



**BERKELEY CITY COUNCIL BUDGET & FINANCE COMMITTEE  
REGULAR MEETING**

**Thursday, October 26, 2023  
10:00 AM**

2180 Milvia Street, 6th Floor - Redwood Room

Committee Members:

Mayor Jesse Arreguin, Councilmembers Rashi Kesarwani and Kate Harrison  
Alternate: Councilmember Sophie Hahn

This meeting will be conducted in a hybrid model with both in-person attendance and virtual participation. For in-person attendees, face coverings or masks that cover both the nose and the mouth are encouraged. If you are feeling sick, please do not attend the meeting in person.

Remote participation by the public is available through Zoom. To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL - <https://cityofberkeley-info.zoomgov.com/j/1600644095>. If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen. To join by phone: Dial **1-669-254-5252 or 1-833-568-8864 (Toll Free)** and Enter Meeting ID: **160 064 4095**. If you wish to comment during the public comment portion of the agenda, press \*9 and wait to be recognized by the Chair.

To submit a written communication for the Committee's consideration and inclusion in the public record, email [policycommittee@berkeleyca.gov](mailto:policycommittee@berkeleyca.gov).

Written communications submitted by mail or e-mail to the Budget & Finance Committee by 5:00 p.m. the Friday before the Committee meeting will be distributed to the members of the Committee in advance of the meeting and retained as part of the official record.

# AGENDA

## Roll Call

## Public Comment on Non-Agenda Matters

## Minutes for Approval

*Draft minutes for the Committee's consideration and approval.*

### 1. Minutes – October 12, 2023

#### Committee Action Items

*The public may comment on each item listed on the agenda for action as the item is taken up. The Chair will determine the number of persons interested in speaking on each item. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Chair may limit the public comment for all speakers to one minute per speaker.*

*Following review and discussion of the items listed below, the Committee may continue an item to a future committee meeting, or refer the item to the City Council.*

### 2. **Fiscal Year 2024 Annual Appropriations Ordinance Amendment** *(Item contains supplemental material)*

**From: City Manager**

**Recommendation:**

1. Review and discuss the Fiscal Year 2023 year-end encumbrance rollover and requested carryover items and Fiscal Year 2024 new requested adjustments for inclusion within the First Amendment to the FY 2024 Annual Appropriations Ordinance and provide direction to staff.

2. Authorize staff to present the First Amendment to the FY 2024 Annual Appropriations Ordinance to City Council on November 7, 2023, for consideration and first reading.

**Financial Implications:** See report

Contact: Sharon Friedrichsen, Budget Manager, (510) 981-7000

### 3. **Audit Recommendation Status - Berkeley Police: Improvements Needed to Manage Overtime and Security Work for Outside Entities** *(Item contains supplemental material)*

**From: City Manager**

**Referred: May 23, 2023**

**Due: November 7, 2023**

Contact: Jennifer Louis, Police, (510) 981-5900

## Committee Action Items

- 4. Audit Status Reports: Fleet Replacement Fund Short Millions & Rocky Road: Berkeley Streets at Risk and Significantly Underfunded**  
**From: City Manager**  
**Recommendation:** \*\*\*On May 23, 2023, the City Council referred to the Budget and Finance Policy Committee to prioritize funding to the vehicle replacement fund to make up the shortfall over time in order to stabilize the fund.\*\*\*  
**Financial Implications:** See report  
Contact: Liam Garland, Public Works, (510) 981-6300

## Unscheduled Items

*These items are not scheduled for discussion or action at this meeting. The Committee may schedule these items to the Action Calendar of a future Committee meeting.*

- 5. Accept the Risk Analysis for Long-Term Debt (Bonding Capacity) Report provided by Government Finance Officers Association (Item contains supplemental material)**  
**From: City Manager**  
**Referred: April 26, 2022**  
**Due: February 29, 2024**  
**Recommendation:** Accept the report titled 'Risk-Based Analysis and Stress Test of Long-Term Debt Affordability' as provided by the Government Finance Officers Association (GFOA). This report is based on their research and development of a risk-modeling tool to address issuing long-term debt related to City of Berkeley Vision 2050. On April 26, 2022, the City Council referred this item to the City Manager and Budget & Finance Committee to return to Council with recommendations or analysis on as many of the following items as possible by October 2022, if feasible. 1) Consideration of reserves policies for operational funds other than the General Fund; 2) Potential reduction of the maximum indebtedness rate from 15% of assessed property value down to 4-8% range; 3) A new policy to not incur indebtedness when interest rates go above 5% or a different specific threshold; 4) Tools for increased transparency for taxpayers; 5) Updated report and discussion of pension and healthcare costs; 6) Refer the full Report to the Budget & Finance Committee for consideration.  
**Financial Implications:** None  
Contact: Henry Oyekanmi, Finance, (510) 981-7300
- 6. Investment Report Update - Investment Policies of Other Jurisdictions**  
**From: City Manager**  
Contact: Henry Oyekanmi, Finance, (510) 981-7300

## Items for Future Agendas

- Requests by Committee Members to add items to the next agenda

## Adjournment

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*Written communications addressed to the Budget & Finance Committee and submitted to the City Clerk Department will be distributed to the Committee prior to the meeting.*

