



Office of the City Manager

31INFORMATION CALENDAR

October 27, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Jamie Parks, Director, Public Works

Subject: Audit Status Report: 2009 Leases Audit Follow-Up

INTRODUCTION

On January 24, 2025, the City Auditor released, *2009 Lease Audit Follow-Up – Berkeley Faces the Same Risks 16 Years Later*¹ to City Council with recommendations to improve the City's lease oversight and management. The first status report was submitted to Council on October 28, 2025. This information item provides Council with an update on the implementation status of the report's recommendations. This is the second status report regarding this audit.

CURRENT SITUATION AND ITS EFFECTS

The audit included eight recommendations. As of October 2026, staff have started implementation for six recommendations, one is partially implemented, and one has not started because it requires completion of the other seven before it can commence. While work on seven recommendations is ongoing, the only change of status since the last status report on October 28, 2025 is associated with recommendation 8.2.²

Please see Attachment 1 for a detailed table of audit report recommendations, corrective action plans, and implementation progress. The next status report to Council is expected in Fall 2027.

The partially implemented recommendation, 8.2, states, "Public Works and Finance should determine if the existing systems can be used to finalize a comprehensive list of City leases." The Auditor's finding provided further direction to assess existing, planned, and other software systems to, "enable more effective oversight of leases." Public Works and Finance concluded the current system is insufficient for the City's needs. A new software system capable of including information for all City owned properties and the ability to manage leases, license agreements, insurance documents, and creating

¹ Audit: [2009 Leases Audit Follow-Up: Berkeley Faces the Same Risks 16 Years Later](#)

² Recommendation 1.2 is started, not partly implemented as incorrectly described in the 2025 status report.

reports for internal use and regulatory reporting would best serve the City and its real property needs.

Staff conducted a thorough review of available options and determined that a cloud-based software system integrated with ERMA (i.e., the City's Tyler Munis financial management system) is needed. A software needs checklist was developed in coordination with the Parks, Recreation & Waterfront; Health, Housing and Community Services; Finance; and IT Departments ("Lease Management Ad Hoc Team"). Attachment 2 identifies the Real Property Software Needs Checklist used to solicit informal bids from four vendors. Staff identified a preferred vendor, and purchase order processing is in progress.

All recommendations require the formation of an interdepartmental team of staff involved in lease and license agreement tracking and management. A Lease Management Ad Hoc Team was formed and completed the following since the last update:

1. Built an interdepartmental shared lease list and presented it to the City Budget and Finance Committee on April 9, 2026. Please see Attachment 3 for copies of the list and presentation.
2. Documented inconsistencies in data collected by different departments and used the information to create the software needs checklist.
3. Recommended an affordable and proven lease and property management software provider for City Management consideration. Software has been selected and implementation will begin no later than December 2026.

BACKGROUND

On February 11, 2025, the City Auditor presented *2009 Leases Audit Follow-Up - Berkeley Faces the Same Risks 16 Years Later*, to City Council. The new report assessed the implementation of recommendations from the 2009 audit and concluded that the City still faces the same issues and lacks a clear approach to lease management, a relevant policy to guide leasing and licensing decisions, and a complete central inventory of leases and license agreements. The report asserts that these factors continue to compromise the City's ability to strategically manage City-owned property and reopened eight prior recommendations that require collaboration across departments to better ensure sound management of City-owned and occupied properties.

Public Works and the City Manager's Office accepted the Auditor's findings and guidance for implementation. The recommendations were re-opened and all parties agreed to provide annual updates on implementation until fully completed.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

POSSIBLE FUTURE ACTION

Public Works will continue to work with all City Departments to create a shared list of revenue leases, expenditure leases and license agreements using the newly procured software system. Additionally, Public Works will lead interdepartmental work to submit a draft property management plan with data and recommendations for the City Manager's Office's consideration in early 2027.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

None at this time.

CONTACT PERSON

Dionne Early, Real Property Administrator, Public Works, (510) 981-6453

Attachments:

- 1: Audit Findings, Recommendations, and Status Updates
- 2: Real Property Software Needs Checklist
- 3: Budget & Finance Committee April 9, 2026 Presentation/Handouts

Report Title: 2009 Leases Audit Follow-Up: Berkeley Faces the Same Risks 16 Years Later					
Issue Date: January 24, 2025					
Finding	Recommendation		Department	Status Last Period	Current Status Update
The City's 2002 plan to centralize property and facility lease management has not been implemented.	1.1	The City Manager should formalize and approve the division of responsibilities between the Public Works department and other departments regarding lease management.	Public Works	Started	Started. No change since the last update. The Real Property Administrator is still in the process of soliciting input from relevant departments about the benefits of centralized, decentralized or hybrid lease management. Public Works anticipates delivering a draft proposal for City Manager comment and input in early 2027.
The City's 2002 plan to centralize property and facility lease management has not been implemented.	1.2	The Public Works department should determine and formally define the role of the real property administration staff given available resources.	Public Works	Started	Started. Public Works is still assessing the Real Property Administrator's job duties. According to Public Works, the department identified a new lease management software which is expected to be implemented within 3 months. The department reported they will assess whether additional staff resources are needed once the new software is live.
The City's 2002 plan to centralize property and facility lease management has not been implemented.	1.5	The City Manager should formally communicate a property management plan with all affected City departments.	Public Works	Started	Started. The Real Property Administrator last met with the interdepartmental team responsible for lease management in April 2026. According to Public Works, a final draft of the property management plan will be submitted to the City Manager in early 2027.
City staff did not comply with City rules and regulations because the City lacks clear guidelines and simple tools for effective lease negotiations, reviews, approval, and oversight.	2.1	Public Works and Finance should update Administrative Regulation 6.6 and Contracts Online to give clear direction to City staff regarding administration and execution of lease agreements.	Public Works	Not Started	Not started. No change since the last update. Updates to AR 6.6 will be initiated after the City has formally defined its lease management structure. This work will require the Real Property Administrator to edit the current AR before submitting to the appropriate leadership teams for review.
A complete inventory of City facility leases with key information is not available; it is not known whether all current leases are properly authorized by executed contracts.	4.1	Public Works should determine what information is needed in a centralized repository of lease information. Staff in the operating departments responsible for leases should be consulted to identify information that they need for monitoring leases. This information should be included in the centralized repository of lease information.	Public Works	Started	Started. The Real Property Administrator collaborated with the interdepartmental team responsible for managing leases and licenses to update the list of City leases and licenses for an April 2026 presentation to the Budget and Finance Committee. Public Works has not yet provided an overview of the information needed in a centralized repository of lease information.

