing & Community Services | N           | Y            | N            | N                     | N                                | Y                       | N                                  |
| 26  | Council and Budget Referrals - Demand | Developing a Mechanism to Facilitate an Improved Homeless Point-In-Time Count                                                       | The Homeless Commission recommends to Council that Council refer to staff to assign an intern or seek a volunteer affiliation, through an educational institution, to conduct outreach to, and engage with, community stakeholders including homeless advocates and persons who are experiencing or have experienced homelessness, to identify how homeless persons can be more thoroughly counted during the upcoming 2021 Berkeley Homeless Point-In-Time count.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Draft | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                                                                                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Percent Complete | State | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 27  | Council and Budget Referrals - Demand | Development of the West Berkeley Service Center, 1900 6th Street, for Senior Housing with Supportive Services [Part c]                                                                                                                                                                            | <p>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.</p> <p>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:</p> <p>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.</p> | N/A              | Draft | Health, Housing & Community Services | N           | N            | N            | N                     | N                                | N                       | N                                  |
| 28  | Council and Budget Referrals - Demand | Home Share Pilot Program Recommendation                                                                                                                                                                                                                                                           | Item 26a moved to the Consent Calendar to refer to the City Manager the possibility of working within existing similar programs such as Safe Home and Ashby Village.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A              | Draft | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 29  | Council and Budget Referrals - Demand | Referral to the City Manager and the Housing Commission to Consider Creating a Dedicated Revenue Stream from Campus Area Projects to Fund Housing for Homeless and Extremely Low Income Students, and Drafting a Letter Encouraging Exploration of University Funding streams for student housing | Refer to the City Manager and Housing Commission to consider in partnership with the proposed density bonus in the campus area and other policies directed at increasing student housing, creating a dedicated revenue stream to fund housing for homeless and extremely low income students using methods of identifying eligible students based on one or more of the following criteria: EOP, FAFSA, Pell Grant, Work Study qualified, family income or other verifiable status as well as similar categories applicable to graduate students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Draft | Health, Housing & Community Services | Y           | N            | N            | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percent Complete | State | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 30  | Council and Budget Referrals - Demand | Budget Referral: Transportation to Support Mobility-Impaired Individuals Experiencing Homelessness who are Engaged in Rehousing and other Services | "Refer to the budget process to allocate funds to provide transportation for mobility-impaired individuals experiencing homelessness who are engaged with rehousing and other services through the STAIR Center, The Hub, or other City of Berkeley-funded homeless services. Refer to staff to determine needs and establish the best method for providing transit services to mobility-impaired individuals, and to also consider potential transit needs of other individuals engaged with rehousing and homeless services. For the mobility-impaired, options include, but are not limited to, helping one or more service providers to purchase or lease wheelchair-accessible vehicle(s), or to repair or retrofit currently owned vehicle(s), providing additional vouchers for existing Paratransit services, providing additional taxi scripts (as recommended by the Homeless Commission), or contracting with a suitable transportation service. Also consider making mobility services and transportation available during enforcement activities, both for people and belongings. Consistent with the Americans with Disabilities Act (ADA), vehicles purchased, leased, or otherwise procured for the mobility-impaired should include the option of/access to a boarding device (e.g. lift or ramp) so that a passenger who uses a wheelchair or mobility device can reach a securement location onboard." | N/A              | Draft | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 31  | Council and Budget Referrals - Demand | Paid Family Leave Policy in Berkeley to Supplement California Paid Family Leave Program                                                            | That the City Council adopt this policy and refer to the City Manager and City Attorney to amend the proposed ordinance based on the recommendations of the Paid Family Leave (PFL) Subcommittee and to conform to legal and code consistency requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Draft | Human Resources                      | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Percent Complete | State    | Lead City Department           | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 32  | Council and Budget Referrals - Demand | Whistleblower Ordinance - Revised materials (Supp 2)                                                                                                                   | The purpose of this proposal is to protect the whistleblowers from many forms of retaliation, including but not limited to discrimination, harassment, intimidation, alienation, and in some cases even termination. The following recommended actions can be considered to comply with the aforementioned purpose:<br>1. Adopt the attached ordinance that provides legal safeguards which protect whistleblowers from retaliation.<br>2.a. Assign the responsibilities to a current city department to accept and investigate such reports/complaints from whistleblowers within the existing resources.<br>Or<br>b. Create a separate unit within the department or establish a contract with an independent contractor to be managed by the city department to accept and investigate such reports/complaints from current employees and the public.<br>Or<br>c. Establish a contract with an independent contractor to provide a "hotline" that would then turn the complaint over to the city unit for further investigation. | N/A              | Approved | Human Resources                | N           | Y         | N       | N                     | Y                                | Y                       | N                                  |
| 33  | Council and Budget Referrals - Demand | Referral to the City Manager to consider the videotaping of Planning Commission meetings                                                                               | That the City Council refer to the City Manager to consider ways of videotaping the Planning Commission meetings in the same manner as Zoning Adjustment Board meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A              | Draft    | Information Technology         | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 34  | Council and Budget Referrals - Demand | City Manager Referral: Consider Mitigations for Minimum Wage Increases to Support Small Businesses and Non-Profits by Addressing Parking, Permit and High Rents Issues | Refer to the City Manager to consider mitigations for minimum wage increases to support small businesses and non-profits by attempting to address parking and permits. Request that the Office of Economic Development report on other methods to mitigate the impacts of minimum wage increases on small businesses.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Approved | Office of Economic Development | N           | N         | N       | N                     | N                                | Data Pending            | Data Pending                       |
| 35  | Council and Budget Referrals - Demand | Solano Avenue Economic Development Study                                                                                                                               | Refer to the City Manager to undertake a comprehensive study of the Solano Avenue Commercial District, to provide baseline information for future strategic planning and business development and initiatives that will result in increased tax revenues for the City of Berkeley, and to report to the Council on a priority basis, at an upcoming worksession.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A              | Draft    | Office of Economic Development | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 36  | Council and Budget Referrals - Demand | Vitality of University Avenue                                                                                                                                          | Refer to the City Manager and Economic Development to analyze storefront vacancies on University Avenue and make recommendations on how to create a more vibrant streetscape on our main boulevard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Draft    | Office of Economic Development | N           | N         | N       | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

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| 37  | Council and Budget Referrals - Demand | Budget Referral: Increasing Safety at San Pablo Park                                                                        | 3. Re-initiate classes for daycare providers who use San Pablo Park out of the Frances Albrier Community Center: Historically, the City provided a variety of classes on safety and recreation for daycare providers who use San Pablo Park. This referral includes re-establishing a series of courses that daycare providers find useful based on gathering their input. One such course requested was sheltering in place in the situation of an active shooter.                                                                                                                                                                                                                                                     | N/A              | Draft    | Parks, Recreation & N Waterfront |             | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 38  | Council and Budget Referrals - Demand | Consider Fire Safety Options for Fire Pit at Codornices Park                                                                | Referral to the Parks & Waterfront Commission to consider safety options regarding the future of the fire pit at Codornices Park. Please consider 1) Complete removal of fire pit or 2) Manufacture of a cover that can be secured and locked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A              | Approved | Parks, Recreation & Y Waterfront |             | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 39  | Council and Budget Referrals - Demand | Evaluation of Possible Ban on New Planting of Certain Tree Species                                                          | Take action to either: a) Direct the City Manager to proceed with Option 1, and continue the City's current practice regarding tree plantings on City property, which currently do not include Eucalyptus, and Monterey Pine (except at the Marina).-OR- b) Adopt a Resolution as described in Option 2 that would ban the new planting of certain tree species on City property. -OR-c) Direct the City Manager to develop an ordinance for Council adoption that bans the new planting of certain tree species on both public and private property, and includes enforcement mechanisms.                                                                                                                              | N/A              | Approved | Parks, Recreation & N Waterfront |             | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 40  | Council and Budget Referrals - Demand | Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley             | 1. Refer to the City Manager to incorporate relevant elements of the Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley, submitted to the City Council by the Commission on Disability, into the Berkeley Pedestrian Master Plan currently being updated, and any other planning processes for which the report would provide relevant information.<br>2. Refer to the Public Works and Parks and Waterfront Commissions to return to Council reports on ways that elements of the Navigable Cities Framework can be incorporated into the work, projects, contracts, and policies of the Public Works and the Parks, Recreation & Waterfront Departments. | N/A              | Draft    | Parks, Recreation & Y Waterfront |             | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 41  | Council and Budget Referrals - Demand | Refer the City Manager to Improve the Current Tree Ordinance and Seek Funding Opportunities to Plant More Trees in the City | That the Council refer the City Manager to improve the current tree ordinance to protect more trees, develop policy on street tree/hardscape conflicts, encourage more community initiative and participation in the maintenance and care of our street trees and seek potential funding opportunities to plant more trees in Berkeley and funds to maintain new and existing trees on public property.                                                                                                                                                                                                                                                                                                                 | N/A              | Draft    | Parks, Recreation & N Waterfront |             | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

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| 42  | Council and Budget Referrals - Demand | 2-Lane Option on Adeline St. between MLK Way and Ward St.                           | Refer to the City Manager to analyze the potential for a major redesign of the section of Adeline St. between MLK Way and Ward St., to improve the public space to increase safety for pedestrians, cyclists, and people living with disabilities, while also meeting the needs of public transit and emergency vehicles and to also consider potential use of portions of the redesign area for use as a shared community plaza. The analysis should prioritize a 2-lane option that reduces the width of the street and creates many benefits for our community and include exploration of demonstration projects for study. Specific project designs should be reviewed by the Transportation Commission. Refer \$250,000 to the budget process to fund this important project. | N/A              | Draft | Planning             | N                            | N         | Y       | Y                     | N                                | Y                       | Y                                  |
| 43  | Council and Budget Referrals - Demand | Amendments to Berkeley Municipal Code 23C.22: Short Term Rentals                    | 1. Refer to the City Manager to come up with a program to clarify existing short term rental regulations in areas that have proven confusing to hosts, guests and tenants.<br>2. Refer ordinance considering Short Term Rental regulations including host platform responsibilities and possible remedies for violating the ordinance simultaneously to the Land Use, Housing and Economic Development Committee and the Planning Commission.                                                                                                                                                                                                                                                                                                                                      | N/A              | Draft | Planning             | Y                            | N         | N       | N                     | N                                | Y                       | N                                  |
| 44  | Council and Budget Referrals - Demand | Berkeley Electric Mobility Roadmap - Electric Mobility Implementation Working Group | Adopt a Resolution approving the Berkeley Electric Mobility Roadmap and refer to the City Manager to form an Electric Mobility Implementation Working Group, including community stakeholders, relevant commissions, to prioritize, support, and track implementation of the other actions of this plan, including identification of funding sources for implementation.                                                                                                                                                                                                                                                                                                                                                                                                           | 10.00            | Draft | Planning             | N                            | Y         | N       | N                     | N                                | Y                       | N                                  |
| 45  | Council and Budget Referrals - Demand | Berkeley Opportunity Zone Displacement Mitigation Zoning Overlay                    | Direct the City Manager and refer to the Planning Commission to create one or several zoning overlays, and/or recommend any mechanism, which protects Berkeley residents living in one or all of Berkeley's Federal Opportunity Zones from gentrification and displacement. Overlays and/or recommendations may also confer community benefits, including but not limited to: affordable housing, supportive social services, green features, open space, transportation demand management features, job training, and/or employment opportunities.                                                                                                                                                                                                                                | N/A              | Draft | Planning             | Involves Planning Commission | N         | N       | N                     | N                                | N                       | N                                  |
| 46  | Council and Budget Referrals - Demand | Bird Safe Berkeley Requirements                                                     | Refer to the Planning Commission and the City Manager to consider the attached ordinance amending Berkeley Municipal Code Title 23C, adding a new Chapter 23C.27 establishing bird safety requirements for new construction and significant renovations and a new Chapter 23C.28 establishing a dark skies ordinance, for review and approval.                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A              | Draft | Planning             | Involves Planning Commission | N         | N       | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

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| 47  | Council and Budget Referrals - Demand | City Manager and Planning Commission Referral: Facilitate Primarily Student Housing by a Twenty Feet Height Increase and Adjust Floor Area Ratio in the R-SMU, R-S and R-3 Areas Only From Dwight to Bancroft and From College to Fulton | Refer to the City Manager and Planning Commission to facilitate primarily Student Housing by amending the Zoning Ordinance to add a twenty feet height increase and adjust Floor Area Ratio in the R-SMU, R-S and R-3 areas only from Dwight to Bancroft and from College to Fulton.                                                                                                                                                                                                 | 50.00            | Approved | Planning             | Y                            | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 48  | Council and Budget Referrals - Demand | City Manager and Planning Commission's Referral: Enable Implementation of Council Approved Floor Area Ratio in the Telegraph Commercial District between Dwight and Bancroft by Amending the Zoning Ordinance                            | Refer to the City Manager and Planning Commission an immediate implementation strategy to bring the City Zoning Ordinance in compliance with the policy adopted by City Council to increase Floor Area Ratio (FAR) in the Telegraph Commercial District between Dwight and Bancroft - COUNCIL DIRECTION ON COMMUNITY BENEFITS NEEDS FOLLOW UP WORK AND REPORT TO COUNCIL                                                                                                             | 50.00            | Approved | Planning             | Y                            | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 49  | Council and Budget Referrals - Demand | Companion Report: Conducting an Analysis of Increasing Inclusionary Housing over Affordable Housing Mitigation Fee                                                                                                                       | Refer to the City Manager to conduct a feasibility analysis for the recommendations by the Homeless Commission as part of the existing referral to examine potential reforms to the Affordable Housing Mitigation Fee.                                                                                                                                                                                                                                                               | N/A              | Draft    | Planning             | Involves Planning Commission | Y            | Y            | N                     | N                                | Y                       | N                                  |
| 50  | Council and Budget Referrals - Demand | Creating Additional Administrative Powers of Zoning Officer to Grant or Recommend New Permits as Related to Code Enforcement                                                                                                             | Refer to the City Manager and Berkeley Planning Commission to explore the creation of a mechanism that would explicitly allow staff new discretionary powers to prevent applicants from being granted new residential permits until they have abated outstanding noncompliance issues or code violations in other buildings they own in Berkeley within a reasonable time frame or taken good faith measures to commence doing so.                                                   | N/A              | Draft    | Planning             | N                            | N            | N            | N                     | N                                | Y                       | N                                  |
| 51  | Council and Budget Referrals - Demand | Creating Additional Administrative Powers of Zoning Officer to Grant or Recommend New Permits as Related to Code Enforcement DMND0002545                                                                                                 | Refer to the City Manager and Berkeley Planning Commission to explore the creation of a mechanism that would explicitly allow staff new discretionary powers to prevent applicants from being granted new residential permits until they have abated outstanding noncompliance issues or code violations in other buildings they own in Berkeley within a reasonable time frame or taken good faith measures to commence doing so.                                                   | N/A              | Draft    | Planning             | Y                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 52  | Council and Budget Referrals - Demand | Customer Service Improvements to Land Use Permit Process                                                                                                                                                                                 | Direct staff to make structural improvements to the Zoning Ordinance, communication improvements to better explain complex technical and procedural elements to the public, and organizational improvements to the Land Use Planning Division; and authorize the issuance of a request for proposals (RFP) for the selection of consultants to make structural improvements to the Zoning Ordinance and develop graphic communication elements in an amount not to exceed \$300,000. | N/A              | Approved | Planning             | N                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Percent Complete | State    | Lead City Department | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 53  | Council and Budget Referrals - Demand | Development of the West Berkeley Service Center, 1900 6th Street, for Senior Housing with Supportive Services. [Parts a and b]                                                                                                                                  | 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.<br>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:<br>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. | N/A              | Draft    | Planning             | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 54  | Council and Budget Referrals - Demand | Direct the City Manager to Draft an Ordinance to Waive Certain Fees for Berkeley Housing Trust Fund Projects and Send a Letter to BUSD Board of Education Requesting Consideration of a Waiver of School Facility Fees for Berkeley Housing Trust Fund Projects | 1. Direct the City Manager to draft an ordinance establishing automatic waiver of certain administrative, permit, impact and other fees for projects receiving City of Berkeley Housing Trust Fund (HTF) monies and submit a draft within 90 days for Council approval. Fee waivers shall apply to all HTF projects that have not yet been issued a building permit, and should include, but not be limited to:<br>a. Waiver of internal, staff-time-related permit, inspection, and other fees; and c. Notwithstanding the above, fees to cover City "out of pocket" costs, fees passed-through to other agencies, and fees necessitated by CEQA should not be waived.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A              | Approved | Planning             | N           | N         | Y       | N                     | N                                | Y                       | Y                                  |
| 55  | Council and Budget Referrals - Demand | Enable Internal Renovation of a Residence That Does Not Increase the Footprint As an AUP if the Building is an Historic Non-Conforming Use in the Percent of Lot Coverage                                                                                       | Refer to the Planning Commission to enable an AUP for the renovation of an existing residence, rather than a Use Permit, in the following circumstances: 1. The renovation does not increase the percentage of lot coverage; 2. The residence is an pre-existing non-conforming use in the percentage of lot coverage; 3. The renovation does not appear to create an intensification of use; 4. No change to the building envelope.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A              | Draft    | Planning             | Y           | N         | N       | N                     | N                                | Y                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Percent Complete | State    | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 56  | Council and Budget Referrals - Demand | Encouraging Long-Term Tenant Stability                                                                                                                                                                                                | Facilitate the ability of long-term tenants to purchase their residence by referring to the City Manager to amend BMC 21.28.080 as it pertains to the Affordable Housing Mitigation fee as follows: If the property contains 4 units or fewer, the affordable housing mitigation fee for a unit that is and has been occupied by an owner as his or her principal place of residence for at least 5 consecutive years immediately prior to the date of conversion or sale, including as a tenant in that unit immediately prior to ownership, shall be reduced by 50 percent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A              | Draft    | Planning             | N           | N            | N            | N                     | N                                | N                       | N                                  |
| 57  | Council and Budget Referrals - Demand | Fossil Fuel Free Berkeley                                                                                                                                                                                                             | Refer to the Energy Commission and Transportation Commission consideration of the proposed resolution or similar action to further implement the Climate Action Plan and establish the goal of becoming a Fossil Fuel Free Berkeley, and further consider: <ul style="list-style-type: none"> <li>Establishing a date by which we are committed to being a Fossil Fuel Free City.</li> <li>Opposing further transportation of oil, gas, and coal.</li> <li>Fully implementing Berkeley Deep Green Building, raising the citywide LEED certification requirement above the current LEED Silver, and applying the same requirements to newly constructed city facilities, and major renovations.</li> <li>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</li> <li>Establishing a goal and plan for transitioning to 100% renewable energy for municipal operations and a community wide goal of 100% reductions by 2030.</li> <li>Formally opposing the recent expansion of offshore drilling by the Trump Administration.</li> <li>Calling for region-wide solutions to carbon emissions, including rapid adoption of renewable energy sources, affordable densification of cities and low-emissions public transportation infrastructure.</li> </ul> | N/A              | Approved | Planning             | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 58  | Council and Budget Referrals - Demand | Item E - Short-Term Referral to the Planning Commission and Design Review Committee to Research and Draft an Urban Forestry Ordinance Requiring Tree Planting Upon Completion of New Residential Construction and Certain Alterations | Six-month referral to the Planning Commission to research and draft an Urban Forestry Ordinance requiring tree planting upon completion of new construction, excluding single-family homes and ADUs, as well as construction in High Hazard Fire Zones. The Planning Commission should consider the following: <ul style="list-style-type: none"> <li>Appropriate tree planting requirements for new construction, with the goal of increasing the tree canopy in Berkeley.</li> <li>Appropriate species requirements.</li> <li>Establishing a Tree Planting Fund to support increased tree planting throughout Berkeley.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A              | Draft    | Planning             | N           | N            | N            | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent Complete | State | Lead City Department | Commission?                  | Underway? | Funded?  | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 59  | Council and Budget Referrals - Demand | Missing Middle Housing Report                                                                                                                                                                                   | Refer to the City Manager to prepare a report to the Council of examining methods, including potential revisions to the zoning code, that may foster a broader range housing types across Berkeley, particularly missing middle housing types (duplexes, triplexes/fourplexes, courtyard apartments, bungalow courts, townhouses, etc.), in areas with access to essential components of livability like parks, schools, employment, transit, and other services. Given the range of requests included in this referral, it is expected that responding to the referral will require a combination of field research, consultation with design professionals and other cities and agencies, and community outreach and engagement. Council requests that staff initiate this work as soon as possible. | N/A              | Draft | Planning             | N                            | N         | Deferred | N                     | N                                | Y                       | N                                  |
| 60  | Council and Budget Referrals - Demand | Mitigating Impacts of Outdoor Air Quality on Indoor Air Quality in Berkeley                                                                                                                                     | Refer the item to the Planning Commission to consider the analyses presented here, and the draft provided in Appendix II, to create new Standard Conditions of Approval (SCA) for new building construction near major sources of air pollution, to achieve an acceptable level of indoor air quality (IAQ) for sensitive receptors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A              | Draft | Planning             | N                            | N         | N        | N                     | N                                | N                       | N                                  |
| 61  | Council and Budget Referrals - Demand | Rectify Discrepancy Regarding Inclusionary Units in Live/Work Housing                                                                                                                                           | Refer amendments to the Berkeley Municipal code (Sections 23C.12 and 23E.20.080) to rectify discrepancies over how Live/Work Unit inclusionary requirements are governed, both for rental and owner occupied units, to the Planning Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 50.00            | Draft | Planning             | Involves Planning Commission | Y         | Y        | N                     | N                                | Y                       | N                                  |
| 62  | Council and Budget Referrals - Demand | Refer the Civic Arts Commission's recommended language to the Planning Commission on protecting Live Work spaces from conversion to cannabis uses.                                                              | Refer the Civic Arts Commission's recommended language to the Planning Commission on protecting Live Work spaces from conversion to cannabis uses. This action was adopted as part of the Cannabis Ordinance amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Draft | Planning             | Y                            | N         | N        | N                     | N                                | Y                       | N                                  |
| 63  | Council and Budget Referrals - Demand | Refer to the City Manager the design of a companion Resilient Homes Equity Pilot Program that would provide funding for home retrofit improvements to low-income residents                                      | Refer to the City Manager the design of a Companion Resilient Homes Equity Pilot Program that would provide funding for home retrofit improvements for low income residents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10.00            | Draft | Planning             | N                            | Y         | N        | Y                     | N                                | N                       | Y                                  |
| 64  | Council and Budget Referrals - Demand | Refer to the City Manager to add a condition to Zoning Board Approved permits to bring attention to the Pay Transparency policy to project applicants, and consider these Pay Transparency Ordinance amendments | That the Council refer to the City Manager to add a condition to Zoning Board Approved permits in order to bring attention to the Pay Transparency policy to project applicants, and consideration of amendments to the Pay Transparency Ordinance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A              | Draft | Planning             | N                            | N         | N        | N                     | N                                | Y                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                                                                                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Percent Complete | State    | Lead City Department | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 65  | Council and Budget Referrals - Demand | Refer to the Planning Commission an amendment to BMC Chapter 23C.12.020 (Inclusionary Housing Requirements - Applicability of Regulations) and the Affordable Housing Mitigation Fee Resolution to Close a Loophole for Avoiding the Mitigation Fee through Property Line Manipulation | 1) Refer to the Planning Commission an amendment to BMC Section 23C.12.020 (Inclusionary Housing Requirements – Applicability of Regulations) and BMC Section 22.20.065 (Affordable Housing Mitigation Fee) to close a loophole allowing prospective project applicants to avoid inclusionary affordable housing requirements for projects by modifying property lines so that no lot is large enough to construct five or more units; the Commission should return to Council with a report by April 30, 2019. 2) Refer to the Planning Commission to consider modifying the structure of in-lieu fees for owner-occupied developments to a flat per-unit fee, as with rental developments, or a per square foot fee; the Commission should return to Council with a report. 3) Refer to the Housing Advisory Commission to assess the appropriateness of the fee level as suggested in the proposed amendments to BMC 23C.12. 4) The Planning Commission is to consider the following language from the item submitted at the meeting: It is possible that the new fee structure will be adopted prior to the Housing Advisory Commission approving the level of the fee. In this instance, those projects that opt to pay the in-lieu fee and are permitted after the new fee structure is adopted but before the new fee level is adopted shall be given the choice of paying the current fee level, or the one that is adopted. | 50.00            | Approved | Planning             | Y           | Y         | Y       | N                     | N                                | Y                       | N                                  |
| 66  | Council and Budget Referrals - Demand | Refer to the Planning Commission and Housing Advisory Commission to Research and Recommend Policies to Prevent Displacement and Gentrification of Berkeley Residents of Color and African Americans                                                                                    | Refer to the Planning Commission and Housing Advisory Commission to research and recommend policies to prevent displacement and gentrification of Berkeley residents of color. Recommended policies should include real solutions. The Commission should do the following: - Develop a policy to address the erosion of People of Color (POC), including the African American sector of our Berkeley society. - Develop rules and regulations to halt the loss of People of Color including the African American communities. - Develop a "right to return" for Berkeley's People of Color including the African American communities who have been displaced by these economic and social developments, especially those who continue to be employed in our City, even after having to relocate beyond our boundaries. - Solicit expert and lived experience testimonies regarding displacement and gentrification. - Recommend alternatives to prevent displacement and gentrification of our valued Berkeley citizens of color and African Americans. Hold public workshops on the subject.                                                                                                                                                                                                                                                                                                                                       | 10.00            | Draft    | Planning             | Y           | Y         | N       | N                     | N                                | N                       | N                                  |
| 67  | Council and Budget Referrals - Demand | Referral Response: Expanding community engagement within work to address Climate Impacts                                                                                                                                                                                               | Refer to the City Manager to continually advance engagement around community-driven, equitable climate solutions, and to seek external resources to enable increased community engagement of impacted communities around equitable climate solutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 20.00            | Draft    | Planning             | N           | Y         | N       | N                     | N                                | N                       | N                                  |