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



**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date. Attendees at public meetings are reminded that other attendees may be sensitive to various scents, whether natural or manufactured, in products and materials. Please help the City respect these needs.

~~~~~  
I hereby certify that the agenda for this meeting of the Standing Committee of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on October 19, 2023.

A handwritten signature in black ink that reads "Mark Numainville".

Mark Numainville, City Clerk

**Communications**

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

**BERKELEY CITY COUNCIL BUDGET & FINANCE COMMITTEE  
REGULAR MEETING MINUTES**

**Thursday, October 12, 2023  
10:00 AM**

2180 Milvia Street, 6th Floor - Redwood Room  
1619 Edith Street, Berkeley, CA 94703 – Teleconference Location

**Committee Members:**

Mayor Jesse Arreguin, Councilmembers Rashi Kesarwani and Kate Harrison  
Alternate: Councilmember Sophie Hahn

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## MINUTES

**Roll Call:** 10:11 a.m.

**Present:** Kesarwani, Hahn (for Harrison), Arreguín

**Absent:** None

**Public Comment on Non-Agenda Matters** – 2 speakers

### Minutes for Approval

*Draft minutes for the Committee's consideration and approval.*

**1. Minutes - September 14, 2023**

**Action:** M/S/C (Arreguín/Kesarwani) to approve the minutes of September 14, 2023.

**Vote:** All Ayes.

### Committee Action Items

*The public may comment on each item listed on the agenda for action as the item is taken up. The Chair will determine the number of persons interested in speaking on each item. Up to ten (10) speakers may speak for two minutes. If there are more than ten persons interested in speaking, the Chair may limit the public comment for all speakers to one minute per speaker.*

*Following review and discussion of the items listed below, the Committee may continue an item to a future committee meeting, or refer the item to the City Council.*

**2. Fiscal Year 2024 Annual Appropriations Ordinance Amendment**

**From:** City Manager

**Recommendation:**

1. Review and discuss the Fiscal Year 2023 year-end encumbrance rollover and requested carryover items and Fiscal Year 2024 new requested adjustments for inclusion within the First Amendment to the FY 2024 Annual Appropriations Ordinance and provide direction to staff.

2. Authorize staff to present the First Amendment to the FY 2024 Annual Appropriations Ordinance to City Council on November 7, 2023, for consideration and first reading.

**Financial Implications:** See report

Contact: Sharon Friedrichsen, Budget Manager, (510) 981-7000

**Action:** 2 speakers. Presentation made and discussion held. Item continued to a future meeting.

## Committee Action Items

3. **Accept the Risk Analysis for Long-Term Debt (Bonding Capacity) Report provided by Government Finance Officers Association** *(Item contains supplemental material)*

**From: City Manager**

**Referred: April 26, 2022**

**Due: February 29, 2024**

**Recommendation:** Accept the report titled 'Risk-Based Analysis and Stress Test of Long-Term Debt Affordability' as provided by the Government Finance Officers Association (GFOA). This report is based on their research and development of a risk-modeling tool to address issuing long-term debt related to City of Berkeley Vision 2050. On April 26, 2022, the City Council referred this item to the City Manager and Budget & Finance Committee to return to Council with recommendations or analysis on as many of the following items as possible by October 2022, if feasible. 1) Consideration of reserves policies for operational funds other than the General Fund; 2) Potential reduction of the maximum indebtedness rate from 15% of assessed property value down to 4-8% range; 3) A new policy to not incur indebtedness when interest rates go above 5% or a different specific threshold; 4) Tools for increased transparency for taxpayers; 5) Updated report and discussion of pension and healthcare costs; 6) Refer the full Report to the Budget & Finance Committee for consideration.

**Financial Implications:** None

Contact: Henry Oyekanmi, Finance, (510) 981-7300

**Action:** Item continued to a future meeting.

4. **Investment Report Update - Investment Policies of Other Jurisdictions**

**From: City Manager**

Contact: Henry Oyekanmi, Finance, (510) 981-7300

**Action:** Item continued to a future meeting.

5. **Audit Recommendation Status - Berkeley Police: Improvements Needed to Manage Overtime and Security Work for Outside Entities** *(Item contains supplemental material)*

**From: City Manager**

**Referred: May 23, 2023**

**Due: November 7, 2023**

Contact: Jennifer Louis, Police, (510) 981-5900

**Action:** Item continued to a future meeting.

## Committee Action Items

**6. Audit Status Reports: Fleet Replacement Fund Short Millions & Rocky Road: Berkeley Streets at Risk and Significantly Underfunded**

**From: City Manager**

**Recommendation:** \*\*\*On May 23, 2023, the City Council referred to the Budget and Finance Policy Committee to prioritize funding to the vehicle replacement fund to make up the shortfall over time in order to stabilize the fund.\*\*\*

**Financial Implications:** See report

Contact: Liam Garland, Public Works, (510) 981-6300

**Action:** Item continued to a future meeting.

## Unscheduled Items

*These items are not scheduled for discussion or action at this meeting. The Committee may schedule these items to the Action Calendar of a future Committee meeting.*

- None

## Items for Future Agendas

- None

## Adjournment

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

**Vote:** All Ayes.

Adjourned at 12:03 p.m.

I hereby certify that the foregoing is a true and correct record of the Budget & Finance Committee meeting held on October 12, 2023.

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Rose Thomsen, Deputy City Clerk



# Fiscal Year 2024 First Amendment to Annual Appropriation Ordinance (AAO#1)

Budget and Finance Policy Committee  
12 October 2023

# PURPOSE AND OVERVIEW

Page 2 of 52

- Review of proposed amendment cycle and rationale
- Discussion and review:
  - FY 2024 Encumbrances
  - FY 2023 Carryover Requests
  - FY 2024 Adjustments/New Funding Requests
- Timing and Next Steps
- Discussion and Deliberation

- **AAO#1 - November 2023 (New)**
  - Focus is on FY 2023 carryover requests, establishment of new grant budgets, and the automatic rollover of encumbered funds
  - Carryover requests related to timing for implementing approved projects and financial obligations (outstanding invoices for example)
  - Allows for more timely adjustment of budget for carryover requests and other time sensitive changes; separates carryover and encumbrances from new adjustments/appropriation requests to FY 24 Budget
  - New appropriation request are still considered
    - New project or program with identified funding source
    - Unanticipated cost and funding cannot wait before AAO#2

## ▪ **AAO#2 – January 2024**

- Focus is on FY 2023 General Fund excess equity calculation
- Consideration of FY 24 Mid-Biennial Update reallocation items, Council budget referrals and other time sensitive funding requests contingent on available funding
- Other adjustments as needed such as new grants or funding

## ▪ **AAO#3 – May 2024**

- Focus is on reconciliation of the budget and urgent funding needs
- Funds will be either spent in FY 2024 or encumbered

# FY 2024 AAO#1 ALL FUNDS SUMMARY

Fund Name	Requested Encumbrance	Requested Carryover	Requested Adjustments	Total
General Fund (011)	\$16,752,951	\$13,488,372	\$10,233,450	\$40,474,774
CIP Fund (501)	\$7,933,891	\$17,570,318	\$-	\$25,504,209
All Other Funds	\$86,485,536	\$53,953,861	\$43,439,059	\$183,878,456
<b>Total</b>	<b>\$111,172,378</b>	<b>\$85,012,551</b>	<b>\$53,672,510</b>	<b>\$249,857,438</b>

# ENCUMBRANCE SUMMARY

- Encumbrance Rollovers are contractual obligations entered into in fiscal year 2023 which had not been paid as of June 30, 2023. Funding for these “encumbered” obligations is brought forward into the current fiscal year to provide for payment of these commitments.
- CIP Fund comprise mostly of encumbrances for capital projects (PRW = \$1.8 million, PW = \$6 million)
- General Fund encumbrance rollover consist of mainly HHCS, Fire, and General Government departments contracts and P.O.s

Fund Name	Requested Encumbrance
General Fund (011)	\$16,752,951
CIP Fund (501)	\$7,933,891
All Other Funds	\$86,485,536
<b>Total</b>	<b>\$111,172,378</b>

Department	GF Encumbrance Roll
HHCS	\$ 5,790,185
Fire	\$ 4,928,028
General Government	\$ 3,714,714
PRW	\$ 962,990
Non-Departmental	\$ 474,220
PW	\$ 395,584
Police	\$ 313,750
Planning	\$ 173,480
<b>Total</b>	<b>\$ 16,752,951</b>

# CARRYOVER SUMMARY

- Unencumbered Carryover are funding appropriated by Council in fiscal year 2023 for specific purposes that had not been encumbered by year-end and are still needed in FY 2024 for continuation of the project/program.
- CIP Fund comprise of carryover for capital projects (PRW = \$906,349, PW = \$15.76 million, and Non-Departmental = \$900,000).
- General Fund unencumbered carryover consist of mainly PW, Planning, General Government, Non-Departmental, and HHCS funding for continuation or completion of approved capital projects, programs, and priorities (such as Tier 1 items).

Fund Name	Requested Carryover
General Fund (011)	\$13,488,372
CIP Fund (501)	\$17,570,318
All Other Funds	\$53,953,861
<b>Total</b>	<b>\$85,012,551</b>

Department	GF Unencumbered Carryover
PW	\$ 5,948,651
Planning	\$ 2,923,064
General Government	\$ 2,457,795
Non-Departmental	\$ 1,006,000
HHCS	\$ 825,875
PRW	\$ 242,987
Police	\$ 84,000
<b>Total</b>	<b>\$ 13,488,372</b>

Page 8 of 52

# FY 2023 GENERAL FUND CARRYOVER REQUESTS

Carryover	Description	Funding Amount
City Attorney's Office	Furniture, travel, and misc. admin. expenses	\$185,167
City Attorney's Office	Outstanding Outside Counsel Invoices from 2023	\$721,724
City Manager's Office	FY 2023 Tier 1 for Language Equity	\$15,000
City Manager's Office	Increase Festival Grant Budget allocation to OED (from Mayor's Office). Approved by Council on 06/27/20223 through Resolution No. 70,936-N.S.	\$41,685
City Manager's Office	Berkeley Chamber of Commerce contract	\$43,500
City Manager's Office	Website funding	\$50,000
City Manager's Office	Employer of Choice- Communication	\$200,000
City Manager's Office	Relief veterinarian services for the Animal Shelter	\$65,750
Finance	Public Banking Consultant	\$75,000
Finance	ERMA Training	\$200,000



Page 9 of 52

# FY 2023 GENERAL FUND CARRYOVER REQUESTS (CONT.)

Carryover	Description	Funding Amount
Finance	Software System to administer Transient Occupancy, Parking Lot, Utility User, and other taxes	\$100,000
HHCS	African American Holistic Resource Center	\$52,037
HHCS	Funding for City Data Services, Housing Portal Geocoding, and NextGen Upgrade	\$53,838
HHCS	Funding for Fair Work Week Business Outreach, Preference Policy Outreach and Education Partner, Harriet Tubman Terrace Tenant Advocacy, and Social Housing Study	\$500,000
HR	GovInvest contract and HR Acuity contract	\$146,000
HR	Employer of Choice - Advertising and Marketing	\$250,000

Page 10 of 52

# FY 2023 GENERAL FUND CARRYOVER REQUESTS (CONT.)

Carryover	Description	Funding Amount
Mayor & Council	FY23 Council Carryover Amount. Approved by Council through Resolution No. 70,054-N.S.	\$84,893
Non-Departmental	Ceasefire Program Staffing (FY 2023 Tier 1) Berkeley Junior Jackets Field Use	\$1,000,000 \$6,000
ODPA	Cost associated with new office & move	\$67,295
ODPA	Case management software/ complaints portal VIRTRA-Virtual training simulator	\$52,076 \$58,118
PRW	West Campus Pool and Solano Peralta Park	\$90,276
PRW	Camp scholarships per the new City policies, along with camp DEI programs	\$152,711
Planning	Tier 1 items (Energy Policy, Transportation Impact Fee, San Pablo Specific Plan, BART Area Plan, Land Use & Environmental Justice, ZORP Phase II Revisions, Economic Feasibility	\$2,703,064

Page 11 of 52

# FY 2023 GENERAL FUND CARRYOVER REQUESTS (CONT.)

Carryover	Description	Funding Amount
Planning	BESO Implementation Funds	\$20,000
	Pacific Steel CEQA Rezoning	\$200,000
Police	FY23 associated Recruitment & Retention payments accrued but not issued until FY24	\$84,000
PW	Funding for continuation of several Facilities Capital Projects	\$267,639
PW	EV Charging Station project	\$1,450,000