A complete inventory of City facility leases with key information is not available; it is not known whether all current leases are properly authorized by executed contracts.	4.3	Public Works should ensure that relevant detailed information such as contract numbers, annual cost of living adjustments, and other lease terms, fees, covenants, and locations are included in the complete lease inventory detail.	Public Works	Started	Started. No change since the last update. The Real Property Administrator is still in the process of updating lease and license forms.
A complete inventory of City facility leases with key information is not available; it is not known whether all current leases are properly authorized by executed contracts.	4.4	Public Works should make the lease inventory detail available to City staff so they can utilize the information to make informed decisions. If possible, this information should be available online in a format that allows controlled updates of information.	Public Works	Started	Started. According to Public Works, the department continues to update a shared drive with lease data, however we were not able to verify the contents of the shared drive. The department stated that it plans to begin managing lease and license agreements in the new lease management software once it is implemented. According to Public Works, the software will allow the Real Property Administrator to assign special permissions to staff for editing and updating information.
Opportunities to use existing and planned software and other systems to enable more effective oversight of leases and other contracts are being overlooked.	8.2	Public Works and Finance should determine if the existing systems can be used to finalize a comprehensive list of City leases.	Public Works	Started	Partly Implemented. According to Public Works, the department has determined the existing systems are not sufficient to finalize a comprehensive list of City leases and licenses. The department has identified a new property management software which will be used to track all City owned properties and associated lease and license agreements.

CITY OF BERKELEY REAL PROPERTY SOFTWARE NEEDS

The City of Berkeley needs software that simplifies managing a small but complex lease portfolio by centralizing data, automating financial compliance, and providing proactive management tools. The software should act as a "single source of truth," allowing teams in Finance, PW real estate, PRW, HHCs and CAO to collaborate using the same up-to-date information.

Training and Expansion

While the software will initially be used by Public Works to meet its requirement to maintain citywide property and lease lists, assurance is needed that, if desired, expanding use and access to other departments is possible without increasing the cost to the City.

- ☐ **Include unlimited users** and the ability to control each user's access to different aspects of the system.
- ☐ **Include comprehensive training** for current and future users; trainers should be experienced with the software but also have lease expertise and accounting expertise.
- ☐ **Include the ability to track and manage all City owned properties**, not just those occupied by third-party tenants.

Key Capabilities Needed

- ☐ **Centralized Data Repository:** To consolidate all lease documents, contracts, and utility bills into one platform, breaking down data silos between departments.
- ☐ **Automated Accounting & Compliance:** To automate calculations **GASB 87** and other required reporting to stated standards, generate journal entries, and produce disclosure reports to ensure audit readiness.
- ☐ **Proactive Alerts & Date Management:** Ability to set custom notifications for critical dates such as renewals, expirations, rent increases, and insurance deadlines to avoid penalties or missed opportunities.
- ☐ **AI-Powered Data Extraction (not a must but a nice to have):** AI automated extraction of key data points from complex lease agreements, reducing manual entry errors.
- ☐ **Seamless Integrations:** It connects with major ERP and financial systems (like ERMA) to sync lease information with broader business processes. Flat files are preferred to start to ensure seamless future integration without compromising ERMA.

CITY OF BERKELEY

REAL PROPERTY SOFTWARE NEEDS

- **Sustainability & ESG Reporting:** A platform that can track environmental data—such as energy, waste, and water usage—to help the City have metrics for environmental, social, and governance reporting.

The following checklist aligns with typical municipal real property duties, such as managing lease agreements, tracking critical dates, and ensuring financial transparency.

Essential Management Tasks

- **Centralize Lease Inventory:** Locate and consolidate all city leases from various departments into a single "source of truth".
- **Monitor Critical Dates:** Set automated alerts for lease renewals, expirations, rent increases, and insurance deadlines to prevent penalties.
- **Manage Clause & Obligation Tracking:** Track specific city requirements, such as **ADA compliance**, maintenance responsibilities, and use restrictions directly within lease records.
- **Automate Appropriation-Based Options:** Use system workflows to manage annual rollovers for leases tied to specific funding cycles.

Standard & Custom Reporting

- **GASB 87 & GASB 96 Compliance Reports:** Generate audit-ready disclosure reports, including roll-forward reports and amortization schedules for both real estate and software subscriptions (GASB 96 *Subscription-Based Information Technology Arrangements* (SBITAs), requires government entities to recognize a right-to-use intangible asset and a corresponding subscription liability for cloud computing and software contracts, similar to lease accounting under GASB 87. It applies to contracts over 12 months, effective for fiscal years starting after June 15, 2022.).
- **Sustainability & ESG Reports:** Track energy and emissions data to align with municipal climate action plans and meet potential **net-zero** reporting goals.
- **Portfolio Health Dashboards:** Visualize lease locations and costs through interactive maps and high-level summaries for presentation to the City Council.
- **Budget & Forecasting Models:** Model lease cost impacts within constrained appropriation cycles to assist in annual city budget planning.