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Percent Complete | State    | Lead City Department | Commission?                  | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 68  | Council and Budget Referrals - Demand | Referral Response: Modifications to the Zoning Ordinance to Support Small Businesses                            | Refer to the Planning Commission modifications to the Zoning Ordinance that are designed to streamline the zoning review process for new or expanding small businesses in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A              | Draft    | Planning             | Y                            | N         | N       | N                     | N                                | Y                       | Y                                  |
| 69  | Council and Budget Referrals - Demand | Referral Response: Modifications to the Zoning Ordinance to Support Small Businesses (Beer/Wine in M Dist)      | Refer to staff and the Planning Commission to consider amendments related to beer and wine sales in the M District.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A              | Draft    | Planning             | Involves Planning Commission | N         | N       | N                     | N                                | Y                       | N                                  |
| 70  | Council and Budget Referrals - Demand | Referral to City Manager to Return to Council with an Amnesty Program for Undocumented Secondary Units          | Referral to City Manager to Return to Council with an Amnesty Program for Undocumented Secondary Units using the guiding framework presented in the Background.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A              | Draft    | Planning             | N                            | N         | N       | N                     | Y                                | N                       | N                                  |
| 71  | Council and Budget Referrals - Demand | Referral to Planning Commission: City-Wide Green Development Requirements                                       | Refer to the Planning Commission, Energy Commission, and the Community Environmental Advisory Commission to consider requiring the same Green Building and Transportation Demand Management (TDM) measures required in the Commercial Downtown Mixed Use District (C-DMU) for projects of 75 units or more throughout the City of Berkeley's commercial zoning districts. The commissions are to consider the standards as outlined in the report which would apply to larger projects city-wide and pertain to: bicycle parking spaces, vehicle sharing spaces, Residential Parking Permits, required parking spaces, LEED rating, Stopwaste Small Commercial Checklist standards, and transportation benefits. In addition, the commissions are to also consider the following 1. that transit passes would only be required for projects within a quarter of a mile of a bus stop; 2. a square-footage threshold, in addition to the unit threshold, for projects to which the requirements would apply, 3. the validity of the LEED certification; and 4. the impact on the financial feasibility of proposed requirements on the development of housing and affordable housing in particular. | N/A              | Approved | Planning             | Y                            | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 72  | Council and Budget Referrals - Demand | Referral to Planning Commission: Guiding Development on San Pablo Avenue                                        | Refer to the Planning Commission the development of a Plan to guide development on San Pablo Avenue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Draft    | Planning             | Y                            | N         | N       | Y                     | Y                                | N                       | N                                  |
| 73  | Council and Budget Referrals - Demand | Referral to the City Manager and Planning Commission: Update BMC Chapter 22.16 Development Agreement Procedures | Refer to the City Manager and Planning Commission to review and update the Berkeley Municipal Code Chapter 22.16 Development Agreement Procedures to create a streamlined process that maximizes community benefits and conforms to State law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A              | Draft    | Planning             | N                            | Y         | N       | N                     | N                                | Y                       | Y                                  |

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Referrals, Projects, and Audits**

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| 74  | Council and Budget Referrals - Demand | Referral to the Community Environmental Advisory Commission and the City Manager: Anti-Idling Ordinance                      | Refer to the Community Environmental Advisory Commission and the City Manager to explore developing an anti-idling ordinance. The ordinance should limit vehicle engine idling when a vehicle is parked, stopped, or standing, including for the purpose of operating air conditioning equipment; and prohibit all unattended private passenger motor vehicles from idling. The ordinance should outline enforcement and citation procedures. The Commission and the City Manager should develop appropriate exceptions for commercial vehicles. Any funds received through enforcement of the ordinance should accrue to the General Fund to provide additional funding for sustainability efforts. The Community Environmental Advisory Commission and the City Manager should review the District of Columbia's anti-idling regulations (attached to report) to aide in the development of the ordinance. | N/A              | Approved  | Planning             | Y                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 75  | Council and Budget Referrals - Demand | Referral to the Energy Commission to Hold a Series of Public Outreach and Educational Meetings Regarding Electrification     | Refer to Berkeley's Energy Commission to hold two separate special public outreach and educational meetings regarding electrification in new buildings by July 31, 2019: 1. A meeting regarding multi-family, mid/high-rise buildings, including those with ground floor commercial; 2. A meeting regarding commercial buildings (without housing), including manufacturing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Approved  | Planning             | Y                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 76  | Council and Budget Referrals - Demand | Referral to the Planning Commission to Allow 4 Temporary Zoning Amendments to Increase Student Housing in the Southside Area | Refer to the City Manager and the Planning Commission to consider conversion of existing commercial space for residential use between College Avenue and Fulton Street and Bancroft Way to Dwight Way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A              | Approved  | Planning             | Y                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 77  | Council and Budget Referrals - Demand | Referral to the Planning Commission to Allow Non-commercial Use on Ground Floor                                              | Refer to the Planning Commission an amendment to the Zoning Ordinance to create a use permit process to allow non-commercial use on the ground floor in appropriate locations, where commercial might otherwise be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Approved  | Planning             | Y                            | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 78  | Council and Budget Referrals - Demand | Referral to the Planning Commission to Consider Amendments to the Zoning Ordinance and "Mini-Dorm" Ordinance                 | Referral to the Planning Commission to: 1. Amend the mini-dorm ordinance to enable the conversion of an accessory structure into an office (which is also considered a bedroom) without the required public hearing process under the mini-dorm regulations, as long as there are no other alterations to the subject property, and 2. Consider amendments to the Zoning Ordinance and "Mini-Dorm" Ordinance to provide more flexibility for accessory buildings on properties that are developed with single-family residences. ADD: Issues raised in supplemental memo.                                                                                                                                                                                                                                                                                                                                    | N/A              | Draft     | Planning             | Involves Planning Commission | N            | N            | N                     | N                                | Y                       | N                                  |
| 79  | Council and Budget Referrals - Demand | Wildland Urban Interface Fire Safety and Fire Safety Education                                                               | Commission Referral #5 revised to read: 5. Refer to the Planning Commission to consider Accessory Dwelling Units (ADUs) in the Very High Hazard Fire Zone to review public safety issues especially relevant to the risk of WUI fires. Amend Section 23D.10 to incorporate greater public safety considerations to be met before issuing an Administrative Use Permit (AUP);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Submitted | Planning             | N                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

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Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Percent Complete | State    | Lead City Department    | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 80  | Council and Budget Referrals - Demand | Zoning Ordinance Modification for Elmwood Commercial District                                               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 75.00            | Draft    | Planning                | Y           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 81  | Council and Budget Referrals - Demand | 100% Sustainable Trips by 2040                                                                              | Adopt the attached Resolution, setting a goal of achieving 50% increase in trips taken by sustainable modes by 2030 and 100% by 2040, and refer to the Community Environmental Advisory Commission, the Energy Commission, and the Transportation Commission to develop relevant proposals and recommendations for accomplishing that goal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Draft    | Planning & Public Works | Y           | Y         | N       | Y                     | N                                | N                       | N                                  |
| 82  | Council and Budget Referrals - Demand | Campus-City National Night Out. Revised to be a Referral with no specific date - Revised materials (Supp 1) | Adopting a Resolution to refer the campus-city National Night Out event to the City Manager to help reduce crime in the campus area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | N/A              | Draft    | Police                  | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 83  | Council and Budget Referrals - Demand | Extend the Berkeley Police Drone Moratorium for One Additional Year                                         | Extend the moratorium on the use of unmanned aircraft systems, or "drones," by the Berkeley Police for one additional year. REFERRAL: Approved recommendation amended to request that the City Manager return to Council with a policy on the use of drones by Berkeley Police.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | N/A              | Approved | Police                  | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 84  | Council and Budget Referrals - Demand | Improving Hate Crimes Reporting and Response                                                                | Refer to the City Manager to review the following proposals and implement new systems for reporting and response to hate incidents and crimes: -Develop a Hate Crimes Reporting Hotline (modeled after the San Francisco District Attorney's hotline) to be staffed by the Berkeley Mental Health Division or a non-profit community partner. The Hotline will provide support for victims and those reporting hate crimes/incidents, and direct victims to resources and how to report hate crimes or incidents. Consider existing internal and external resources including the City's 311 Customer Service line and the County's Hate Crimes Reporting Hotline. -Explore adding hate crimes to the BPD Online Crime Reporting System to allow individuals to report specific hate related criminal acts or incidents. - Launch a public information campaign including the production of informational videos, posters, and ads in different languages about what is a hate crime and how to report it to Berkeley Police. -Conduct proactive outreach and develop partnerships with religious leaders, community service providers and organizations that work with groups which have historically been the target of hate crimes/incidents. -Refer to the Police Review Commission to review existing BPD policy on hate crimes (BPD Policy 319), request a report from BPD on hate crimes statistics and its implementation of BPD Policy 319, and review: privacy policies/procedures for reporting; culturally appropriate personnel structures to respond to incidents that will encourage reporting, reduce fear and provide support. The creation of accessible and multilingual | N/A              | Draft    | Police                  | N           | N         | N       | N                     | N                                | N                       | N                                  |

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Referrals, Projects, and Audits**

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| 85  | Council and Budget Referrals - Demand | Referral: Measures to Address Traffic Enforcement and Bicycle Safety                                                                                                           | 2. Refer to the City Manager to establish the opportunity for bicyclists to participate in a ticket diversion program that would provide safety education as an alternative to monetary fines related to other infractions, and to ensure integration of Vision Zero principles in implementation of state Office of Traffic Safety grants. Staff should consider either the creation of a City of Berkeley-operated ticket diversion program or cooperation with ticket diversion programs operated by neighboring jurisdictions. | N/A              | Draft     | Police               | N           | Y            | Y                                                                                                                                                                 | Y                     | N                                | Y                       | Y                                  |
| 86  | Council and Budget Referrals - Demand | 31. City Manager Referral: Refer CPTED Streetscape for Action and Exploration of Grant or Other Funding Opportunities to Find the Funds to Construct the Proposed Improvements | Refer the Crime Prevention Through Environmental Design (CPTED) streetscape to the City Manager for action and exploration of grant or other funding opportunities to find the funds to construct the proposed improvements.                                                                                                                                                                                                                                                                                                       | N/A              | Approved  | Public Works         | N           | N            | N (However, some components of the Telegraph CPTED proposal might be incorporated into the federally funded Southside Complete Streets project as funding allows) | N                     | N                                | N                       | N                                  |
| 87  | Council and Budget Referrals - Demand | 48. City Manager Referral: Preparations to Apply for Telegraph Pedestrian Safety Funds (Continued from December 3, 2013)                                                       | Refer to the City Manager to apply for Telegraph Ave pedestrian safety funds and to produce a preliminary plan for Telegraph pedestrian safety improvements as requested by the Telegraph Merchants Association.                                                                                                                                                                                                                                                                                                                   | N/A              | Approved  | Public Works         | N           | N            | N (However, pedestrian safety improvements between Bancroft and Dwight are included in the federally funded Southside Complete streets project)                   | Y                     | N                                | N                       | N                                  |
| 88  | Council and Budget Referrals - Demand | 9. Portable Sign Pilot Program                                                                                                                                                 | Refer to the City Manager, the Commission on Disability, and the Transportation Commission for consideration the expansion of the existing portable sign program that enables businesses to place portable signs on sidewalks and medians.                                                                                                                                                                                                                                                                                         | N/A              | Approved  | Public Works         | Y           | Data Pending | Data Pending                                                                                                                                                      | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 89  | Council and Budget Referrals - Demand | City Manager Referral: Updating Graffiti Ordinance and Policies Based on a Review of San Francisco's New Ordinance                                                             | Refer to the City Manager and the Public Works and Parks and Recreation Commissions to create an ordinance that revises Berkeley's policies regarding graffiti, focusing on prevention and enforcement of regulations.                                                                                                                                                                                                                                                                                                             | N/A              | Submitted | Public Works         | Y           | Data Pending | Data Pending                                                                                                                                                      | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

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| 90  | Council and Budget Referrals - Demand | City Manager Short-Term Referral: To Change Telegraph Avenue Parking Signs to Allow Parking All Times                                                           | That the Council refer to the City Manager to eliminate the no parking signs on Telegraph Avenue between Bancroft and Dwight.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A              | Draft    | Public Works         | N           | Y            | N            | N                     | N                                | Y                       |                                    |
| 91  | Council and Budget Referrals - Demand | Conceptual Study for Undergrounding Utility Wires in Berkeley From: Public Works Commission, Disaster and Fire Safety Commission, and Transportation Commission | That Council approve the following items: 1. Conceptual Study for undergrounding utility wires in Berkeley (the "Undergrounding Plan"). 2. Proceed with Phase 3 of the Undergrounding Plan. We want to emphasize the importance for Berkeley to actively participate in the current California Public Utilities Commission review of the Rule 20 program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A              | Draft    | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 92  | Council and Budget Referrals - Demand | Consideration of Universal Design Standards in City Projects                                                                                                    | Refer to the City Manager to make the consideration of Universal Design features an explicit and listed criteria for all projects undertaken by the city, including the many upcoming projects to be funded through Measure T1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A              | Approved | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 93  | Council and Budget Referrals - Demand | Considering Multi-year Bidding Processes for Street Paving                                                                                                      | 1. Restate the recommendation approved at the December 11, 2018 Council meeting to create a two-year bidding process for street paving to realize savings by (a) reducing by 50% City staff time devoted to bidding and contracting processes over each two year period and (b) benefitting from reduced pricing which may be available for larger contracts that offer greater economies of scale and reduce contractors' bidding and contracting costs.<br>2. Short-term referral to the City Manager to explore the possibility, feasibility, costs, and benefits of bidding in increments of up to 5 years to encompass entire 5-year paving plans, or other ideas to more rationally and cost-effectively align the paving plan with budget cycles and reduce costs associated with frequent bid cycles for relatively small contracts. | N/A              | Approved | Public Works         | N           | N            | N            | N                     | N                                | Y                       | Y                                  |
| 94  | Council and Budget Referrals - Demand | Creation and Adoption of a Transit Streets Cooperative Agreement with the Alameda-Contra Costa (AC) Transit District                                            | Refer to the City Manager the Creation and Adoption of a Transit Streets Cooperative Agreement with the Alameda-Contra Costa (AC) Transit District.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A              | Draft    | Public Works         | N           | N            | N            | N                     | N                                | Y                       | Y                                  |
| 95  | Council and Budget Referrals - Demand | Electric Vehicles for the City Fleet                                                                                                                            | Request that the City Manager return to the Council with a Fleet Climate Action Plan for transition to all-electric vehicles (EVs) or plug-hybrids for the City fleet. The plan could:<br>1. set annual targets for greenhouse gas (GHG) reductions from City fleet operations in support of the City's Climate Action Plan;<br>2. require replacing all non-emergency vehicles and all possible emergency vehicles with EVs or plug-in hybrids by April 1, 2025, with an interim goal of a certain percent by April 1, 2018;<br>3. require conversion wherever possible to hybrid vehicles in cases where EVs or plug-in hybrids are not yet feasible; and<br>4. consider the Additional Measures as described in the report.                                                                                                               | N/A              | Approved | Public Works         | N           | Y            | N            | Y                     | Y                                | N                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Percent Complete | State    | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 96  | Council and Budget Referrals - Demand | Farmers' Markets Investments                                                                                    | Refer to the City Manager to initiate improvements and changes to support the Berkeley Farmers' Markets that would address growing public safety and access concerns while enhancing the shopping experience and benefit the markets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A              | Draft    | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 97  | Council and Budget Referrals - Demand | Installation of Solar Panels at the Donna Spring Animal Shelter Parking Area                                    | Request that the City Manager pursue grant funding for a solar installation at the Donna Spring Animal Shelter parking area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A              | Approved | Public Works         | N           | N            | N            | N                     | N                                | Y                       | N                                  |
| 98  | Council and Budget Referrals - Demand | Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley | 1. Refer to the City Manager to incorporate relevant elements of the Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley, submitted to the City Council by the Commission on Disability, into the Berkeley Pedestrian Master Plan currently being updated, and any other planning processes for which the report would provide relevant information.<br>2. Refer to the Public Works and Parks and Waterfront Commissions to return to Council reports on ways that elements of the Navigable Cities Framework can be incorporated into the work, projects, contracts, and policies of the Public Works and the Parks, Recreation & Waterfront Departments. | N/A              | Draft    | Public Works         | N           | N            | N            | N                     | N                                | N                       | N                                  |
| 99  | Council and Budget Referrals - Demand | Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley | 1. Refer to the City Manager to incorporate relevant elements of the Navigable Cities Framework for Ensuring Access and Freedom-of-Movement for People with Disabilities in Berkeley, submitted to the City Council by the Commission on Disability, into the Berkeley Pedestrian Master Plan currently being updated, and any other planning processes for which the report would provide relevant information.<br>2. Refer to the Public Works and Parks and Waterfront Commissions to return to Council reports on ways that elements of the Navigable Cities Framework can be incorporated into the work, projects, contracts, and policies of the Public Works and the Parks, Recreation & Waterfront Departments. | N/A              | Draft    | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 100 | Council and Budget Referrals - Demand | Prioritizing Pedestrians at Intersections                                                                       | Refer to the City Manager and the Transportation Commission the development of policies to improve the pedestrian crossing experience and reduce pedestrian wait times at intersections with "beg buttons," potentially by activating pedestrian crossing signaling with every cycle (as opposed to the current situation, which only activates crossing signals when a button is pushed). Consider the development of a pedestrian-driven intersection improvement process to address signaling and timing inadequacies.                                                                                                                                                                                               | N/A              | Draft    | Public Works         | N           | Y            | N            | N                     | N                                | N                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                  | Name                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percent Complete | State            | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 101 | Council and Budget Referrals - Demand | Providing Wheelchair Charging Opportunities for Homeless Individuals       | Refer to the City Manager to develop policies which will provide accessible, reliable opportunities for homeless individuals with disabilities to charge power wheelchairs. Refer to the City Manager to research existing conditions of homeless individuals with disabilities; barriers to charging power wheelchairs; related consequences; and potential City actions to provide accessible, reliable wheelchair charging. Refer to the City Manager to assemble a policy to be reviewed and implemented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 50.00            | Work in Progress | Public Works         | Y           | Y            | N            | N                     | N                                | N                       | N                                  |
| 102 | Council and Budget Referrals - Demand | Referral: Develop a Bicycle Lane and Pedestrian Street Improvements Policy | 1) Refer to the City Manager to develop a comprehensive ordinance with input from the Public Works & Transportation Commissions governing a Bicycle Lane and Pedestrian Street Improvements Policy that would: <ul style="list-style-type: none"> <li>• Require simultaneous implementation of recommendations in the City's Bicycle and Pedestrian Plans when City streets are repaved, if one or more of the following conditions are met: <ul style="list-style-type: none"> <li>• Bicycle Plan recommendations can be implemented using quick-build strategies that accommodate transit operations.</li> <li>• Pedestrian Plan recommendations can be implemented using quick-build strategies that accommodate transit operations.</li> <li>• The Bicycle Plan recommends studying protected bike lanes as part of a Complete Street Corridor Study in the Tier 1 Priority list.</li> <li>• Improvements are necessary to comply with the Americans with Disabilities Act.</li> <li>• Encourage the use of quick builds by expediting quick-build projects under \$1 million.</li> <li>• "Quick-build" is defined as projects that a) require non-permanent features such as bollards/paint/bus boarding islands, b) make up less than 25 percent of the total repaving cost for that street segment, and c) can be a component of a Complete Street Corridor Study that includes evaluation after installation.</li> <li>• Require staff to report progress back to Council every two years.</li> </ul> </li> </ul> | N/A              | Draft            | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 103 | Council and Budget Referrals - Demand | Referral: Electric Moped Ride-Share Franchise Agreement                    | Refer to the City Manager to rename the existing One-Way Car Share Program as the One-Way Vehicle Share Program and to amend the Program to include administrative requirements and parking permit fees for motorized bicycles that are affixed with license plates and require a driver's license for individuals to operate them (mopeds), in coordination with the City of Oakland.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | N/A              | Draft            | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 104 | Council and Budget Referrals - Demand | Referral: Measures to Address Traffic Enforcement and Bicycle Safety       | 3. Refer to the City Manager to develop a plan to calm and divert motor vehicle traffic on bicycle boulevards to provide people who bicycle and walk a safe, comfortable and convenient mobility experience by adding or reconfiguring stop signage and other traffic calming measures, per the recommendations of the 2017 Bicycle Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A              | Draft            | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Percent Complete | State            | Lead City Department | Commission? | Underway?    | Funded?                                                                                 | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 105 | Council and Budget Referrals - Demand  | Referral: Measures to Address Traffic Enforcement and Bicycle Safety DMND0003830                                                | 3. Refer to the City Manager to develop a plan to calm and divert motor vehicle traffic on bicycle boulevards to provide people who bicycle and walk a safe, comfortable and convenient mobility experience by adding or reconfiguring stop signage and other traffic calming measures, per the recommendations of the 2017 Bicycle Plan.                                                                                                                                                                                                                                                                                                        | N/A              | Draft            | Public Works         | N           | Data Pending | Data Pending                                                                            | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 106 | Council and Budget Referrals - Demand  | Referral: Report on Public Realm Pedestrianization Opportunities [Transportation Commission]                                    | Refer to the Transportation Commission to generate a report on potential public realm pedestrianization opportunities in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A              | Draft            | Public Works         | Y           | Data Pending | Data Pending                                                                            | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 107 | Council and Budget Referrals - Demand  | Referral: Telegraph Shared Streets                                                                                              | Refer to the City Manager to develop and return to Council with a plan to implement the shared streets proposal outlined in the Telegraph Public Realm Plan, including identification of potential regional funding sources for the project, in consultation with appropriate transportation agencies.                                                                                                                                                                                                                                                                                                                                           | N/A              | Draft            | Public Works         | N           | N            | N (May be able to partially fund some components as part of Southside Complete Streets) | N                     | N                                | N                       | N                                  |
| 108 | Council and Budget Referrals - Demand  | Zero Emission Vehicle Requirements for City Fleet                                                                               | Refer to the City Manager the finalization of a policy which would require all new purchases of light-duty passenger vehicles to be electric vehicles or plug-in hybrids, and require the City-owned light-duty passenger vehicle fleet to be 100% electric vehicles or plug-in hybrids by the mid-2020s. This policy would be based on the City & County of San Francisco's zero-emission light-duty passenger vehicle policy, and the report to Council should identify any additional costs associated with electric vehicles or plug-in hybrids, potentially accelerated fleet turnover, and necessary charging infrastructure on City lots. | N/A              | Submitted        | Public Works         | N           | Data Pending | Data Pending                                                                            | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 109 | Council and Budget Referrals - Project | Cannabis Ordinance Revisions; Amending Berkeley Municipal Code Chapters 12.21, 12.22, 20.40, 23C.25, and Sub-Titles 23E and 23F | 1) determine if the City can require businesses to post notices on their website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0.00             | Not Started      | City Attorney        | N           | N            | N                                                                                       | N                     | N                                | Y                       | N                                  |
| 110 | Council and Budget Referrals - Project | Dynamex Decision Impact and Compliance on Minimum Wage Ordinance and Paid Sick Leave Ordinance                                  | That the City Council refers to the City Manager and the Labor Commission to ensure the Berkeley Minimum Wage Ordinance (MWO) and Paid Sick Leave Ordinance are interpreted and enforced in a manner consistent with the holdings in Dynamex Operations West, Inc. v. Superior Court of Los Angeles (2018) 4 Cal.5th 903.                                                                                                                                                                                                                                                                                                                        | 67.00            | Work in Progress | City Attorney        | N           | Y            | N                                                                                       | N                     | N                                | Y                       | Y                                  |