PW	Carryover for Cameras in the Public Right of Way project. \$643,899 will be reallocated to Measure T1 projects funding gap	1,293,889
PW	Southside Complete Streets	\$1,000,000
PW	Funding for various other PW capital projects	\$587,795
Rent Stabilization Board	Eviction Moratorium outreach program	\$101,588
<b>Subtotal General Fund</b>		<b>\$12,028,938</b>

Page 12 of 52

# FY 2023 GENERAL FUND CARRYOVER REQUESTS (CONT.)

Adjustment	Description	Funding Amount
<b>Subtotal General Fund</b>		<b>\$12,028,938</b>
HHCS	CSSII salary to support Gender Violence Prevention council referral	\$220,000
PW	Stair Center ADA project	\$676,807
PW	Equitable Clean Streets	\$202,451
PW	PW Measure P funding for Homeless Response Team and Downtown Streets Team	\$360,176
<b>Subtotal Measure P</b>		<b>\$1,459,434</b>
<b>Total</b>		<b>\$13,488,372</b>

Page 13 of 52

# FY 2024 GENERAL FUND ADJUSTMENTS REQUESTS

Department	Description	Funding Amount
City Attorney's Office	New/Anticipated Outside Counsel Services	\$887,600
City Manager's Office/OED	Visit Berkeley TOT Revenue contract	\$196,114
Fire	Ground Emergency Medical Transport Methodology Audit- Revenue Offset	\$125,337
HHCS	New Social Services Specialist position in MH (funded through the National Opioid Settlement)	\$86,313
ODPA	Additional cost of reclassification from OSIII to Associate Management Analyst	\$63,086
PRW	Adeline Median Landscaping	\$75,000

Page 14 of 52

# FY 2024 GENERAL FUND ADJUSTMENTS REQUESTS (CONT.)

Adjustment	Description	Funding Amount
Police	Appropriate funding for the estimated cost of the new Memorandum of Understanding: Berkeley Police Association. Adopted by City Council via Resolution No. 71,033-N-S.	\$4,300,000
<b>Subtotal General Fund</b>		<b>\$6,478,289</b>
HHCS	Russell Street Residence Acquisition	\$4,500,000
<b>Subtotal Measure P</b>		<b>\$4,500,000</b>
<b>Total</b>		<b>\$10,233,450</b>

# RECOMMENDATIONS

Page 15 of 52

- Approve Requested FY 23 carryover requests and FY 24 encumbrances, which will be accounted for as part of upcoming FY 23 excess equity calculation
- Approve Requested FY 24 adjustments
  - Visit Berkeley Agreement
  - Fire EMT audit consultant
  - Russel Street Residence
  - BPA MOU
- Make recommendations regarding staffing and other requests to fund now or wait until excess equity calculation
  - City Attorney Outside Counsel Services and Adeline Corridor
- Defer consideration of other adjustments until close of FY 23 and excess equity calculation discussion

# NEXT STEPS

- Discussion at the Budget and Finance Policy Committee Meeting on October 12, 2023. Receive guidance from committee on requests.
- Budget and Finance Policy Committee on October 26, 2023.
- Council Meeting on November 7, 2023 for first reading of the ordinance; second reading on November 14, 2023
- Staff is in the process of working on the General Fund Excess Equity Calculation after the official FY 2023 close, then will start on the AAO#2 and the FY 2023 Year-End report



# DISCUSSION



Office of the City Manager

Date: October 6, 2023  
To: Budget & Finance Policy Committee  
From: Dee Williams-Ridley, City Manager  
Submitted by: Sharon Friedrichsen, Budget Manager  
Subject: Fiscal Year 2024 Annual Appropriations Ordinance Amendment

### RECOMMENDATION

Request that the Budget & Finance Policy Committee:

1. Review and discuss the Fiscal Year 2023 year-end encumbrance rollover and requested carryover items and Fiscal Year 2024 new requested adjustments for inclusion within the First Amendment to the FY 2024 Annual Appropriations Ordinance and provide direction to staff.
2. Authorize staff to present the approved Amendment to the FY 2024 Annual Appropriations Ordinance to the full City Council on November 7, 2023 for consideration and adoption of the first reading of the Ordinance.

### FISCAL IMPACTS OF RECOMMENDATION

On June 27, 2023 the City Council adopted the FY 2024 Budget, authorizing gross appropriations of \$728,631,293 and net appropriations of \$621,229,929 (net of dual appropriations).

This first amendment to the Annual Appropriations Ordinance, *if approved*, would total \$249,857,438 (gross) and \$240,816,736 (net), increasing the gross appropriations to \$978,488,731 and net appropriations to \$860,739,113 and represent the re-authorization of funding previously committed in FY 2023 and new expenditures added after the adoption of the FY 2024 Budget on June 27, 2023, including new grant fund appropriations.

Requested funding includes:

1. Encumbered contract obligations from FY 2023 totaling \$111,172,378;
2. Re-appropriated unencumbered FY 2023 funding of \$85,012,551; and
3. Changes to fund appropriations, primarily due to receipt of new grants and use of available fund balances, in the amount of \$53,672,510. *However, this amount also includes \$10,233,450 in new General Fund requests for FY 2024.*

## BACKGROUND

### *Purpose of Amendment*

The Annual Appropriations Ordinance (AAO) establishes the expenditure limits by fund for FY 2024. Throughout the year, the City takes actions that amend the adopted budget. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, adjustments to adopted expenditure authority due to emergency needs and other funding needs that occur after budget adoption, and transfers in accordance with Council's fiscal policies.

The adopted budget is also amended annually to reflect the re-appropriation of prior year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for continuation of capital and other specific projects, and for one-time, non-recurring purposes. These budget modifications are periodically presented to the Council in the form of an Ordinance amending the Annual Appropriations Ordinance, which formally requires a two-thirds vote of the City Council.

When Council adopts an appropriations ordinance (budget), it is based on projected revenues and expenditures. If fund balances do not support the requested level of expenditures, no carryover is recommended.

### *Proposed Amendment Cycle*

In FY 2024, the City plans on completing three amendments to the AAO.

#### *1. AAO#1 - November 2023 (New)*

Focus is on FY 2023 carryover requests, establishment of new grant budgets that were not included within the FY 2024 Adopted Update Budget, and the rollover of FY 2023 unspent encumbered funds into FY 2024. Carryover requests must be for approved specific projects and financial obligations. New appropriation request (adjustments) are still considered and must be associated with a new project or program and identified funding source or an unanticipated cost in which funding cannot wait before AAO#2.

#### *2. AAO#2 – January 2024*

Focus is on FY 2024 new appropriation request (adjustments), items referred to the amendment to the AAO process during the FY 2024 Mid-Biennial Update, Council budget referrals and new department operational requests. If the request is to be funded by the General Fund, the number of items and amount of funding to be recommended will be contingent on the General Fund excess equity calculation.

#### *3. AAO#3 – May 2024*

Focus is on reconciliation of the budget and last-minute urgent funding needs. However, the funding will need to be either spent in FY 2024 or at the very least, encumbered.

## **AAO#1 Summary**

### *FY 2024 Encumbrances*

As part of the fiscal year-end closing process, the Finance Department brings forward remaining unspent encumbered funds into the new fiscal year. Encumbrance Rollovers are contractual obligations entered into in fiscal year 2023, which had not been paid as of June 30, 2023. Funding for these “encumbered” obligations is brought forward into the current fiscal year to provide for payment of these commitments. Citywide encumbered contract obligations from FY 2023 total \$111.2 million, which includes \$16.8 million within the General Fund. The General Fund represents around 15% of the total encumbered rollovers and are largely concentrated within Health, Housing and Community Services (HHCS) with \$5.8 million, Fire with \$4.9 million and various departments under the umbrella of general government with \$3.7 million. Capital Improvement Program (CIP) Fund encumbrances total \$7.9 million. The CIP Fund is comprised mostly of encumbrances for capital projects, including Public Works with \$6.1 million and Parks, Recreation and Waterfront with \$1.8 million. The FY 2024 Adjusted Budget currently includes the carry forward of FY 2023 encumbrances, since the City is obligated to pay for these commitments.

### *FY 2023 Carryover (Unencumbered) Requests*

Citywide funding has been identified for specific programs, projects and other initiatives. However, due to a combination of factors, such as timing related to undertaking processes to select a consultant, staffing capacity and competing priorities, funds intended for these purposes were not encumbered before the close of the fiscal year. As part of the amendment process, departments were asked to submit information regarding the reasons for the unencumbered carryover requests to assist the City Manager’s Office in determining which funds should be carried into FY 2024. In prior years, funds have been approved for carryover from one year to the next based on funding availability.

Citywide FY 2023 carryover requests total \$85.0 million in unencumbered carryover for Council review and approval, representing funding for priority projects and programs. The carryover for the General Fund totals \$13.5 million and represents around 16% of the total recommended unencumbered carryover amount. CIP Fund carryovers, with a total of \$17.5 million, makes up 21% of the unencumbered carryover. The remaining 63% represents carryover items in non-discretionary funds, largely for capital projects.

Several one-time projects and initiatives were funded as Tier 1 items as part of the Fiscal Year 2023 and 2024 Adopted Budget. A majority of the General Fund requests are to carry over the funding for these items, as implementation was delayed due to timing, staffing capacity and/or focusing on other time sensitive priorities.

For timing, for example, often a competitive process of securing services, such as the issuance of a Request for Proposals was underway; however, a vendor was not selected and funds encumbered prior to June 30, 2023.

Other carryover requests are to pay for outstanding invoices or to use one-time savings for one-time costs, such as moving expenses, software and professional services.

### *Other Adjustments*

FY 2024 Other Adjustments total \$53,672,510 and reflect adjustments required since budget adoption. Many of these adjustments are within non-discretionary funds and reflect the appropriation of new or additional grant funding or the use of available fund balance. Requested new General Fund adjustments total approximately \$10.2 million.

### *General Fund Adjustments*

The recommended new approach to the Fiscal Year 2024 amendment process is to first focus on the FY 2023 carryover requests, the automatic FY 2024 encumbrance rollover and any timing-related adjustments to the FY 2024 appropriation, primarily within non-General Fund sources. The second amendment, which would start in November, leading to adoption by Council in January, would focus on the General Fund excess equity calculation for Fiscal Year 2023, and the possible funding of items deferred during the FY 2024 Mid-Biennial Budget Update, new Council budget referrals and other unknown operational costs that may emerge, contingent on available resources.

However, while it is recommended to wait until the excess equity calculation is available, there are several pending adjustments related to timing to consider at this point in time as summarized below.

### *Adjustment Requests and Types*

1. Timely execution of Council approved action
  - a. Implementation of Berkeley Police Association MOU of \$4.3 million
  - b. Acquisition of Russell Street Residence (Measure P) of \$4.5 million
2. Contractual Obligation
  - a. Increase in the Visit Berkeley TOT Revenue contract
  - b. Fire Department Ground Emergency Medical Transport Methodology Audit consultant (likely to be offset by increased revenue)
3. Consideration of Staffing Requests
 

While there are several staffing-related requests that were deferred to the AAO amendment process as part of the FY 2024 Mid-Biennial Budget Update, two new requests have recently emerged for immediate consideration

  - a. Request from HHCS to add a new Social Services Specialist position in Mental Health, funded through the National Opioid Settlement (\$86,000 in FY 2024 and ongoing)