CITY OF BERKELEY

REAL PROPERTY SOFTWARE NEEDS

System Integrations

- ❑ **Financial & ERP Systems:** Integrate with city financial software (like ERMA) to sync journal entries and lease payments with the broader general ledger.
- ❑ **Accounts Receivable:** Streamline the collection of rent from third-party tenants leasing city-owned property.
- ❑ **EPA Portfolio Manager:** Export facility data directly to the EPA's benchmarking tool to simplify public-sector transparency requirements.
- ❑ **GIS Integration:** Connect lease records with the city's **GIS (Geographic Information System)** for spatial analysis of city-owned and leased land parcels.

Communication Needs

It is more important that real property software act as an **internal collaboration and data centralization** resource rather than acting as a direct two-way messaging app for tenants. City of Berkeley needs a system of record for finance, legal, and real estate teams across multiple departments. It is more important that the software can be set up to send standard and programmable alerts and reminders to the tenants AND to the assigned manager of the lease in each department to ensure they communicate with the tenant by phone or email.

Software must support communication in the following ways:

- ❑ **Internal Collaboration:** Multiple departments (Finance, Real Estate, Legal) can access the same lease data and leave notes or track approvals within a controlled environment to ensure everyone is aligned.
- ❑ **Contact Management:** Store and track all contact details for every lease, including tenants, property managers, and attorneys, to quickly find who you need to reach via traditional channels.
- ❑ **External Integration for Alerts:** The platform can integrate with communication tools like Outlook. This allows the system to push critical alerts (like renewal deadlines or rent changes) to the appropriate team members who can then reach out to tenants.
- ❑ **Operational Transparency:** By tracking performance and building occupancy, the software provides data that helps the City in its role as property owners "improve

CITY OF BERKELEY REAL PROPERTY SOFTWARE NEEDS

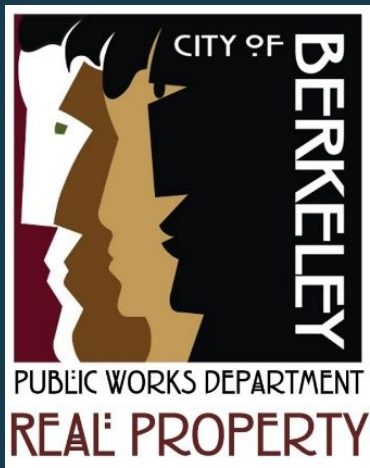
communication" by giving them the facts needed to convey building updates or renegotiate terms effectively.

- ☐ **Visual and GIS-Friendly:** Highly visual and user-friendly, with interactive maps and a focus on administration.
- ☐ **Lease Life Focus:** must be designed to handle the entire life of the lease *after* compliance is met, such as tracking CAM (Common Area Maintenance) reconciliations and legal disputes.
- ☐ **Fiscal Communication:** Allows allocation of leases across different municipal funds and prepares modified accrual journal entries easily.

Desire Operational Impact of the Software

- ☐ **Cost Savings:** Will identify overpayments and non-conforming charges through automated audits, the software helps control expenses and optimize space utilization. Specifically need to address late payment, nonpayment, and underpayment of rent.
- ☐ **Enhanced Visibility:** City leadership can use real-time dashboards and interactive maps to visualize the entire portfolio of properties and make data-driven decisions regarding acquisitions and/or sale of property and space planning.
- ☐ **Risk Mitigation:** Robust internal controls and a complete audit trail for all lease modifications help maintain data integrity and reduce the risk of non-compliance particularly with regard to third-party insurance requirements.

Dionne Early, Real Property Administrator
City of Berkeley
Department of Public Works – Real Property
dearly@berkeleyca.gov
510-981-6453



ATTACHMENT 3

CITY REAL PROPERTY: LEASES AND LICENSE AGREEMENTS

PRESENTED FOR
Budget & Finance Committee
April 9, 2026

PRESENTED BY
Public Works: Dionne Early, Real Property Administrator
Parks, Recreation and the Waterfront: Director Scott Ferris



General Property Categories

- City Administration
- City Programs
- City Operations
- City Property
Leased/Licensed to Non-
City Tenants
- Leases Related to Low-
Income Housing
- Successor Agency
Properties





Department Responsibilities

- Use and Occupancy
- Fiscal Management and Oversight
- Operation and Maintenance

Department Responsibilities (cont.'d)

- **Berkeley Public Library** is administratively independent and governed by the City's only appointed board.
- **PRW** manages leases and licenses in parks, camps and the waterfront.
- **PW** manages maintenance, repair, and capital improvement of city infrastructure, including streets, sidewalks, utilities, all Civic Center buildings, City garages, Corporation Yard, and Transfer Station, and Fire Stations.





PRW Leases and Licenses

April 9, 2026

Overview

- PRW has 33 lease and license agreements / 41 facilities
 - 23 active agreements
 - 12 holdover – Currently working on renewing 9 agreements
 - 1 pre-lease – 199 Seawall Drive (former Hs. Lordships)
- Waterfront: 15 agreements
- Parks: 11 agreements / 15 facilities
- Non-Park: 3 agreements
- Leased Facilities (City is tenant): 4 agreements / 8 facilities

Waterfront – 15 Agreements

- 9 Building Leases:
 - Berkeley Yacht Club, Cal Adventures, Cal Sailing Club, Berkeley Sportsman Center (Bait Shop), Hana Japan, International Child Resource Institute (ICRI), Patpatia & Associates, Third Plateau, CoB/BPD Traffic Bureau
- 3 Ground Leases:
 - Doubletree Hotel, Berkeley Marine Center, Skates on the Bay
- 2 Licenses:
 - Highline Kites, Roaming Bean Coffee
- 1 Option Agreement for potential Ground Lease:
 - TSA Holdings at 199 Seawall Drive (Former Hs. Lordships)



Berkeley Yacht Club



125-127 University Ave. (Office suites & BPD Traffic Bureau)

