



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.

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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: 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; 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 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

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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

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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

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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; 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

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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) 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



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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

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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

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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

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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: 1. Adopt the attached ordinance that provides legal safeguards which protect whistleblowers from retaliation. 2.a. Assign the responsibilities to a current city department to accept and investigate such reports/complaints from whistleblowers within the existing resources. Or 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. Or 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

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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. 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**

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?
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. 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?
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]	<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>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.</p>	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	<p>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:</p> <p>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.</p>	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	<p>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.</p>	N/A	Draft	Planning	Y	N	N	N	N	Y	N



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

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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?
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  
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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?
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

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Referrals, Projects, and Audits**

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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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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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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

**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?
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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Referrals, Projects, and Audits**

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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. 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: 1. set annual targets for greenhouse gas (GHG) reductions from City fleet operations in support of the City's Climate Action Plan; 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; 3. require conversion wherever possible to hybrid vehicles in cases where EVs or plug-in hybrids are not yet feasible; and 4. consider the Additional Measures as described in the report.	N/A	Approved	Public Works	N	Y	N	Y	Y	N	Y



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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. 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. 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

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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

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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?
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

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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. 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

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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: 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. 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

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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

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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: 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; b. How various code enforcement issues at residential properties are currently handled; c. Timeframe and mechanisms for achieving code compliance at residential properties; d. Any existing assistance programs available to support property owners found to have code violations; e. Specific learnings/changes in City practices resulting from the Leonard Powell receivership case; f. Other information deemed relevant and appropriate to understand the City's current code enforcement practices for residential properties 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. And third, the Committee requests from the City Manager a specific reply on creating a mechanism to provide legal and technical assistance by an independent third party for	25.00	Work in Progress	City Manager's Office	N	Y	N	N	N	Y	N

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Referrals, Projects, and Audits**

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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



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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?
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**

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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. <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) 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. 01/14/21 (SM for DB). 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. 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

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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  
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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

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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

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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

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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.  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. 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

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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 be waived for all temporary permits. Consider Postponing	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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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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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

**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?
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 Ration (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 ration 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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Referrals, Projects, and Audits**

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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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Referrals, Projects, and Audits**

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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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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) 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  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

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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

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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



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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. 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.	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

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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. 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	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: 1. Create a public contest to design new crosswalk art on Telegraph at the intersections of Bancroft, Durant, Channing, Haste, and Dwight Streets. 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: 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) 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

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Referrals, Projects, and Audits**

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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

**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?
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

**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?
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

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Referrals, Projects, and Audits**

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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**

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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

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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



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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: <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: <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

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Referrals, Projects, and Audits**

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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: <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: <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: <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

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Referrals, Projects, and Audits**

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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

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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?
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:  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  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  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: • Posters and wallet cards • Centralized, intranet based ethics resource center • Periodic inclusion of ethics statement in Berkeley Matters  4) Emphasizing the City's commitment to workplace ethics during formal meetings, informal staff discussions, and regular communications with outside parties  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:  • Initiate and encourage discussions of ethical issues to help dispel misconceptions and alert management to actual problems  • 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:  · Assessing the needs for required fields for processing an inspection, such as unit, shift, inspector name, address, violation details, and violation location.  · 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

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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: - 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; - Conducting periodic outreach to employees to inform them about the policy, encourage them to come forward, and provide general information about domestic violence; - 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 - 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: - IT Governance/Portfolio Management experience; - Project Management Professional certification; - Project coordination experience; and - 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

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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

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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: <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: <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**

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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

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Referrals, Projects, and Audits**

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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: <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

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Referrals, Projects, and Audits**

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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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Referrals, Projects, and Audits**

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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

**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?
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: Utility Permits: almost complete Fire Permits Enhancements Public Works Permits Online Code Enforcement - HOLD 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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Referrals, Projects, and Audits**

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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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Referrals, Projects, and Audits**

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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

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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.  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



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Referrals, Projects, and Audits**

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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

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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

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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

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Referrals, Projects, and Audits**

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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

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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

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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 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

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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



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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