  - b. Request from the Office of the Director of Police Accountability to reclass an Office Specialist III to an Associate Management Analyst (\$63,000 in FY 2024 and ongoing)

#### 4. Other New Requests

- a. Request from City Attorney for Outside Counsel Services (\$888,000)
- b. Request from City Manager to start the design process related to the Adeline Median Landscaping (\$75,000)

It is recommended that items #1-3 be incorporated into the amendment to the AAO at this time. This action will ensure appropriation levels are increased to implement Council direction (item #1), satisfy contractual obligations (Item #2) and, if approved, allow for the recruitment process for new staff positions to commence (item #3) sooner. The Budget and Finance Policy Committee may also consider funding all or part of item #4 at this time or consider the requests in the upcoming months after the close of the 2023 fiscal year and once the excess equity calculation is known.

#### CONCLUSION

The Amendment to the FY 2024 Annual Appropriation Ordinance allows the City to augment the FY 2024 Adopted Budget, re-appropriating funds from FY 2023 to FY 2024 for contractual commitments that need to be paid and revising the budget to reflect approved carryover requests in both discretionary and non-discretionary funds. Staff is presenting carryover recommendations for projects that are either currently under contract, represent Council priorities, or are considered critical for ongoing operations. The Amendment to the FY 2024 Annual Appropriations Ordinance is scheduled for consideration by the City Council for adoption on November 7, 2023.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the act of adopting the budget/appropriations ordinance/amendments. Actions included in the budget will be developed and implemented in a manner that is consistent with the City's environmental sustainability goals and requirements.

#### CONTACT PERSON

Sharon Friedrichsen, Budget Manager, City Manager's Office, 981-7000  
Maricar Dupaya, Senior Management Analyst, City Manager's Office, 981-7000

#### Attachment:

1. FY 2023 Requested Carryover and FY 2024 Requested Adjustments (AAO#1)

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
011	General Fund	City Attorney	50,720			Office furniture	011-31-302-000-0000-000-411-664130-				Carryover funding for office furniture for the City Attorney's Office
011	General Fund	City Attorney	134,447			Unspent misc. office/travel/admin expenses					Apply to Corresponding Line Items in FY 2024 Budget
011	General Fund	City Attorney	721,724			Outstanding Outside Counsel Invoices from 2023					Invoices unpaid from 2023 (salary savings)
011	General Fund	City Attorney		887,600		New/Anticipated Outside Counsel Services					Appropriate funding for anticipated outside counsel services
011	General Fund	City Manager's Office	15,000			Language Equity	011-21-201-000-0000-000-412-720003-			X	Carryover FY 2023 Tier 1 funding for language equity
011	General Fund	City Manager's Office	41,685			Festival Grant Budget	011-21-208-252-0000-000-446-636110-		X		Carryover funds (from Mayor's Office) to increase Festival Grant Budget allocation. Approved by Council on 06/27/20223 through Resolution No. 70,936-N.S.
011	General Fund	City Manager's Office	43,500			Berkeley Chamber of Commerce contract	011-21-208-251-0000-000-446-612990-			X	Carryover for contract with the Berkeley Chamber of Commerce to business network, industry sector and commercial district support
011	General Fund	City Manager's Office	50,000			Website funding	011-21-201-000-0000-000-412-612990-			X	Carryover to address unanticipated needs for the website
011	General Fund	City Manager's Office	200,000			Employer of Choice	011-21-201-000-0000-000-412-612990-			X	Carryover to be used to formalize tools to help staff better communicate with the public.
011	General Fund	City Manager's Office		196,114		Visit Berkeley TOT Revenue contract	011-21-208-251-0000-000-446-636110-			X	Appropriate additional Transient Occupancy Tax Revenues received in FY 2023 for the Visit Berkeley TOT contract
011	General Fund	City Manager's Office	65,750			Relief veterinarian	011-21-203-000-0000-000-424-612410			X	Coverage for veterinary services while BACS vet is on maternity leave
011	General Fund	Finance	75,000			Public Banking Consultant	011-33-321-326-0000-000-412-612990-			X	To advise Finance Department on regulatory and other issues related to formation and operation of a Public Bank.
011	General Fund	Finance	200,000			ERMA Training	011-33-321-327-0000-000-412-612990-			X	Development and delivery of hands-on training for City staff on processes and financial and fiscal analysis in Tyler Enterprise ERP/ERMA. To include durable training materials, cheat sheets, new employee how-to guides.
011	General Fund	Finance	100,000			Misc. Tax Administration Software	011-33-322-332-0000-000-412-612990-			X	Acquisition of Software System to administer Transient Occupancy, Parking Lot, Utility User, and other taxes currently being managed on spreadsheets, making auditing and analysis of historical trends and payment history difficult.
011	General Fund	Fire		125,337		Ground Emergency Medical Transport Methodology Audit	011-72-742-831-0000-000-422-612990			X	Revenues from Ground Emergency Medical Transport cost reports for audit of new methodology to determine if City can receive remaining balance due.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
011	General Fund	HHCS	220,000		HHOGFD2302-NONPERSONN-OPERATING-CONTRACT	Gender Violence CSSII - Council Referral	011-51-501-501-5002-000-451-511110-			X	CSSII salary to support Gender Violence Prevention council referral
011	General Fund	HHCS	52,037		HHOGFH2301-NONPERSONN-OPERATING-MISCPROFSV	African American Holistic Resource Center Carryforward of unspent funds	011-51-501-501-0000-000-451-612990-			X	GF carryforward request to fund African American Holistic Resource Center activities
011	General Fund	HHCS	10,280			City Data Services	011-51-504-535-0000-000-444-613130			X	City Data Services software costs associated with Eviction Defense Center Rental Subsidy tracking and reporting program for FY24. This is requested from GF due to the fact that the funding for the program (\$2 million) for FY24 is coming from the GF. The program receives regular requests from Council on spending and demographics of the population, this tool is essential in responding to Council's inquiries.
011	General Fund	HHCS	11,068			Housing Portal Geocoding Feature	011-51-504-533-2030-000-444-612990			X	Necessary expenditure contract (regional effort in coordination with AC and Oakland) to support the implementation of the 7/25 council adopted preference policy. While not specifically approved in conjunction with the ordinance, it is necessary to be able to correctly utilize the housing portal.
011	General Fund	HHCS	32,490			NextGen Upgrade	011-51-506-555-0000-000-444-612990-			X	This is a GF carryover request to support the electronic health record upgrade essential for the efficient operations and documentation of the clinical services in HHCS. The implementation of the upgrade in FY23 was delayed due to contract negotiations.
011	General Fund	HHCS	50,000			Fair Work Week Biz Outreach	011-51-504-532-2026-000-444-612990			X	Council directed funds to be used through the FY23 AAO #1 Ordinance No. 7,851-N.S. on January 17 2023. The funding was included as part of the adoption of the ordinance.
011	General Fund	HHCS	50,000			Preference Policy Outreach and Education Partner	011-51-504-533-2027-000-444-612990			X	To fund Community Partner (HBF) for outreach and education on the preference policy (PP). While a specific amount of funding wasn't included in the PP adoption, the staff report was clear that partnering with a community partner for outreach was an essential component of successful implementation of the PP. the PP was adopted on 7/11 - Reso # 70,960



FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
011	General Fund	HHCS	100,000			Harriet Tubman Terrace Tenant Advocacy	011-51-504-533-0000-000-444-612990		X		To fund a tenant advocate at the Harriet Tubman Terrace affordable Senior Housing Development. This was a council referral from FY23 (AAO2). The contract with 2+1 was approved by council on 7/25 and the contract is currently being routed for city signature.
011	General Fund	HHCS	300,000			Social Housing Study	011-51-504-533-2027-000-444-612990		X		Council priority - deferred to AAO1 in budget. The funding was budgeted in FY23 per Council referral. The RFP was released in April of 2023, and the contract is scheduled for September 2023 council meeting for approval.
011	General Fund	HHCS		4,500,000		Russell Street Residence Acquisition	011-51-504-533-5002-000-444-685110-		X		Appropriate Measure P Funds for the Russell Street Residence Acquisition. Approved by Council on 6/13/23 through Resolution 70,890-N.S.
011	General Fund	HHCS		86,313		New Social Services Specialist position in MH	011-51-503-523-2080-000-451-511110-			X	This is a new position in FY24 budget to support the High School Mental Health Program with Substance Use Disorder (SUD) treatment at Berkeley High School and Berkeley Technology Academy Health Centers. This position will increase the breadth of options to vital SUD services for vulnerable members of the Berkeley community in the target age range. It is funded through the National Opioid Settlement Fund
011	General Fund	Human Resources	45,000			GovInvest	011-34-343-000-0000-000-412-612990-		X		Labor Negotiations for Fire and Police move money to FY 2024 to pay for contract amendment in the amount approved Council Resolution 70,757 for contract NTE \$200K
011	General Fund	Human Resources	101,000			HR Acuity	011-34-344-000-0000-000-412-613130-		X		EEO Investigative Software to move money to FY 2024 to pay for contract amendment in the amount approved Council Resolution 70, 716-N.S., for contract NTE \$189,000
011	General Fund	Human Resources	250,000			Employer of Choice - Advertising and Marketing	011-34-341-000-0000-000-412-612990-			X	Carryover funding for the advertising and marketing for the Employer of Choice program
011	General Fund	Mayor & Council	84,893			FY 2023 Council Carryover	011-11-101:108-various		X		FY23 Council Carryover Amount. Approved by Council through Resolution No. 70,054-N.S.
011	General Fund	Non-Departmental	6,000			Berkeley Junior Jackets Field Use	011-99-900-900-0000-000-412-636110		X		Carryover funds for the Berkeley Junior Jackets Field Use. Approved in FY 2023 AAO #1
011	General Fund	Non-Departmental	1,000,000			Ceasefire Program Staffing	011-21-201-000-0000-000-412-720003-			X	Carryover FY 2023 Tier 1 funding for the Ceasefire Program
011	General Fund	Office of the Director of Police Accountability	20,000			New Office Furniture (1X Expense)					Need to obtain quote based on approved office location space.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
011	General Fund	Office of the Director of Police Accountability	20,000			New Office IT Reconfiguration (1X)					Carryover funding to pay for furniture for new office
011	General Fund	Office of the Director of Police Accountability	27,295			New Office Location cost difference					Carryover funding to pay for a portion of anticipated lease costs
011	General Fund	Office of the Director of Police Accountability	52,076			Case management software/ complaints portal					The total is the amount for the 5 years not an annual amount.
011	General Fund	Office of the Director of Police Accountability	58,118			VIRTRA-Virtual training simulator (1X Expense)					Able to adjust the system to obtain lower cost. The total is the amount for the 4 years not an annual amount.
011	General Fund	Office of the Director of Police Accountability		63,086							Additional cost of reclassification from OSIII to Associate Management Analyst
011	General Fund	Parks, Recreation, and Waterfront	10,276		PRWPK22005	West Campus Plaster/Filters	011-52-545-000-0000-000-461-663110-			X	Carryover to complete West Campus pool project
011	General Fund	Parks, Recreation, and Waterfront	80,000		PRWPK22018	Solano-Peralta Park Improvements	011-52-545-000-0000-000-461-663110-			X	Carryover to install play equipment at Solano Peralta Park.
011	General Fund	Parks, Recreation, and Waterfront		75,000	PRWPK24008	Adeline Median Landscaping	011-52-545-000-0000-000-461-624110-			X	Adjustment to add funds for the Adeline Median Landscaping project. Overall project budget is \$400k but \$75k is for FY 2024 design and testing