Waterfront Agreements		Page 17 of 34		
Tenant	Address	Lease Status	Initial Term Duration	Current Annual Base Rent
Ground Leases				
Berkeley Marine Center	1 Spinnaker Way	Active	51 years, 1978-2029	\$24,480.00 + % rent
Doubletree Hotel	200 Marina Blvd	Active	61 years, 2020-2080	\$985,379.64 + % rent
Skates on the Bay	100 Seawall Dr	Active	10 years, 2022-2032	\$288,000.00 + % rent
TSA Holding Group	199 Seawall Dr	Option Agreement	2 years, 2026-2028	\$0
Building Leases				
Berkeley Yacht Club	1 Seawall Dr	Active	30 years, 2016-2045	\$19,696.44 + CIP
Cal Adventures (UC Berkeley)	124 University Ave	Holdover, In Negotiations	5 years, 2004-2008	\$19,350.00
Cal Sailing Club	124 University Ave	Holdover, In Negotiations	5 years, 2015-2019	\$12,762.72
Int’l Child Resource Institute	125-127 University	Holdover, In Negotiations	3 years, 2014-2017	\$36,708.00
Third Plateau	125-127 University	Holdover, In Negotiations	3 years, 2017-2017	\$40,866.00
Patpatia and Associates	125-127 University	Active, In Negotiations	5 years, 2021-2026	\$42,172.32
CoB/BPD Traffic Bureau	125-127 University	Active	5 years, 2022-2026	\$196,056.00
Berkeley Sportsman Center (Bait Shop)	225 University Ave	Holdover, In Negotiations	3 years, 2020-2023	\$44,516.16
Hana Japan	235 University Ave	Active	6 years, 2020-2026	\$94,416.00 + CIP
Licenses				
Highline Kites	Cesar Chavez Park	Holdover	5 years, 2004-2008	\$2,205.00
Roaming Bean Coffee	South Cove	Active, In Negotiations	1 year, 2024-2025	\$3,831.60

Parks – 11 Agreements / 14 Facilities

- 9 Leases

- 5 at Aquatic Park: Bay Area Outreach Recreation Program (BORP), Waterside Workshops, Korsa Musical Theater, Berkeley Rowing Club, Berkeley Water Ski Club
- 2 at Live Oak Park: Berkeley Art Center, Korsa Musical Theater
- 1 at Cedar Rose Park: Ala Costa Center
- 1 at James Kenney Park: Bay Area Hispano Institute for Advancement (BAHIA)
- Of these, 6 non-profit tenants pay rent + make CIP improvements

- 2 Licenses

- Aquatic Park: Bay Area Air Quality Management District (BAAQMD)
- Virginia-McGee Totland: Jon's School of Music



Berkeley Rowing Club at Aquatic Park



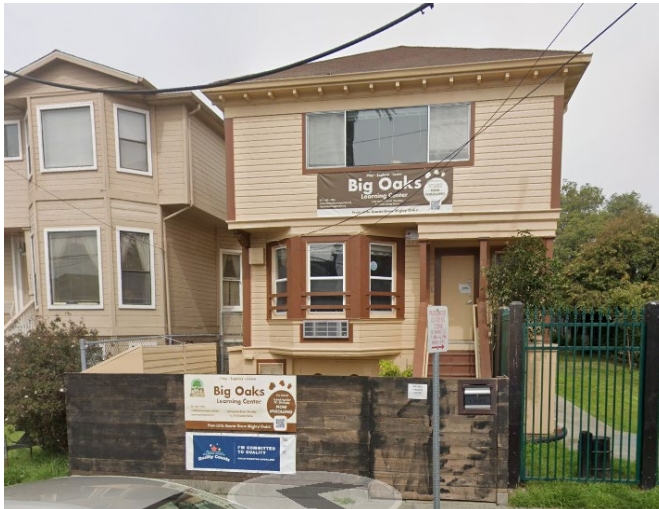
BAHIA at James Kenney Park

Park Agreements

Tenant	Address	Park	Lease Status	Initial Term Duration	Current Annual Base Rent
LEASES					
Bay Area Outreach Recreation Program (BORP)	80 Bolivar Dr	Aquatic Park	Holdover, In Negotiations	4 years, 2009-2013	\$1,680.00 + CIP
Waterside Workshops	80, 82, 84, 90 Bolivar Dr	Aquatic Park	Active	10 years, 2022-2032	\$2,400.00 + CIP
Korsa Musical Theater (Aquatic Park)	2925, 2945 Bolivar Dr	Aquatic Park	Active	10 years, 2024-2034	\$1,200.00 + CIP
Berkeley Rowing Club	2851 W Bolivar Dr	Aquatic Park	Active	15 years, 2016-2030	\$1,300.00 + CIP
Berkeley Water Ski Club	2821 W Bolivar Drive	Aquatic Park	Holdover	2 years, 2008-2010	\$4,900.00
Berkeley Art Center	1275 Walnut Street	Live Oak Park	Active	10 years, 2018-2028	\$1.00 + CIP
Korsa Musical Theater (Live Oak Theater)	1301 Shattuck Ave	Live Oak Park	Active	3 years, 2024-2027	\$6,000.00
Ala Costa Center	1300 Rose Street	Cedar Rose Park	Holdover	1 year, 1998-1999	\$1.00
Bay Area Hispano Institute for Advancement (BAHIA)	1718 Eighth Street	James Kenney Park	Active	15 years, 2023-2038	\$6,556.36 + CIP
LICENSES					
Bay Area Air Quality Mgmt District (BAAQMD)	80 Bolivar Dr	Aquatic Park	Active	15 years, 2013-2028	\$9,803.40
Jon’s School of Music	1644 Virginia St	Virginia-McGee Totland Park	Holdover, In Negotiations	1 year, 2018	\$9,744.00

Non-Park – 3 Lease Agreements

Tenant	Address	Lease Status	Initial Term Duration	Current Annual Base Rent
Berkeley Lawn Bowling Club	2270 Acton Street, 94702	Holdover	15 years, 1994-2009	\$1,200.00
Big Oaks Learning Center (Ephesians)	1907 Harmon Street, 94703	Holdover	5 years, 1992-1997	\$1.00
Cazadero Performing Arts Camp	5385 Cazadero Highway, Cazadero, CA 95421	Active	25 years, 2021-2045	\$52,167.33 + CIP