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State            | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 111 | Council and Budget Referrals - Project | Personal Liability Protection for Small Businesses                   | 1. Direct the City Manager and City Attorney to draft and submit to the City Council for consideration an emergency ordinance to prohibit the enforcement of personal liability provisions in commercial leases and commercial rental agreements in the City of Berkeley for lessees/renters who have experienced financial impacts related to the Covid-19 pandemic.<br>2. Direct the City Manager to conduct outreach to all commercial tenants regarding any protections enacted by the City Council, with a particular focus on businesses that were required to stop serving food or beverages (e.g., restaurants, bars); close to the public (e.g., hair salons, barbershops, tattoo parlors); cease operations (e.g., gyms, fitness centers); or sharply limit operations (e.g., schools, retail shops, nurseries) due to the COVID-19 crisis. | 33.00            | Work in Progress | City Attorney        | N           | N            | N            | N                     | N                                | Y                       | Y                                  |
| 112 | Council and Budget Referrals - Project | Private Parking Lot Regulations                                      | Refer to the City Manager the development of an ordinance that would allow parking lot operators to manage their parking facilities so as to meet the needs of local businesses and their customers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Deferred         | City Attorney        | N           | N            | N            | N                     | N                                | Y                       | N                                  |
| 113 | Council and Budget Referrals - Project | Prohibition on the Resale of Used Combustion Vehicles in 2040        | On November 18, 2020 the Facilities, Infrastructure, Transportation, Environment & Sustainability Committee made a positive recommendation to refer to the City Manager for review of the attached ordinance prohibiting the resale of used, existing combustion-powered vehicles beginning in 2040, to the extent legally possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | City Attorney        | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 114 | Council and Budget Referrals - Project | Supplemental Paid Family Leave                                       | 2) refer to the City Manager to draft an ordinance regarding retaliation against employees using state family leave, including a private right of action provision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 50.00            | Work in Progress | City Attorney        | N           | Y            | N            | N                     | N                                | Y                       | Y                                  |
| 115 | Council and Budget Referrals - Project | Referral Response: Including Climate Impacts in City Council Reports | Request that the City Manager update the templates and associated training materials to add "Climate Impacts" in the "Environmental Sustainability" section of reports to the City Council, and codify the changes in Appendix B in the next update to the Berkeley City Council Rules of Procedure. This recommendation is a partial response to a January 21, 2020 referral, sponsored by Councilmembers Davila and Bartlett, to require that all City Council items and staff reports include "climate impacts" in addition to environmental sustainability.                                                                                                                                                                                                                                                                                       | 25.00            | Work in Progress | City Clerk           | N           | Y            | N            | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percent Complete | State            | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 116 | Council and Budget Referrals - Project | Referral: Commission Low-Income Stipend Reform | Refer to the City Manager to develop and return to Council with a plan to improve equity, accessibility, and representation in City of Berkeley commissions by modernizing the low-income stipend program, and in doing so consider:<br>1. Increasing the annual household income cap for stipend eligibility from \$20,000 to align with the 50% Area Median Income (AMI) guidelines for Alameda County and reflect household size, and updating it annually with the latest HUD data.<br>2. Increasing the low-income stipend from \$40 to \$78 per meeting, and updating it annually with the City of Berkeley minimum wage to correspond to compensation for 2.5 hours of work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Not Started      | City Clerk            | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 117 | Council and Budget Referrals - Project | Administrative Changes Related to Taxicabs     | Request the City Manager consider the following administrative changes, in order to increase the competitiveness of the taxi industry: 1. Reduce the annual vehicle inspection fee from \$88 to \$45 and the re-inspection fee from \$45 to \$25.; 2. Increase the maximum amount of free taxi scrip that drivers are able to redeem each week from the current limit of \$400 to \$800 (if taxi scrip is redeemed twice per week, the maximum amount redeemed at once should be raised to \$400 from \$200).; 3. Consolidate all taxi-related undertakings, including customer service and taxi scrip redemption, to one office located at 1947 Center Street, Berkeley, CA 94704.; 4. Reduce the burden of the current mandatory sensitivity training course for taxi drivers, by exploring an option to complete the course online instead of in San Francisco, which costs \$50 and imposes onerous logistical costs. For example, available courses can be found at <a href="http://www.equo.co.uk/11-Taxi-Drivers">http://www.equo.co.uk/11-Taxi-Drivers</a> .; 5. Clarify in writing that taxi-drivers may purchase collective insurance instead of individual insurance. This will allow drivers to accumulate a more substantial fund to cover individual crashes, pay less per person, and reap similar benefits as rideshare drivers (who are insured by Transportation Network Companies) do. | 0.00             | Work in Progress | City Manager's Office | N           | N         | N       | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Percent Complete | State            | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 118 | Council and Budget Referrals - Project | City of Berkeley Neighborhood Services and Outreach Program (formerly "Amend April 26, 2018 Referral Regarding Sidewalks Policies ")                                                                        | In light of the 9th Circuit Court of Appeal's September 4, 2018 ruling in Martin v. City of Boise, refer to the City Manager further analysis of Council's April 26, 2018 proposed "Regulations for Sitting, Lying, Dogs and Objects on Sidewalks and in Parklets" and analysis of Berkeley's existing regulations and practices, including but not limited to ordinances, administrative regulations, training protocols and other policies and practices, related to use and limits to use of sidewalks, parklets, streets, parks and other City property. Refer to the City Manager to collaborate with the offices of the Mayor and Councilmember Hahn to amend existing and, as necessary, draft new policies and procedures compliant with the above analysis, and report back to Council with recommendations for compliant policies. | 50.00            | Work in Progress | City Manager's Office | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 119 | Council and Budget Referrals - Project | Denouncing Presidential Executive Order to Build a Border Wall and Urging the City of Berkeley to Divest from Companies Supporting or Participating in the Construction of a Border Wall; Revised materials | Adopt a Resolution denouncing the presidential executive order to build a wall along the U.S.-Mexico border and recommend that the City of Berkeley divest from any companies involved in the construction of a border wall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0.00             | Not Started      | City Manager's Office | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 120 | Council and Budget Referrals - Project | Enforce Bi-Weekly (Once Every Two Weeks) Residential Cleaning Measures to Address Encampments and Promote Clean Streets in Berkeley                                                                         | Refer to the City Manager to promote equitable street cleaning practices and require biweekly (once every two weeks), cleanings of populated encampment sites in Berkeley and adjacent residential neighborhoods. In order to determine where City Staff should prioritize residential cleaning services, the City Manager should establish a radius around the campsites. When encampments are on non-City owned property, such as Caltrans, the City should bill the appropriate agency for the cost of staff and materials.                                                                                                                                                                                                                                                                                                               | 50.00            | Work in Progress | City Manager's Office | Y           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 121 | Council and Budget Referrals - Project | Non-Criminal Options for Enforcement of Sidewalk Regulations                                                                                                                                                | Refer to the City Manager the development of non-criminal options for the enforcement of Berkeley laws and regulations related to use of public space that: Reduce, delay or, if possible, eliminate criminal penalties; Offer positive alternatives; and Ensure that the City has effective tools for enforcement of laws and regulations. While ensuring effective enforcement, options should delay or avoid pursuing infractions and misdemeanors and provide options to cure violations through positive actions such as mandated and verified community service, education, or participation in social service programs.                                                                                                                                                                                                               | 10.00            | Work in Progress | City Manager's Office | N           | N         | N       | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percent Complete | State            | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 122 | Council and Budget Referrals - Project | Public Toilet Policy                                                 | Refer to the City Manager to develop the following "Neighborhood Public Toilet Policy": Develop a process in which residents can obtain a permit for a neighborhood public toilet via an official petition; Residents should contact the City via 311 to obtain an official petition form to apply for a permit; In order to obtain the permit, the petition should be signed by at least 51% of residential addresses and business owners within the nearest two block radius of the proposed public toilet site; The City shall not fund or contribute to the financing of the public toilets or their maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 85.00            | Past Due         | City Manager's Office | N           | Y         | N       | N                     | N                                | Y                       | N                                  |
| 123 | Council and Budget Referrals - Project | Recommendations Related to Code Enforcement and Receivership Actions | On November 25, 2019, the Health, Life Enrichment, Equity & Community Committee took action to send an item to Council with a positive recommendation that for purposes of understanding the issues and identifying potential changes to the City's codes, policies, and procedures the committee recommends the following:<br>a. That the City Manager provide an information session to the City Council regarding the various ways in which code enforcement issues have been brought to the attention of the City over the last 5 years;<br>b. How various code enforcement issues at residential properties are currently handled;<br>c. Timeframe and mechanisms for achieving code compliance at residential properties;<br>d. Any existing assistance programs available to support property owners found to have code violations;<br>e. Specific learnings/changes in City practices resulting from the Leonard Powell receivership case;<br>f. Other information deemed relevant and appropriate to understand the City's current code enforcement practices for residential properties<br>Additionally, the Policy Committee requests that the Mayor call a special meeting of the City Council for purposes of a forum based on the recommendations provided by Councilmember Bartlett as the draft plan for a public meeting on receivership.<br>And third, the Committee requests from the City Manager a specific reply on creating a mechanism to provide legal and technical assistance to independent third parties for | 25.00            | Work in Progress | City Manager's Office | N           | Y         | N       | N                     | N                                | Y                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Percent Complete | State            | Lead City Department  | Commission? | Underway?                             | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 124 | Council and Budget Referrals - Project | Referral Responses: Managing Recreational Vehicle (RV) Parking                                                                                                             | <p>The City of Berkeley seeks to implement all laws and ordinances in a fair and humane manner.</p> <p>To that end, we refer to the City Manager for consideration the following guidelines to help ensure enforcement of revised RV parking restrictions allowed under Ordinance No. 7,643-N.S. (BMC Section 14.40.120) is conducted with outreach, including information and resource guides and written notice.</p> <p>Further, we refer to the City Manager to quickly establish a three-month permit program (with possibility for renewal), to be offered on a one-time basis to existing priority populations and we refer to the Health, Life Enrichment, Equity &amp; Community Policy Committee to establish basic criteria for a standard two-week permitting process.</p> <p>The City Council reiterates its February 28, 2019 referral to identify and develop a temporary RV site to serve highly vulnerable populations, as well as a regional non-profit RV site, and to develop a program to allow private entities to host RVs on their property.</p> | 0.00             | Work in Progress | City Manager's Office | N           | Y                                     | N       | N                     | N                                | Data Pending            | N                                  |
| 125 | Council and Budget Referrals - Project | Referral to City Manager to establish Recreational Vehicle Waste Discharge Facility on City Property and Referral to FY 2020/21 Budget Process                             | 1. Refer to the City Manager to establish a recreational vehicle waste discharge facility on City property and equitable administrative fee program, and 2. Refer costs associated with the facility to the FY 2020/21 Budget Process. Include consideration of 1) method of pump out; 2) cost; 3) locations; and 4) capacity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00             | Pending          | City Manager's Office | N           | N                                     | Partial | N                     | N                                | Y                       | Y                                  |
| 126 | Council and Budget Referrals - Project | Supporting Worker Cooperatives and Referral to City Manager to Develop a Worker Cooperative Ordinance (Continued from January 12, 2016 – Item includes revised materials.) | <p>Adopt a Resolution to support worker cooperatives, and refer to the City Manager to develop a Worker Cooperative Ordinance, which includes:</p> <p>1. Revising the existing Buy Local contracting preference and adding a worker cooperative preference; 2. Revising the business permit application; 3. Incentivizing existing businesses to convert to cooperatives; 4. Creating business tax and land use incentives, and 5. Developing educational materials.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 75.00            | Work in Progress | City Manager's Office | N           | Y                                     | Y       | N                     | N                                | Y                       | Y                                  |
| 127 | Council and Budget Referrals - Project | Urgency Item: Safety for All: The George Floyd Community Safety Act - City Attorney and Manager Analysis of Contractual and Legal Barriers to Public Safety Reform         | Direct the City Manager and City Attorney to analyze contractual and legal barriers to public safety reform including police union contracts, vendor contracts, state and federal laws, to determine barriers to accountability and substantive reform. In addition, direct the City Manager and City Attorney to evaluate elements in the proposed police review commission charter amendment, that can be implemented by the City Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10.00            | On Hold          | City Manager's Office | N           | N (On hold, pending Reimaging Police) | N       | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Percent Complete | State                   | Lead City Department                                                | Commission? | Underway? | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 128 | Council and Budget Referrals - Project | Companion Report: Effective Enforcement of Safe Lead-Paint Practices - Update on Amendments                                           | Based on the intent of the recommendation from the Community Environmental Advisory Commission (CEAC) for the City to expand enforcement of unsafe lead paint practices, refer to the City Manager to: - Coordinate with the Alameda County Healthy Homes Program to clearly identify roles and responsibilities for expanding enforcement of unsafe lead practices, and to explore options for sharing resources that can support expanded local enforcement; - Identify what resources, staff capacity, and program structure would be required to expand City enforcement of unsafe lead practices; - Continue current work to educate building permit applicants and contractors about safe lead paint practices; train and certify all City of Berkeley Building and Housing Inspectors in lead paint safety; respond to, investigate, and enforce safe lead paint practices as needed; and administer the Public Health Division's Childhood Lead Poisoning Prevention Program; and - Provide an update to City Council within one-year that identifies progress and next steps for expanding enforcement of unsafe lead practices. Additions: Request that the City Manager return to Council as soon as possible with recommendations on staffing for robust enforcement and internal restructuring for inspections. Options for noticing and distributing disclosure information. Enforcement by the City or the County, if feasible. | 0.00             | Pending Not On Schedule | City Manager's Office/Health, Housing & Community Services/Planning | N           | N         | N            | N                     | N                                | N                       | N                                  |
| 129 | Council and Budget Referrals - Project | Funding Streetlight Near South East Corner of Otis Street                                                                             | Approved recommendation revised to change the item to a budget referral and refer an assessment of feasibility to fund construction of a streetlight on the corner of Otis near Ashby to the City Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started             | City Manager's Office/Public Works                                  | N           | N         | Data Pending | N                     | N                                | Data Pending            | Data Pending                       |
| 130 | Council and Budget Referrals - Project | Community Microbond Initiative. Revised materials (Supp 2)                                                                            | Refer to the 2018 prioritization process to direct the City Manager to produce a report outlining steps required if the City were to implement a Pilot Project for the Community Microbond Initiative within 90 days. Consider including a community engagement component (such as a survey) to identify a project for the pilot, identify City staff who would be involved in the Pilot Project, analyze the cost structure to the City, clarify the process to identify, select and collaborate with relevant vendors, and outline any and all other necessary steps to achieve a Pilot Microbond offering. Consider including the following requirements for a proposed RFP: Vendor(s) selected should have municipal bond underwriting capabilities; Vendor(s) selected should have experience with blockchain technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 90.00            | Work in Progress        | Finance                                                             | N           | Y         | Y            | N                     | N                                | Y                       | Y                                  |
| 131 | Council and Budget Referrals - Project | Develop Ordinance Prohibiting Companies Participating in the Construction of a Border Wall from Contracting with the City of Berkeley | Direct the City Manager to develop an ordinance prohibiting companies involved in the construction of a border wall from contracting with the City of Berkeley. Return to Council with the proposed ordinance within 90 days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 25.00            | Pending Not On Schedule | Finance                                                             | N           | Y         | Y            | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Percent Complete | State            | Lead City Department      | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 132 | Council and Budget Referrals - Project | Accessory Dwelling Unit Ordinance Updates                                                                                                           | Action: M/S/Carried (Hahn/Wengraf) to adopt the item as written in Supplemental Reports Packet #1 and including the following changes.<br><ul style="list-style-type: none"> <li>• Remove the language regarding view protections.</li> <li>• Add new #9 on hillside heights measurements where no previous structure exists.</li> <li>• Add "and any other solutions" to #5 regarding parking.</li> <li>• Include the referral from Item 15 with this referral.</li> </ul> 01/14/21 (SM for DB)<br>Restricted allowances due to state law. Solution may be incorporated into Safe Passages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 90.00            | Work in Progress | Fire & Emergency Services | N           | Y         | Y       | N                     | Y                                | Y                       | N                                  |
| 133 | Council and Budget Referrals - Project | Commission Referral: Recommendation to Install an Outdoor Public Warning System (Sirens) and Incorporate It Into a Holistic Emergency Alerting Plan | Recommend that City of Berkeley explore evaluating locations to 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, and refer the item to the November budget discussion.<br>01/14/21 (SM for DB).<br>Funding identified in Measure FF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10.00            | Work in Progress | Fire & Emergency Services | Y           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 134 | Council and Budget Referrals - Project | Immediate Measures to Address Fire Safety and Prevention [Non-RRV Prioritization Process]                                                           | Refer to the City Manager to study and evaluate, in consultation with relevant Commissions, the following fire safety and prevention measures on a priority basis. After study and evaluation, implement or, where additional resources may be required, recommend implementation and sources of funding. 1. Complete the Berkeley Fire Department's comprehensive Evacuation Plan and publicize evacuation routes and protocols on a priority basis. 2. Increase outreach efforts to sign up residents for the Alameda County Emergency Alert program. 3. Review and update the City's existing Fire Safety ordinances, including BMC 12.50 Fire Inspection Program. 4. Consider implementation of a siren warning system, similar to Oakland's Emergency Siren system. 5. Review and, as necessary, strengthen coordination and communication with Oakland, East Bay Regional Parks (EBRP), Alameda County, Contra Costa and other neighboring Fire Department and emergency response service providers. 6. Expand programs and practices to reduce fire hazards and fuel loads and ensure clearance for utility lines on both public and private property as outlined in the report.<br>01/14/21 - Programs to be funded by FF (SM for DB). | 10.00            | Not Started      | Fire & Emergency Services | Y           | Y         | Y       | N                     | N                                | Y                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 135 | Council and Budget Referrals - Project | Referral to Develop Comprehensive Plan for Disaster Preparedness and Post-Disaster Rebuilding with Respect to Multi-Family Housing [Non-RRV Prioritization Process]                                           | Refer to applicable City departments and commissions the development of a comprehensive plan for both disaster preparedness and post-disaster rebuilding with respect to multi-family housing. As part of the plan, applicable departments and commissions should explore how applicable ordinances (e.g., Demolition Ordinance, Relocation Ordinance, Rent Stabilization Ordinance) may interface with rebuilding efforts in the event of a major disaster and make recommendations to amend or clarify them as appropriate. The referral can be added to existing referrals concerning disaster preparedness item and prioritized as appropriate. | 0.00             | Not Started      | Fire & Emergency Services            | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 136 | Council and Budget Referrals - Project | Referral to the Disaster and Fire Safety Commission and the City Manager: Five Year Plan for Expanded Disaster Preparedness Services [Non-RRV Prioritization Process]                                         | Refer to the Disaster and Fire Safety Commission and the City Manager's office to explore developing a five year plan for expanded disaster preparedness services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Work in Progress | Fire & Emergency Services            | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 137 | Council and Budget Referrals - Project | Adding Threat of Displacement of a Berkeley Resident to the Current Income Qualification Guidelines Which Would Place an Applicant in Priority Status for BMR (Below Market Rate) Units [Housing Action Plan] | Refer to the City Manager adding to income qualification the status of pending displacement of a Berkeley resident or family, for priority eligibility for BMR units.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0.00             | Not Started      | Health, Housing & Community Services | N           | Y            | Y            | Y                     | N                                | Y                       | Y                                  |
| 138 | Council and Budget Referrals - Project | Cigarette and Tobacco Litter Ordinance; Referral to Community Health Commission                                                                                                                               | Referral to the Community Health Commission to establish an ordinance that would diminish pollution from cigarettes waste similarly to San Francisco's Cigarette Abatement Fee Ordinance.                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 139 | Council and Budget Referrals - Project | Community Impact of Future Changes to Services at Sutter Health Alta Bates Ashby Campus                                                                                                                       | Refer to the Community Health and Disaster and Fire Safety Commissions to evaluate potential community impacts of changes to services at the Sutter Health Alta Bates Ashby campus in the coming years.                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0.00             | Work in Progress | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 140 | Council and Budget Referrals - Project | Companion Report and Referral Response: Creation of a Small Sites Program                                                                                                                                     | 4) Request that the Council and Housing Advisory Commission receive copies of small sites loan applications along with staff's corresponding analysis and decision. 6) Refer further consideration of a long-term small sites program to the City Manager and the Housing Advisory Commission. 7) Refer the small sites program to the November budget update and next biannual budget planning cycle in 2019.                                                                                                                                                                                                                                      | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | N            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 141 | Council and Budget Referrals - Project | Companion Report: Support for Oregon Park Senior Apartments - [Housing Action Plan]                                                      | Refer the Housing Advisory Commission's recommendation that staff work with Oregon Park Senior Apartments (OPSA) to the Council prioritization process so that the Council can evaluate this recommendation in the context of other recommendations for the use of Housing & Community Services staffing resources. Adopted with the following conditions: 1. Oregon Street Park Apartments will conduct a financial audit. 2. Oregon Street Park Apartments will conduct a full assessment of the structure of the building and the facility needs. 3. Oregon Street Park Apartments will hire a property manager to oversee the financials and the property. 4. The City will commit to holding the fines in abeyance until such time that conditions 1-3 are completed. | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 142 | Council and Budget Referrals - Project | Disposition of City-Owned, Former Redevelopment Agency Property at 1631 Fifth Street                                                     | Refer the item to the City Manager to explore City uses of the property for housing and homelessness services and needs, or other uses, and review the remediation needs of the property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Pending          | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 143 | Council and Budget Referrals - Project | Health Equity & Innovation District                                                                                                      | Referral to the Planning Commission, the Community Health Commission, the Commission on Aging, and the City Manager to establish a Health Equity & Innovation District (HID). The goal of the HID is to reduce chronic racial health disparities and improve the overall public health strategy of Berkeley by fostering innovations in healthcare delivery, improving resiliency, and strengthening the integration of health services and systems. The HID is intended to draw investment and grant opportunities, as well as to explore the expansion of scope of practice for medical providers.                                                                                                                                                                       | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 144 | Council and Budget Referrals - Project | Healthy Checkout Ordinance                                                                                                               | 2. Refer to the City Manager to determine funding and staffing needs to implement and enforce the ordinance and sources of funding to support this program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 25.00            | Work in Progress | Health, Housing & Community Services | N           | Y            | N            | N                     | Y                                | Y                       |                                    |
| 145 | Council and Budget Referrals - Project | Providing our Unhoused Community in the City of Berkeley with Menstrual Products                                                         | 3. Direct the City Manager to use existing homeless services funding to develop and deploy a program to provide a broad spectrum of menstrual products, including but not limited to, feminine hygiene, pads, tampons, underwear, and other related products, both through the City's outreach direct services, as well as through the community based homeless services providers. Additionally, require some elements of this program be deployed immediately, with a full program deployment within six months.                                                                                                                                                                                                                                                         | 10.00            | Work in Progress | Health, Housing & Community Services | N           | Y            | N            | N                     | N                                |                         | Y                                  |
| 146 | Council and Budget Referrals - Project | Refer to the City Manager's Office and Budget Referral: Second Dwelling Unit/Accessory Dwelling Unit Pilot Program to House the Homeless | Refer to the City Manager's office and the HAC to develop a second dwelling unit/accessory dwelling unit Pilot Project as an additional strategy to provide housing for homeless persons and families.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started      | Health, Housing & Community Services | Y           | N            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 147 | Council and Budget Referrals - Project | Referral to Commission on Labor: Amendments to Living Wage Ordinance (BMC 13.27)                                          | Refer to the Commission on Labor the following suggested amendments to the Living Wage Ordinance, Berkeley Municipal Code Chapter 13.27: 1. Amend Section 13.27.050.A to allow an employee the right to opt out of an employer provided medical benefit plan and still receive the higher compensation amount (currently \$15.99 per hour) as cash in lieu if they provide proof of alternative coverage under a medical benefit plan. 2. Amend the posting requirements, retaliation, complaint process, and enforcement sections to conform to the language in the recently adopted Minimum Wage Ordinance.                                                                                                                                                                                                                                                                                                                                    | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 148 | Council and Budget Referrals - Project | Referral to the City Manager: Adopt Section 8 Landlord Incentives [Housing Action Plan]                                   | Refer to the City Manager the adoption of the following measures to encourage landlords to accept Section 8 and Shelter + Care vouchers: 1. Create a list of qualified, efficient and affordable contractors vetted by the City, and a discount or waiver of permit fees, to support bringing their unit(s) to code; 2. Provide legal and/or mediation support, offered either through the City or a partner, in negotiating Landlord/Tenant disputes out-of-court; 3. Allow parcel and/or property tax reductions based on the percentage of property or units that are currently Section 8 and/or decided during annual Section 8 inspection; and 4. Identify organizations who can support financial literacy and management for Section 8 tenants, including establishing bank accounts with direct deposit to Landlords. We ask City staff to research and develop a proposal of options for implementing these within the next six months. | 0.00             | Not Started      | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 149 | Council and Budget Referrals - Project | Referral to the Labor Commission and the Commission on the Status of Women: Paid Family Leave Ordinance Revised materials | Refer the attached ordinance for consideration by to the Labor Commission and the Commission on the Status of Women to help in the development of a Paid Family Leave Ordinance for the City of Berkeley. The Labor Commission shall be responsible for conducting a public hearing to collect community input on the attached draft legislation. The Labor Commission shall conduct outreach and invite relevant stakeholders to attend, including representatives from small business associations, chambers of commerce, Berkeley employers, and Berkeley employees. The Commission on the Status of Women shall be responsible for research and overall project management. The Commissions shall jointly prepare a report for submission to Council summarizing both commissions' suggestions and the community's suggestions for changes that should be made to the attached legislation.                                                  | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 150 | Council and Budget Referrals - Project | Small Sites Acquisition Program and Tenant Opportunity to Purchase [Housing Action Plan]         | Refer to the City Manager the implementation of the following strategies to preserve existing affordable housing and prevent displacement: 1. Create a Small Sites Program to assist non-profits in acquiring existing properties that considers the following criteria: a. Targets 5-25 unit multi-family buildings, particularly properties with strong potential for conversion to resident ownership, those in which no-fault evictions have been filed, or those at high risk of speculative purchase. b. Allocates \$1-2 million from multiple funding sources. Such sources could include Measure A1 and U1 funds, Section 8 vouchers, and the MTC NOAH program. c. Includes administrative guidelines for a streamlined allocation process that will ensure an expedited commitment and funding process. Such commitments could include a letter of commitment from the City when non-profit organizations are placing an option on a property, or a small grant to make a down payment. 2. Review and develop an ordinance modeled after Washington D.C.'s Tenant Opportunity to Purchase Act that offers existing tenants the first right of refusal when property owners place rental property on the sale market, which can be transferred to a qualifying affordable housing provider. | 50.00            | Work in Progress | Health, Housing & Community Services | N           | Y            | N            | N                     | N                                | N                       | N                                  |
| 151 | Council and Budget Referrals - Project | Workforce Housing Affordability Plan [Housing Action Plan]                                       | Refer to the City Manager the addition of a new workforce housing option to the inclusionary housing law that raises the percentage of inclusionary units by allowing the production of more subsidized units at a reduced subsidy per unit. Additionally, request that the City Manager return with "affordable by design" suggestions to help address the underproduction of middle-income units in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started      | Health, Housing & Community Services | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 152 | Council and Budget Referrals - Project | Workforce Housing for Berkeley Unified School District Personnel [Housing Action Plan]           | Request the City Manager to direct staff to investigate the feasibility of developing workforce housing, in conjunction with Berkeley Unified School District, for teachers and employees. This investigation should include research into what other California cities (such as San Francisco, Oakland, Santa Clara and San Mateo County) are considering as part of their pursuit of school district workforce housing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0.00             | Not Started      | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 153 | Council and Budget Referrals - Project | Budget Referral: Remediation of Lawn Bowling, North Green and Santa Fe Right-of-Way, FY2020-2021 | Refer to the November 2019 AAO 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 154 | Council and Budget Referrals - Project | Cannabis Ordinance Revisions; Amending Berkeley Municipal Code Chapters 12.21, 12.22, 20.40, 23C.25, and Sub-Titles 23E and 23F                                                 | 2) analyze the impacts of artificial flavorings/additives and advise if any further regulations are necessary                                                                                                                                                                                                                                                                                                                                         | 0.00             | Pending          | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 155 | Council and Budget Referrals - Project | Cannabis Ordinance Revisions; Amending Berkeley Municipal Code Chapters 12.21, 12.22, 20.40, 23C.25, and Sub-Titles 23E and 23F                                                 | 2) direct the Berkeley Public Health Department to review the issue of flavored cannabis products for combustion or inhalation, and cannabis products whose names imply that they are flavored, and review any additional ingredients that may be hazardous, whether natural or artificial, including vitamin E acetate in inhalation products, and make recommendations for action.                                                                  | 0.00             | Pending          | Health, Housing & Community Services | Y           | Y            | Y            | N                     | Y                                | Y                       | Y                                  |
| 156 | Council and Budget Referrals - Project | Companion Report: Health Study to be Conducted by the Public Health Division to Gather Data on Health Conditions, Health Disparities and Mortality Rates of Berkeley's homeless | Send a letter to Alameda County requesting data on deaths of identified homeless individuals.<br><br>Contact Alameda County request that they explore the feasibility of recording homelessness as a data point in death records and/or making investments to begin tracking this information locally.                                                                                                                                                | 50.00            | Work in Progress | Health, Housing & Community Services | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 157 | Council and Budget Referrals - Project | Open Doors Initiative: City Worker and First Time Affordable Homebuyer Program                                                                                                  | That the City Council refer the City Manager and Housing Advisory Committee to explore mechanisms to support homeownership by City of Berkeley employees and further refer to City Manager to prepare a report detailing available first-time homeownership and low-income homeowner programs that might be available for implementation in the City of Berkeley. Analysis to include the new Self-Help Housing Program and the provisions of AB 101. | 0.00             | Not Started      | Health, Housing & Community Services | Y           | N            | N            | N                     | N                                | Y                       | Y                                  |
| 158 | Council and Budget Referrals - Project | Voluntary Time Off on Statewide Election Days for City Employees                                                                                                                | Refer to the City Manager to designate Statewide Election Days as VTO days, and refer to the 2x2 Committee to discuss coordinating City and District policy on holidays, in particular Election Day.                                                                                                                                                                                                                                                  | 80.00            | Work in Progress | Human Resources                      | N           | Y            | Y            | N                     | Y                                | Y                       | N                                  |
| 159 | Council and Budget Referrals - Project | Expanding the Downtown Arts District                                                                                                                                            | 1. Request the Planning Commission examine expanding the boundaries of the current Downtown Arts District Overlay as well as the allowable active ground-floor uses.<br>2. Request the City Manager consider the Downtown Arts District as part of the update to the Berkeley Arts and Culture Plan.                                                                                                                                                  | 95.00            | Work in Progress | Office of Economic Development       | N           | Y            | N            | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Percent Complete | State            | Lead City Department           | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 160 | Council and Budget Referrals - Project | Path to Permanence for Outdoor Dining and Commerce Permits Granted Under COVID-19 Public Health Emergency Declaration                                                         | On November 2, 2020 the Facilities, Infrastructure, Transportation, Environment & Sustainability Committee made a positive recommendation to send the item to the City Council with the recommendation language as amended by the committee. The revised recommendation language includes: Refer to the City Manager to develop a program and, if necessary, ordinance language to facilitate the transition of temporary outdoor dining and commerce permits that were obtained under the City's declaration of emergency to permanent status. - Consider criteria for transitioning spaces for Public vs. Private outdoor use. - Consider the structural, materials, safety and other criteria for temporary vs. permanent outdoor spaces. - Consider costs and benefits of private outdoor spaces adjacent to specific businesses on customer access, parking availability, parking revenues, and all other factors. - Consider Merchant opt-out vs. opt-in: To encourage and support the use of outdoor commerce, upon the conclusion of the City declaration of emergency, outdoor commerce permit holders might automatically be transitioned to permanent permit status unless the permit holder chooses to remove the installation, or the City might reach out to temporary permit holders and offer an opt-in or quick transition program. - Consider Fees and potential Fee waivers for temporary spaces transitioning to permanent status: Fees associated with the minor encroachment permits or sidewalk seating typically necessary for outdoor dining and commerce permits could | 10.00            | Work in Progress | Office of Economic Development | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 161 | Council and Budget Referrals - Project | Referral to the Civic Arts Commission to Consider the Creation and Selection of a Flag for the City of Berkeley                                                               | Refer to the Civic Arts Commission to select a flag for the City of Berkeley from submissions from the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00             | Work in Progress | Office of Economic Development | Y           | N            | Y            | N                     | N                                | Y                       | Y                                  |
| 162 | Council and Budget Referrals - Project | Referral to the Civic Arts Commission to create interactive family-friendly art attractions                                                                                   | Refer to the Civic Arts Commission to create interactive family-friendly art attractions in the City of Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Work in Progress | Office of Economic Development | Y           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 163 | Council and Budget Referrals - Project | Referral to the Civic Arts Commission to develop a grant program available for arts and cultural organizations to support retaining and improving creative spaces for artists | Referral to the Civic Arts Commission to prioritize within their current Work Plan creating a process for awarding competitive grants to Berkeley-based arts and cultural organizations that will help support their ability to stay in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 11.00            | Work in Progress | Office of Economic Development | Y           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 164 | Council and Budget Referrals - Project | Evaluation of Possible Ban on New Planting of Certain Tree Species                                                                                                            | Take action to either: a) Direct the City Manager to proceed with Option 1, and continue the City's current practice regarding tree plantings on City property, which currently do not include Eucalyptus, and Monterey Pine (except at the Marina).-OR- b) Adopt a Resolution as described in Option 2 that would ban the new planting of certain tree species on City property. -OR-c) Direct the City Manager to develop an ordinance for Council adoption that bans the new planting of certain tree species on both public and private property, and includes enforcement mechanisms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Work in Progress | Parks, Recreation & Waterfront | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