011	General Fund	Parks, Recreation, and Waterfront	152,711			Camps Scholarships	011-52-541-598-0000-000-461-720003-			X	Carryover to cover the cost of camp scholarships per the new City policies, along with camp DEI programs
011	General Fund	Planning	3,064			Tier 1 Municipal Building Energy Policy	011-53-583-611-0000-000-441-612990-			X	Carry forward unencumbered balance; project is ongoing
011	General Fund	Planning	20,000			BESO Implementation Funds	011-53-583-611-0000-000-441-612990-			X	Carry forward unencumbered balance; project is ongoing
011	General Fund	Planning	100,000			Tier 1 Transportation Impact Fee Analysis	011-53-584-622-0000-000-441-612990-			X	Contract implementation delayed to FY24
011	General Fund	Planning	150,000			Tier 1 San Pablo Specific Plan	011-53-584-622-0000-000-441-612990-			X	Carryover funding for the San Pablo Area Plan project
011	General Fund	Planning	200,000			Pacific Steel CEQA Rezoning	011-53-584-622-0000-000-441-612990-			X	\$50K has already been encumbered on Contract # 32000007, PO # 22401025; the balance of \$100K should be carried forward.
011	General Fund	Planning	300,000			Tier 1 BART Stations Area Plan	011-53-584-622-0000-000-441-612990-			X	Contract implementation delayed to FY24

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
011	General Fund	Planning	300,000			Tier 1 Land Use Safety & Environmental Justice Update	011-53-584-622-0000-000-441-612990-			X	Contract implementation delayed to FY24
011	General Fund	Planning	350,000			Tier 1 ZORP Phase II Revisions / Objective Development Standards	011-53-584-622-0000-000-441-612990-			X	Contract implementation delayed to FY24
011	General Fund	Planning	1,500,000			Tier 1 Economic Feasibility Analysis	011-53-584-622-0000-000-441-612990-			X	Contract implementation delayed to FY24
011	General Fund	Police	84,000			Recruitment & Retention Payments	011-71-701-801-0000-000-421-720003-			X	Dollar amount required to support FY23 associated Recruitment & Retention payments accrued but not issued until FY24
011	General Fund	Police		4,300,000		MOU - BPA			X		Appropriate funding for the cost of the new Memorandum of Understanding: Berkeley Police Association. Adopted by City Council on 09/12/2023 through Resolution No. 71,033-N.S.
011	General Fund	Public Works	68,030		PWENBM2104	OCH & Vets Bldg. Leak Repairs	011-54-623-677-0000-000-444-612990/ 524110/ 637110			X	To continue and complete the project
011	General Fund	Public Works	19,500		PWENBM2312	Old City Hall Fire Sprinklers	011-54-523-677-0000-000-444-612310-			X	Carryover funding to pay for project invoices
011	General Fund	Public Works	16,803		PWENCB2102	PSB COOLING REDUNDANCY	011-54-623-677-0000-000-444-various-			X	Carryover funding to complete project
011	General Fund	Public Works	676,807		PWENCB2105	Stair Center ADA	011-54-623-677-5002-000-444-662110-			X	Carryover for the Stair Center ADA project
011	General Fund	Public Works	163,306		PWENCB2312	WBSC Improvements	011-54-623-677-0000-000-444-511110 & 662110-			X	Carryover for the WBSC Improvements project
011	General Fund	Public Works	1,450,000		PWENEN2001	EV Charging Station	011-54-623-677-0000-000-444-663110-			X	Carryover funding for the continuation of the EV Charging Station project
011	General Fund	Public Works	1,293,889		PWFME2202	Cameras in the Public Right of Way	011-54-624-694-0000-000-412-511110- & 612990-			X	Carryover for Cameras in the Public Right of Way project. \$643,899 will be reallocated to Measure T1 projects funding gap
011	General Fund	Public Works	202,451		PWSUCC2201	Equitable Clean Streets	011-54-625-714-5002-000-431-511110/011-54-625-714-5002-000-472-612990			X	To continue the project
011	General Fund	Public Works	109,894		PWSUCW1901	Fire Safety & Prevention	011-54-623-674-0000-000-431-665110-			X	Carryover for the Fire Safety & Prevention project
011	General Fund	Public Works	4,475		PWT1SW2202	T1 Ph2 Pathway Repairs	011-54-623-674-0000-000-431-665110			X	Needed for Contract Change order - Active Construction project
011	General Fund	Public Works	1,000,000		PWTRCS2001	Southside Complete Streets	011-54-622-668-0000-000-431-665110-			X	To continue and complete the project
011	General Fund	Public Works	330,120		PWTRCS2303	AC-Durant Transit Lane Project	011-54-622-668-0000-000-431-665110-			X	Carryover Tier 1 funding for the AC-Durant Transit Lane project.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
011	General Fund	Public Works	153,200		PWTRTC1301	Traffic Calming	011-54-622-668-0000-000-431-665110-			X	Unencumbered carryover to continue project
011	General Fund	Public Works	100,000			Dwight Triangle T/C	011-54-622-668-0000-000-431-665110-			X	Carryover Tier 1 City Council Referral
011	General Fund	Public Works	360,176			PW Measure P funding for Homeless Response Team, Downtown Streets Team	011-54-625-714-5002-000-431-511110/011-54-625-714-5002-000-472-612990			X	Carryover funding for the PW Measure P funding for Homeless Response Team, and contract with the Downtown Streets Team
011	General Fund	Rent Stabilization Board	25,688			Eviction Moratorium	011-13-131-000-0000-000-444-612990-				Carryover funding for the ongoing Eviction Moratorium outreach program per Council and Rent Board
011	General Fund	Rent Stabilization Board	75,900			Eviction Moratorium	011-13-131-000-0000-000-444-635110- and 641120		X		Carryover funding for the ongoing Eviction Moratorium outreach program per Council and Rent Board
<b>011 Total</b>			<b>13,488,372</b>	<b>10,233,450</b>							
017	Climate Equity Action	Planning	236,666			Climate Equity Projects	017-53-583-611-0000-000-441-612990-			X	Carry forward unencumbered balance; project is ongoing
<b>017 Total</b>			<b>236,666</b>	<b>-</b>							
103	Library - Grants	Library		34,665		California Library Literacy Services (CLLS) grant	103-22-242-284-0000-000-463-512110 and 103-22-242-274-0000-000-463-511110 and 612990			X	Carryover funding for the California Library Literacy Services (CLLS) grant budget for the 2023-2024 program period
<b>103 Total</b>			<b>-</b>	<b>34,665</b>							
104	Library - Friends & Gifts	Library		25,000	LB2403	All Day Staff Meeting	104-22-241-261-0000-000-463-644110-			X	Appropriate fund for the Berkeley Public Library All Day Staff Meeting event.
<b>104 Total</b>			<b>-</b>	<b>25,000</b>							
111	Fund Raising Activities	HHCS		30,000	HHADMO2301-NONPERSONN-SUPPLIES HHADMO2301-NONPERSONN-CONSULTANT HHADMO2301-NONPERSONN-PRINTING	FY24 MOW DONATIONS	111-51-505-549-2044-000-444-642990- 111-51-505-549-2044-000-444-612990- 111-51-505-549-2044-000-444-635110-			X	FY24 MOW DONATIONS FUND BALANCE
111	Fund Raising Activities	HHCS		500	HHADSB2301-NONPERSONN-SUPPLIES	FY24 MOW DONATIONS	111-51-505-544-0000-000-444-642990-			X	Donation for Senior center to provide support towards ceramic activities
<b>111 Total</b>			<b>-</b>	<b>30,500</b>							
113	Sports Field	Parks, Recreation, and Waterfront		12,000		Gilman Sports Field Lighting	113-52-542-567-1003-000-461-612990-			X	Adjustment to add funds to replace lighting at Gilman Sports Field.
<b>113 Total</b>			<b>-</b>	<b>12,000</b>							

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
120	Affordable Housing Mitigation Fee	HHCS		12,746		Community Service Specialist I	120-51-504-533-2032-000-444-511110- 120-51-504-533-2032-000-444-520560-			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$141,624.
120	Affordable Housing Mitigation Fee	HHCS		10,328,751		Housing Trust Fund projects and expenses	120-51-504-533-2028-000-446-685110- 120-51-504-533-2028-000-444-612990-			X	Adjustment to add funds for the Housing Trust Fund FY 2024 planned projects and misc. services
<b>120 Total</b>			-	<b>10,341,497</b>							
125	Playground Camp	Parks, Recreation, and Waterfront	2,909		PRWCP08001	Tuolumne Master Plan	125-52-543-583-0000-000-461-637110-			X	Carryover to complete BTC Master Plan.
125	Playground Camp	Parks, Recreation, and Waterfront	313,277		PRWCP19001	BTC Construction Management	125-52-543-583-0000-000-461-662110-			X	Carryover to complete BTC construction and EV Charging station.
125	Playground Camp	Parks, Recreation, and Waterfront	81,772		PRWCP22001	BTC Start Up Costs	125-52-543-583-0000-000-461-624110- & 642990-			X	Carryover for the Berkeley Tuolumne Camp (BTC) Start Up Costs project
125	Playground Camp	Parks, Recreation, and Waterfront	315		PRWCP23002	FOBTC Tracking	125-52-various			X	Carryover for Friends of Berkeley Tuolumne Camp (FOBTC) donations.
125	Playground Camp	Parks, Recreation, and Waterfront	493,271		PRWRC18002	Echo Lake ADA Camp Improvement	125-52-543-582-0000-000-461-663110; 125-52-543-582-0000-000-461-612320; 125-52-543-582-0000-000-461-637110-			X	Carryover for the Echo Lake Camp ADA Improvement
125	Playground Camp	Parks, Recreation, and Waterfront	25,000			Snow removal at Echo Lake	125-52-543-582-0000-000-461-612990-			X	Carryover for Alpine Smith snow removal contract.
125	Playground Camp	Parks, Recreation, and Waterfront		258,000		Special Fee Class	125-52-543-571-1015/1017-000-461-various-			X	Set up special fee program budgets in the Camps Fund.
<b>125 Total</b>			<b>916,544</b>	<b>258,000</b>							
126	Proposition 172	Police		1,500,000		DNA testing, crime lab costs, telephone service costs	126-71-702-805-0000-000-421-612990-			X	Increased DNA testing contract costs including the cost of Cold-Case Sexual Assault Exams, crime labs, and telephone services
<b>126 Total</b>			-	<b>1,500,000</b>							
127	State Transportation Tax	Public Works	277,825		PWENRW2301	Retaining Wall & Storm Drain Repair	127-54-623-675-0000-000-431-various-			X	Carryover for the Retaining Wall & Storm Drain Repair project
127	State Transportation Tax	Public Works	632,173		PWENST2101	STREET REHAB FY 2021	127-54-623-673-0000-000-431-665110-			X	Carryover funding for the Street Rehab FY 2021 project
127	State Transportation Tax	Public Works	429,098		PWENST2201	Street Rehab FY 2022	127-54-623-673-0000-000-431-665110-			X	To continue and complete the project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
127	State Transportation Tax	Public Works	865,504		PWENST2301	Street Rehab FY 2023	127-54-623-673-0000-000-431-511110- & 127-54-623-673-0000-000-431-665110			X	Carryover for FY 2023 Street Rehab project
127	State Transportation Tax	Public Works	50,672		PWENST2401	STREET REHAB FY 2024	127-54-623-673-0000-000-431-511110-			X	Carryover funding for the Street Rehab FY 2024 project
127	State Transportation Tax	Public Works	100,000		PWENSW2001	FY20 Sidewalk Repair Program	127-54-623-673-0000-000-431-665110			X	To continue and complete the project, currently in the construction phase
127	State Transportation Tax	Public Works	134,854		PWENSW2002	Sidewalk Shaving FY 2020	127-54-623-674-0000-000-431-511110/ 520560			X	To continue the project, currently in the construction phase
127	State Transportation Tax	Public Works	100,000		PWENSW2401	FY 2024 Sidewalk Repairs Program	127-54-623-674-0000-000-431-665110-			X	On-going sidewalk repair project
127	State Transportation Tax	Public Works	101,164		PWTRCS1406	Shattuck Reconfiguration	127-54-622-668-0000-000-431-665110--			X	To continue and complete the project
127	State Transportation Tax	Public Works		100,000		Traffic Maintenance Equipment and Facilities Utilities Increase	127-54-622-664-0000-000-431-651110- and 127-54-624-695-0000-000-431-621110-			X	Appropriate funding for Traffic Maintenance Equipment and Facilities Utilities Increase
<b>127 Total</b>			<b>2,691,290</b>	<b>100,000</b>							
128	CDBG	HHCS		71,436		Program Manager II - Homeless	128-51-504-530-0000-000-444-511110- 128-51-504-530-0000-000-444-520560			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$238,121
128	CDBG	HHCS		70,812		Community Service Specialist I	128-51-504-530-0000-000-444-511110- 128-51-504-530-0000-000-444-520560-			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$141,624.
128	CDBG	Public Works	1,138,799		PWENCB2312	WBSC Improvements	011-54-623-677-0000-000-444-511110 & 662110-			X	Carryover for the WBSC Improvements project
<b>128 Total</b>			<b>1,138,799</b>	<b>142,248</b>							
129	RHSP	Planning	33,000			Educational Videos	129-53-585-635-0000-000-441-612990-			X	Planning added \$33K to the FY23 RHSP budget for the creation of educational RHSP videos for the public; the project was delayed due to staffing shortages.
<b>129 Total</b>			<b>33,000</b>	-							
130	Measure B Local Streets & Roads	Public Works		1,380,537	PWENST2401	Street Rehab FY 2024	130-54-623-673-0000-000-431-511110-			X	Additional funding needed for the Street Rehab FY24 project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