Big Oaks Learning Center (adjacent to Greg Brown Park)



Cazadero Performing Arts Camp

City is Tenant: 4 Agreements / 8 Facilities

- 2 with US Forest Service (Special Use Permit):
 - Echo Lake, Tuolumne
- 1 with BUSD (Joint Use Agreement):
 - Martin Luther King, Jr. Youth Services Center/Young Adult Project (YAP)
 - Pools: King, West Campus
 - Parks: King, Thousand Oaks
- 1 with East Bay Regional Park District (Ground Lease):
 - Tom Bates Regional Sports Complex



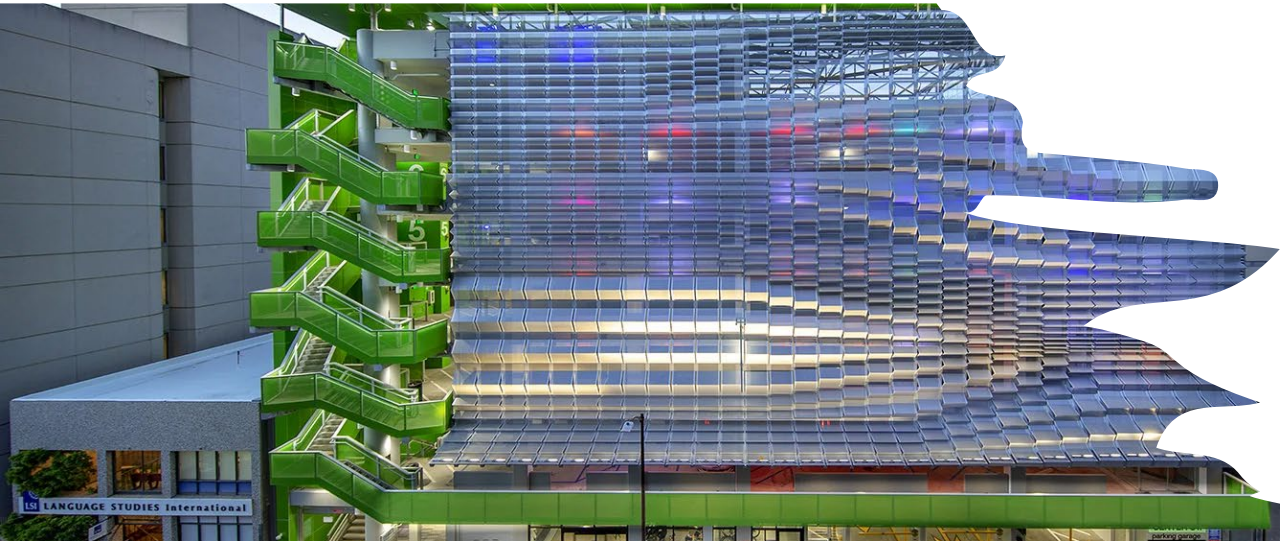
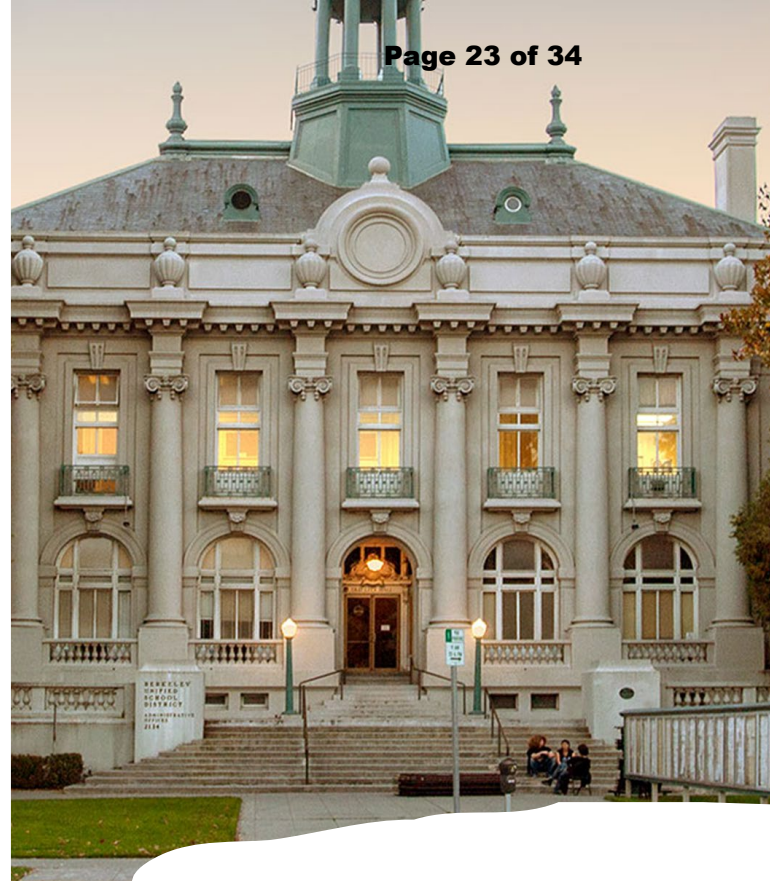
Echo Lake Camp



MLK Jr. Youth Services Center (under construction)

Leased Facilities (City is tenant)

Facility	Address	Lease Status	Initial Term Duration	Current Annual Base Rent/Fee
US Forest Service Special Use Permits				
Echo Lake Camp	7 Echo Lakes Road, Echo Lakes, CA 95721	Active	20 years, 2011-2030	\$500-\$2,500
Tuolumne Camp	31585 Hardin Flat Road, Groveland, CA 95321	Active	30 years, 2020-2049	\$25,000-\$75,000
BUSD Joint Use Agreement				
MLK Youth Services Center/YAP	1730 Oregon St	Active	30 years, 2021-2051	\$0
King Pool	1700 Hopkins St	Active	30 years, 2021-2051	\$0
West Campus Pool	2100 Browning St	Active	10 years, 2021-2031	\$0
King Park	1700 Hopkins St	Active	25 years, 2021-2046	\$0
Thousand Oaks Park	1700-1780 Tacoma Ave	Active	25 years, 2021-2046	\$0
East Bay Regional Parks District (Ground Lease)				
Tom Bates Regional Sports Complex	400 Gilman St	Active	46 years, 2007-2053	\$1,000