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Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Percent Complete | State            | Lead City Department             | Commission?                  | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 165 | Council and Budget Referrals - Project | Referral to the City Manager: Equitable Access to Greenspace                                                                                                             | Refer to the City Manager to explore developing a plan for increasing Equitable Access to Greenspace in Berkeley. Future parks and greenspace investments should be targeted at reducing disparities in access to greenspace. Criteria to consider should include: ☐ Geographical distance and square footage of available greenspace ☐ Income levels of area residents, which may impact their ability to afford non-public facilities and/or transportation to green spaces ☐ The proportion of youth, seniors and disabled people unable to travel to more distant facilities The City may utilize recommendations from the report "Berkeley Parks Planning for an Equitable Future" produced by the Parks and Waterfront Commission's Subcommittee on Planning. The City should also consider the work of San Francisco's Green Connections (see <a href="http://sf-planning.org/green-connections">http://sf-planning.org/green-connections</a> ) which promotes the presence and attractiveness of walking and bike paths to green spaces in order to encourage their use. The City should investigate strategies for expanding park capacity including assessing prime areas for developing new parks and greenspaces, such as in the Adeline Corridor and Santa Fe ROW. The Adeline Corridor Plan must consider and account for increasing greenspace in the Southeast Quadrant of Berkeley, and explore innovative ways for integrating greenspace into our urban environment. To implement these recommendations, the City should explore public private funding partnerships as well as community partnerships with Berkeley residents, community | 0.00             | Work in Progress | Parks, Recreation & N Waterfront |                              | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 166 | Council and Budget Referrals - Project | Authorize Installation of Security Cameras at the Marina and Request an Environmental Safety Assessment                                                                  | Adopt the following recommendations in order to address the recent dramatic uptick in reported crime incidents at the Berkeley marina: -Request that the City Manager install security cameras and signage as expeditiously as possible as a long-term safety measure; -Refer to the City Manager to perform an environmental safety assessment of the Berkeley marina with particular attention to the berther parking areas. Cameras will not use facial recognition or biometric software.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 90.00            | Work in Progress | Parks, Recreation & N Waterfront |                              | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 167 | Council and Budget Referrals - Project | 27. Green Affordable Housing Package (Continued from October 6, 2015)                                                                                                    | Refer that the Planning Commission and City Manager investigate the following two policies as ways to reduce barriers for the creation of affordable housing. City Council requests that commissions and staff address and propose solutions and/or an implementation plan using the recommendations in the report by September 1, 2016. Policy 1: Designate units and funding for affordable housing by prioritizing housing over parking spaces in new developments. Policy 2: Remove the structural and procedural barriers to creating more housing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 90.00            | Work in Progress | Planning                         | Involves Planning Commission | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 168 | Council and Budget Referrals - Project | City Manager Referral: Facilitate the Local Implementation of Senate Bill 1413 and Expedite the Development of Teacher and School Employee Housing [Housing Action Plan] | Refer to the City Manager to work with the Planning to facilitate the local implementation of Senate Bill 1413 in an effort to expedite the development of housing for teacher and school employees in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0.00             | Not Started      | Planning                         | N                            | N            | N            | N                     | N                                | Y                       | N                                  |

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Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Percent Complete | State            | Lead City Department | Commission?                                       | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 169 | Council and Budget Referrals - Project | Classify Home Occupation Activities Receiving Five or Fewer Visits as Moderate Impact Home Operation (PDF)                                                                                 | Refer to the City Manager that the zoning code for Moderate Impact Home Operation (Moderate Impact HO) be amended to include home occupation activities receiving five or fewer visits weekly, requiring an AUP rather than a Use Permit with public hearing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 90.00            | Work in Progress | Planning             | Involves Planning Commission                      | Y            | N            | N                     | N                                | Y                       | Y                                  |
| 170 | Council and Budget Referrals - Project | Deferral of Remaining Permit Fees for 2009 Addison Street                                                                                                                                  | Refer to the City Manager to conduct a feasibility analysis and develop an MOU with the Berkeley Repertory Theater to defer \$720,000 in remaining permit and inspection fees for Berkeley Repertory Theater's housing project at 2009 Addison Street (leaving flexibility for timing, setting of interest, schedule of payments, and fund sources).                                                                                                                                                                                                                                                                                                                                                                         | 0.00             | Not Started      | Planning             | N                                                 | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 171 | Council and Budget Referrals - Project | Partial Response to Council Referral on Deep Green Building Initiative - Recommendation for Dedicated Revenue Stream to Incentivize Residential Energy Efficiency and Electrification      | City Council refers to staff a request to conduct an analysis to identify and develop a set of programs and policies consistent with the Climate Action Plan to incentivize residential energy efficiency and electrification investments, based on a cost benefit analysis to determine highest value energy-saving measures. This recommendation supports the Deep Green Building Initiative referral from the Council to the Energy Commission. Council further refers \$50,000 to the budget process for the staff work and analysis.                                                                                                                                                                                    | 20.00            | Work in Progress | Planning             | N                                                 | Y            | Y            | Y                     | N                                | Y                       | Y                                  |
| 172 | Council and Budget Referrals - Project | Permit Service Center Improvements                                                                                                                                                         | Refer to the City Manager to include in current efforts to improve the Land Use Permitting process the following proposals to increase the efficiency and outreach of the Permit Service Center, making the permitting process easier for staff and applicants alike. Specific proposals to consider include: 1. Website improvements for tracking of permits, calculating permit fees, and applying online; 2. Case Managers for coordinated intake of permit applications and materials; 3. Informational materials including an improved user guide and infographics modeled after BizGrid; 4. Customer service improvements at the Center including a fast track line, kiosks, and an online appointment booking system. | 50.00            | Work in Progress | Planning             | N                                                 | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 173 | Council and Budget Referrals - Project | Planning Commission Referral for a Pilot Density Bonus Program for the Telegraph Avenue Commercial District to Generate Revenue to House the Homeless and Extremely Low-Income Individuals | Refer a City Density Bonus policy for the Telegraph Avenue Commercial District to the Planning Commission to generate in-lieu fees that could be used to build housing for homeless and extremely low-income residents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 25.00            | Work in Progress | Planning             | Involves Planning Commission                      | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 174 | Council and Budget Referrals - Project | Providing Requested Direction to the City Manager and Planning on the Number of Cannabis Retail Establishments and the Creation of an Equity Program                                       | That the Council provides requested direction to the Planning on how to proceed with the Equity Program recommended by the Cannabis Commission in the October 9, 2018 staff report; with the following specifications: Recommendation of creating 1 new dispensary license for equity applicants. It is envisioned as new licenses are created, such as, delivery, manufacturing, and micro-business, permits will be reserved for equity applicants for each new category.                                                                                                                                                                                                                                                  | 25.00            | Work in Progress | Planning             | Involves Planning Commission, Cannabis Commission | N            | N            | N                     | N                                | Y                       | N                                  |

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Referrals, Projects, and Audits**

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| 175 | Council and Budget Referrals - Project | Referral to the Planning Commission to Allow 4 Temporary Zoning Amendments to Increase Student Housing in the Southside Area                                                                                                                                                                                              | Refer to the City Manager and the Planning Commission to consider conversion of existing commercial space for residential use between College Avenue and Fulton Street and Bancroft Way to Dwight Way.                                                                                                                                                                                                                                                                               | 50.00            | Work in Progress | Planning             | Y                            | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 176 | Council and Budget Referrals - Project | Short Term Referral to Expedite Components of the More Student Housing Now Resolution, and budget referral to the annual appropriation ordinance adoption                                                                                                                                                                 | Short term referral to the City Manager and the Planning 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.                                       | 50.00            | Work in Progress | Planning             | Involves Planning Commission | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 177 | Council and Budget Referrals - Project | Tiny Homes and Tiny Home Communities as Homeless Housing Options [Housing Action Plan]                                                                                                                                                                                                                                    | 2. Refer the item to the City Manager for further research and analysis. The creation of Tiny Homes on public or private property for long-term use and/or as habitable dwellings with facilities intended as a homeless program would require modifications to the existing zoning and building codes and additional program requirements to ensure such developments are moving clients out of homelessness.                                                                       | 0.00             | Not Started      | Planning             | N                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 178 | Council and Budget Referrals - Project | Zoning Ordinance Amendments to Increase the Floor Area Ratio (FAR) and Building Heights in Portions of the Telegraph Avenue Commercial (C-T) District; Amending BMC Chapter 23E.56; REFERRAL: refer to the City Manager to develop community benefit requirements, with a focus on labor practices and affordable housing | Adopt first reading of an Ordinance amending the Zoning Ordinance, Berkeley Municipal Code Chapter 23E.56, Telegraph Commercial District (C-T) to increase the floor area ratio and building heights in portions of the Telegraph Avenue Commercial (C-T) District.                                                                                                                                                                                                                  | 50.00            | Work in Progress | Planning             | Involves Planning Commission | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 179 | Council and Budget Referrals - Project | ZORP   Customer Service Improvements to Land Use Permit Process                                                                                                                                                                                                                                                           | Direct staff to make structural improvements to the Zoning Ordinance, communication improvements to better explain complex technical and procedural elements to the public, and organizational improvements to the Land Use Planning Division; and authorize the issuance of a request for proposals (RFP) for the selection of consultants to make structural improvements to the Zoning Ordinance and develop graphic communication elements in an amount not to exceed \$300,000. | 30.00            | Work in Progress | Planning             | Involves Planning Commission | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 180 | Council and Budget Referrals - Project | City Manager Referral: Expanding Gun Safety Measures in Berkeley                                                                                                                                                                                                                                                          | Refer to the City Manager to consider the following ordinances: 1. Banning Unsecured Firearms And Ammunition Located In Unattended Vehicles In The Public Right Of Way And "Public Places" As Defined In The Ordinance; and 2. Requiring That City-Issued Firearms In Unattended Vehicles Be Secured.                                                                                                                                                                                | 30.00            | Work in Progress | Police               | N                            | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 181 | Council and Budget Referrals - Project | City Manager Referral: Plan for Lighting and Signage at the Ohlone Greenway at Cedar, Rose, and Hopkins                                                                                                                                                                                                                   | Refer to the City Manager to develop a plan to improve the lighting and signage (e.g. stop signs) at the Ohlone Greenway crossing at Cedar, Rose, and Hopkins, particularly for bicycle transit.                                                                                                                                                                                                                                                                                     | 0.00             | Work in Progress | Public Works         | N                            | Y            | N            | Y                     | N                                | Y                       | Y                                  |
| 182 | Council and Budget Referrals - Project | Four Way Stop Signs on Eighth Street at Carleton Street and Pardee Street                                                                                                                                                                                                                                                 | Refer to the City Manager a proposal to install stop signs at the intersections of Eighth Street and Carleton Street and Eighth Street and Pardee Street.                                                                                                                                                                                                                                                                                                                            | 2.00             | Work in Progress | Public Works         | N                            | N            | N            | N                     | N                                |                         | N                                  |



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| 183 | Council and Budget Referrals - Project | Refer to City Manager to look into adopting an ordinance requiring a permit process for scooter sharing companies to operate on public streets                                                              | Refer to the City manager to look into adopting an ordinance establishing a pilot Powered Scooter Share Permit Program for 24 months, requiring a permit issued by the Director of Public Works, establishing a fee for the issuance of the permit, establishing administrative penalties for failure to obtain a permit or violation of permit requirements, providing a procedure for the assessment and collection of administrative penalties for permit violations or parking or leaving standing an unpermitted powered scooter subject to the pilot Powered Scooter Share Permit Program on a sidewalk, street, or other public right-of-way. | 50.00            | Work in Progress    | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 184 | Council and Budget Referrals - Project | Referral to Consider Caregiver Parking in Residential Shared Parking Pilot                                                                                                                                  | Refer to the City Manager and Transportation Commission to consider a pilot program for caregiver parking permits in RPP zones in the goBerkeley Residential Shared Parking Pilot.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 25.00            | Pending On Schedule | Public Works         | Y           | Y            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 185 | Council and Budget Referrals - Project | Referral to the City Manager: Prioritize Climate Action Plan's Policy to Redesign/Rebuild the Berkeley Transfer Station and Material Recovery Facility into a State of the Art Zero Waste Facility          | Referral to the City Manager: Prioritize the City of Berkeley's Climate Action Plan's policy to redesign/rebuild the Berkeley Transfer Station and the material recovery facility into a state of the art Zero Waste facility.                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Work in Progress    | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 186 | Council and Budget Referrals - Project | 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. | 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.                                                                                                                                                                                                                                                                                                                                                                                                     | 25.00            | Work in Progress    | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 187 | Council and Budget Referrals - Project | Request for Information Regarding Current Status and Progress on Traffic Mitigations at Dwight Way and California Street                                                                                    | Refer to the City Manager a request for information regarding the current status and progress on traffic mitigations and pedestrian safety improvements at the intersection of Dwight Way and California Street.                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started         | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | N                                  |
| 188 | Council and Budget Referrals - Project | Residential Preferential Parking (RPP) Program Reform and Expansion                                                                                                                                         | 2. Refer to the City Manager to explore options to amendments to the ordinance related to the cap on permits for situations such as caregivers, child care, and others.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 25.00            | Work in Progress    | Public Works         | N           | Y            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 189 | Council and Budget Referrals - Project | Restrict Parking in the Hills Hazardous Fire Area (Continued from January 12, 2016)                                                                                                                         | Refer to staff the design of a parking restriction program in the Hills Fire Zone to ensure access for emergency vehicles and to allow for safe evacuations in an emergency and to hold public meetings to get community input in the design of such a program.                                                                                                                                                                                                                                                                                                                                                                                      | 10.00            | Work in Progress    | Public Works         | N           | Y            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 190 | Council and Budget Referrals - Project | Special RPP Designation, Grant Street between Ohlone Park and Delaware Street                                                                                                                               | Request the City Manager to designate a special "no 2-hour parking grace period" residential permit parking zone for the one cul-de-sac block of Grant Street between Ohlone Park and Delaware Street. Also, request to provide Council with an Info Report on the process and perform increased enforcement.                                                                                                                                                                                                                                                                                                                                        | 0.00             | Work in Progress    | Public Works         | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

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| 191 | Council and Budget Referrals - Project | Adopt a Spot Initiative for Volunteer Stewardship of Public Spaces                                      | Refer to the Public Works Commission and Parks and Waterfront Commission to develop an Adopt A Spot initiative; specifically outlining potential environmental benefits, program costs, staffing. Rationale: -Adopt a Spot programs enable a network of volunteer residents to assist in city maintenance and clean up efforts which have great impact using minimal City staff/funding. -Vision 2050 will include stormwater and watershed management goals, both of which this program would support.                                                                                                                                                         | 75.00            | Work in Progress | Public Works/Parks, Recreation & Waterfront | Y           | Y            | Y            | N                     | N                                | Y                       | N                                  |
| 192 | Council and Budget Referrals - Project | Wildland Urban Interface Fire Safety and Fire Safety Education                                          | To address long term fire, earthquake and disaster preparedness, response, and safety: Refer all of the Proposed Measures from the Commission's report to the City Manager for review by the Fire Department, Public Works, Parks, Recreation & Waterfront and other affected departments to be considered and prioritized along with: Councilmember Bartlett's November 28, 2017 referrals, Councilmember Hahn's January 30, 2018 referrals, and The January 2018 Conceptual Study to Underground Utility Wires. All of these measures should be reviewed, evaluated and prioritized by the City Manager. Report the City Manager's prioritization to Council. | 0.00             | Work in Progress | Fire & Emergency Services                   | Y           | Y            | Y            | N                     | N                                | Y                       | N                                  |
| 193 | Council and Budget Referrals - Project | Treatment of women in custody at Santa Rita Jail                                                        | Refer to the Commission on the Status of Women the alleged offensive treatment of women in custody at Santa Rita Jail, as reported below with the aim of ensuring that searches of women not be conducted in the presence of men (be they male officers or inmates) and any other changes in protocol that might be needed to ensure appropriate policies are followed during searches of women in custody.                                                                                                                                                                                                                                                     | 0.00             | Work in Progress | City Manager's Office                       | Y           | Data Pending | N            | N                     | N                                | Data Pending            | N                                  |
| 194 | Council and Budget Referrals - Project | Traffic Circle Vegetation Maintenance Policy                                                            | Refer to Parks and Waterfront Commission and the Transportation Commission to establish a city/community task force to: a) Evaluate the City's current traffic circle vegetation policy and b) Conduct a community led process to update that policy to ensure pedestrian/bicycle/vehicle safety and preserve community efforts to beautify traffic circles.                                                                                                                                                                                                                                                                                                    | 0.00             | Not Started      | Parks, Recreation & Waterfront              | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 195 | Council and Budget Referrals - Project | Non-Citizen Voting in Berkeley Elections Refer to Peace and Justice Commission                          | Refer to the Peace and Justice Commission to consider preparation of an amendment to the Berkeley City Charter to be presented to the voters in Berkeley that would allow a non-citizen resident the right to vote in Berkeley city elections.                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | City Manager's Office                       | Y           | N            | N            | N                     | N                                | Data Pending            | N                                  |
| 196 | Council and Budget Referrals - Project | Referral to Peace and Justice Commission to Further Protections for Immigrants and Religious Minorities | Adopt a Resolution referring to the Peace and Justice Commission to: 1. Identify entities involved in attempts to create databases and registries used to target immigrants and religious minorities, and make recommendations to the City Council on divesting from such entities; and 2. Identify all service providers to US Immigration and Customs Enforcement, and make recommendations to the City Council on prohibiting city investment in such service providers.                                                                                                                                                                                     | 0.00             | Not Started      | City Manager's Office                       | Y           | N            | N            | N                     | N                                | N                       | N                                  |

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Referrals, Projects, and Audits**