130	Measure B Local Streets & Roads	Public Works	127,608		PWENST2501	Street Rehab Program	130-54-623-673-0000-000-431-665110-			X	For the Street Rehab program
130	Measure B Local Streets & Roads	Public Works	118,000		PWTRCS2203	University Ave Bus Stop	130-54--622-668-0000-000-431-612310-			X	To continue the project into the engineering phase.
130	Measure B Local Streets & Roads	Public Works	65,000		PWTRCS2204	Telegraph Study & PE	130-54-622-668-0000-000-431-511110- /520560/612310			X	To continue the project
130	Measure B Local Streets & Roads	Public Works	317,880		PWTRCS2303	AC-Durant Transit Lane Project	130-54-622-668-0000-000-431-665110-			X	Carryover funding for the AC-Durant Transit Lane project.
130	Measure B Local Streets & Roads	Public Works	57,665		PWTRCT1803	NB BART/Sacramento St Complete Streets	130-54-622-668-0000-000-431-665110-			X	To continue project
130	Measure B Local Streets & Roads	Public Works	352,756		PWTRTC2202	Woolsey-Eton Traffic Calming	130-54-622-668-0000-000-431-511110-/520560/612310- /665110-			X	To continue the project currently in the consulting phase.
<b>130 Total</b>			<b>1,038,909</b>	<b>1,380,537</b>							
131	Measure B Bike & Ped	Public Works	14,473		PWTRCS2002	Transportation Impact Studies	131-54-622-662-0000-000-431-612310-			X	To continue the Transportation Impact Studies project
<b>131 Total</b>			<b>14,473</b>	<b>-</b>							
133	Measure F - Ala Ct. VRF St. & Rd.	Public Works	35,227		PWENSW2001	FY20 Sidewalk Repair Program	133-54-623-673-0000-000-431-665110			X	To continue and complete the project, currently in the construction phase
133	Measure F - Ala Ct. VRF St. & Rd.	Public Works	42,548		PWENSW2002	Sidewalk Shaving FY 2020	133-54-623-674-0000-000-431-665110-			X	To continue the project, currently in the construction phase
133	Measure F - Ala Ct. VRF St. & Rd.	Public Works	200,000		PWENSW2401	FY 2024 Sidewalk Repairs Program	133-54-623-674-0000-000-431-665110-			X	On-going sidewalk repair project
133	Measure F - Ala Ct. VRF St. & Rd.	Public Works	278,646		PWT1ST2209	T1 Streets - Phase II	133-54-623-673-0000-000-431-various			X	Carryover funding for the T1 Streets - Phase II project
133	Measure F - Ala Ct VRF St and Rd	Public Works	82,252		PWT1SW2201	T1 Phase Sidewalk Mtc. & Safety Rep	133-54-623-674-0000-000-431-665110			X	Unencumbered. carryover from FY23 to FY24
133	Measure F - Ala Ct. VRF St. & Rd.	Public Works	215,000		PWTRBP2201	MLK JR Way Vision Zero Quick Build	133-54-622-668-0000-000-431-665110-			X	To continue the project, currently in the construction phase
133	Measure F - Ala Ct VRF St and Rd	Public Works	40,000		PWTRBP2202	HISP Sacramento Ped	133-54-622-668-0000-000-431-612310-			X	To continue the project, currently in the construction phase
<b>133 Total</b>			<b>893,673</b>	<b>-</b>							

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
134	Measure BB Local Streets & Roads	Public Works	24,098		PWENPL2301	Standard Specifications and Details	134-54-623-673-0000-000-431-612310-			X	Update the City's standard specifications and details boilerplate
134	Measure BB Local Streets & Roads	Public Works	89,683		PWENRW2001	Retaining Wall - 1332 Glendale Avenue	134-54-623-673-0000-000-431-various			X	Carryover for the Retaining Wall - 1332 Glendale Avenue project
134	Measure BB Local Streets & Roads	Public Works	821,709		PWENST2101	STREET REHAB FY 2021	134-54-623-673-0000-000-431-665110-			X	Carryover funding for the Street Rehab FY 2021 project
134	Measure BB Local Streets & Roads	Public Works	6,119		PWENST2201	Street Rehab FY 2022	134-54-623-673-0000-000-431-665110-			X	To continue and complete the project
134	Measure BB Local Streets & Roads	Public Works	47,173		PWENST2202	Wildcat Canyon Emergency Repairs	134-54-623-673-0000-000-431-511110/ 612310/ 637110			X	To continue design & repairs at Wildcat Canyon
134	Measure BB Local Streets & Roads	Public Works	693,831		PWENST2302	Wildcat Canyon Road Repairs	134-54-623-673-0000-000-431-various			X	Carryover project funding to continue work on the Wildcat Canyon Road Repairs project
134	Measure BB Local Streets & Roads	Public Works	26,960		PWENST2303	Hopkins Corridor Improvement	134-54-623-673-0000-000-431-637110-			X	To continue the design phase of the project
134	Measure BB Local Streets & Roads	Public Works	100,000		PWENST2311	University Ave Overpass Repairs	134-54-623-673-0000-000-431-612310/ 665110			X	To continue and complete the project
134	Measure BB Local Streets & Roads	Public Works	150,000		PWENST2312	Walnut & Eunice Guardrail Repair	134-54-623-673-0000-000-431-612310- & 665110-			X	Carryover for the Walnut & Eunice Guardrail Repair project
134	Measure BB Local Streets & Roads	Public Works	253,190		PWENSW2001	FY20 Sidewalk Repair Program	134-54-623-673-0000-000-431-665110			X	To continue and complete the project, currently in the construction phase
134	Measure BB Local Streets & Roads	Public Works	477,688		PWENSW2002	Sidewalk Shaving FY 2020	134-54-623-674-0000-000-431-665110			X	To continue the project, currently in the construction phase
134	Measure BB Local Streets & Roads	Public Works	151,150		PWENSW2202	LA LOMA SW Replacement	134-54-623-673-0000-000-431-511110- 520560/ 612310/ 665110			X	To continue and complete the project
134	Measure BB Local Streets & Roads	Public Works	100,000		PWENSW2401	FY 2024 Sidewalk Repairs Program	134-54-623-674-0000-000-431-511110/ 520560			X	On-going sidewalk repair project
134	Measure BB Local Streets & Roads	Public Works	67,375		PWTRBP1802	Milvia Bikeway Project	134-54-622-668-0000-000-431-612310-			X	Carryover for the Milvia Bikeway Project
134	Measure BB Local Streets & Roads	Public Works	423,427		PWTRBP2201	MLK JR Way Vision Zero Quick Build	134-54-622-668-0000-000-431-511110- /520560/665110			X	To continue the project, currently in the construction phase



FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
134	Measure BB Local Streets & Roads	Public Works	167,214		PWTRBP2203	Parker-Addison Bikeway	134-54-622-668-0000-000-431-665110-			X	To continue the project, currently in the engineering phase.
134	Measure BB Local Streets & Roads	Public Works	649,388		PWTRCS2001	Southside Complete Streets	134-54-622-668-0000-000-431-612310/511110/520560/637110/665110			X	To continue and complete the project
134	Measure BB Local Streets & Roads	Public Works	14,473		PWTRCS2002	Transportation Impact Studies	134-54-622-662-0000-000-431-612310-			X	To continue the Transportation Impact Studies project
134	Measure BB Local Streets & Roads	Public Works	2,196		PWTRCS2202	Shattuck - MLK Bus Stops	134-54-622-6668-0000-000-431-51110/520560/612613			X	To continue the project
134	Measure BB Local Streets & Roads	Public Works	125,191		PWTRCS2203	University Ave Bus Stop	134-54-622-668-0000-000-431-612310-/511110/520560/665110			X	To continue the project into the engineering phase.
134	Measure BB Local Streets & Roads	Public Works	75,000		PWTRCS2301	Adeline at Ashby BART	134-54-622-668-0000-000-431-612310-			X	To continue the project, currently in the engineering phase.
134	Measure BB Local Streets & Roads	Public Works	162,107		PWTRCT2201	Adeline Street TIP (MLK TO Oakland border)	134-54-622-668-0000-000-431-511110-, 134-54-622-668-0000-000-431-520560-, 134-54-622-668-0000-000-431-612310-			X	Carryover for the Adeline Street TIP project
134	Measure BB Local Streets & Roads	Public Works	100,000		PWTRPL2301	Vision Zero Action Plan Imp.	134-54-622-662-0000-000-431-612990-			X	To continue the project, currently in the engineering phase.
134	Measure BB Local Streets & Roads	Public Works	165,536		PWTRTC1902	Dwight/California Intersection Improvement	134-54-622-668-0000-000-431-612310/511110/520560/612990/665110			X	To continue and complete the project
134	Measure BB Local Streets & Roads	Public Works	135,505		PWTRTM2301	I-80 Gilman Interchange Phase 2	134-54-622-663-0000-000-431-665110-			X	To continue the project
134	Measure BB Local Streets & Roads	Public Works	900,000			Bike & Ped projects	134-54-622-668-3012-000-431-665110-			X	For bike & ped projects, as per Council, reallocated from the Hopkins Corridor improvements, as part of the PWT1ST2209 T1 PH2 STREETS project
<b>134 Total</b>			<b>5,929,013</b>	-							
135	Measure BB Bike & Pedestrian	Public Works	246,674		PWTRBP1802	Milvia Bikeway Project	135-54-622-668-0000-000-431-665110-			X	Carryover for the Milvia Bikeway Project
135	Measure BB Bike & Pedestrian	Public Works	194,026		PWTRBP2001	Addison Bikeway	135-54-622-668-0000-000-431-511110/520560/665110			X	To continue the project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
135	Measure BB Bike & Pedestrian	Public Works	122,230		PWTRBP2201	MLK JR Way Vision Zero Quick Build	135-54-622-668-0000-000-431-612310-/665110			X	To continue the project, currently in the construction phase
135	Measure BB Bike & Pedestrian	Public Works	259,904		PWTRBP2202	HISP Sacramento Ped	135-54-622-668-0000-000-431-511110-/520560/665110			X	To continue the project
135	Measure BB Bike & Pedestrian	Public Works	96,557		PWTRBP2205	Woolsey-Fulton Bike Blvd STI Funds	135-54-622-668-0000-000-431-612310/511110/520560/665110			X	To continue and complete the project
135	Measure BB Bike & Pedestrian	Public Works	159,500		PWTRBP2206	West Berkeley Vision Zero Quick Build	135-54-622-668-0000-000-431-511110-			X	To continue and complete the project
135	Measure BB Bike & Pedestrian	Public Works	1,072		PWTRCT1803	NB BART/Sacramento St Complete Streets	135-54-622-668-0000-000-431-612310-			X	To continue project
<b>135 Total</b>			<b>1,079,963</b>	-							
136	Measure BB Paratransit	HHCS	57,052		HHAMBB2301-PERSONNEL-SALARY-SALARY	Measure BB Paratransit	136-51-505-542-2038-000-444-511110-136-51-505-542-2038-000-444-520560-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
<b>136 Total</b>			<b>57,052</b>	-							
138	Parks Tax	Parks, Recreation, and Waterfront	225,221		PRWPK20003	Ohlone Park Improvements	138-52-545-000-0000-000-461-663110; 612990; 720003			X	Carryover for the Ohlone Park Improvement project
138	Parks Tax	Parks, Recreation, and Waterfront	42,000		PRWPK21008	Civic Center Turtle Island Monument	138-52-545-000-0000-000-461-612320-			X	Carryover funds for landscape architecture services (PGA Designs).
138	Parks Tax	Parks, Recreation, and Waterfront		815,000	PRWPK21008	Civic Center Turtle Island Monument	138-52-545-000-0000-000-461-612320- & 720003-			X	Carryover for the Civic Center Fountain Garden project
138	Parks Tax	Parks, Recreation, and Waterfront		3,969	PRWPK21008	Civic Center Turtle Island Monument	138-52-545-000-0000-000-461-720003-			X	Adjustment to add funds donated from the Berkeley Partners for Parks.
138	Parks Tax	Parks, Recreation, and Waterfront	42,798		PRWPK22002	John Hinkel Scout Hut	138-52-545-000-0000-000-461-720003-			X	Carryover to complete John Hinkel Scout Hut project.
138	Parks Tax	Parks, Recreation, and Waterfront	6,990		PRWPK22004	FY22 Parks Tax Minor Maintenance	Various			X	Carryover for Rorick Strawberry Creek donation.
138	Parks Tax	Parks, Recreation, and Waterfront	598		PRWPK22009	James Kenney Mini Skate Park	138-52-545-000-0000-000-461-720003-			X	Carryover to complete James Kenney Mini Skate Park project.
138	Parks Tax	Parks, Recreation, and Waterfront	31,025		PRWPK23001	600 Addison Project	138-52-545-000-0000-000-461-720003-			X	Carryover to complete Bolivar Drive Improvements Project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
138	Parks Tax	Parks, Recreation, and Waterfront		2,000	PRWPK23009	Friends of Rose Garden Donation	138-52-542-567-0000-000-461-642990-			X	Adjustment to add funds donated from the Friends of the Rose Garden to purchase roses.
138	Parks Tax	Parks, Recreation, and Waterfront		300,000	PRWPK24005 and PRWPK24006	Irrigation Replacement and Court Resurfacing	138-52-545-000-0000-000-461-624110-			X	Appropriate funding for the Irrigation Replacement project and the Court Resurfacing project
138	Parks Tax	Parks, Recreation, and Waterfront		100,000	PRWPK24007	Berkeley Way, Charlie Dorr, and 63rd Avenue Mini Parks	138-52-545-000-0000-000-461-720003-				Adjustment below to add funds for the Berkeley Way, Charlie Dorr, and 63rd Ave mini park projects
138	Parks Tax	Parks, Recreation, and Waterfront	125,246		PRWPP15002	Aquatic Park South Pathways/Parking Lot	138-52-545-000-0000-000-461-663110- & 720003-			X	Carryover for the Aquatic Park South Pathways/Parking Lot project
138	Parks Tax	Parks, Recreation, and Waterfront	372,691		PRWT119004	Grove Park Phase 2	138-52-545-000-000-461-612320 & 720003			X	Carryover for the Grove Park Phase 2 project