Public Works Leases and Licenses

April 9, 2026

Overview

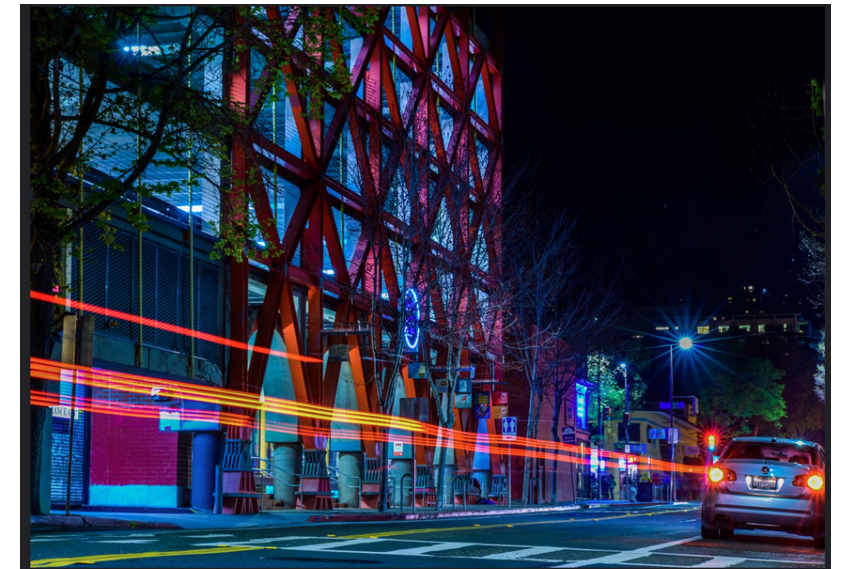
- PW has 16 active leases, 2 cooperative agreements, and 2 vacancies at 4 locations
 - 11 holdover – Telegraph-Channing Mall and Garage
 - 6 active – BHA's Lease in 1947 will terminate before the end of fiscal year
 - 1 cooperative agreement has a lease associated with it – BART at CSG
 - 1 cooperative agreement is tied to Zero Waste – CCC/Berkeley Recycling
 - 1 land lease
- PW Lease Support Only Facilities (City is Tenant): 2 agreements/ 7 facilities
- PW Co-Managed: 7 leases and 8 license agreements at 11 buildings

Garages – PW Leases

- Telegraph-Channing Mall: 14 Retail Space Leases, 1 Vacancy, all Market Rate
 - Nonprofits – Dorothy’s Closet, We Wield The Hammer, Friends of the Library
 - Food – Plentea (2), Cheese n Stuff, SoDol
 - Others – Framers, Revolution Books, Postal Annex, Moe’s Flowers, M&M Threading
 - 11 leases in holdover; 3 active; 1 vacancy
- Center Street Garage: 2 Lease, 1 Cooperative Agreement
 - Lexi’s Frozen Custard, BART



Center Street Garage



Telegraph-Channing Mall and Garage

PW LEASES & LICENSE AGREEMENTS

City Property Name	Property Address	Tenant	Agreement Status	Annual Base Rent	Initial Approved Amount	Initial Term Duration (years)
Civic Center Annex Office	1947 Center St (5TH FLR)	Berkeley Housing Authority	Active (Terminates FY 2026)	\$ 140,426.35	\$ 1,404,263.52	10
Civic Center Annex Office	1947 Center St (6TH FLR)	VACANT				
Berkeley Recycling	669 Gilman St	Community Conservation Center, Inc.	Active		\$ -	
Center St Garage (Retail Space)	2023 Center St	Bay Area Rapid Transit (BART)	Active	\$ 51,371.89	\$ 770,578.33	15
Center St Garage (Retail Space)	2010 Addison	Lexi's Frozen Custard	Active	\$ 20,590.94	\$ 205,909.36	10
Telegraph-Channing Mall	2439 Channing Way	Framer's Workshop	Active	\$ 77,223.00	\$ 772,230.00	10
Telegraph-Channing Mall	2425-a Channing Way	DDH dba Dorothy's Closet	Active	\$ 22,932.00	\$ 114,660.00	5
Telegraph-Channing Mall	2425-b Channing Way	Postal Annex	Active-Holdover	\$ 24,999.66	\$ 124,998.30	5
Telegraph-Channing Mall	2425-c Channing Way	VACANT				
Telegraph-Channing Mall	2433 Channing Way	Friends of the Berkeley Public Library	Active-Holdover	\$ 14,199.24	\$ 70,996.20	5
Telegraph-Channing Mall	2434 Durant Ave	Plentea Berkeley (dinning/storage)	Active-Holdover	\$ 19,112.89	\$ 95,564.44	5
Telegraph-Channing Mall	2430 Durant Ave	Plentea Berkeley (shop)	Active-Holdover	\$ 19,349.57	\$ 77,398.28	4
Telegraph-Channing Mall	2438 Durant Ave	SoDol Coffee Tasting House	Active-Holdover	\$ 27,376.70	\$ 273,767.00	10
Telegraph-Channing Mall	2440 Durant Ave	We Wield The Hammer	Active	\$ 11,655.00	\$ 58,275.00	5
Telegraph-Channing Mall	2442 Durant Ave	Cheese'n Stuff Deli	Active-Holdover	\$ 16,972.25	\$ 84,861.23	5
Telegraph-Channing Mall	2444 Durant Ave	Revolution Books	Active-Holdover	\$ 20,241.00	\$ 101,205.00	5
Telegraph-Channing Mall	2446 Durant Ave	Moe's Flowers (flower stand & Storage)	Active-Holdover	\$ 3,460.75	\$ 17,303.73	5
Telegraph-Channing Mall	2446 Durant Ave	Moe's Flowers (Flower shop)	Active-Holdover	\$ 17,253.59	\$ 86,267.94	5
Telegraph-Channing Mall	2432 Durant Ave	M & M Threading	Active-Holdover	\$ 15,179.80	\$ 75,899.00	5
Telegraph-Channing Mall	Around Elevator	Egress Hallway for Telegraph Ave Shop	Active-Holdover			