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| 197 | Council and Budget Referrals - Project | Referral to the Peace & Justice Commission: Examine Internet Communications Platforms Servicing Berkeley                                                                                                                                                                         | Referral to the Peace & Justice Commission to examine the internet communications platforms servicing Berkeley to assess whether they are propagating or promoting racism and/or discrimination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | City Manager's Office                | Y           | N            | N            | N                     | N                                | Data Pending            | N                                  |
| 198 | Council and Budget Referrals - Project | Accessory Dwelling Unit Ordinance Updates                                                                                                                                                                                                                                        | Refer to the Planning Commission to consider additional elements for Berkeley's Accessory Dwelling Unit Ordinance (BMC 23C.24), on an expedited basis, and refer to the Disaster and Fire Safety Commission bullet point #5, relating to potential obstruction of emergency vehicles, and request that their recommendations be sent directly to the Planning Commission to inform the Planning Commission's review and recommendations. Amendments: Remove the language regarding view protections; Add new #9 on hillside heights measurements where no previous structure exists; Add "and any other solutions" to #5 regarding parking; Include the referral from Item 15 with this referral. | 0.00             | Not Started      | Fire & Emergency Services            | Y           | Y            | Y            | N                     | Y                                | Y                       | Y                                  |
| 199 | Council and Budget Referrals - Project | Amending Chapter 19.34 of the Berkeley Municipal Code to Expand Automatic Gas Shut-Off Valve Requirements in Multifamily, Condominium and Commercial Buildings Undergoing Renovations and to All Existing Buildings Prior to Execution of a Contract for Sale or Close of Escrow | Refer to the Disaster and Fire Safety Commission to consider an ordinance amending Berkeley Municipal Code (BMC) 19.34.040 to expand requirements for automatic natural gas shut-off valves or excess flow valves in multifamily, condominium and commercial buildings undergoing renovations and in all existing buildings prior to execution of a contract for sale or close of escrow. Ask the Commission to consider other triggers as appropriate. 01/14/21 (SM for DB)<br>DFSC recommendation to be reviewed by Planning prior to going to Council.                                                                                                                                         | 90.00            | Work in Progress | Fire & Emergency Services            | Y           | Y            | N            | N                     | N                                | Y                       | N                                  |
| 200 | Council and Budget Referrals - Project | Comprehensive Study of Emergency Services Call Center, Staffing and Development Systems<br><br>Revised Materials                                                                                                                                                                 | Refer to the City Manager and the Disaster and Fire Safety Commission to work with the Berkeley Fire Department and Berkeley Firefighters Association to investigate the Department's current practices and determine the feasibility of implementing a criteria-based dispatching system that allocates staffing based on need and risk, ensures that calls are prioritized based on acuity, and more efficiently delivers the appropriate allocation of resources to every 911 call. Include Alta Bates ER closure in analysis.                                                                                                                                                                 | 0.00             | Work in Progress | Fire & Emergency Services            | Y           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 201 | Council and Budget Referrals - Project | Referral to the Disaster and Fire Safety Commission and the City Manager: Five Year Plan for Expanded Disaster Preparedness Services                                                                                                                                             | Refer to the Disaster and Fire Safety Commission and the City Manager's office to explore developing a five year plan for expanded disaster preparedness services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | On Hold          | Fire & Emergency Services            | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 202 | Council and Budget Referrals - Project | Amending BMC Chapter 9.04: Tax Rate for Non-Medical Cannabis Businesses                                                                                                                                                                                                          | 2) refer to the Community Health Commission to study the health effects of cannabis and possible funding recommendations for allocating the tax revenue;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 203 | Council and Budget Referrals - Project | First They Came for the Homeless Encampment                                                                                                                                                                                                                                      | to refer Item 38a back to the Homeless Commission with the chart of questions provided by Council and request that the commission develop a more specific policy that is broadly applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 204 | Council and Budget Referrals - Project | Homeless Youth Policy                                                                                                                                            | Refer to the City Manager, the Homelessness Commission, and the Labor Commission to develop a Homeless Youth Policy for the City of Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 205 | Council and Budget Referrals - Project | Homeless Youth Policy                                                                                                                                            | Refer to the City Manager, the Homelessness Commission, and the Labor Commission to develop a Homeless Youth Policy for the City of Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 206 | Council and Budget Referrals - Project | Mobile Shower Referral                                                                                                                                           | Refer to the Homeless Commission and City Manager the establishment of a mobile shower unit in Berkeley and assess the feasibility/cost of such a project in comparison to existing programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 50.00            | Work in Progress | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 207 | Council and Budget Referrals - Project | Moderate-Income Housing Strategies [Housing Action Plan]                                                                                                         | Forward these strategies to the Housing Advisory Commission (HAC) and staff for follow-up as appropriate: 1. Renter Strategies: Encourage homeowners to rent out unused rooms. Encourage homeowners to build Accessory Dwelling Units (ADU's) that could be rented to tenants. 2. Owner/Renter Strategies: Continue to study the use of a small sites strategy to maintain affordability in existing housing. Commit to securing one site as a small sites case study that could be replicated. Encourage and support new development that is owned and financed in less traditional ways, including expanded use of land trusts, cooperative form of ownership, and other approaches, such as co-housing and collaborative housing. Promote construction of affordable housing on surplus public land, particularly for BUSD teachers and staff. 3. Allocation of New Funding Sources: Inform Berkeley residents of the new Measure A1 funds that will be available from the County to assist moderate-income homeowners. Allocate a portion of the Measure U1 funds for moderate-income housing development. | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 208 | Council and Budget Referrals - Project | Neighborhood Preference in Affordable Housing to Reduce the Impact of Displacement and Ellis Act Evictions (Continued from March 29, 2016) [Housing Action Plan] | Refer to the City Manager and Planning Commission an ordinance to clarify existing preferences in allocating City affordable housing units to Berkeley residents living within ½ mile of any new development and tenants evicted under the Ellis Act, expand the second category of preference for eligible tenants displaced under the Ellis Act to include certain tenants displaced through an Owner Move-In or (Measure Y) eviction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Work in Progress | Health, Housing & Community Services | Y           | Y            | Y            | Y                     | N                                | Y                       | Y                                  |
| 209 | Council and Budget Referrals - Project | Referral to the Health Commission to Consider a "Deemed Approved Ordinance"                                                                                      | Refer to the Health Commission to consider a Concurrent Sales of Gasoline and Alcoholic Beverages Law regulating the concurrent sales of gasoline and alcoholic beverages. Deem such establishments approved, subject to their adherence to certain standards of behavior.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Percent Complete | State       | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 210 | Council and Budget Referrals - Project | Decriminalizing Entheogenic Plants                                                                              | Refer to the Community Health Commission to consider the possibility of de-prioritizing enforcement of laws relating to entheogenic plants and fungi by persons over 21 years of age. Consider potential health and community benefits and concerns, as well as possible policy variations with regard to possession, use, growing/production, and sales; quantities involved; use while driving; use during pregnancy and other possible "special circumstances considerations."                                                                                                                                                                                                                                                 | 0.00             | Not Started | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 211 | Council and Budget Referrals - Project | Housing for a Diverse, Equitable and Creative Berkeley: Proposing a Framework for Berkeley's Affordable Housing | Refer to the Housing Advisory Commission, the Measure O Bond Oversight Committee, and the Homeless Services Panel of Experts to consider the proposed Housing for a Diverse, Equitable and Creative Berkeley framework (the "Framework") and return comments for consideration at a Special Meeting of the City Council in the early fall, to inform a final version the City Council will adopt to guide Berkeley's affordable housing policies, programs and projects through 2030. The item is further amended to add a "Draft" notation, remove the phrase "rather than for profit-maximizing companies" from Section II, and remove reference to the 50% goal.                                                               | 0.00             | Not Started | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 212 | Council and Budget Referrals - Project | Local Construction Workforce Development Policy                                                                 | Policy Recommendation: That the City Council refer to the Commission on Labor to address the shortage of qualified local construction workers; worker retention, and elevated labor costs through the creation of a construction workforce development policy. This local workforce development policy will encourage housing and nonresidential development applicants to require contractors to utilize apprentices from state-approved, joint labor-management training programs, and to offer employees employer-paid health insurance plans. The policy will help stabilize regional construction markets; and enhance productivity of the construction workforce Berkeley needs to meet its General Plan's build-out goals. | 0.00             | Not Started | Health, Housing & Community Services | Y           | N            | N            | N                     | N                                |                         | N                                  |
| 213 | Council and Budget Referrals - Project | Local Construction Workforce Development Policy                                                                 | Policy Recommendation: That the City Council refer to the Commission on Labor to address the shortage of qualified local construction workers; worker retention, and elevated labor costs through the creation of a construction workforce development policy. This local workforce development policy will encourage housing and nonresidential development applicants to require contractors to utilize apprentices from state-approved, joint labor-management training programs, and to offer employees employer-paid health insurance plans. The policy will help stabilize regional construction markets; and enhance productivity of the construction workforce Berkeley needs to meet its General Plan's build-out goals. | 0.00             | Not Started | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                                                                                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Percent Complete | State       | Lead City Department                 | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 214 | Council and Budget Referrals - Project | Refer on a Short Term Basis to the Planning Commission Close a Loophole for Avoiding the Mitigation Fee through Property Line Manipulation and to Consider Modifying the In Lieu Fee Structure for Owner Occupied Units; Refer to the Housing Advisor Commission to Assess the Rate of a Fixed Per-Unit Fee for Owner-Occupied Developments | 1. Refer to the Planning Commission an amendment to BMC Section 23C.12.020 (Inclusionary Housing Requirements – Applicability of Regulations) and BMC Section 22.20.065 (Affordable Housing Mitigation Fee) to close a loophole allowing prospective project applicants to avoid inclusionary affordable housing requirements for projects by modifying property lines so that no lot is large enough to construct five or more units; the Commission should return to Council with a report by April 30, 2019.<br>2. Refer to the Planning Commission to consider modifying the structure of in-lieu fees for owner-occupied developments to a flat per-unit fee, as with rental developments, or a per square foot fee; the Commission should return to Council with a report.<br>3. Refer to the Housing Advisory Commission to assess the appropriateness of the fee level as suggested in the proposed amendments to BMC 23C.12.<br>4. The Planning Commission is to consider the following language from the item submitted at the meeting: It is possible that the new fee structure will be adopted prior to the Housing Advisory Commission approving the level of the fee. In this instance, those projects that opt to pay the in-lieu fee and are permitted after the new fee structure is adopted but before the new fee level is adopted shall be given the choice of paying the current fee level, or the one that is adopted. | 0.00             | Not Started | Health, Housing & Community Services | Y           | N         | Y       | N                     | N                                | Y                       | Y                                  |
| 215 | Council and Budget Referrals - Project | Refer to the City Manager and the Housing Advisory Commission to Consider Reforming the Affordable Housing Mitigation Fee                                                                                                                                                                                                                   | Refer to the City Manager, the Planning Commission, and the Housing Advisory Commission to consider possible reforms to the Affordable Housing Mitigation Fee, including adopting a per-square-foot fee structure, potentially on a geographic basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0.00             | Not Started | Health, Housing & Community Services | Y           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 216 | Council and Budget Referrals - Project | Refer to the Planning Commission and Housing Advisory Commission to Research and Recommend Policies to Prevent Displacement and Gentrification of Berkeley Residents of Color and African Americans                                                                                                                                         | Refer to the Planning Commission and Housing Advisory Commission to research and recommend policies to prevent displacement and gentrification of Berkeley residents of color. Recommended policies should include real solutions. The Commission should do the following: - Develop a policy to address the erosion of People of Color (POC), including the African American sector of our Berkeley society. - Develop rules and regulations to halt the loss of People of Color including the African American communities. - Develop a "right to return" for Berkeleyans, including the African American communities who have been displaced by these economic and social developments, and those who continue to be employed in our City, even after having to relocate beyond our boundaries. - Solicit expert and lived experience testimonies regarding displacement and gentrification. - Recommend alternatives to prevent displacement and gentrification of our valued Berkeley residents of color and African Americans. Recommendation includes a request for public workshops.                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started | Health, Housing & Community Services | Y           | N         | Y       | Y                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Percent Complete | State            | Lead City Department                 | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 217 | Council and Budget Referrals - Project | Small Sites Loan Program Recommendations                                                                                    | 4. Request that the Council and Housing Advisory Commission receive copies of small sites loan applications along with staff's corresponding analysis and decision.<br>6. Refer further consideration of a long-term small sites program to the City Manager and the Housing Advisory Commission.<br>7. Refer the small sites program to the November budget update and next biannual budget planning cycle in 2019.                                                       | 0.00             | Not Started      | Health, Housing & Community Services | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 218 | Council and Budget Referrals - Project | Referral: Telegraph Crosswalk Art Installations                                                                             | Refer to the Civic Arts Commission to develop and return to Council with a plan to:<br>1. Create a public contest to design new crosswalk art on Telegraph at the intersections of Bancroft, Durant, Channing, Haste, and Dwight Streets.<br>2. Build the winning design on the intersections.                                                                                                                                                                             | 0.00             | Not Started      | Office of Economic Development       | Y           | N            | Y            | N                     | N                                | Data Pending            | Y                                  |
| 219 | Council and Budget Referrals - Project | Replacement Mural for Center for Independent Living (CIL)                                                                   | Request the Arts Commission to consider, with CIL representatives, potential locations and suggestions for a new mural to replace that which was at the CIL Telegraph site.                                                                                                                                                                                                                                                                                                | 0.00             | Not Started      | Office of Economic Development       | Y           | N            | Y            | N                     | N                                | Data Pending            | Y                                  |
| 220 | Council and Budget Referrals - Project | Consider Fire Safety Options for Fire Pit at Codornices Park                                                                | Referral to the Parks & Waterfront Commission to consider safety options regarding the future of the fire pit at Codornices Park. Please consider 1) Complete removal of fire pit or 2) Manufacture of a cover that can be secured and locked.                                                                                                                                                                                                                             | 0.00             | Not Started      | Parks, Recreation & Waterfront       | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 221 | Council and Budget Referrals - Project | Direction to the Children, Youth, and Recreation Commission: Tackle the Summer Learning Loss for Elementary School Children | Direct the Children, Youth, and Recreation Commission to tackle the summer learning loss for low-income elementary children through: 1. Consolidation, Education, & Outreach as outlined in the report; and 2. Assessment & Policy Recommendations as outlined in the report.                                                                                                                                                                                              | 0.00             | Not Started      | Parks, Recreation & Waterfront       | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 222 | Council and Budget Referrals - Project | Pollinators and Habitat (Commission Referral)                                                                               | Adopt three referrals that will deepen Berkeley's commitment to protecting pollinator plants and establishing habitats that will protect pollinators and our environment:<br>2. Refer to Public Works Commission and Parks and Waterfront Commission consideration of how to incorporate pollinators and habitat into the Adopt-A-Spot initiative referred on April 2, 2019. (COMMISSION REFERRAL)<br>Parts 1 and 3 referred to City Manager                               | 0.00             | Not Started      | Parks, Recreation & Waterfront       | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 223 | Council and Budget Referrals - Project | Potential Recreational Opportunities at Willard Park and Pool                                                               | Refer the issue of recreational opportunities in the vicinity of Willard Park to the City Manager, Parks and Waterfront Commission and the 2X2 Committee of the City Council and the Board of Education to determine the best course of action for increased recreational equity in South Berkeley, including but not limited to the re-opening of Willard Pool. Authorize staff to develop cost estimates for a minimal level of repairs to get Willard Pool operational. | 0.00             | Work in Progress | Parks, Recreation & Waterfront       | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                                                                                                                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Percent Complete | State            | Lead City Department           | Commission?                                                              | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 224 | Council and Budget Referrals - Project | Referral to the City Manager and Parks and Waterfront Commission to Create a Policy to Establish a Commemorative Tree Program                                                                                                                                                                                                 | Refer to the City Manager and the Parks and Waterfront Commission the creation of a policy establishing a Commemorative Tree Program, similar to the City's Park Bench Donation Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Not Started      | Parks, Recreation & Waterfront | Y                                                                        | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 225 | Council and Budget Referrals - Project | Referral to the Parks and Waterfront Commission: Greg Brown Park                                                                                                                                                                                                                                                              | Recommend that the Parks and Waterfront Commission consider initiating a community process regarding the reopening of Greg Brown Park. Conduct a public hearing and invite relevant stakeholders – including neighbors, representatives from the Berkeley Police and the Parks, Recreation, and Waterfront Department. Include an assessment of any funding requirements and/or public safety concerns. Prepare a report for submission to Council summarizing feedback from the public hearing and the commission's recommendations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | Parks, Recreation & Waterfront |                                                                          | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 226 | Council and Budget Referrals - Project | Ban on Receipts Made with BPA and Other Phenols                                                                                                                                                                                                                                                                               | Refer to the Health Commission and the Community Environmental Advisory Commission to consider an Ordinance to ban the manufacture, distribution, sale, or use of receipt paper that contains BPA or other phenols, and request that the commissions conduct at least one public hearing that includes invitations to local business associations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started      | Planning                       | Y                                                                        | N            | N            | N                     | N                                | Y                       | N                                  |
| 227 | Council and Budget Referrals - Project | COUNCIL DIRECTION ON COMMUNITY BENEFITS NEEDS FOLLOW UP WORK AND REPORT TO COUNCIL   City Manager and Planning Commission Referral: Facilitate Primarily Student Housing by a Twenty Feet Height Increase and Adjust Floor Area Ratio in the R-SMU, R-S and R-3 Areas Only From Dwight to Bancroft and From College to Fulton | Refer to the City Manager and Planning Commission to facilitate primarily Student Housing by amending the Zoning Ordinance to add a twenty feet height increase and adjust Floor Area Ratio in the R-SMU, R-S and R-3 areas only from Dwight to Bancroft and from College to Fulton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 50.00            | Work in Progress | Planning                       | Involves Planning Commission                                             | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 228 | Council and Budget Referrals - Project | Housing Accountability Act                                                                                                                                                                                                                                                                                                    | Refer to the City Manager, Planning Commission, Zoning Adjustments Board, and Design Review Committee to consider the following actions, and others they may find appropriate, to address the potential impacts of the Housing Accountability Act and to preserve local land use discretion: 1. Amend the General Plan and Zoning Ordinance to adopt numerical density and/or building intensity standards that can be applied on a parcel-by-parcel basis in an easy and predictable manner. These would constitute reliable and understandable "objective general plan and zoning standards" that would establish known maximum densities. This could be done across the board or for specified districts. 2. Devise and adopt "objective, identified written public health or safety standards" applicable to new housing development projects. 3. Adopt "design review standards that are part of 'applicable, objective general plan and zoning standards and criteria". 4. Quantify and set objective zoning standards and criteria under the first sentence of Government Code Section 65589.5(j) for views, shadows, and other impacts that often underlie detriment findings. | 25.00            | Work in Progress | Planning                       | Involves Joint Subcommittee for the Implementation of State Housing Laws | N            | Y            | Y                     | Y                                | N                       | N                                  |



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Referrals, Projects, and Audits**

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| 229 | Council and Budget Referrals - Project | Referral to Planning Commission to Amend Zoning Ordinance (non-commercial ground floor)                           | Refer to the Planning Commission an amendment to the Zoning Ordinance to create a use permit process to allow non-commercial use on the ground floor where commercial might otherwise be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 25.00            | Work in Progress | Planning             | Y           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 230 | Council and Budget Referrals - Project | Referral to the Community Environmental Advisory Commission and the City Manager: Anti-Idling Ordinance           | Refer to the Community Environmental Advisory Commission and the City Manager to explore developing an anti-idling ordinance. The ordinance should limit vehicle engine idling when a vehicle is parked, stopped, or standing, including for the purpose of operating air conditioning equipment; and prohibit all unattended private passenger motor vehicles from idling. The ordinance should outline enforcement and citation procedures. The Commission and the City Manager should develop appropriate exceptions for commercial vehicles. Any funds received through enforcement of the ordinance should accrue to the General Fund to provide additional funding for sustainability efforts. The Community Environmental Advisory Commission and the City Manager should review the District of Columbia's anti-idling regulations (attached to report) to aide in the development of the ordinance. | 0.00             | Not Started      | Planning             | Y           | N            | N            | N                     | N                                | Y                       | N                                  |
| 231 | Council and Budget Referrals - Project | Referral to the Community Environmental Advisory Commission and the City Manager: Anti-Idling Ordinance           | Refer to the Community Environmental Advisory Commission and the City Manager to explore developing an anti-idling ordinance. The ordinance should limit vehicle engine idling when a vehicle is parked, stopped, or standing, including for the purpose of operating air conditioning equipment; and prohibit all unattended private passenger motor vehicles from idling. The ordinance should outline enforcement and citation procedures. The Commission and the City Manager should develop appropriate exceptions for commercial vehicles. Any funds received through enforcement of the ordinance should accrue to the General Fund to provide additional funding for sustainability efforts. The Community Environmental Advisory Commission and the City Manager should review the District of Columbia's anti-idling regulations (attached to report) to aide in the development of the ordinance. | 50.00            | Work in Progress | Planning             | Y           | N            | N            | N                     | N                                | Y                       | N                                  |
| 232 | Council and Budget Referrals - Project | Referral: Update the definition of "Research and Development"                                                     | Refer to the Planning Commission to update the definition of "Research and Development."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started      | Planning             | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 233 | Council and Budget Referrals - Project | Removing Plastic Microfibers From The Water Supply: A Referral to the Community Environmental Advisory Commission | Refer to the Community Environmental Advisory Commission to assess the City's capacity to participate in an outreach program informing residents of the harmful nature of microfibers. Revised to add that the Council will send a letter to EBMUD requesting a report on EBMUD's water sourcing measures in drought years; and that the letter will be submitted to Council as an information item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0.00             | Not Started      | Planning             | N           | N            | N            | N                     | N                                | Y                       | N                                  |

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Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Percent Complete | State       | Lead City Department     | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 234 | Council and Budget Referrals - Project | Refer the Police Review Commission to create training requirements for Police Review Commissioners                                                      | Request that the Police Review Commission establishes mandatory training requirements for Police Review Commissioners, with input from the Police Review Commission Officer and Chief of Police. Recommendation amended to request that the commission consult with the City Manager regarding the training.                                                                                                                                                                                                                                                                                | 0.00             | Not Started | Police Review Commission | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 235 | Council and Budget Referrals - Project | Refer the Police Review Commission to extend time period to impose discipline on Berkeley Police officers pursuant to Police Review Commission findings | Recommend that the Council refer to the Police Review Commission to extend the time limit for Police Review Commission investigations and notification of discipline from the current limit to one calendar year.                                                                                                                                                                                                                                                                                                                                                                           | 0.00             | Not Started | Police Review Commission | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 236 | Council and Budget Referrals - Project | City Manager Referral: Improving the City's Elevator Ordinance                                                                                          | Referral to the City Manager and Commission on Disability to improve the City's Elevator Ordinance by addressing the concerns of the disabled community.                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00             | Not Started | Public Works             | Y           | N            | N            | N                     | N                                | Y                       | N                                  |
| 237 | Council and Budget Referrals - Project | Oversized Vehicle Restrictions on Bicycle Boulevards                                                                                                    | Refer to the Transportation Commission a draft ordinance amending Berkeley Municipal Code Chapter (BMC) 14.56.050 to prohibit commercial trucks exceeding five tons gross vehicle weight from utilizing streets comprising the bicycle boulevards network. Request that the commission work with business associations, the size limitations, the streets subject to the restrictions, and the clarifications added by Councilmember Wengraf related to emergency vehicles.                                                                                                                 | 0.00             | Not Started | Public Works             | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 238 | Council and Budget Referrals - Project | Pavement of Derby Street and Ward Street between Telegraph Ave and Shattuck Ave                                                                         | That the Council refers consideration of the paving of Derby St. and Ward St. between Shattuck Ave and Telegraph Ave to the Public Works Commission in order to repair these deteriorating streets that serve as a part of a major commuter corridor which both individual drivers and buses use in their daily commute.                                                                                                                                                                                                                                                                    | 0.00             | Not Started | Public Works             | Y           | N            | N            | N                     | N                                | N                       | Y                                  |
| 239 | Council and Budget Referrals - Project | Protected Pedestrian Walkways                                                                                                                           | Refer to the City Manager and request that the Transportation Commission review and craft potential policy solutions—including but not limited to open or covered protected walkways—to improve pedestrian accessibility immediately surrounding construction or sidewalk upgrades.                                                                                                                                                                                                                                                                                                         | 0.00             | Not Started | Public Works             | Y           | N            | N            | N                     | N                                |                         |                                    |
| 240 | Council and Budget Referrals - Project | Reassessing Traffic Calming Policy                                                                                                                      | Refer to the Transportation Commission to re-evaluate the City's qualifying criteria and ranking and prioritization process for traffic calming, by considering the following possibilities, among other changes that would promote safe residential streets and maximize the public health benefit of the traffic calming program: -Lowering the speed limit criteria to read "where the 85th percentile speed profile is greater than the speed limit" instead of "greater than 5 mph over the speed limit." -Taking alignment with the City's bicycle and pedestrian plans into account. | 0.00             | Not Started | Public Works             | Y           | N            | N            | N                     | N                                |                         |                                    |
| 241 | Council and Budget Referrals - Project | Refer the Transportation Commission to consider incentives for the public to use sustainable modes of transportation similar to Bologna, Italy          | Refer to the Transportation Commission to create incentives for members of the public to cycle, walk and take public transport as opposed to driving.                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Not Started | Public Works             | Y           | N            | N            | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                   | Name                                                                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Percent Complete | State            | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 242 | Council and Budget Referrals - Project | Refer to the City Manager, Disability Commission, and Planning Commission to Develop an Ordinance Requiring New Residential Buildings to Provide Auto-door Openers and Roll-in Showers | Refer to the City Manager, Disability Commission, and Planning Commission to require new residential buildings in Berkeley to include essential wheelchair-accessible modifications such as auto door openers and roll-in showers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Work in Progress | Public Works         | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 243 | Council and Budget Referrals - Project | Refer to the Commission on Disability to examine the impacts that the parking citation system may have on persons with low income and disabilities                                     | Refer to the Commission on Disability to examine the impacts that the parking citation system may have on people with low income and disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Not Started      | Public Works         | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 244 | Council and Budget Referrals - Project | Refer to the Commission on Disability to examine the impacts that the parking citation system may have on persons with low income and disabilities                                     | Refer to the Commission on Disability to examine the impacts that the parking citation system may have on people with low income and disabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Not Started      | Public Works         | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 245 | Council and Budget Referrals - Project | Referral: Measures to Address Traffic Enforcement and Bicycle Safety                                                                                                                   | 1. Refer to the Transportation Commission to consider a Resolution deprioritizing enforcement against the Idaho Stop convention for persons operating a bicycle, in an empty intersection after the operator has yielded to any other road users with the right of way, by limiting the use of any City funds or resources in assisting in the enforcement or issuance of citations for bicyclist violations of California Vehicle Code Section 22450(a), and to develop a process for evaluating the before and after effects on safety.                                                                                                                                                                                                                                                                                                                                                         | 0.00             | Not Started      | Public Works         | Y           | N            | N            | N                     | N                                | Y                       | N                                  |
| 246 | Council and Budget Referrals - Project | Referral: Street Lighting Near Campus                                                                                                                                                  | Refer to the Public Works Commission to include the following in the Street Lighting Subcommittee Work Plan, for the purposes of seeking input from key stakeholders and bringing together work that happens through parallel processes. The Subcommittee should: 1. Invite input from representatives from the UC Berkeley administration, UC Berkeley undergraduate and graduate students, UCPD and BPD, the Department of Public Works, and other relevant groups. 2. Develop a streamlined and accessible process for requesting street lights that includes neighborhood and campus input, while recognizing the overriding public safety concern posed by substandard lighting. 3. Develop a plan for expeditiously installing new streetlights near campus that prioritizes high-crime areas, high-injury pedestrian corridors, and student-priority areas as determined by student input. | 0.00             | Work in Progress | Public Works         | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 247 | Council and Budget Referrals - Project | Report on Public Realm Pedestrianization Opportunities                                                                                                                                 | Refer to the Transportation Commission to generate a report on potential public realm pedestrianization opportunities in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Not Started      | Public Works         | Y           | N            | N            | N                     | N                                | N                       | N                                  |
| 248 | Council and Budget Referrals - Project | Restricting the Number of Vehicles Being Parked on Our Streets                                                                                                                         | Refer to the Transportation Commission to establish an ordinance that would prevent the parking of many multiples of vehicles on any given Berkeley street, or contiguous streets, by an individual owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0.00             | Not Started      | Public Works         | Y           | N            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                                                              | Name                                                                                                                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Percent Complete | State              | Lead City Department  | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 249 | Council and Budget Referrals - Project / Strategic Plan - Project | Street Sweeping Improvement Plan                                                                                                                             | Refer 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 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. | 0.00             | Not Started        | Public Works          | Y           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 250 | Open Audit Recommendation                                         | City at Crossroads as Long-Standing Need for Structured Approach to Line of Business Experts Function Intersects with ERP Implementation- Recommendation 1.1 | Clearly define the purpose, responsibilities, minimum qualifications, and training requirements for the line of business experts function.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Data Pending     | Partly Implemented | City Manager's Office | N           | Y            | N            | N                     | N                                | Data Pending            | Data Pending                       |
| 251 | Open Audit Recommendation                                         | City at Crossroads as Long-Standing Need for Structured Approach to Line of Business Experts Function Intersects with ERP Implementation- Recommendation 1.2 | Work with Information Technology to establish written policies and procedures for the line of business experts function at the appropriate organizational level based on the guiding principles established in Recommendation 1.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Data Pending     | Partly Implemented | City Manager's Office | N           | Y            | N            | N                     | N                                | Data Pending            | Data Pending                       |
| 252 | Open Audit Recommendation                                         | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16) - Recommendation 6.6                                                                    | Use the information learned from surveying project managers and administrative staff (Recommendation 6.5) to identify critical business needs for the purchase of a comprehensive grants management system. Provide this information to the Department of Information Technology to use as part of Enterprise Resource Planning.                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00             | Not Started        | City Manager's Office | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 253 | Open Audit Recommendation                                         | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.1                                                                     | Issue an internal policy assigning the division responsible for overall grants accounting (e.g., billing and monitoring receivables) and reporting. Make it clear to project managers that they are responsible for providing information on the grants they manage to the appointed division to assist with grants accounting.                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started        | City Manager's Office | N           | N            | N            | N                     | N                                | Data Pending            | N                                  |
| 254 | Open Audit Recommendation                                         | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.2                                                                     | Create a work team of Public Works staff who administer and manage grants. Team members should include the position responsible for overall grants accounting and reporting, and staff from the divisions that manage grants (e.g., Engineering and Transportation). The team should work collectively to evaluate their respective functions and their interrelated roles and responsibilities for grants management, billing, and accounting; and work towards developing an effective workflow that provides for accurate and timely grants accounting and reporting.                                                                                                                                                            | 0.00             | Not Started        | City Manager's Office | N           | N            | N            | N                     | N                                | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Percent Complete | State       | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 255 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.3 | <p>Require the grants team to work collectively to develop a written procedures manual that clearly explains roles, responsibilities, and workflows. The manual should:</p> <ul style="list-style-type: none"> <li>▪ provide guidance on the overall grant application, approval, and monitoring process within the department</li> <li>▪ refer to other applicable policies and procedures such as City Administrative Regulation 1.17 and Contracts Online</li> <li>▪ describe the specific tasks performed within divisions and/or by job classification</li> <li>▪ identify the forms and data sheets that staff are to use for recording, tracking, and monitoring grants (also see Recommendations 5.1 and 6.2)</li> <li>▪ describe coordinating efforts needed between divisions and with the grant coordinator in Finance</li> <li>▪ identify timelines and requirements for reporting, performing reconciliations, and providing information to the Finance grant coordinator (also see Recommendation 2.2)</li> <li>▪ provide enough detail to more easily train new hires or staff with new responsibilities</li> </ul> <p>As with all procedures, the work team should consider the manual a living document that they review and update regularly to reflect changes in practices, procedures, and assignments.</p> | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 256 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 1.4 | <p>Require the grants work team to have regular meetings to share information and discuss workflows between their divisions. These meetings may need to be more frequent at first, e.g., quarterly, and less frequent over time, e.g., annually. The team should invite the Finance grant coordinator to their meetings to ensure the coordinator is receiving the necessary information for recording grants to the central repository and issuing grants receivables reports.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 257 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 2.1 | <p>Provide the Finance grant coordinator with a list of personnel who are responsible for grants management, accounting, and reporting so that they can be notified when the grant coordinator posts the grants reports to the City's shared drive.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 258 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 2.2 | <p>Require the division responsible for grants accounting and reporting to use Finance's grant reports to:</p> <ul style="list-style-type: none"> <li>▪ reconcile Public Works' grant financial records with FUND\$ to ensure that the department is recording expenditures and payments to the correct accounts</li> <li>▪ work with Finance to make any necessary corrections to FUND\$ financial data when they identify discrepancies and errors</li> <li>▪ track grants receivables and follow up with grantors on outstanding receivables</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Percent Complete | State       | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|-----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 259 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 3.1 | Take ownership of City Administrative Regulation 1.16 and:<br><ul style="list-style-type: none"> <li>▪ review and update the regulation so that it is consistent with City practices and procedures, and cross reference the regulation to other guidance and policies, e.g., Contracts Online and City Administrative Regulation 1.17</li> <li>▪ reissue the updated guidance to all City staff with emphasis on ensuring that project managers and those responsible for identifying and applying for grant funding are notified of the update</li> </ul> | Data Pending     | Started     | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 260 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 4.1 | Request that all department directors notify their grant management and accounting staff of City Administrative Regulation 1.17, and their expectations that staff adhere to the guidance.                                                                                                                                                                                                                                                                                                                                                                  | Data Pending     | Started     | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 261 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 5.1 | Require those responsible for grant accounting use the summary of charges sheet and work with project managers and the Finance grant coordinator to obtain the data they need to populate the sheet (also see Recommendations 1.3 and 1.4).                                                                                                                                                                                                                                                                                                                 | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 262 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.1 | Require that all department directors ensure that their staff with grants management and fiscal responsibilities receive the following training:<br><ul style="list-style-type: none"> <li>▪ City Administrative Regulation 1.17: Pre-Award Authorization and Post-Award Grant Requirements</li> <li>▪ Contracts Online, in particular, the revenue contract requirements</li> </ul>                                                                                                                                                                        | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 263 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.2 | Require all departments that receive financial assistance from a third-party to ensure that their written procedures clarify that all such awards are consider grants and must be packaged in accordance with Contracts Online, and to follow City Administrative Regulation 1.17 to ensure that the grant coordinator receives the grant accounting data sheet (also see Recommendation 1.3).                                                                                                                                                              | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | Data Pending                       |
| 264 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.3 | Notify department directors when the grant coordinator finds that project managers and administrative staff are not providing grant information in accordance with City policy. Request that the department directors refer their staff to City Administrative Regulation 1.17, Contracts Online, and departmental procedures for guidance on ensuring they adhere to required grant policies and procedures.                                                                                                                                               | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | Data Pending                       |
| 265 | Open Audit Recommendation | Citywide Grants Management (formerly PW Grants Follow-up Audit FY16)- Recommendation 6.5 | Survey project managers and administrative staff who are responsible for grants management, reporting, and accounting to identify ways to improve the current grant database and reporting so that data are current and accurate, and reports are more user-friendly.                                                                                                                                                                                                                                                                                       | 0.00             | Not Started | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Percent Complete | State              | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 266 | Open Audit Recommendation | Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 1.3 | Conduct a staffing analysis to determine the appropriate staffing level needed for the Code Enforcement Unit 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00             | Not Started        | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 267 | Open Audit Recommendation | Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 1.4 | Use the staffing analysis performed in response to Recommendation 1.3 to:<br><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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00             | Not Started        | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 268 | Open Audit Recommendation | Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 1.7 | Implement code enforcement software that:<br><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> <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> | Data Pending     | Partly Implemented | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 269 | Open Audit Recommendation | Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight-Recommendation 2.2 | Implement performance metrics and goals to:<br><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>                                                                                                                                                                                                                                                                                                                                                                   | Data Pending     | Partly Implemented | City Manager's Office | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State              | Lead City Department                  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 270 | Open Audit Recommendation | Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight- Recommendation 5 | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Data Pending     | Partly Implemented | City Manager's Office                 | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 271 | Open Audit Recommendation | Code Enforcement Resources Significantly Constrained and Improvements Needed in Case Management and Oversight- Recommendation 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Data Pending     | Partly Implemented | City Manager's Office                 | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 272 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight- Recommendation 1.1                                              | The City Manager should formalize and approve the division of responsibilities between the Public Works department and other departments regarding lease management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started        | City Manager's Office                 | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 273 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight- Recommendation 1.2                                              | The Public Works department should determine and formally define the role of the real property administration staff given available resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0.00             | Not Started        | City Manager's Office                 | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 274 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight- Recommendation 1.5                                              | Formally communicate the plan with all affected City departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started        | City Manager's Office                 | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 275 | Open Audit Recommendation | Most Contracts Executed Timely but Contract Project Managers Could Use Better Tools and Guidance- Recommendation 5              | Require departments to document their specific procedures for contract preparation, oversight, and management. Procedures should include: <ul style="list-style-type: none"> <li>• planning for department specific actions, e.g., obtaining management's approval</li> <li>• tracking contract status and funding needs</li> <li>• attending City training courses when offered, e.g., contract preparation and FUND\$ 101</li> <li>• describing shared contract management responsibilities between project managers and support staff</li> <li>• requiring projects managers to coordinate with and respond to support staff's needs for contract administration</li> <li>• requesting contract extensions</li> <li>• aligning contract needs with department work plans</li> <li>• using Finance's contract process timelines and On Demand report of expiring contracts for contract planning (also see recommendations 1.1 and 1.2)</li> <li>• minimum level of documentation needed to effectively manage contracts</li> </ul> | Data Pending     | Started            | City Manager's Office                 | N           | N         | N       | N                     | N                                | Data Pending            | N                                  |
| 276 | Open Audit Recommendation | Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better - Recommendation 4                     | Develop a system for tracking, analyzing, and reporting on suspected misconduct, including written guidance and forms (or similar) to assist employees in making reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Data Pending     | Started            | City Manager's Office/Human Resources | N           | Y         | Y       | N                     | N                                | Data Pending            | Data Pending                       |



