



Office of the City Manager

INFORMATION CALENDAR  
December, 3, 2024

To: Honorable Mayor and Members of the City Council  
 From: Paul Buddenhagen, City Manager  
 Submitted by: David Sprague, Fire Chief  
 Subject: Measure FF Spending Audit Status Report

INTRODUCTION

On November 22, 2023, the City Auditor submitted an audit report titled *Spending Aligned with Ballot Measure FF and the City Is Improving Internal Processes*<sup>1</sup> to the City Council. The audit determined that Measure FF spending aligned with the ballot measure and city code. While Measure FF transactions followed city procedures, there were some limitations in internal processes and reporting. The report included recommendations to strengthen reporting for Measure FF spending. The purpose of this information item is to update the City Council on the status of the audit report's recommendations. This is the first and final status report regarding this audit.

CURRENT SITUATION AND ITS EFFECTS

The audit included six recommendations. As of the writing of this report, five of those recommendations have been implemented and one recommendation was not implemented due to technology limitations with existing City software.

Please see Attachment 1 for a detailed table of audit recommendations and implementation progress.

BACKGROUND

In November 2020, 74.2 percent of Berkeley voters passed Measure FF which authorized a special parcel tax of 10.47 cents per square foot of improvements for each parcel of real property in the City of Berkeley. The Measure FF tax increased to 11.26 cents in fiscal year 2023.

The City collected \$12.7 million in Measure FF revenues in fiscal year 2022 and \$9.3 million in revenues in fiscal year 2023. Measure FF expenditures were \$4.0 million in fiscal year 2022 and \$8.7 million in fiscal year 2023.

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<sup>1</sup> Audit: Spending Aligned with Ballot Measure FF and the City Is Improving Internal Processes.  
[https://berkeleyca.gov/sites/default/files/documents/Spending%20Aligned%20with%20Ballot%20Measure%20FF%20and%20the%20City%20Is%20Improving%20Internal%20Processes\\_0\\_0.pdf](https://berkeleyca.gov/sites/default/files/documents/Spending%20Aligned%20with%20Ballot%20Measure%20FF%20and%20the%20City%20Is%20Improving%20Internal%20Processes_0_0.pdf)

Measure FF broadly funds firefighter and emergency medical response and wildfire prevention. Measure FF was codified in Berkeley's municipal code (BMC) Chapter 7.83. The proceeds of the tax are placed in a special fund. As mentioned in the audit report, Measure FF funds were used according to the ballot measure language and the BMC Chapter 7.83 for the following public safety purposes:

1. Local firefighter and emergency medical response including hiring and training personnel and upgrading safety equipment and facilities.
2. Upgrading and modernizing the 9-1-1 dispatch system to implement and maintain a system to provide emergency medical dispatching.
3. Wildfire prevention and preparedness activities including, but not limited to, vegetation management, hazard mitigation, public education, evacuation planning, and an emergency alert system.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

POSSIBLE FUTURE ACTION

None.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

None.

CONTACT PERSON

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Attachments:

- 1: Audit Findings and Status Updates

Audit Title: Spending Aligned with Ballot Measure FF and the City Is Improving Internal Processes					
Issue Date: 11/22/2023					
Finding	Recommendation	Department	Last Period: Status	Current status update	
Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.	2.1 The Fire Department should work with the City Manager to develop a standard expenditure and budget reporting schedule to the Disaster and Fire Safety Commission. This schedule should be aligned with the budget process where appropriate. The Fire Department should consult with the Disaster and Fire Safety Commission to establish a baseline level of detail for spending plans and expenditure reports.	Fire	N/A	<b>Implemented.</b> Over the last year, the Fire Department provided a budget proposal and multiple expenditure reports to the Disaster and Fire Safety Commission (DFSC). According to the DFSC Chair, the Fire Department consulted with the commission on the frequency and details of these reports, and commissioners are satisfied with the information provided.	
Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.	2.2 The Fire Department should assess the feasibility of automating detailed reporting on Measure FF spending to the Disaster and Fire Safety Commission to continue providing quarterly expenditure reports without excessive staff time.	Fire	N/A	<b>Dropped.</b> The auditee has accepted the risk to the city that the recommendation is meant to address and is unable or unwilling to implement the recommendation. According to the Fire Department, they were not able to find an automated tool for reporting Measure FF spending.	
Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.	2.3 Human Resources should complete the revision of A.R. 2.2 to include state requirements for employment of retirees. This should include explicit guidance to set comparable positions and pay for retirees.	Human Resources	N/A	<b>Implemented.</b> Human Resources updated AR 2.2 on the City's intranet with CalPERS requirements for employment of retirees.	
Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.	2.4 Human Resources should finalize a form for hiring retirees that specifies their comparable position as part of A.R. 2.2. Ensure the form prompts departments to clearly specify the comparable position, duties that will be performed, and hourly rate for the comparable position offered to retirees.	Human Resources	N/A	<b>Implemented.</b> Human Resources' revision of AR 2.2 includes a form for hiring retirees that requires hiring departments to specify the comparable classification of retired annuitants.	
Measure FF transactions followed city procedures but there were some limitations in internal processes and reporting.	2.5 The Fire Department should resume regular reporting on defensible space inspections, for example to the Disaster and Fire Safety Commission.	Fire	N/A	<b>Implemented.</b> The Fire Department has developed a Defensible Space Inspections dashboard report and has been sharing this report with the Disaster and Fire Safety Commission at monthly meetings.	
Measure FF transactions followed city procedures but	2.6 The Fire Department should develop performance measures for the defensible space inspection program and	Fire	N/A	<b>Implemented.</b> The Fire Department has established performance measures for the defensible space inspection program,	

there were some limitations in internal processes and reporting.		use the new inspection software to track and report on these measures.		including total inspections, total re-inspections, reported violations, resolved violations, and types of violations.
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