PW Lease Support Only

- **Police Accountability Board**
 - Return to their previous offices
 - Built to PW design at no cost to City
 - 10-year lease with option for additional 10 years
- **New Fire Headquarters**
 - 6 Buildings
 - Remodel to include new EOC, training facility, admin
 - Lease with Option to Purchase



1900 Addison – Police Accountability



1250 Ninth Street – New Fire HQ

PW LEASES (CITY IS TENANT)

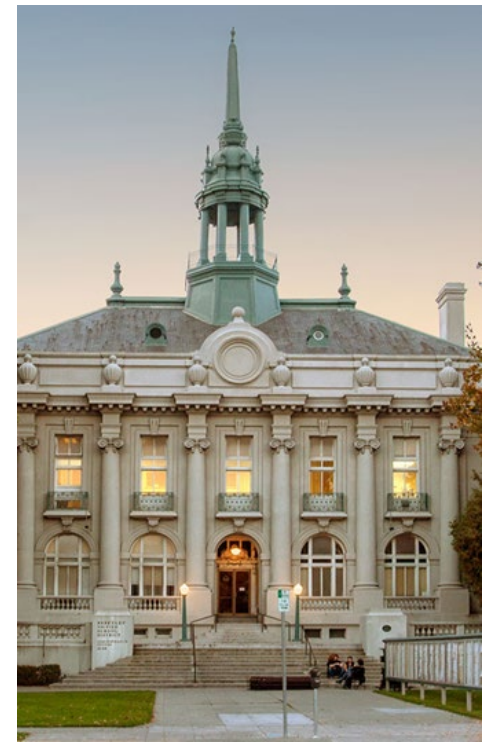
City Property Name	Property Address	Tenant	Agreement Status	Annual Base Rent	Initial Approved Amount	Initial Term Duration (years)
Fire Headquarters	933 Gilman (6 Buildings)	Fire Headquarter and EOC - City	Active	\$ 1,376,004.00	\$ 44,200,819.00	20
Police Accountability Board	1900 Addison, 3rd Floor	Police Accountability - City	Active	\$ 150,122.50	\$ 1,779,588.34	10

Co-Managed Sites

- **Co-Manages Agreements with CMO and/or HHCS:**

- Old City Hall and Annex Office Building
- Veterans Building
- 1947 Center Street
- Ann Chandler Clinic
- University Avenue Center (aka Premier Cru)
- Land Lease – County Courthouse
- Cultural Arts Center and Theater (BRG)
- Animal Shelter Cell Antenna

- **6 Leases between \$1 and \$100 per year**
- **2 Leases for \$24,000 per year maintenance fee**
- **8 License Agreements between \$1 and \$100 per year**
- **1 Lease for \$25,885 per year for cell tower**



Old City Hall



University Avenue Center

PW CO-MANAGED AGREEMENTS
Page 30 of 34

City Property Name	Property Address	Tenant	Agreement Status	Annual Base Rent	Initial Approved Amount	Initial Term Duration (years)
Old City Hall Annex Building	1835 Allston Way	Options Recovery	Holdover	\$ 100.00	\$ 500.00	5
Ann Chandler Public Health Center	830 University Ave.	Berkeley Free Clinic	Active	\$ 24,000.00	\$ 120,000.00	5
Ann Chandler Public Health Center	830 University Ave.	Lifelong Medical	Active	\$ 24,000.00	\$ 120,000.00	5
Maudelle Shirek Building	2134 Martin Luther King Jr. Way	Berkeley Community Media	Active	\$ 1.00	\$ 1.00	
Maudelle Shirek Building	2134 Martin Luther King Jr. Way	Dorothy Day House	Active - Month-to-Month	\$ 100.00	\$ 100.00	
Veteran's Memorial Hall	1931 Center - West 1st flr and 2nd flr	Berkeley Historical Society	Active - Month-to-Month	\$ 1.00	\$ 1.00	
Veteran's Memorial Hall	1931 Center - Rm on 1st flr	Berkeley Place Hearing Impaired (1997)	Active - Month-to-Month	\$ 100.00	\$ 100.00	
Veteran's Memorial Hall	1931 Center - Basement	Dorothy Day House	Active - Month-to-Month	\$ 100.00	\$ 100.00	
Veteran's Memorial Hall	1931 Center - Basement	Dorothy Day House	Active - Month-to-Month	\$ 100.00	\$ 100.00	
Veteran's Memorial Hall	1931 Center - Auditorium and Stage	Options Recovery	Active - Month-to-Month	\$ 100.00	\$ 100.00	
Veteran's Memorial Hall	1931 Center - Restrooms	The Ecology Center	Active - Month-to-Month	\$ 100.00	\$ 100.00	
University Avenue Cntr - Warehouse	1001 University Ave	Berkeley Food Network	Holdover	\$ 12.00	\$ 36.00	3
University Avenue Cntr - Community Center	1007 University Ave	(Temporary-Fire/HHCS)	City Use	N/A	\$ -	N/A
University Avenue Cntr - Retail/Office	1011 University Ave	Meals On Wheels/Vacant	City Use/Vacant	N/A	\$ -	N/A
University Avenue Cntr - Parking	1925 Ninth Street	Parking Lot	City Use	N/A	\$ -	N/A
Cultural Arts Center and Theater	3201 Adeline St	Black Repertory Group (Operator)	Holdover	\$ 1.00	\$ 24.00	50
Alameda County Berkeley Courthouse	2120 MLK	Alameda County	Active	\$ 1.00	\$ 18,500.00	50
Animal Shelter (roof)	1 Bolivar	AT&T Lease at Animal Shelter (2000)	Unknown	\$ 25,885.32	\$ 388,279.80	15

Please note: 100% of funds collected for Ann Chandler Public Health Center are for PW's structural maintenance of the building. No rent is collected.