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Percent Complete | State              | Lead City Department                  | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|---------------------------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 277 | Open Audit Recommendation | Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.2 | Promote ethical standards to employees and the public by:<br><br>1) Including the City's ethics statement in the new employee packet and discussing the City's commitment to ethical standards in new employee orientation<br><br>2) Providing all employees with training covering the City's ethics related policies and incorporating key aspects of the Fair Political Practices Commission ethics training<br><br>3) Providing a variety of ways to access ethics information and resources for employees, including those with no regular computer access at work, such as:<br>• Posters and wallet cards<br>• Centralized, intranet based ethics resource center<br>• Periodic inclusion of ethics statement in Berkeley Matters<br><br>4) Emphasizing the City's commitment to workplace ethics during formal meetings, informal staff discussions, and regular communications with outside parties<br><br>5) Making the code of ethics available to the public, such as including the ethics code and related material in a centralized location on the City's public internet | Data Pending     | Partly Implemented | City Manager's Office/Human Resources | N           | Y            | N            | N                     | N                                | Y                       | Data Pending                       |
| 278 | Open Audit Recommendation | Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.3 | Provide supervisors and midlevel management with written guidance and training on how to:<br><br>• Initiate and encourage discussions of ethical issues to help dispel misconceptions and alert management to actual problems<br><br>• Report concerns or complaints to management or an external resource, and conduct investigations of ethics related complaints according to the City's procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Data Pending     | Partly Implemented | City Manager's Office/Human Resources | N           | Y            | N            | N                     | N                                | Data Pending            | Data Pending                       |
| 279 | Open Audit Recommendation | Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.5 | Provide employees and the City Council with summary reports about investigation and resolution of employee ethics complaints, such as the reports already provided about EEO complaints, taking care to protect confidential and identifying information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0.00             | Not Started        | City Manager's Office/Human Resources | N           | N            | N            | N                     | N                                | Data Pending            | Data Pending                       |
| 280 | Open Audit Recommendation | Berkeley's Ethical Climate Rated Strong Overall and Management Working to Make it Better- Recommendation 1.6 | Monitor and regularly evaluate the effectiveness of the ethics program and make improvements based on results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Data Pending     | Partly Implemented | City Manager's Office/Human Resources | N           | Y            | N            | N                     | N                                | Y                       | Data Pending                       |
| 281 | Open Audit Recommendation | Credit Card Use: Clearer Guidance Needed- Recommendation 3                                                   | Align City policies and procedures reflecting purchasing requirements and restrictions: purchasing; travel and attendance; petty cash; credit card use; food purchases; and any others that, if not updated, would create disconnect regarding the City's expectations and create confusion for City staff expected to adhere to City policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Data Pending     | Started            | Finance                               | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Percent Complete | State            | Lead City Department      | Commission? | Underway? | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|---------------------------|-------------|-----------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 282 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 1.1                  | Analyze the short- and long-term impact of putting forth a change to the Berkeley Municipal Code to reduce the types or frequency of fire prevention inspections.                                                                                                                                                                                                                                                                                                                                                        | 60.00            | Work in Progress | Fire & Emergency Services | N           | Y         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 283 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 1.2                  | Perform a workload analysis to quantify the staff needed now and in the future to comply with the local fire prevention inspection requirements.                                                                                                                                                                                                                                                                                                                                                                         | 60.00            | Work in Progress | Fire & Emergency Services | N           | N         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 284 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 2.1                  | Develop a process, in consultation with the Information Technology Department, for sharing information on property changes and additions between Fire and other City database platforms.                                                                                                                                                                                                                                                                                                                                 | Data Pending     | Started          | Fire & Emergency Services | N           | Y         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 285 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 2.2                  | Work with both the database's software vendor and the Information Technology Department to strengthen controls over the database, including:<br><br>· Assessing the needs for required fields for processing an inspection, such as unit, shift, inspector name, address, violation details, and violation location.<br><br>· Formatting drop-down menus for inspection status, inspection type, and violation status. Formatting the options available for the violation code numbers and violation description fields. | 0.00             | Not Started      | Fire & Emergency Services | N           | N         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 286 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.1                  | Coordinate work plans with Suppression for all mandated fire prevention inspections. These should take into consideration the volume and nature of the other work Suppression performs.                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | Fire & Emergency Services | N           | N         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 287 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.2                  | Create a risk-assessment plan to identify those properties that are most at risk of a fire.                                                                                                                                                                                                                                                                                                                                                                                                                              | 60.00            | Started          | Fire & Emergency Services | N           | Y         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 288 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.5                  | Revise the fire prevention inspection training to provide hands-on training, using experienced Suppression staff, on how to conduct inspections and interact with residents and community members during inspections.                                                                                                                                                                                                                                                                                                    | 25.00            | On Hold          | Fire & Emergency Services | N           | Y         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 289 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.6                  | Develop and distribute educational information to property owners prior to the beginning of the inspection cycle to provide information on the fire prevention inspection program, common violations, and any upcoming inspections for that area of the City.                                                                                                                                                                                                                                                            | 0.00             | Not Started      | Fire & Emergency Services | N           | N         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 290 | Open Audit Recommendation | Fire Prevention Inspections: Insufficient Resources Strain Code Compliance- Recommendation 3.7                  | Create a process for issuing, tracking, and following up on administrative citations for properties with repeat or high-risk violations, including revenue collections and tracking. That process should collaborate with other City work units that perform enforcement activities to provide consistency.                                                                                                                                                                                                              | 0.00             | Not Started      | Fire & Emergency Services | N           | N         | Data Pending | N                     | Data Pending                     | Data Pending            | Data Pending                       |
| 291 | Open Audit Recommendation | Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 1.1 | Define and include sexual assault, stalking, and witnesses' rights.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0.00             | Not Started      | Human Resources           | N           | Y         | Y            | N                     | N                                | Y                       | Y                                  |
| 292 | Open Audit Recommendation | Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 1.3 | Revise the policy title to reflect the comprehensive scope of the policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Not Started      | Human Resources           | N           | Y         | Y            | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percent Complete | State              | Lead City Department   | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|------------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 293 | Open Audit Recommendation | Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 1.4                                            | Clarify that requirements for employees to document their use of leave or request for accommodations are at the discretion of Human Resources and may include self-certification when appropriate. We also recommend that Human Resources clarify that employees are encouraged to come to Human Resources for assistance even if they do not initially have the documentation that may be requested.                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | Not Started        | Human Resources        | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 294 | Open Audit Recommendation | Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 13.1                                           | Implement best practices, including:<br>- Training supervisors and Human Resources staff about their role in responding to employees experiencing domestic violence and providing information for employees about the domestic violence response policy;<br>- Conducting periodic outreach to employees to inform them about the policy, encourage them to come forward, and provide general information about domestic violence;<br>- Facilitating collaboration among city staff who have a role in implementing the policy, and convening a domestic violence response team to advise on policies, ongoing outreach and education, and Human Resources' implementation of recommendations from this audit; and<br>- Adopting a trauma-informed and inclusive approach. | 0.00             | Not Started        | Human Resources        | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 295 | Open Audit Recommendation | Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 2                                              | State that when assessing safety accommodations, Human Resources takes into consideration danger to the employee and undue burden to the employer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0.00             | Not Started        | Human Resources        | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 296 | Open Audit Recommendation | Domestic Violence Response: Berkeley Needs a Comprehensive Policy to Support City Employees- Recommendation 2.1                                            | Incorporate the model policy and all best practice elements described in this finding, and communicate this guidance to city staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 0.00             | Not Started        | Human Resources        | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 297 | Open Audit Recommendation | City at Crossroads as Long-Standing Need for Structured Approach to Line of Business Experts Function Intersects with ERP Implementation- Recommendation 5 | Work with Human Resources to revise the job classification used for the portfolio coordinator position. Minimum qualification factors might include, but are not limited to:<br>- IT Governance/Portfolio Management experience;<br>- Project Management Professional certification;<br>- Project coordination experience; and<br>- Excellent verbal and written communication skills.                                                                                                                                                                                                                                                                                                                                                                                    | Data Pending     | On Hold            | Information Technology | N           | Y         | N/A     | N                     | N                                | N                       | N                                  |
| 298 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal- Recommendation 8       | Create a method for community members to track the status of their cases online, which will reduce the call volume to the 311 Call Center.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00             | Not Started        | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 299 | Open Audit Recommendation | 911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale - Recommendation 2                                                               | Use the staffing analysis performed in response to recommendation 1.1, to determine future resource needs of the Communications Center, including staffing, equipment, and physical space. Take into account planned changes to services and factors that may influence call volume.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Data Pending     | Partly Implemented | Police                 | N           | Y         | N       | Y                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State              | Lead City Department | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 300 | Open Audit Recommendation | 911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale - Recommendation 6                                                            | Implement an automated scheduling software that has built-in decision-making capabilities to automatically fill shifts based on specified qualifications and staff availability.                                                                                                                                                                                                      | 25.00            | Partly Implemented | Police               | N           | Y         | N       | N                     | N                                | Y                       | N                                  |
| 301 | Open Audit Recommendation | 911 Dispatchers: Understaffing Leads to Excessive Overtime and Low Morale - Recommendation 7                                                            | Decrease the concentration of overtime among dispatchers.                                                                                                                                                                                                                                                                                                                             | 75.00            | Partly Implemented | Police               | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 302 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 1.3                                                                     | Develop and finalize a property management plan that documents the specific responsibilities of Public Works and of other departments for lease management.                                                                                                                                                                                                                           | 0.00             | Not Started        | Public Works         | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 303 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 1.4                                                                     | The property management plan should be coordinated with affected City departments, including the Contract Administrator in Finance/Purchasing, before finalizing.                                                                                                                                                                                                                     | 0.00             | Not Started        | Public Works         | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 304 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 2.1                                                                     | Administrative Regulation 6.6 and Contracts Online should be updated to give clear direction to City staff regarding administration and execution of lease agreements.                                                                                                                                                                                                                | 0.00             | Not Started        | Public Works         | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 305 | Open Audit Recommendation | Leases Audit: Conflicting Directives Hinder Contract Oversight - Recommendation 3.3                                                                     | Public Works should update the City's real property administration policies and procedures to align with management's expectations.                                                                                                                                                                                                                                                   | 0.00             | Not Started        | Public Works         | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 306 | Open Audit Recommendation | Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 1                                                                   | Update the Street Rehabilitation and Repair Policy annually and define who is responsible for ensuring the Policy is updated, as stated in the Policy.                                                                                                                                                                                                                                | 50.00            | Work in Progress   | Public Works         | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 307 | Open Audit Recommendation | Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 1.1                                                                 | Annually, conduct a budget analysis, based on the deferred maintenance needs at that point in time, to determine what level of funding is necessary to achieve the desired goals of the Street Rehabilitation Program. Report findings to City Council. This information will be helpful during updates to the Five-Year Street Rehabilitation Plan and during the budgeting process. | 50.00            | Work in Progress   | Public Works         | Y           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 308 | Open Audit Recommendation | Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 1.2                                                                 | Identify funding sources to achieve and maintain the goals of the Street Rehabilitation Program.                                                                                                                                                                                                                                                                                      | 0.00             | Work in Progress   | Public Works         | N           | Y         | N       | N                     | N                                | N                       | N                                  |
| 309 | Open Audit Recommendation | Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 2.2                                                                 | When updating the Street Rehabilitation and Repair Policy, incorporate equity to align with Vision 2050 and clearly define how it will be applied to the street maintenance and rehabilitation planning process.                                                                                                                                                                      | 50.00            | Work in Progress   | Public Works         | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 310 | Open Audit Recommendation | Rocky Road: Berkeley Streets at Risk and Significantly Underfunded - Recommendation 2.3                                                                 | Define goals and performance measures to guide the Street Rehabilitation and Repair Policy and Street Rehabilitation Program that align with other plans and policies relevant to street paving (e.g., Complete Streets Policy, Vision 2050, etc.). Regularly report to Council on performance measures.                                                                              | 25.00            | Work in Progress   | Public Works         | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 311 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.1 | Request the City Council to redefine and then reaffirm its commitment to zero waste (i.e., the percentage that the Council considers to be success), and to ensure sufficient resources to fund appropriate staffing and the necessary infrastructure to achieve stated goals by 2020.                                                                                                | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N       | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Percent Complete | State              | Lead City Department | Commission? | Underway? | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|----------------------|-------------|-----------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 312 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.2 | Draft and obtain Council approval of a written strategic plan to achieve zero waste by 2020, including annual or biennial interim waste diversion goals. Topics that the strategic plan should discuss include:<br><ul style="list-style-type: none"> <li>• Objectives and long-term and interim goals</li> <li>• Actions to be taken</li> <li>• Responsible parties</li> <li>• Expected cost and impact of implementation</li> <li>• Performance measures</li> <li>• External factors affecting performance and progress</li> </ul> | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 313 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.3 | Prepare detailed annual work plans that contain:<br><ul style="list-style-type: none"> <li>• Objectives</li> <li>• Annual/biennial (short-term) goals</li> <li>• Actions to be taken</li> <li>• Budget allocated for the actions</li> <li>• Timeline for completion</li> <li>• Lead staff responsible for task completion</li> <li>• Full-time equivalent employees assigned to the tasks</li> <li>• Performance measures</li> </ul>                                                                                                 | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 314 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.4 | Regularly communicate zero-waste goals and achievements to City staff and the Council, and offer training to staff on how they can help Berkeley achieve zero waste. This includes sharing strategic and annual work plan goals and regular updates regarding progress and completion.                                                                                                                                                                                                                                               | Data Pending     | Partly Implemented | Public Works         | N           | Y         | Data Pending | Data Pending          | N                                | Y                       | Data Pending                       |
| 315 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 1.5 | Determine if additional funds are needed for the education, outreach, compliance, and enforcement necessary to reach zero-waste goals. If sufficient funds are not available, propose to Council a separate fee to cover those costs for the City's zero-waste program, such as a regulatory fee as allowed under Proposition 218.                                                                                                                                                                                                   | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 316 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.1 | Work with the Department of Information Technology to configure the CRM system with a required field that auto populates valid route information based on address and service delivery type so that route-specific data can be collected on a going-forward basis.                                                                                                                                                                                                                                                                   | 0.00             | Not Started        | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 317 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.2 | Work with the Department of Information Technology to create a link between RouteSmart and the CRM system (or the software implementation of Recommendation 2.5 below).                                                                                                                                                                                                                                                                                                                                                              | 0.00             | Not Started        | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 318 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.4 | Designate a business-line expert within the Zero Waste Division and require that expert to develop internal capacity to configure optimal collection routes and produce standardized reports for route-specific reporting using existing software (or the software implementation of Recommendation 2.5 below). The reports developed should allow measurement of the performance metrics developed in Recommendation 1.2 and 1.3 above.                                                                                             | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State              | Lead City Department | Commission? | Underway? | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
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| 319 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.5 | Assess the benefits of using mobile technologies that would allow drivers to enter information directly into the CRM system while on their routes, take pictures of why pickups were skipped, and implement electronic route books and other mobile field reporting. Include in the assessment changes to job responsibilities that might require a meet and confer with union representatives. Purchase the software and hardware if cost beneficial.                                                                                                                                                                                                                                                | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 320 | Open Audit Recommendation | Underfunded Mandate: Resources, Strategic Plan, and Communication Needed to Continue Progress Toward the Year 2020 Zero Waste Goal - Recommendation 2.7 | Use the reports developed from implementing recommendation 2.4 to monitor customer complaints and determine what impact the annual bid process has on customer service. If the information demonstrates the annual bid process significantly affects customer service, meet and confer with union representatives to discuss the elimination the annual route bidding process to help reduce customer complaints and improve service delivery. Implement change if agreement is reached.                                                                                                                                                                                                              | 0.00             | Not Started        | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 321 | Open Audit Recommendation | Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.3                     | Require the zero waste team formed in response to recommendation 1.2 to develop written procedures that clearly support cross-departmental strategies and help staff perform their work, as well as understand how their work contributes to success. Include information that helps promote the unified view of zero waste operations, while also explaining the individual tasks that take place within the departments and how those connect. Examples include, but are not limited to, describing the process for routing customer cases from 311 calls, and detailing in layman's terms the monthly updates that take place to align the CX and RouteSmart systems. Also see recommendation 1.2. | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 322 | Open Audit Recommendation | Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.5                     | In collaboration with Information Technology and as part of Enterprise Resource Planning, budget for, select, and install an account management system designed for zero waste activities. Use information from the zero waste team evaluation (recommendation 1.2) and zero waste strategy analysis (recommendation 1.8) to identify the critical business needs that should be included in the purchase of new zero waste account management system, or that should be considered when determining whether sufficient middleware options exist to fully integrate existing systems with the new account management software. Also see recommendations 1.2 and 1.8.                                  | Data Pending     | Partly Implemented | Public Works         | N           | Y         | N            | N                     | N                                | N                       | N                                  |
| 323 | Open Audit Recommendation | Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.8                     | Request that Information Technology use the CX module data extracts, such as the one used for this audit, to provide Public Works staff with the data they need to analyze zero waste strategies. Use the data extracts to further identify the critical business needs for new zero waste account management software. Also see recommendation 1.5.                                                                                                                                                                                                                                                                                                                                                  | Data Pending     | Partly Implemented | Public Works         | N           | Y         | Data Pending | Data Pending          | N                                | Data Pending            | Data Pending                       |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                      | Name                                                                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Percent Complete | State                     | Lead City Department  | Commission? | Underway? | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|-----------------------|-------------|-----------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 324 | Open Audit Recommendation | Unified Vision of Zero Waste Activities Will Help Align Service Levels with Billing and Ensure Customer Equity - Recommendation 1.9 | Perform, or contract for, a fully comprehensive route audit to align service delivery with billing rates. Use the route audit to:<br><ul style="list-style-type: none"> <li>▪ Make CX module and/or RouteSmart system updates to ensure customers are billed correctly for their City provided services.</li> <li>▪ Ensure that all residential accounts are receiving required services.</li> <li>▪ Ensure that the commercial accounts that the City is responsible for receive and pay for the zero waste services required by City policy.</li> <li>▪ Verify that roll-off bin customers serviced by the Zero Waste Division are accurately billed.</li> </ul> | Data Pending     | Partly Implemented        | Public Works          | N           | Y         | Data Pending | Data Pending          | N                                | Data Pending            | Data Pending                       |
| 325 | Strategic Plan - Project  | City Council Redistricting Process and Citizens' Redistricting Commission                                                           | After each decennial census the City is required to adjust the city council district boundaries so that each district has equal population. In 2016 voters adopted a charter amendment to conduct the redistricting process by using a Citizens' Redistricting Commission.                                                                                                                                                                                                                                                                                                                                                                                         | 10.00            | Work in Progress          | City Clerk            | N           | Y         | Y            | N                     | Y                                | Y                       | Y                                  |
| 326 | Strategic Plan - Project  | 2020 Vision Milestone                                                                                                               | PLACEHOLDER: Recognize the significance of the Year 2020 in Berkeley's 2020 Vision. Source: 2018 CC Berkeley's 2020 Vision Update report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0.00             | On Hold                   | City Manager's Office | N           | N         | N            | N                     | N                                | Data Pending            | N                                  |
| 327 | Strategic Plan - Project  | African American Holistic Resource Center                                                                                           | In partnership with many in the community, plan for the development of a holistic African American Resource Center in South Berkeley, which will serve as a place of support and strength for the Berkeley community.                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30.00            | Work in Progress          | City Manager's Office | N           | Y         | Y            | Data Pending          | N                                | Data Pending            | Data Pending                       |
| 328 | Strategic Plan - Project  | Annual Survey                                                                                                                       | Implementing an Annual Survey to better understand the needs of the community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00             | On Hold                   | City Manager's Office | N           | N         | N            | N                     | N                                | Data Pending            | N                                  |
| 329 | Strategic Plan - Project  | Bayer HealthCare, Inc Development Agreement                                                                                         | Engage with Bayer HealthCare, Inc re: the extension of their existing development agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 25.00            | Proposed Budget Reduction | City Manager's Office | N           | Y         | Y            | N                     | N                                | Y                       | Y                                  |
| 330 | Strategic Plan - Project  | Communications Staffing                                                                                                             | Introducing new positions of communications specialists to improve the City's communications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20.00            | Work in Progress          | City Manager's Office | N           | Y         | Y            | N                     | N                                | Y                       | Data Pending                       |
| 331 | Strategic Plan - Project  | Data Analysis                                                                                                                       | PLACEHOLDER: Explore and identify possible additional data sources to supplement the City's existing measure of outcomes for Berkeley's 2020 Vision. Source: 2018 CC Berkeley's 2020 Vision Update report                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 70.00            | Work in Progress          | City Manager's Office | N           | N         | Data Pending | N                     | N                                | Data Pending            | N                                  |
| 332 | Strategic Plan - Project  | Equity Toolkit                                                                                                                      | Operationalizing equity lens in service delivery and project planning (e.g., toolkit deliverable from Racial Equity Action Plan including things like adding an equity item to agenda reports, requiring an equity checklist as part of project work plans, etc).                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | On Hold                   | City Manager's Office | N           | N         | N            | N                     | N                                | Data Pending            | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Percent Complete | State                     | Lead City Department  | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|-----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 333 | Strategic Plan - Project | Establishing an Outdoor Emergency Shelter | <p>1. Refer to the City Manager to establish an outdoor emergency shelter in Berkeley. Such a shelter should consider the following amenities to be provided but not required: A. Climate-controlled, wind-resistant durable tents with wooden pallets for support. B. Seeking an agency to manage and oversee the emergency shelter. C. Portable toilet service and handwashing service. D. Shower and sanitation services E. Garbage pickup and safe needle disposal.</p> <p>2. Refer to the November budget process \$615,000 to be considered alongside other Measure P recommendations.</p> <p>3. Temporarily waive BMC Article 9 Section 19.28.100 Section N106, to allow for the installation of tents and membrane structures that may be erected for longer than 180 days even if they do not meet all physical requirements.</p> <p>4. Refer to the City Manager protocol for selecting residents that mirror other shelter selection criteria and are less restrictive than HUD protocols.</p> <p>Action: 28 speakers. M/S/C (Harrison/Davila) to adopt the item as written in Supplemental Communications Packet #1 and #2, amended as follows:</p> <ul style="list-style-type: none"> <li>• Remove "November" from "November budget process"</li> <li>• Refer to the City Manager to analyze what elements, if any, of the municipal code need to be amended to implement program; any suggested locations to be presented to Council prior to implementation; provide an updated budget to include estimated installation costs.</li> </ul> | 25.00            | Work in Progress          | City Manager's Office | N           | Y         | Y       | Data Pending          | N                                | Data Pending            | N                                  |
| 334 | Strategic Plan - Project | Fleet-Related Initiatives                 | <p>A series of initiatives to:</p> <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8.32             | Proposed Budget Reduction | City Manager's Office | N           | N         | Partial | N                     | N                                | Data Pending            | Data Pending                       |
| 335 | Strategic Plan - Project | Legislative Platform                      | Creating a formal structure and process to communicate policy and policy support to and from local, regional, and State legislative bodies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 50.00            | On Hold                   | City Manager's Office | N           | N         | Y       | N                     | N                                | Data Pending            | N                                  |
| 336 | Strategic Plan - Project | New City of Berkeley Website              | <p>Create a new design, look and 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.</p> <p>Redesign the City website to improve the information and services available to community members online, to create web server redundancy in case of emergencies</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 70.00            | Work in Progress          | City Manager's Office | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |
| 337 | Strategic Plan - Project | Performance Management                    | Implementing results-based accountability citywide and provide a dashboard to better communicate results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Proposed Budget Reduction | City Manager's Office | N           | Y         | N       | N                     | N                                | Data Pending            | N                                  |