138	Parks Tax	Parks, Recreation, and Waterfront		85,000	PRWT122004	Willard Clubhouse/Restroom Replacement	138-52-545-000-0000-000-461-720003-			X	Adjustment to add funds for Willard Clubhouse/Restroom Replacement project.
138	Parks Tax	Parks, Recreation, and Waterfront	21,376		PRWT122005	Tom Bates Restroom/Community Space	138-52-545-000-0000-000-461-720003-			X	Carryover for the Tom Bates Restroom/Community Space project
138	Parks Tax	Parks, Recreation, and Waterfront		382,000	PRWT122005	Tom Bates Restroom/Community Space	138-52-545-000-0000-000-461-720003-			X	Adjustment to add funds for the Tom Bates Community Room and Restroom project.
<b>138 Total</b>			<b>867,946</b>	<b>1,687,969</b>							
140	Measure GG Fire Preparation Tax	Fire		800,000		Fire Station Emergency Alerting System	140-72-742-835-0000-000-422-651110-			X	Appropriate funds for the Fire Station Emergency Alert System
<b>140 Total</b>			-	<b>800,000</b>							
142	Street Light Assmt Dist	Public Works	141,272		PWENEL2201	STREETLIGHT MAINTENANCE FY 2022	142-54-623-672-0000-000-426-various			X	To continue the project
142	Street Light Assmt Dist	Public Works	195,565		PWENEL2301	FY23 Streetlight Pole Replacement	142-54-623-672-426-0000-000-426-various			X	To continue the project- Supply of poles delayed
142	Street Light Assmt Dist	Public Works	12,370		PWENPL2301	Standard Specifications and Details	142-54-623-672-0000-000-426-511110/ 520560/ 612310-			X	Update the City's standard specifications and details boilerplate
142	Street Light Assmt Dist	Public Works	129,000		PWTRBP2201	MLK JR Way Vision Zero Quick Build	142-54-622-668-0000-000-431-612310			X	To continue the project, currently in the construction phase
142	Street Light Assmt Dist	Public Works	73,987			Streetlight Replacement	142-54-624-694-3018-000-426-665110-				To continue the streetlight replacement program.
<b>142 Total</b>			<b>552,194</b>	-							
145	Bayer (Miles Lab)	Parks, Recreation, and Waterfront		163,000	PRWPK23005	EEMP 2021 Trees Make Life Better	145-52-545-000-0000-000-461-663110-			X	Adjustment to add funds for the RX Lodge contract to install irrigation at Aquatic Park.
<b>145 Total</b>			-	<b>163,000</b>							

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
146	Employee Training	Human Resources	20,000			Navex Global, Inc	146-34-345-000-0000-000-412-612990			X	EDUCATIONAL/TRAINING SERVICES - move money to FY 2024 to pay for contract amendment in the amount approved by City Manager for contract NTE \$69,999
<b>146 Total</b>			<b>20,000</b>	-							
147	UC Settlement	Public Works	223,351		PWENST2310	Piedmont/Channing Traffic Circle-PED/ST	147-54-623-673-0000-000-431-various-			X	Carryover for the Piedmont/Channing Traffic Circle - PED/ST project
147	UC Settlement	Public Works	260,000		PWT1CB2202	Restrooms in the ROW	147-54-623-677-0000-000-444-663110-			X	Carryover funding for the installation of new restrooms in the ROW project
147	UC Settlement	Public Works	1,542,926		PWTRCS2001	Southside Complete Streets	147-54-622-668-0000-000-431-612310/612990/5111110/520560/665110			X	To continue and complete the project
<b>147 Total</b>			<b>2,026,277</b>	-							
148	Cultural Trust	City Manager's Office		1,585,000		Various public art projects	148-21-208-252-0000-000-446-612990-			X	These funds - generated from fees paid by private developers in lieu of implementing on-site public art per the Public Art on Private Development policy - are used to finance public art projects throughout the City. There are a number of pending Public Art projects to utilize this funding.
<b>148 Total</b>			-	<b>1,585,000</b>							
149	Private Party Sidewalks	Public Works	100,000		PWENSW2001	FY20 Sidewalk Repair Program	149-54-623-673-0000-000-431-665110			X	To continue and complete the project, currently in the construction phase
149	Private Party Sidewalks	Public Works	50,000		PWENSW2401	FY 2024 Sidewalk Repairs Program	149-54-623-674-0000-000-431-665110-			X	On-going sidewalk repair project
149	Private Party Sidewalks	Public Works		700,000	PWENSW2401	FY 2024 Sidewalk Repairs Program	149-54-623-674-0000-000-431-665110-			X	Appropriate funding for the FY 2024 Sidewalk Repairs program
149	Private Party Sidewalks	Public Works	25,000		PWT1SW2201	T1 Phase Sidewalk Mtc. & Safety Rep	149-54-623-674-0000-000-431-665110			X	Unencumbered. carryover from FY23 to FY24
<b>149 Total</b>			<b>175,000</b>	<b>700,000</b>							
157	Tobacco Control	HHCS	31,200			LLA-State Tobacco	157-51-506-559-2053-000-451-612990-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
157	Tobacco Control	HHCS		16,809		LLA-State Tobacco	157-51-506-559-2053-000-451-511110-			X	Personnel Based on Allocation for FY24
<b>157 Total</b>			<b>31,200</b>	<b>16,809</b>							
158	Mental Health State Aid Realignment	HHCS		53,424	HHMRLADM23	Realignment Admin	158-51-503-520-0000-000-451-651120-		X		Appropriate funds for contract amendment with JotForm, Inc. Approved by Council on 7/11/23 through Resolution 70,944 - N.S.
<b>158 Total</b>			-	<b>53,424</b>							
159	Citizens Options	Police		150,000		Under cover vehicle contract, On-call Phlebotomists contract	159-71-705-820-0000-000-421-612990-			X	Continue various contracts for support of police operations
<b>159 Total</b>			-	<b>150,000</b>							

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
302	Operating Grants - State	HHCS		661,366	HHOFPH2301-PERSONNEL-SALARY-SALARY	Future of Public Health	302-51-501-501-0000-000-451-511110-			X	FY24 Budget Salary (calculate unspent personnel in FY23 and add to budget. Not a rollover in ERMA)
302	Operating Grants - State	HHCS	109,276			Future of Public Health	302-51-501-501-0000-000-451-613130- 302-51-501-501-0000-000-451-634120- 302-51-501-501-0000-000-451-651110-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
302	Operating Grants - State	HHCS		413,106		Future of Public Health	302-51-501-501-0000-000-451-520560-			X	FY24 Budget Benefits (no project)
302	Operating Grants - State	HHCS		61,911		Program Manager II - Homeless	302-51-504-530-2027-000-444-511110- 302-51-504-530-2027-000-444-520560			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$238,121
302	Operating Grants - State	HHCS		12,746		Community Service Specialist I	302-51-504-530-2027-000-444-511110- 302-51-504-530-2027-000-444-520560-			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$141,624.
<b>302 Total</b>			<b>109,276</b>	<b>1,149,130</b>							
305	Capital Grants - Fed	Public Works	7,614,496		PWTRCS2001	Southside Complete Streets	305-54-622-668-0000-000-431-612310/511110/520560/665110			X	To continue and complete the project
<b>305 Total</b>			<b>7,614,496</b>	-							
306	Capital Grants - State	Public Works	433,712		PWTRBP1802	Milvia Bikeway Project	306-54-622-668-0000-000-431-612310 & 306-54-622-668-0000-000-431-665110-			X	Carryover for the Milvia Bikeway Project
306	Capital Grants - State	Public Works	252,657		PWTRBP2001	Addison Bikeway	306-54-622-668-0000-000-431-511110/520560/665110/612310			X	To continue the project
306	Capital Grants - State	Public Works	417,152		PWTRBP2201	MLK JR Way Vision Zero Quick Build	306-54-622-668-0000-000-431-612310-/665110			X	To continue the project, currently in the construction phase
306	Capital Grants - State	Public Works	191,169		PWTRBP2205	Woolsey-Fulton Bike Blvd STI Funds	306-54-622-668-0000-000-431-612310/511110/520560/665110			X	To continue and complete the project
306	Capital Grants - State	Public Works	274,207		PWTRCS2003	University Ave Bus Boulevard	306-54-622-668-0000-000-431-612310-/511110/520560/665110			X	To continue the University Ave. Bus Blvd. project
306	Capital Grants - State	Public Works	(156,463)		PWTRCS2202	Shattuck - MLK Bus Stops	306-54-622-668-0000-000-431-612310-			X	Reversing \$156,463 from journal #341 to correct available grant funding amount for project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
306	Capital Grants - State	Public Works	551,781		PWTRCS2202	Shattuck - MLK Bus Stops	306-54-622-668-0000-000-431-511110- /520560/612310			X	Grant funding to continue the project
306	Capital Grants - State	Public Works	482,571		PWTRCS2203	University Ave Bus Stop	306-54-622-668-0000-000-431-511110- /520560/612310/665110			X	To continue and complete the project, currently in the engineering phase.
<b>306 Total</b>			<b>2,446,786</b>	-							
307	Capital Grants - Local	Parks, Recreation, and Waterfront		5,143,685	PRWWF24002	Berkeley Pier with Ferry Access Project	319-52-545-000-0000-000-461-720003-			X	Adjustment to add ACTC grant funds for the Berkeley Pier with Ferry Access Project
307	Capital Grants - Local	Public Works	59,145		PWTRBP1802	Milvia Bikeway Project	307-54-622-668-0000-000-431-612310			X	Carryover for the Milvia Bikeway Project
307	Capital Grants - Local	Public Works	36,842		PWTRBP2204	Ohlone Greenway Mod & Safety Project	307-54-622-668-0000-000-431-612310-			X	To continue the project
307	Capital Grants - Local	Public Works	180,000		PWTRCS2204	Telegraph Study & PE	307-54-622-668-0000-000-431-612310-			X	To continue the project
307	Capital Grants - Local	Public Works	495,000		PWTRCT2201	Adeline Street TIP (MLK TO Oakland border)	307-54-622-668-0000-000-431-612310-			X	Carryover for the Adeline Street TIP project
<b>307 Total</b>			<b>770,987</b>	<b>5,143,685</b>							
309	OTS DUI Enforcement	Police		269,000		Office of Traffic Safety Grant	309-71-703-812-0000-000-421-513110-			X	New OTS grant PT24016
<b>309 Total</b>			-	<b>269,000</b>							
310	HOME	HHCS		33,337		Program Manager II - Homeless	310-51-504-530-0000-000-444-511110- 310-51-504-530-0000-000-444-520560			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$238,121
310	HOME	HHCS		38,238		Community Service Specialist I	310-51-504-530-0000-000-444-511110- 310-51-504-530-0000-000-444-520560			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$141,624.
<b>310 Total</b>			-	<b>71,575</b>							
312	Health (General)	HHCS		3,033	HHOHIV2301-PERSONNEL-SALARY-SALARY	HIV Surveillance	312-51-501-503-2057-000-451-511110-			X	PERSONNEL BASED ON ALLOCATION FOR FY24
312	Health (General)	HHCS		10,064	HHOSTD2301-PERSONNEL-SALARY-SALARY	STD Management	312-51-501-503-2057-000-451-511110-			X	PERSONNEL BASED ON ALLOCATION FOR FY24

## FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
312	Health (General)	HHCS		9,101	HHOTBR2301-PERSONNEL-SALARY-SALARY HHOTBR2301-NONPERSONN-OPERATING-MISCPROFSV	TB Real Time Allotment	312-51-501-503-2077-000-451-511110- 312-51-501-503-2077-000-451-612990-			X	New grant allocation for FY24
312	Health (General)	HHCS		413,713	HHPHVP2401	California Home Visiting Program	312-51-506-562-2055-000-451-various		X	X	Appropriate grant funds from the California Department of Public Health for Home Visiting Program to provide home visits by trained professional during pregnancy and in the first few years of life. Approved by Council on 1/17/23 through Resolution 70,659-N.S.
312	Health (General)	HHCS		813,089		Immunizations - Round 3 and 4	312-51-506-562-2075-000-451-various			X	Carryforward request of FY23 unspent grant funds to be used in FY24
<b>312 Total</b>			-	<b>1,249,000</b>							
313	Targeted Case Management/Linkages	HHCS		181,200	HHATCM2301-NONPERSONN-Various	Aging TCM Program	313-51-505-548-2071-000-444-various			X	FY24 operating budget for Aging TCM
<b>313 Total</b>			-	<b>181,200</b>							
315	Mental Health Services Act	HHCS		983,866	HHMHSCDW23	Wellness Center	315-51-503-526-2017-000-451-636110-			X	FY24 budget to support operating costs for the Berkeley Wellness Center located at 1909 University Avenue.
<b>315 Total</b>			-	<b>983,866</b>							
320	Senior Nutrition (Title III)	HHCS	10,649		HHACON2302-PERSONNEL-SALARY-SALARY	C1 ARPA Funding	320-51-505-549-2041-000-444-511110-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
320	Senior Nutrition (Title III)	HHCS	14,500		HHAMOW2302-PERSONNEL-SALARY-SALARY	C2 ARPA Funding	320-51-505-549-2044-000-444-511110-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
<b>320 Total</b>			<b>25,149</b>	-							
325	Vector Control	HHCS		131,468		Vector Control	325-51-502-511-2003-000-451-various-			X	Operations Cost Based on Allocation for FY24
<b>325 Total</b>			-	<b>131,468</b>							
326	Alameda County Grants	HHCS		8,134		TOB-County Tobacco	326-51-506-559-2053-000-451-511110-			X	Personnel Based on Allocation for FY24
326	Alameda County Grants	HHCS		129,642		SEED-Foster Care	326-51-506-556-2046-000-451-various			X	Personnel and Operation Cost Based on Allocation for FY 2024
326	Alameda County Grants	HHCS		14,200		Measure A	326-51-506-560-0000-000-451-612990- & 642990-			X	Operations Cost Based on Allocation for FY24
<b>326 Total</b>			-	<b>151,976</b>							