Lease Analysis Summary: Identify Needed Investments

- **Comprehensive Analysis of Building Envelopes and Energy Use Data**
- **Updating Retail Spaces and Exploring Option**
- **Identify New Locations for Current Old City Hall & Vets Building Tenants**

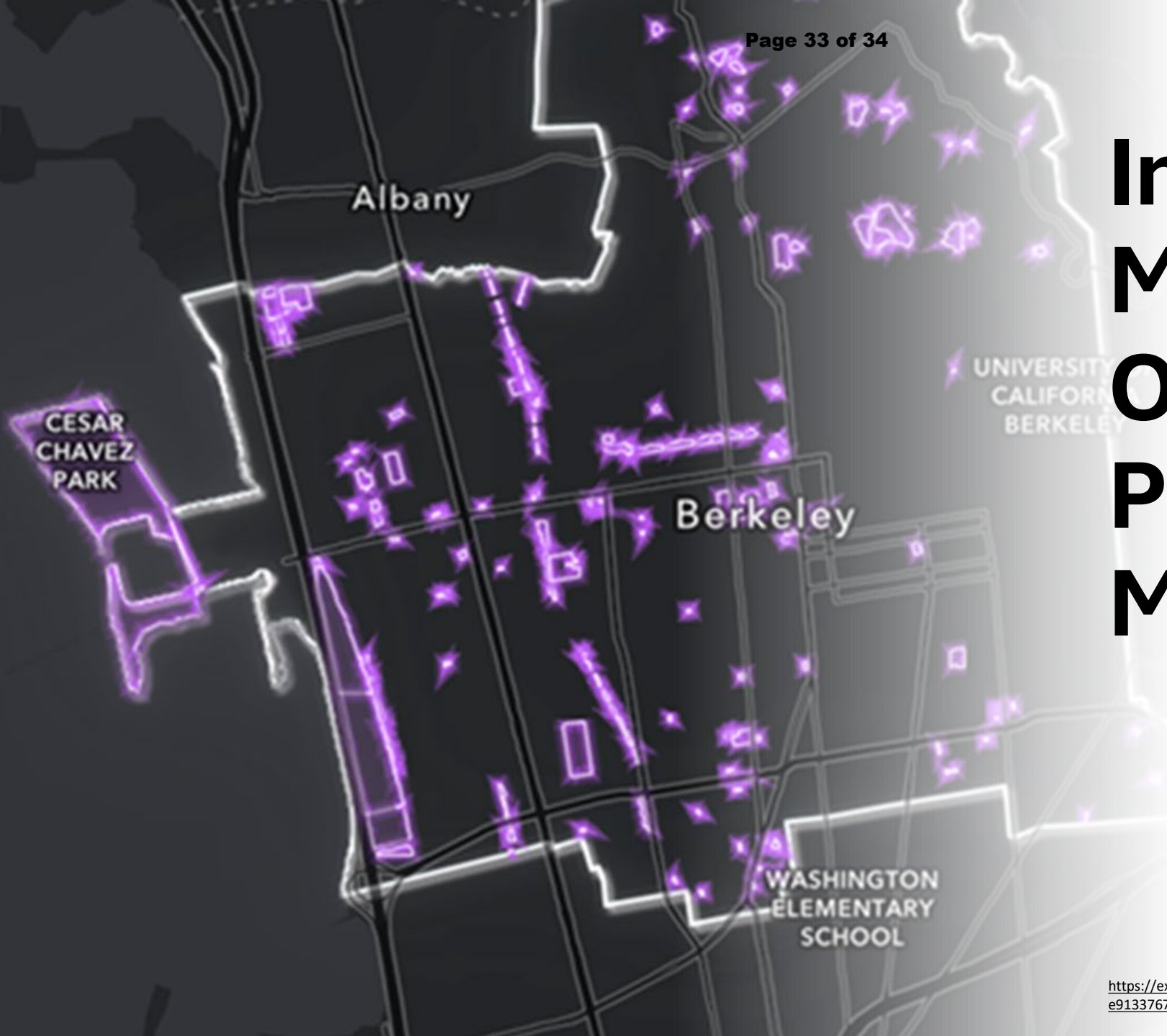


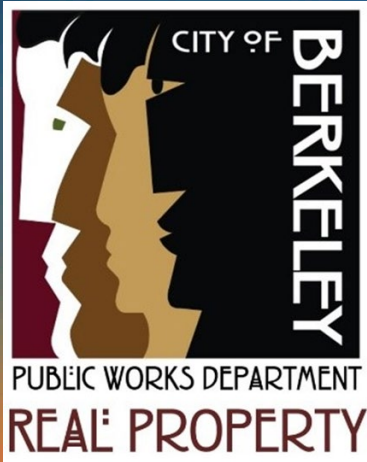


Real Property Work Plan

- **Select and Implement Property Management Software**
- **Build an Interactive Map of City Owned Property**
- **Prepare RFP for Broker and Appraisal Services**
- **Renegotiate Agreements in Holdover or Over 15 Years Old**
- **Collect Unpaid Rent**
- **Update and Expand Administrative Regulations for Real Property**

Interactive Map of City Owned Property + More





Thank You!

Any Questions or Comments?



PUBLIC WORKS

Dionne Early
Real Property Administrator
510.981.6453
DEarly@berkeleyca.gov

PARKS, RECREATION & WATERFRONT

Scott Ferris
Director
510.981.6711
SFerris@berkeleyca.gov