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| 338 | Strategic Plan - Project | Racial Equity Action Plan                 | With assistance from the Government Alliance on Race and Equity and researchers from UC Berkeley, develop a Racial Equity Action Plan designed to integrate equity considerations throughout City operations and services and to influence change within the community. | 83.40            | Work in Progress          | City Manager's Office                | N           | Y         | N       | N                     | N                                | Y                       | N                                  |
| 339 | Strategic Plan - Project | UC Long-Range Development Plan            | Participate in UC's Long Range Development Plan process                                                                                                                                                                                                                 | 25.00            | Work in Progress          | City Manager's Office                | N           | Y         | Y       | N                     | N                                | Data Pending            | Y                                  |
| 340 | Strategic Plan - Project | Web Content Training                      | Create and develop a governance structure and a training program so that all departments have the appropriate tools and skills to build effective web content.                                                                                                          | 50.00            | Work in Progress          | City Manager's Office                | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |
| 341 | Strategic Plan - Project | Equal Pay Vendor Preference               | Draft an ordinance related to an equal pay vendor preference for City contractors who demonstrate equal pay for male and female employees (gender based on self-identification).                                                                                        | 0.00             | Pending Not On Schedule   | Finance                              | N           | N         | Y       | N                     | N                                | Y                       | N                                  |
| 342 | Strategic Plan - Project | Fire Department Communications            | Increase and improve communication to the community by updating the Fire Department web page and creating social media policy and procedures                                                                                                                            | 0.00             | On Hold                   | Fire & Emergency Services            | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 343 | Strategic Plan - Project | Fire Department Reserve Truck             | Enhance the City's firefighting capacity by replacing a 20-year old ladder truck that has exceeded its user life.                                                                                                                                                       | 85.29            | Work in Progress          | Fire & Emergency Services            | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 344 | Strategic Plan - Project | Fire Prevention                           | Increase fire/life safety capacity and resources to effectively maintain community safety.                                                                                                                                                                              | 51.36            | Work in Progress          | Fire & Emergency Services            | N           | Y         | Y       | N                     | Y                                | Y                       | N                                  |
| 345 | Strategic Plan - Project | Outdoor Emergency Public Alerting Systems | (part of Rescue and Disaster Response Capabilities Program) Exploring options for system and then procuring and implementing system.                                                                                                                                    | 0.00             | On Hold                   | Fire & Emergency Services            | Y           | N         | Y       | N                     | N                                | Y                       | N                                  |
| 346 | Strategic Plan - Project | Safe Passages                             | (part of Wildfire Safety Program) Develop standards, update code, develop enforcement; identify narrow streets that need parking restrictions to keep areas clear.                                                                                                      | 0.00             | Proposed Budget Reduction | Fire & Emergency Services            | Y           | Y         | Y       | N                     | Y                                | Y                       | Y                                  |
| 347 | Strategic Plan - Project | Wildfire Vegetation Management            | (part of Wildfire Safety Program) Hand Crews                                                                                                                                                                                                                            | 59.68            | Proposed Budget Reduction | Fire & Emergency Services            | Y           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 348 | Strategic Plan - Project | Adult Mental Health Clinic Renovation     | The Adult Mental Health Clinic at 2640 MLK is currently uninhabitable and in need of significant repairs to be open to help people in Berkeley with severe and persistent mental illness.                                                                               | 99.98            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       | Y                     | N                                | Y                       | Y                                  |
| 349 | Strategic Plan - Project | Age Friendly Plan Implementation          | Establish infrastructure for implementation of Aging-Friendly Plan                                                                                                                                                                                                      | 93.04            | Work in Progress          | Health, Housing & Community Services | Y           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 350 | Strategic Plan - Project | Cannabis Dispensary/ Production           | Develop, propose and implement responsive education and enforcement strategies                                                                                                                                                                                          | 54.44            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       | N                     | Y                                | Y                       | Y                                  |
| 351 | Strategic Plan - Project | Community Agency Funding Information      | Develop and publish comprehensive report on outcomes of community agencies funded by City of Berkeley.                                                                                                                                                                  | 1.35             | Work in Progress          | Health, Housing & Community Services | N           | N         | Y       | N                     | N                                | Y                       | N                                  |
| 352 | Strategic Plan - Project | Home-cook Food Industry                   | Develop, propose and implement responsive education and enforcement strategies.                                                                                                                                                                                         | 76.88            | Work in Progress          | Health, Housing & Community Services | N           | Y         | N       | N                     | N                                | Y                       |                                    |
| 353 | Strategic Plan - Project | Homeless Services Expansion               | Implement plan to expand homeless services with Measure P funding as defined by Council.                                                                                                                                                                                | 73.70            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |

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| 354 | Strategic Plan - Project | Increase Affordable Housing: Measure O Implementation                                      | Implement plan to expand affordable housing options with Measure O funding as defined by Council.                                                                                                                                                                            | 30.50            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       |                       |                                  |                         | Y                                  |
| 355 | Strategic Plan - Project | Landlord Participation in Affordable Housing Programs                                      | Increase the supply of landlords who provide units for Shelter Plus Care and Section 8 programs. Provide other incentives to landlords to participate in these programs.                                                                                                     | 49.23            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       | N                     |                                  |                         |                                    |
| 356 | Strategic Plan - Project | Paid Family Leave Ordinance                                                                | Explore an ordinance that guarantees paid leave for new parents.                                                                                                                                                                                                             | 0.00             | On Hold                   | Health, Housing & Community Services | N           | Y         | N       | N                     | N                                | Y                       | N                                  |
| 357 | Strategic Plan - Project | Public Health Strategic Plan Implementation                                                | Implement a tracking and reporting system for Division program performance measures                                                                                                                                                                                          | 25.72            | Work in Progress          | Health, Housing & Community Services | N           | Y         | N       | N                     | N                                | Y                       | N                                  |
| 358 | Strategic Plan - Project | Results-Based Accountability Framework for Health, Housing & Community Services Programs   | Implement a results-based accountability performance management framework to better account for and improve the work that the Department of Health, Housing & Community Services undertakes, and to maximize impact. Develop and publish outcomes data on selected programs. | 19.61            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       | N                     | N                                | N                       | Y                                  |
| 359 | Strategic Plan - Project | Shelter Plus Care Expansion                                                                | Expand Shelter Plus Care through addition of 53 new housing vouchers                                                                                                                                                                                                         | 43.33            | Work in Progress          | Health, Housing & Community Services | N           | Y         | Y       | Y                     |                                  |                         |                                    |
| 360 | Strategic Plan - Project | Sugar Sweetened Beverage Policy Development                                                | Develop a City of Berkeley healthy beverage policy                                                                                                                                                                                                                           | 42.62            | Work in Progress          | Health, Housing & Community Services | N           | Y         | N       | N                     | Y                                | N                       |                                    |
| 361 | Strategic Plan - Project | Develop Labor Relations Strategy Plan                                                      | In preparation for contract negotiations in 2020. Prepare a plan                                                                                                                                                                                                             | 80.00            | Work in Progress          | Human Resources                      | N           | Y         | Y       | N                     | Y                                | Y                       | N                                  |
| 362 | Strategic Plan - Project | Revision of Personnel Rules and Regulations and the Employer-Employee Relations Resolution | Update and revise both sets of Rules and Regulations to comply with current federal and state laws; reflect best practices; and ensure the established rules are comprehensive and consistent.                                                                               | 40.00            | Work in Progress          | Human Resources                      | N           | Y         | N       | N                     | Y                                | Y                       | N                                  |
| 363 | Strategic Plan - Project | Succession Planning                                                                        | In advance of a large amount of expected retirements in fiscal year 2018, develop and provide guidance to all City departments to improve succession planning and minimize disruption to the City government and the community it serves.                                    | 0.10             | Work in Progress          | Human Resources                      | N           | Y         | Y       | N                     | N                                | N                       | N                                  |
| 364 | Strategic Plan - Project | 360 Street Level Imagery                                                                   |                                                                                                                                                                                                                                                                              | 22.22            | Work in Progress          | Information Technology               | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 365 | Strategic Plan - Project | Accela Implementation - Phase 5                                                            | Modules to Implement:<br>Utility Permits: almost complete<br>Fire Permits Enhancements<br>Public Works Permits Online<br>Code Enforcement - HOLD<br>Right of Way Management - HOLD                                                                                           | 0.00             | Proposed Budget Reduction | Information Technology               | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 366 | Strategic Plan - Project | Active Directory Upgrade                                                                   | Version upgrade for Active Directory.                                                                                                                                                                                                                                        | 0.00             | Not Started               | Information Technology               | N           | N         | Y       | N                     | N                                | Y                       | Y                                  |
| 367 | Strategic Plan - Project | AD Cleanup (Prep for future Projects)                                                      | AD CleanUP (Prep for future Projects)                                                                                                                                                                                                                                        | 6.67             | Work in Progress          | Information Technology               | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |

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| 368 | Strategic Plan - Project | Avaya Phone System (VoIP) Support Transition                                                                             | Avaya Support Transition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 79.78            | Work in Progress | Information Technology | N           | Y         | Y       | N                     | Y                                | Y                       | Y                                  |
| 369 | Strategic Plan - Project | BIA (Business Impact Assessment)                                                                                         | BIA (Business Impact Assessment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10.00            | Work in Progress | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 370 | Strategic Plan - Project | Broadband Infrastructure Master Plan                                                                                     | Develop a master plan to improve infrastructure for high-speed internet access in Berkeley. Release the RFP to develop a Broadband Infrastructure Master Plan that provides a roadmap for implementing the broadband infrastructure to increasing internet access and addressing the digital divide                                                                                                                                                                                                                                                                                                                       | 80.00            | Work in Progress | Information Technology | N           | Y         | N       | N                     | N                                | N                       | N                                  |
| 371 | Strategic Plan - Project | California Public Health Info Exchange Electronic Case Reporting (eCR)                                                   | Implement Electronic Case Reporting (eCR) which will automate public health case reporting by automatically generating and transmitting case reports from Electronic Health Records (EHRs) to public health agencies for review and action. The California Reportable Disease Information Exchange - Electronic Case Reporting (CalREDIE eCR) module will allow health care providers and organizations to more easily comply with the California Department of Public Health (CDPH) requirement for the reporting of certain diseases and conditions per the California Code of Regulations (CCR) Title 17 Section 2500. | 0.00             | On Hold          | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 372 | Strategic Plan - Project | Capital Project Management Software                                                                                      | Implement a Capital Improvement Project (CIP) tracking tool to better document and manage project implementation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00             | On Hold          | Information Technology | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 373 | Strategic Plan - Project | City Data Services System Replacement                                                                                    | Project to replace hosted Grants and Loan Data Management for Health, Housing & Community Services. Community Agency Allocations & Contract Management, Rehab Programs, Housing Trust Fund, Mental Health Division Contracts, etc.                                                                                                                                                                                                                                                                                                                                                                                        | 0.00             | On Hold          | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 374 | Strategic Plan - Project | Citywide Backup Solution Replacement                                                                                     | Barracuda Backup Upgrade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 79.36            | Work in Progress | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 375 | Strategic Plan - Project | Citywide Windows 10 Upgrade                                                                                              | Pilot and then fully launch the Windows 10 operating system for City computers, including all necessary staff training and application compatibility testing                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 93.13            | Work in Progress | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 376 | Strategic Plan - Project | Clinical Intake Workflow Improvements: Develop and Integrate Clinic Reproductive and Sexual Health (RSH) Intake Template | Clinical Intake Workflow Improvements: Develop and Integrate Clinic Reproductive and Sexual Health (RSH) Intake Template                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 40.00            | On Hold          | Information Technology | N           | Y         | Y       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 377 | Strategic Plan - Project | Compliance with Data Security Standards                                                                                  | Continue to implement Payment Card Industry (PCI), Department of Justice (DOJ), and Health Insurance Portability and Accountability Act (HIPAA) compliance requirements to maintain data security                                                                                                                                                                                                                                                                                                                                                                                                                         | 10.00            | Work in Progress | Information Technology | N           | Y         | Partial | N                     | Y                                | Y                       | Y, if funded                       |
| 378 | Strategic Plan - Project | Configure Remote Software installations for Off Network Laptops                                                          | Configure SCCM IBCM (Internet Based Configuration Management)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 51.02            | Work in Progress | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 379 | Strategic Plan - Project | Crime forum transition to new vendor (XenForo)                                                                           | Migrate police crime forum data away from vBulletin to Xenforo. They use AWS for hosting. internal crime information sharing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 80.00            | Work in Progress | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |

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| 380 | Strategic Plan - Project | Customer Relationship Management (CRM) Database                           | Implement a 311 CRM solution and a mobile app to better track and manage community member queries                                                                                                                                                                 | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 381 | Strategic Plan - Project | Customer Relationship Management of Economic Development                  | Implement a customer and communications management platform to assist the Office of Economic Development in their business attraction and retention efforts                                                                                                       | 0.00             | Not Started               | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 382 | Strategic Plan - Project | Cyber Resilience Strategy                                                 | Develop a Cyber Resilience Plan in alignment with the City's Resilience Strategy, including software upgrade needs, policies and cyber security training for staff                                                                                                | 85.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | N                       | Y                                  |
| 383 | Strategic Plan - Project | Data Exchange for TCM Program (Alameda Alliance / Medi-Cal Managed Care)  | Data Exchange for TCM Program (Alameda Alliance / Medi-Cal Managed Care)                                                                                                                                                                                          | 0.00             | On Hold                   | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 384 | Strategic Plan - Project | Data Exchange for TCM Program (Blue Cross / Medi-Cal Managed Care)        | Data Exchange for TCM Program (Blue Cross / Medi-Cal Managed Care)                                                                                                                                                                                                | 0.00             | On Hold                   | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 385 | Strategic Plan - Project | Digital Permitting System                                                 | Conduct a needs assessment, issue an RFP, and procure a new permitting software                                                                                                                                                                                   | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 386 | Strategic Plan - Project | Disaster Recovery/Business Continuity Plan                                | Develop a Information Technology infrastructure Disaster Recovery and Business Continuity Plan                                                                                                                                                                    | 50.00            | Not Started               | Information Technology | N           | Y         | Partial | N                     | N                                | Y, if funded            | Y, if funded                       |
| 387 | Strategic Plan - Project | Emergency Operations Center (EOC) Management Software                     | Implement a software solution to assist with enhanced preparedness, disaster recovery and track emergency management efforts during EOC activations                                                                                                               | 0.00             | On Hold                   | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 388 | Strategic Plan - Project | Emphasys Elite System Replacement                                         | Assess business needs and review feasibility of utilizing ERMA modules. Replace software to manage Shelter Plus Care housing subsidy program for the chronically homeless. (Also used by Berkeley Housing Authority with separate databases.)                     | 0.00             | Not Started               | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 389 | Strategic Plan - Project | Environmental Health Field Operations Improvements                        | Assess and implement tools to enhance capacity and efficiency of Environmental Health field operations.                                                                                                                                                           | 0.00             | On Hold                   | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 390 | Strategic Plan - Project | EnvisionConnect System Replacement                                        | Develop options, costs and timelines for replacing Decade (Accela) software to manage Environmental Health inspections, work processes, and to produce regular local and State required reports. (System also used by Toxics Management, with separate database). | 0.00             | Not Started               | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 391 | Strategic Plan - Project | Extracts/Interfaces for data to Munis from (1) NextGen and (2) Persimmony | Extracts/Interfaces for data to Munis from (1) NextGen and (2) Persimmony                                                                                                                                                                                         | 0.00             | Not Started               | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 392 | Strategic Plan - Project | FUND\$ Replacement - Fleet Management System                              | Replacing the 28-year-old FUND\$ Fleet module for vehicle fleet asset and parts management system                                                                                                                                                                 | 23.06            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 393 | Strategic Plan - Project | FUND\$ Replacement - Work Order Application                               | Replace the Work Order module of FUND\$ with a Commercial Off the Shelf (COTS) software that will enable management of customer requests and work orders, preventive maintenance, resources and inventory, best practices and regulatory compliance.              | 48.51            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 394 | Strategic Plan - Project | FUND\$ Replacement - Zero Waste Solution                                  | Replace the Refuse Billing module of FUND\$ with a Commercial Off the Shelf (COTS) software that will enable billing, routing, and operations software for the public works operations.                                                                           | 25.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State                     | Lead City Department   | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|------------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 395 | Strategic Plan - Project | FUND\$ Replacement: Core Financial and HR/Payroll        | "To replace City's Enterprise Resource Management Application to improve access to services and information for community members and create more efficient financial and information management processes for City staff, replace the City's core data management system.<br><br>To improve access to services and information for community members and create more efficient financial, human resources, and information management processes for staff, replace the City's core 28-year old financial and data management system" | 84.33            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 396 | Strategic Plan - Project | Fund\$ Software Upgrades                                 | SunGard Software Upgrade Project for Fund\$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 397 | Strategic Plan - Project | Green City GIS Inventory                                 | Create a database for PRW for Park Assets. Databases design and field inventory of all infrastructure, buildings, such as bathrooms, benches and newly planted trees in the city parks system                                                                                                                                                                                                                                                                                                                                         | 95.00            | Work in Progress          | Information Technology | N           | N         | Y       | N                     | N                                | Y                       | Y                                  |
| 398 | Strategic Plan - Project | Help Desk Metrics Expansion                              | PURPOSE: This project addresses both processes/procedures and various tools that focus on the delivery of customer service across City departments by the HelpDesk and to measure and adjust team productivity to demand.                                                                                                                                                                                                                                                                                                             | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 399 | Strategic Plan - Project | Help Desk Process Improvements                           | Help Desk Process Improvements Year 1 (2019)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | N       | N                     | N                                | Y                       | N                                  |
| 400 | Strategic Plan - Project | Help Desk Standard Operating Procedures                  | Help Desk Standard Operating Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 25.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 401 | Strategic Plan - Project | HIPAA Security Risk Assessment Audits Calendar Year 2019 | HIPAA Security Risk Assessment Audits Calendar Year 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0.00             | Not Started               | Information Technology | N           | Y         | Y       | N                     | Y                                | Y                       | Y                                  |
| 402 | Strategic Plan - Project | HR Onboarding                                            | Purchase a software system for HR to streamline the new hire onboarding process. The onboard software will provide new hire access to forms, documents, videos, and checklist.                                                                                                                                                                                                                                                                                                                                                        | 22.06            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 403 | Strategic Plan - Project | Human Resources Case Management                          | Software to manage and track Human Resources Employee Relations and Equal Employment Opportunity cases.                                                                                                                                                                                                                                                                                                                                                                                                                               | 65.76            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 404 | Strategic Plan - Project | Infrastructure and Security Project Metrics              | Infrastructure and Security Project Metrics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 405 | Strategic Plan - Project | IT Classification Study                                  | Conduct an IT Classification Study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00             | Proposed Budget Reduction | Information Technology | N           | Y         | Y       | N                     | Y                                | Y                       | Y                                  |
| 406 | Strategic Plan - Project | IT Service Management/Enterprise PM Tool                 | Replace Help Desk software, implement project portfolio management software                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 69.58            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 407 | Strategic Plan - Project | Learning Management System (ERP)                         | To deploy a learning management system for the administration, documentation, tracking, reporting and delivery of training programs                                                                                                                                                                                                                                                                                                                                                                                                   | 10.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                 | Percent Complete | State                     | Lead City Department   | Commission? | Underway? | Funded?                     | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|------------------------|-------------|-----------|-----------------------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 408 | Strategic Plan - Project | Legal Case Management Tool                                        | Software to track and manage cases for City Attorneys                                                                                                                                                                                                                                                                                                                                       | 0.00             | On Hold                   | Information Technology | N           | N         | N                           | N                     | N                                | Y, if funded            | Y, if funded                       |
| 409 | Strategic Plan - Project | Medication Inventory software                                     | Identify business requirements and software that will also integrate with the NextGen EPM-EHR System.                                                                                                                                                                                                                                                                                       | 10.00            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | Y                                  |
| 410 | Strategic Plan - Project | Microfiche Digitizing for Berkley Police                          | Digitize remaining Police microfiche data to improve data management and accessibility                                                                                                                                                                                                                                                                                                      | 70.00            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | Y                                  |
| 411 | Strategic Plan - Project | Microsoft Office Upgrade                                          | (Formerly "ProofPoint & MS EA FY20 roll-out")                                                                                                                                                                                                                                                                                                                                               | 0.00             | Not Started               | Information Technology | N           | N         | Y                           | N                     | N                                | Y                       | Y                                  |
| 412 | Strategic Plan - Project | Migrate Veripic Data to Axon Capture (evidence.com)               | Migrate evidence data from Veripic (legacy system) to evidence.com (current system from Axon). This is a two step process: 1) export evidence and metadata from VeriPic, and 2) import evidence and metadata to evidence.com. This will allow officers to have one source of evidence and will remove a legacy system. Veripic is currently read only and has no new evidence as of 9-1-18. | 75.76            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | Y                                  |
| 413 | Strategic Plan - Project | Mobile Device Management (MDM) Software Replacement               | Transition from Meraki to Intune                                                                                                                                                                                                                                                                                                                                                            | 25.00            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | Y                                | Y                       | Y                                  |
| 414 | Strategic Plan - Project | MS Enterprise O365 Exchange Migration and OneDrive Implementation | Migrate Exchange (Email) to the cloud, and implement OneDrive for cloud-based file storage and file sharing.                                                                                                                                                                                                                                                                                | 87.78            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | N                                  |
| 415 | Strategic Plan - Project | MS Rights Management (& AIP)                                      | MS Rights Management (& AIP)                                                                                                                                                                                                                                                                                                                                                                | 25.00            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | Y                                  |
| 416 | Strategic Plan - Project | Network Architecture                                              | Network Architecture (roadmap of capabilities, connections, capacities means, & devices)                                                                                                                                                                                                                                                                                                    | 0.00             | Pending On Schedule       | Information Technology | N           | N         | Y                           | N                     | N                                | Y                       | Y                                  |
| 417 | Strategic Plan - Project | Network Device Replacement for FY18                               | Network Device Replacement for FY18                                                                                                                                                                                                                                                                                                                                                         | 87.50            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | N                                  |
| 418 | Strategic Plan - Project | Network Device Replacement FY20                                   | Network Device Replacement FY20                                                                                                                                                                                                                                                                                                                                                             | 0.00             | Not Started               | Information Technology | N           | Y         | Y, pending Council approval | N                     | N                                | Y, if funded            | Y, if funded                       |
| 419 | Strategic Plan - Project | New Fire Records Management System                                | Prepare a new fire records management system that will be compliant with the National Fire Information System and improve data collection and response information.                                                                                                                                                                                                                         | 0.00             | On Hold                   | Information Technology | N           | N         | N                           | N                     | N                                | Y, if funded            | Y, if funded                       |
| 420 | Strategic Plan - Project | NextGen eSignatures                                               | NextGen eSignatures                                                                                                                                                                                                                                                                                                                                                                         | 90.00            | On Hold                   | Information Technology | N           | N         | Y                           | N                     | N                                | N                       | N                                  |
| 421 | Strategic Plan - Project | Online Business Registration Permitting                           | Implement software program to help entrepreneurs get their businesses up and running more quickly and easily by providing an online interface to the permitting process at City Hall                                                                                                                                                                                                        | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | N                           | N                     | N                                | Y, if funded            | Y, if funded                       |
| 422 | Strategic Plan - Project | Performance Evaluations (ERP)                                     | To deploy a performance evaluation software                                                                                                                                                                                                                                                                                                                                                 | 10.00            | Work in Progress          | Information Technology | N           | Y         | Y                           | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                           | Description                                                                                                                                                                        | Percent Complete | State                     | Lead City Department   | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------|------------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 423 | Strategic Plan - Project | Public Records Act (PRA) Request Management    | Implement a solution to track and manage PRA requests and provide visibility and transparency for PRA compliance                                                                   | 92.51            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 424 | Strategic Plan - Project | RLSS Loan/Grants Management System Replacement | Project to replace the Revolving Loan Servicing Software (Loan Profile Data, Loan Transactions, and Reporting for State & Federal Programs) Used for Senior Disabled Loan Program. | 5.00             | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 425 | Strategic Plan - Project | ServiceNow: Asset Management Implementation    | Implement SNOW Asset Management Module & create Software & Hardware inventory dashboard                                                                                            | 80.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 426 | Strategic Plan - Project | SharePoint Intranet                            | Implement SharePoint based TeamSites and Project sites                                                                                                                             | 45.54            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | N                       | Y                                  |
| 427 | Strategic Plan - Project | SIEM/MSSP                                      | SIEM/MSSP                                                                                                                                                                          | 50.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 428 | Strategic Plan - Project | SimsUshare                                     | SimsUshare CTC is a training system for emergency responders to develop and enhance knowledge, skills and abilities in safely and efficiently managing all types of incidents.     | 90.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 429 | Strategic Plan - Project | Smart Rooms                                    | Improve IT systems in the City's conference rooms, including conference call, videoconference, and star phone capabilities.                                                        | 99.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 430 | Strategic Plan - Project | Software for Managing Leased Properties (ERP)  | Implement a software solution to track and manage properties that the City leases to other entities                                                                                | 0.00             | On Hold                   | Information Technology | N           | N         | N       | N                     | N                                | N                       | N                                  |
| 431 | Strategic Plan - Project | SQL Server 2008 Upgrade/Migration CityWide     | SQL Server 2008 Upgrade/Migration CityWide                                                                                                                                         | 80.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 432 | Strategic Plan - Project | Tiburon/CRIMES Data warehousing                | needed enterprise license for phones (close to completion)                                                                                                                         | 70.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 433 | Strategic Plan - Project | Time Management Application for Police         | Time Management Application for Police (Telestaff)                                                                                                                                 | 0.00             | On Hold                   | Information Technology | N           | N         | N       | N                     | N                                | Y, if funded            | Y, if funded                       |
| 434 | Strategic Plan - Project | Upgrade Youth Lab computers                    | Upgrade Youth Lab computers                                                                                                                                                        | 0.00             | On Hold                   | Information Technology | N           | N         | Y       | N                     | N                                | Y                       | Y                                  |
| 435 | Strategic Plan - Project | Vendor Remote Access Improvements              | Improvements to vendor's remote access capabilities.                                                                                                                               | 80.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 436 | Strategic Plan - Project | Virtual Desktop Pilot Program                  | Virtual Desktop Infrastructure (VDI) pilot program with Citrix and Nutanix                                                                                                         | 10.00            | Work in Progress          | Information Technology | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 437 | Strategic Plan - Project | Virtualize Firewalls                           | (Formerly "Microsoft Windows Security Patch Deployment", Configure Windows updates for all desktops and Laptops)                                                                   | 0.00             | Not Started               | Information Technology | N           | N         | Y       | N                     | N                                | Y                       | Y                                  |
| 438 | Strategic Plan - Project | VoIP Emergency Announcement Service            | PURPOSE: Enhance Voice-over-IP (VoIP) technical capabilities to introduce an Emergency Announcement Service within City buildings and office spaces.                               | 0.00             | Proposed Budget Reduction | Information Technology | N           | N         | Y       | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                                                               | Description                                                                                                                                                                                                                                           | Percent Complete | State            | Lead City Department           | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|--------------------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 439 | Strategic Plan - Project | Windows Security Patch Deployment Upgrade                                                          | Re-Configure Windows Updates                                                                                                                                                                                                                          | 53.75            | Work in Progress | Information Technology         | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 440 | Strategic Plan - Project | Windows Server Operating System Upgrades                                                           | Windows Server Operating System Upgrades                                                                                                                                                                                                              | 90.00            | Work in Progress | Information Technology         | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 441 | Strategic Plan - Project | Berkeley Business Marketing & Communications Project (i.e., Berkeley Branding & Marketing Project) |                                                                                                                                                                                                                                                       | 95.00            | Work in Progress | Office of Economic Development | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 442 | Strategic Plan - Project | Berkeley Ventures, Berkeley Values                                                                 | Develop and implement a "Berkeley Tech, Berkeley Values", a campaign to leverage local tech sector skills, wealth, and other resources to support equitable and inclusive growth.                                                                     | 75.00            | Work in Progress | Office of Economic Development | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 443 | Strategic Plan - Project | 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. Related to PRJ0013155 and DMND0002497                                               | 95.00            | Work in Progress | Office of Economic Development | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 444 | Strategic Plan - Project | Interactive Digital Kiosks                                                                         | Facilitate the installation of interactive digital kiosks to share information about civic resources; market local businesses, arts organizations, and commercial districts; and generate revenue for the City of Berkeley                            | 95.00            | Work in Progress | Office of Economic Development | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |
| 445 | Strategic Plan - Project | 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 | 90.00            | Work in Progress | Office of Economic Development | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 446 | Strategic Plan - Project | Aquatic Park Tide Tubes Renovation Project                                                         | Design, permitting, and environmental documents.                                                                                                                                                                                                      | 0.00             | Not Started      | Parks, Recreation & Waterfront | N           | N         | N       | Y                     | N                                | N                       | Y                                  |
| 447 | Strategic Plan - Project | Berkeley Municipal Pier Conceptual Design                                                          | Feasibility study for potential repairs to Pier.                                                                                                                                                                                                      | 75.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 448 | Strategic Plan - Project | Berkeley Rose Garden Pathways, Tennis Courts, Pergola                                              | Reconstruction of the pergola, ADA paths, and retaining Walls - Design and Construction.                                                                                                                                                              | 75.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 449 | Strategic Plan - Project | Berkeley Tuolumne Camp Rebuild                                                                     | Rebuild Berkeley Tuolumne Camp. Permitting, Environmental, Design, and Construction.                                                                                                                                                                  | 75.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | Y                     | N                                | Y                       | Y                                  |
| 450 | Strategic Plan - Project | Cazadero Camp Landslide Fix and Dormitory Replacement                                              | Repair significant damage to the City's Cazadero Camp caused by a landslide that occurred in 2016.                                                                                                                                                    | 60.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 451 | Strategic Plan - Project | Grove Park Field backstop, dugout, lights, and irrigation                                          | Renovation of existing ballfield backstop, dugout, lights, and irrigation - Construction.                                                                                                                                                             | 30.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 452 | Strategic Plan - Project | Live Oak Community Center Seismic Upgrade and Renovations                                          | Seismic upgrades and building renovations - Construction.                                                                                                                                                                                             | 95.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 453 | Strategic Plan - Project | San Pablo Park Tennis Courts and Play Equipment Upgrade (Ages 5-12 Play Areas)                     | Renovation of existing play equipment (ages 2-5 and 5-12) and tennis courts - Construction.                                                                                                                                                           | 70.00            | Work in Progress | Parks, Recreation & Waterfront | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |



**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                                                           | Description                                                                                                                                                                                                                                            | Percent Complete | State            | Lead City Department           | Commission?                                                              | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in -2 years? | Have adequate staff resources for? |
|-----|--------------------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|--------------------------------|--------------------------------------------------------------------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 454 | Strategic Plan - Project | Training and Certification for Sports Coaches and Officials                                    | Start to implement a new program to provide the latest training and certifications all staff who serve as sports officials and coaches for the City's many sports programs, including softball, baseball, and tennis leagues, skateboarding, and more. | 35.00            | Work in Progress | Parks, Recreation & Waterfront | N                                                                        | Y            | N            | Y                     | N                                | Y                       | Y                                  |
| 455 | Strategic Plan - Project | Tree Planting Project in South and West Berkeley                                               | Plant 500 trees in South and West Berkeley                                                                                                                                                                                                             | 50.00            | Work in Progress | Parks, Recreation & Waterfront | N                                                                        | Y            | Y            | Y                     | N                                | Y                       | Y                                  |
| 456 | Strategic Plan - Project | University Avenue (West Frontage Rd to Marina Blvd), Marina Blvd, and Spinnaker Way Renovation | Renovate three roads at the Berkeley Marina (University Ave, Marina Blvd, and Spinnaker Way) - Construction - Design and Construction.                                                                                                                 | 30.00            | Work in Progress | Parks, Recreation & Waterfront | N                                                                        | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 457 | Strategic Plan - Project | 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.                                                                                          | 80.00            | Work in Progress | Parks, Recreation & Waterfront | N                                                                        | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 458 | Strategic Plan - Project | Ashby and North Berkeley and Development Parameters (formerly station area plan)               | State-mandated zoning study and updates at the North Berkeley and Ashby BART stations                                                                                                                                                                  | 25.00            | Work in Progress | Planning                       | Involves Planning Commission                                             | Y            | Y            | Y                     | Y                                | Y                       | Y                                  |
| 459 | Strategic Plan - Project | Clean energy (i.e., Fuel switching)                                                            | Promote strategies and make available resources for residents to convert to cleaner fuel use in buildings.                                                                                                                                             | 50.00            | Work in Progress | Planning                       | N                                                                        | Y            | N            | Y                     | N                                | N                       | Y                                  |
| 460 | Strategic Plan - Project | Climate Adaptation Work                                                                        | New climate adaptation work                                                                                                                                                                                                                            | 5.00             | Work in Progress | Planning                       | Y                                                                        | Y            | N            | Y                     | N                                | N                       | N                                  |
| 461 | Strategic Plan - Project | 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                                                                 | 25.00            | Work in Progress | Planning                       | Involves Planning Commission, Rent Stabilization Board                   | Y            | N            | N                     | Y                                | Y                       | N                                  |
| 462 | Strategic Plan - Project | Development/Density Standards Project                                                          | Study options and proposed comprehensive density standards                                                                                                                                                                                             | 25.00            | Work in Progress | Planning                       | Involves Joint Subcommittee for the Implementation of State Housing Laws | Y            | Y            | Y                     | Y                                | N                       | F                                  |
| 463 | Strategic Plan - Project | Expanded and streamlined rental housing safety program                                         | Expand and streamline the Rental Housing Safety Program to enable proactive inspections and other actions to maintain Berkeley's aging rental housing stock.                                                                                           | 65.00            | Work in Progress | Planning                       | N                                                                        | Y            | Y            | N                     | Y                                | N                       | N                                  |
| 464 | Strategic Plan - Project | Increased EV infrastructure                                                                    | Provide better facilities and infrastructure for Electrical Vehicle charging, with an emphasis on electric mobility strategies to make cleaner transportation available to all across income lines.                                                    | 80.00            | Work in Progress | Planning                       | N                                                                        | Y            | N            | Y                     | N                                | N                       | N                                  |
| 465 | Strategic Plan - Project | Increased Student Housing                                                                      | Identify opportunities to enable additional student housing, such as through Zoning Ordinance amendments focused on increasing student housing capacity in the Telegraph Avenue Commercial District.                                                   | 50.00            | Work in Progress | Planning                       | Involves Planning Commission                                             | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 466 | Strategic Plan - Project | Local density bonus policy                                                                     | Develop and pilot a local Density Bonus program that enables payment of housing in-lieu fees to be used and leveraged to create additional affordable housing.                                                                                         | 50.00            | Work in Progress | Planning                       | Involves Planning Commission                                             | Y            | Y            | N                     | N                                | Y                       | N                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Percent Complete | State            | Lead City Department | Commission?                                                              | Underway? | Funded?  | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------|--------------------------------------------------------------------------|-----------|----------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 467 | Strategic Plan - Project | Missing Middle Housing Study / Housing Element Update | Refer to the City Manager to prepare a report to the Council of examining methods, including potential revisions to the zoning code, that may foster a broader range housing types across Berkeley, particularly missing middle housing types (duplexes, triplexes/fourplexes, courtyard apartments, bungalow courts, townhouses, etc.), in areas with access to essential components of livability like parks, schools, employment, transit, and other services. Given the range of requests included in this referral, it is expected that responding to the referral will require a combination of field research, consultation with design professionals and other cities and agencies, and community outreach and engagement. Council requests that staff initiate this work as soon as possible. (Text from 4/23/19 Council Referral) | 1.00             | Work in Progress | Planning             | Involves Planning Commission                                             | Y         | Deferred | N                     | Y                                | Y                       | N                                  |
| 468 | Strategic Plan - Project | New Municipal Building Energy Policy                  | Develop options for a new Municipal Building Energy Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5.00             | Work in Progress | Planning             | N                                                                        | N         | N        | N                     | N                                | Y                       | N                                  |
| 469 | Strategic Plan - Project | Objective Development Standards                       | Consultant work with community and commissions to describe, define, and revise objective development standards in corridors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 25.00            | Work in Progress | Planning             | Involves Joint Subcommittee for the Implementation of State Housing Laws | Y         | Y        | Y                     | Y                                | N                       | N                                  |
| 470 | Strategic Plan - Project | Parking Reform                                        | Strategies to unbundle parking requirements from development requirements to facilitate housing production and car-free modes of transit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 90.00            | Work in Progress | Planning             | Involves Planning Commission                                             | Y         | Y        | N                     | N                                | Y                       | Y                                  |
| 471 | Strategic Plan - Project | Permit Conditions Enforcement Process                 | Review process/approach to monitoring and enforcing agreed-to conditions on Land Use permits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 50.00            | Work in Progress | Planning             | N                                                                        | Y         | N        | N                     | N                                | Y                       | N                                  |
| 472 | Strategic Plan - Project | Permit Service Center and Land Use Planning Survey    | Develop and administer a customer service survey relating to permitting services and land use planning processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 33.00            | Work in Progress | Planning             | N                                                                        | Y         | Y        | N                     | N                                | Y                       | Y                                  |
| 473 | Strategic Plan - Project | Planning DOC                                          | Planning Operations Center (DOC) and Emergency Operations Plan (EOP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0.00             | Not Started      | Planning             | N                                                                        | N         | N        | N                     | N                                | Y                       | N                                  |
| 474 | Strategic Plan - Project | Seismic safety programs                               | Continue implementation of the City's Soft Story and Unreinforced Masonry Ordinances and administer a \$3 million Hazard Mitigation Grant from FEMA, which will provide design and construction grants to owners of the most seismically vulnerable buildings in Berkeley.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 70.00            | Work in Progress | Planning             | N                                                                        | Y         | Y        | Y                     | Y                                | N                       | Y                                  |
| 475 | Strategic Plan - Project | Sign Policy                                           | Evaluate and update design review processes/policies and Sign Ordinance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 50.00            | Work in Progress | Planning             | Involves Planning Commission, Design Review Committee                    | Y         | N        | N                     | N                                | Y                       | N                                  |
| 476 | Strategic Plan - Project | Solar + Storage Project                               | Latest strategy from previous Microgrid pilot program to co-locate solar and storage capacity, especially for emergency backup uses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 30.00            | Work in Progress | Planning             | N                                                                        | Y         | N        | Y                     | N                                | Y                       | N                                  |
| 477 | Strategic Plan - Project | ZORP (Zoning Ordinance Revision Project)              | Revise the City of Berkeley Zoning Ordinance in order to clarify zoning rules and procedures for community members and improve the implementation process for City staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 50.00            | Work in Progress | Planning             | Involves Planning Commission                                             | Y         | Y        | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Percent Complete | State            | Lead City Department | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 478 | Strategic Plan - Project | Community Safety During Demonstrations                                                                          | Increase Police capacity, resources, tools and training, including training a bike-officer response unit, to effectively protect and facilitate free speech and maintain community safety when demonstrations and protests occur.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 80.00            | Work in Progress | Police               | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 479 | Strategic Plan - Project | Comprehensive Police Policy Review                                                                              | Fully implement and update Police policies to Lexipol format, ensuring full compliance with current law, case law, and incorporate best practices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 85.00            | Work in Progress | Police               | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 480 | Strategic Plan - Project | Develop resources and programs for employee resiliency                                                          | Expand Police employee wellness and resiliency programs, including mental health, fitness, and nutrition resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 75.00            | Work in Progress | Police               | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 481 | Strategic Plan - Project | Hire, Train, and Retain Excellent Police Personnel                                                              | In order to continue to provide excellent service to the community, expediently fill any position vacancies while maintaining a highly qualified, well educated work force.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 80.00            | Work in Progress | Police               | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |
| 482 | Strategic Plan - Project | Implementation of new public safety technology. (Comprehensive Review of Police Equipment and Technology Needs) | Conduct a needs assessment and prioritization of tools and technology that would better enable the Police to safeguard the community. Implement new technology.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 80.00            | Work in Progress | Police               | N           | Y         | N       | N                     | N                                | N                       | Y                                  |
| 483 | Strategic Plan - Project | Police Community Engagement Strategy                                                                            | Enhance the Police's existing efforts to engage and inform community members about public safety by developing a Police Community Engagement Strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 70.00            | Work in Progress | Police               | N           | Y         | N       | N                     | N                                | Y                       | Y                                  |
| 484 | Strategic Plan - Project | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 95.00            | Work in Progress | Police               | N           | Y         | Y       | N                     | N                                | Y                       | Y                                  |
| 485 | Strategic Plan - Project | 2nd Street, Monterey Avenue, Ward Street, Hopkins Street and Bancroft Way                                       | Pavement rehabilitation of 1,600 linear feet (0.3 miles) on Ward Street from San Pablo Avenue to Action Street with full-depth reclamation including sidewalk, driveway, and curb ramp replacement. The street will also include green infrastructure improvements, pervious concrete in the parking lane (8 feet wide) to infiltrate storm water into the native soil. Pavement rehabilitation of 1,600 linear feet (0.3 miles) on 2nd Street from Addison Street to Delaware Street, including installation of sidewalk, curb and gutter, crosswalks along University Avenue underpass, and removal of Railroad tracks on project area. Pavement rehabilitation of 3,100 linear feet (0.6 miles) on Monterey Avenue from Hopkins Street to The Alameda, including installation of sidewalk, curb & gutter, curb ramps, and striping of bike lanes and crosswalks. Pavement rehabilitation of 6,600 linear feet (1.25 miles) on Hopkins Street from San Pablo to The Alameda, including installation of sidewalk, curb & gutter, curb ramps, and striping of bike lanes and crosswalks. Pavement rehabilitation of 350 linear feet (0.06 miles) on Bancroft Way from Shattuck Avenue to Milvia Street, including installation of sidewalk, curb & gutter, curb ramps, and a protected bike lane from Fulton Street to Milvia Street. | 50.00            | Work in Progress | Public Works         | N           | Y         | Y       | N                     | Y                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                        | Percent Complete | State            | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 486 | Strategic Plan - Project | 50/50 Sidewalk Program                                                                        | Reduce 50/50 sidewalk backlog                                                                                                                                                                                                                                                                                                                                                                                                                      | 70.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | N                       | N                                  |
| 487 | Strategic Plan - Project | American Disabilities Act Transition Plan                                                     | Work with DAC consultants to survey accessibility and ADA compliance for City facilities, public right of way, and parks, as well as programs and services.                                                                                                                                                                                                                                                                                        | 72.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | Y                                | Y                       | Y                                  |
| 488 | Strategic Plan - Project | Berkeley Rose Garden Drainage                                                                 | Repair creek channel to protect channel and contain creek flows.                                                                                                                                                                                                                                                                                                                                                                                   | 35.00            | On Hold          | Public Works         | N           | N            | N            | N                     | N                                | N                       | Y                                  |
| 489 | Strategic Plan - Project | Bicycle and Pedestrian Infrastructure Improvements (Ongoing Program)                          | Implement protected bicycle lanes on Milvia and Dana Streets and currently-funded Safe Routes to Schools and Active Transportation Program projects, including the 9th Street path crossing at Ashby Avenue. Implement BeST and Bicycle and Pedestrian Plan improvements during repaving projects. Identify funding sources for implementing all Tier 1 Bicycle Boulevard crossing recommendations from the Bicycle Plan.                          | 25.00            | Work in Progress | Public Works         | N           | Y            | Y            | Y                     |                                  | Y                       | Y                                  |
| 490 | Strategic Plan - Project | Bicycle Plan FY 2022 Update                                                                   | Construct bikeway projects and 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                                                                                                                                                           | 0.00             | Not Started      | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 491 | Strategic Plan - Project | Compostable or Recyclable Foodware                                                            | Implementation: Phase 2 - All foodware certified compostable & vendor charges \$0.25 per disposal cup<br>Phase 3 - Only onsite foodware provided by vendor.                                                                                                                                                                                                                                                                                        | 5.00             | Work in Progress | Public Works         | N           | Y            | N            | N                     | Y                                | Y                       | N                                  |
| 492 | Strategic Plan - Project | Corporation Yard Roof and Electrical Upgrades                                                 | This facility requires general upgrades of the electrical system including panelboards, switchboard, and electrical feeders.                                                                                                                                                                                                                                                                                                                       | 75.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 493 | Strategic Plan - Project | 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.                                                                                                                                   | 90.00            | Work in Progress | Public Works         | N           | Y            | Y            | Y                     |                                  | Data Pending            | Data Pending                       |
| 494 | Strategic Plan - Project | Long-Term Waste Operations Strategy                                                           | RFP to develop long term Zero Waste Strategic Plan                                                                                                                                                                                                                                                                                                                                                                                                 | 10.00            | Work in Progress | Public Works         | N           | N            | N            | N                     | Y                                | N                       | N                                  |
| 495 | Strategic Plan - Project | Major Improvements to Downtown Berkeley Infrastructure and Amenities (Milvia Bikeway Project) | The project is currently in the grant funded planning phase for a protected bikeway between Hearst Ave and Channing Way, with a protected bikeway or traffic calming to upgrade the bikeway between Channing and Blake Street. Conceptual design will be complete in October 2019. Engineering design will start January 2020 and end October 2020. If additional grant funds are secured, construction would begin May 2021 and end January 2022. | 45.00            | Work in Progress | Public Works         | N           | Y            | Y            | Y                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Percent Complete | State            | Lead City Department | Commission? | Underway?    | Funded?      | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------|-------------|--------------|--------------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 496 | Strategic Plan - Project | Major Improvements to Downtown Berkeley Infrastructure and Amenities (Center Street Plaza)      | Convert Center Street between Shattuck and Oxford to a slow street with enhanced streetscape treatments emphasizing use by pedestrians and cyclists while retaining access for transit and deliveries. Project is on hold because anticipated SOSIP funds from hotel development were deferred for up to 10 years.                                                                                                                                                                                                                 | 0.00             | On Hold          | Public Works         | N           | N            | N            | N                     | N                                | N                       | N                                  |
| 497 | Strategic Plan - Project | 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 Center and University. Improve parking capacity and shorten pedestrian crossings 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. | 95.00            | Work in Progress | Public Works         | N           | Y            | Y            | Y                     | N                                | Y                       | Y                                  |
| 498 | Strategic Plan - Project | Marina Corporation Yard Electrical Upgrades                                                     | Electrical upgrades to the maintenance building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 75.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 499 | Strategic Plan - Project | North Berkeley Senior Center Seismic Upgrades and Renovations                                   | Seismic and general upgrades to meet immediate occupancy rating.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 75.00            | Work in Progress | Public Works         | N           | Y            | Y            | Y                     |                                  | Y                       | Y                                  |
| 500 | Strategic Plan - Project | Pedestrian Plan Update                                                                          | Update the 2010 Pedestrian Master Plan to guide City efforts to make walking in Berkeley safe, attractive, easy, and convenient for people of all ages and abilities.                                                                                                                                                                                                                                                                                                                                                              | 97.00            | Work in Progress | Public Works         | Y           | Y            | Y            | Y                     | Y                                | Y                       | Y                                  |
| 501 | Strategic Plan - Project | Public Safety Building Improvements                                                             | Renovate the Public Safety Building lobby to improve service to community members and enhance the safety of Fire Department personnel. Install new carpet. Fix water leak on south side of building.                                                                                                                                                                                                                                                                                                                               | 95.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 502 | Strategic Plan - Project | Residential Preferential Parking (RPP) Program                                                  | Assess the potential for and interest in expansion of RPP in additional commercial districts.                                                                                                                                                                                                                                                                                                                                                                                                                                      | 60.00            | Work in Progress | Public Works         | N           | N            | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 503 | Strategic Plan - Project | 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 capital sewer improvements and a sanitary sewer rate study                                                                                                                                                    | 70.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 504 | Strategic Plan - Project | Solano Avenue Revitalization Plan                                                               | Conceptual design                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00             | Not Started      | Public Works         | N           | Data Pending | Data Pending | Data Pending          | Data Pending                     | Data Pending            | Data Pending                       |
| 505 | Strategic Plan - Project | Substation relocation project                                                                   | Relocation of the BPD Traffic Substation to a City of Berkeley-owned facility.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 75.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |
| 506 | Strategic Plan - Project | Transfer Station - Master Plan                                                                  | 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.                                                                                                                                                                                                                                                               | 50.00            | Work in Progress | Public Works         | N           | Y            | Y            | N                     | N                                | Y                       | Y                                  |

**Disposition of  
Referrals, Projects, and Audits**

| No. | Type                     | Name                                                     | Description                                                                                                                                                                                                         | Percent Complete | State            | Lead City Department | Commission? | Underway? | Funded? | Grant funding likely? | Required by legislative mandate? | Achievable in ~2 years? | Have adequate staff resources for? |
|-----|--------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|----------------------|-------------|-----------|---------|-----------------------|----------------------------------|-------------------------|------------------------------------|
| 507 | Strategic Plan - Project | Undergrounding Utility Wires                             | Finalize design and begin construction of Underground Utility District #48 (Grizzly Peak). The City is responsible for installation of decorative solar street lighting in support of this Undergrounding District. | 80.00            | Work in Progress | Public Works         | N           | Y         | Y       | N                     | N                                | Y                       | N                                  |
| 508 | Strategic Plan - Project | Update Watershed Management and Storm Drain Master Plans | Undertaking a necessary update to citywide watershed management and storm drain master plans                                                                                                                        | 90.00            | Work in Progress | Public Works         | N           | N         | Y       | N                     | N                                | Y                       |                                    |
| 509 | Strategic Plan - Project | Zero Waste Rate Evaluation                               | Develop a study that provides for a new five year rate structure that sets rates through the Proposition 218 process.                                                                                               | 50.00            | Work in Progress | Public Works         | N           | N         | Y       | N                     | Y                                | Y                       | Y                                  |