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
327	Senior Supportive Social Services	HHCS		56,803	HHAINA2301-PERSONNEL-SALARY-SALARY	Senior Center Activities Grant	327-51-505-544-2035-000-444-511110-			X	Increases to FY24 grant allocation
327	Senior Supportive Social Services	HHCS	21,992		HHAINA2302-PERSONNEL-SALARY-SALARY	Information and Assistance ARPA Funding	327-51-505-544-2035-000-444-511110-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
<b>327 Total</b>			<b>21,992</b>	<b>56,803</b>							
328	Family Care Support Program	HHCS	18,867		HHACAR2302-PERSONNEL-SALARY-SALARY	Family Caregiver ARPA Funding	328-51-505-540-2036-000-444-511110-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
328	Family Care Support Program	HHCS		17,363	HHASRA2301-PERSONNEL-SALARY-SALARY	Senior Center Activities Grant	328-51-505-544-2069-000-444-511110-			X	Personnel; based on new increased grant allocation for FY24
328	Family Care Support Program	HHCS	7,181		HHASRA2302-PERSONNEL-SALARY-SALARY	Senior Center Activities ARPA Funding	328-51-505-544-2069-000-444-511110-			X	Carryover funding for Envision Connect Software Replacement project.
<b>328 Total</b>			<b>26,048</b>	<b>17,363</b>							
336	One-Time Grant	City Manager's Office/HHCS		2,445,707		1619 University Avenue Campus Motel	336-21-202-000-0000-000-412-612990- (\$976,580) and 336-51-504-535-0000-000-444-636110- (\$1,469,127)			X	Appropriate State of California Encampment Resolution Funds for the lease at 1619 University Avenue (Campus Motel, LLC) for the purpose of establishing a homeless shelter. Approved by Council on 7/11/23 through Ordinance No. 7,881-N.S.
336	One-Time Grant	HHCS		71,251	HHMSPMHS23-PERSONNEL-SALARY-SALARY	MHSSA Grant	336-51-503-523-2011-000-451-511110-			X	FY24 budget for PCN#2243 MENTAL HEALTH PROG SUP - HHCS-MH - FAMILY & YOUTH SVCS salary
336	One-Time Grant	HHCS		24,574	HHOMSA2301-PERSONNEL-SALARY-SALARY	Tobacco Master Settlement - Infrastructure (MSA)	326-51-501-503-2053-000-451-511110-			X	FY24 PERSONNEL BASED ON ALLOCATION
336	One-Time Grant	HHCS	9,495			Kitchen Electrification Grant	336-51-505-540-3011-000-444-664130-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
336	One-Time Grant	HHCS	508,094			CERI and CCMU (shared GLs)	336-51-501-501-2075-000-451-various-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
336	One-Time Grant	HHCS		198,435		Prop 64	336-51-506-559-0000-000-451-511110-, 520560-, & 636110-			X	FY 24 Salaries, Benefits, and encumber remaining funds of the BYA contract



FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
336	One-Time Grant	Mayor & Council	3,100			Grant for Paid Internships	336-11-107-000-0000-000-411-512110-		X		Carryover of fund for the Chancellor's Community Partnership Fund Grant for Paid Internships. Approved by Council on 09/15/2020 through Resolution No. 69,562-N.S.
336	One-Time Grant	Parks, Recreation, and Waterfront	253,851		PRWPK20005	Urban Greening Program	336-52-545-000-0000-000-461-720003			X	Carryover and increase in Urban Green program budget for FY24 grant activities.
336	One-Time Grant	Parks, Recreation, and Waterfront	591,666		PRWPK21008	Civic Center Turtle Island Monument	336-52-545-000-0000-000-461-720003-			X	Carryover for the Civic Center Fountain Garden project
336	One-Time Grant	Parks, Recreation, and Waterfront	467,670		PRWPK21012	Santa Fe Right-of-Way	336-52-545-000-0000-000-461-720003			X	Carryover grant funds for the Santa Fe ROW project.
336	One-Time Grant	Parks, Recreation, and Waterfront	209,950		PRWPK23005	EEMP 2021 Trees Make Life Better	336-52-542-566-0000-000-461-663110- (\$100,000) & 336-52-545-000-0000-000-461-720003- (\$109,950)			X	Carryover grant funds for Trees Make Life Better program
336	One-Time Grant	Parks, Recreation, and Waterfront	9,266		PRWT119007	Berkeley Pier with Ferry Access Project	336-52-545-000-0000-000-461-720003			X	Carryover to complete concept planning for Berkeley Pier with Ferry Access Project.
336	One Time Grant	Parks, Recreation, and Waterfront		3,000,000	PRWWF24002	Berkeley Pier with Ferry Access Project	336-52-545-000-0000-000-461-720003-			X	Adjustment to add WETA funds for the Berkeley Pier with Ferry Access Project.
336	One-Time Grants	Planning	10,000			ECBE Grant	336-53-583-611-0000-000-441-612990-			X	Project implementation delayed to FY24
336	One-Time Grants	Planning	20,000			StopWaste Grant for Utility Upgrades	336-53-583-611-0000-000-441-612990-			X	Contract implementation delayed to FY24
336	One-Time Grant	Police		80,000		Wellness & Mental Health Grant for FY24	336-71-704-816-0000-000-421-612990-		X		Appropriate funds for the Wellness & Mental Health Grant for FY24. Approved by Council on 04/11/2023 through Resolution 70,763-N.S.
336	One-Time Grant	Police		60,507		DOJ Grant for testing of Sexual Assault Evidence	336-71-703-811-0000-000-421-612990-			X	Grant continues in FY24
336	One-Time Grant	Police		59,168		CHP Cannabis Tax Fund Grant	336-71-703-812-0000-000-421-513120-			X	New Cannabis Grant FY23-24
336	One-Time Grant	Police		176,131		DOJ Tobacco Grant	336-71-702-805-0000-000-421-513110-			X	Grant continues in FY24
336	One-time Grant	Public Works		172,865	PWFME2401	RRFB @ Shattuck/Berkeley Wy	336-54-624-695-0000-000-426-612310- and 665110-			X	Appropriate funding to start design and eventual installation of an RRFB at Shattuck/Berkeley Way
336	One-time Grant	Public Works		15,000	PWTRPL2401	SGA - Addison Bike Blvd Pilot	336-54-622-662-0000-000-431-665110			X	Add funding to support the one-time grant project
336	One-time Grant	Public Works		165,580		SB 1383 Local Assistance Grant Program (Calrecycle Grant)	336-54-627-733-3019-000-471-511110-		X		Appropriate fund for the CalRecycle Grant - SB 1383 Local Assistance Grant Program. Approved by Council on 09/15/2020 through Resolution No. 69,546-N.S.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
<b>336 Total</b>			<b>2,083,092</b>	<b>6,469,219</b>							
340	FEMA	Fire	72,417			AFG Grant	340-72-742-836-0000-000-422-various-			X	Carryover for FEMA- AFG grant that was extended
<b>340 Total</b>			<b>72,417</b>	<b>-</b>							
344	CALTRANS	Public Works	38,897		PWTRCT1803	NB BART/Sacramento St Complete Streets	344-54-622-668-0000-000-431-665110-			X	To continue project
<b>344 Total</b>			<b>38,897</b>	<b>-</b>							
347	Shelter+Care HUD	HHCS		71,436		Program Manager II - Homeless	347-51-504-530-0000-000-444-511110-347-51-504-530-0000-000-444-520560-			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$238,121
347	Shelter+Care HUD	HHCS		7,081		Community Service Specialist I	347-51-504-530-0000-000-444-511110-347-51-504-530-0000-000-444-520560-			X	Staffing Study position that was supported by the Budget and Finance Committee as part of Phase 2. This is entirely special fund funded. Total costs \$141,624.
<b>347 Total</b>			<b>-</b>	<b>78,518</b>							
350	Bio-Terrorism Grant	HHCS	336,386			Workforce Development	350-51-501-503-2075-000-451-various-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
350	Bio-Terrorism Grant	HHCS		15,000		PHEP-Base	350-51-506-557-0000-000-451-511110-			X	Personnel Based on Allocation for FY24
350	Bio-Terrorism Grant	HHCS		7,273		PHEP-CRI	350-51-506-557-2047-000-451-various-			X	Personnel and Operations Cost Based on Allocation for FY24
<b>350 Total</b>			<b>336,386</b>	<b>22,273</b>							
354	American Rescue Plan	City Manager Office	8,000		CMEDARPA3	ARPA Business Assistance	354-21-208-251-0000-000-446-612990-			X	Carryover for contract with the Berkeley Chamber of Commerce to business network, industry sector and commercial district support
354	American Rescue Plan	HHCS	1,300,868			ARPA Specialized Care Unit Program & Administration	354-51-501-502-0000-000-451-various-			X	Carryforward request of FY23 unspent grant funds to be used in FY24
<b>354 Total</b>			<b>1,308,868</b>	<b>-</b>							
501	Capital Improvement Fund	Non-Departmental	400,000			Paperless Contract Workflow System	501-99-900-900-0000-000-412-720003-			X	Carryover project funding but have been identified as one of the project funding to reallocate to the Measure T1 funding gap
501	Capital Improvement Fund	Non-Departmental	500,000			Business License Tax System	501-99-900-900-0000-000-412-720003-			X	FY23 Tier 1 Supplemental - not used in FY23 due to resource availability.
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	10,000		PRWCP23003	Cazadero Dorm Roof Repair	501-52-545-000-0000-000-461-662110-			X	Carryover for the Cazadero Dorm Roof Repair Project
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	52,305		PRWEM23001	BTC Storm Damage Response	501-52-545-000-0000-000-461-624110-			X	Carryover for Boyer work to repair BTC.
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	9,779		PRWPK22007	Glendale LaLoma Play and ADA	501-52-545-000-0000-000-461-720003-			X	Carryover for Glendale LaLoma Play and ADA project.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	47,000		PRWPK22008	Cedar Rose (2-5 And 5-12 Play Structure)	501-52-545-000-0000-000-461-635110- and 720003-			X	Carryover for construction of the Cedar Rose Play Structure.
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	12,619		PRWPK22018	Solano-Peralta Park Improvements	501-52-545-000-0000-000-461-663110-			X	Carryover to install play equipment at Solano Peralta Park.
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	79,595		PRWPK23007	FY23 Pool Repairs	501-52-545-000-0000-000-461-663110-			X	Carryover for Western Water Features work at King Pool.
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	255,000		PRWRC18002	Echo Lake Camp ADA Improvement	501-52-545-000-0000-000-461-663110-			X	Carryover for the Echo Lake Camp ADA Improvement project
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	90,000		PRWT122011	King Pool Tile & Plaster Replacement	501-52-545-000-0000-000-461-663110-			X	Carryover for the King Pool Tile & Plaster Replacement project
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	51		PRWWF22002	Waterfront Dredging	501-52-545-000-0000-000-461-637110-			X	Carryover for Waterfront Dredging Project
501	Capital Improvement Fund	Parks, Recreation, and Waterfront	350,000		PRWWF23002	South Sailing Basin Dredging	501-52-545-000-0000-000-461-612310-			X	Carryover for South Sailing Basin Dredging. Project will start in FY24.
501	Capital Improvement Fund	Public Works	23,015		PWENBM2002	Fire Station #3 Roof Upgrade	501-54-623-677-0000-000-444-612310-			X	Carryover funding for the Fire Station #3 Roof Upgrade project.
501	Capital Improvement Fund	Public Works	180,102		PWENBM2005	CY Lift Pits - Bldg. G	501-54-623-677-0000-000-444-511110/ 612990/ 624110/ 637110			X	Carryover funding to continue the project
501	Capital Improvement Fund	Public Works	121,704		PWENBM2203	PSB BICYCLE BUNKER ROOF REPAIR	501-54-623-677-0000-000-444-various-			X	Carryover funding to continue project
501	Capital Improvement Fund	Public Works	13,883		PWENBM2207	1947 Center Street Bottle Fill Stations	501-54-623-677-0000-000-444-various-				Carryover for the 1947 Center Street Bottle Fill Stations project
501	Capital Improvement Fund	Public Works	17,949		PWENBM2208	Carpet Replacement - Civic Center Building Phase 2	501-54-623-677-0000-000-444-624110-			X	Carryover for Carpet Replacement - Civic Center Building Phase 2 project
501	Capital Improvement Fund	Public Works	75,762		PWENBM2209	Civic Center Door Card Readers	501-54-623-677-0000-000-444-624110-			X	Carryover for the Civic Center Door Card Readers project
501	Capital Improvement Fund	Public Works	108,000		PWENBM2309	Roll Up Door Automation /Replacement	501-54-623-677-0000-000-444-511110- & 612990-			X	Carryover for the Roll Up Door Automation/Replacement project
501	Capital Improvement Fund	Public Works	105,000		PWENBM2310	Fueling Upgrades Corporation Yard	501-54-623-677-0000-000-444-511110- and 612990-			X	Carryover for Fueling Upgrades Corporation Yard project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
501	Capital Improvement Fund	Public Works	9,249		PWENBM2311	NBSC Upgrades - Kitchen & Data	501-54-623-677-0000-000-444-511110-			X	Carryover funding to continue work on the NBSC Upgrades - Kitchen & Data project
501	Capital Improvement Fund	Public Works	175,161		PWENBM2311	NBSC Upgrades - Kitchen & Data	501-54-623-673-0000-000-431-various-			X	Carryover funding to continue work on the NBSC Upgrades - Kitchen & Data project
501	General Fund	Public Works	43,671		PWENBM2312	Old City Hall Fire Sprinklers	501-54-523-677-0000-000-444-various-			X	Carryover funding to pay for project invoices
501	Capital Improvement Fund	Public Works	42,186		PWENBM2313	On-Call HVAC Services	501-54-623-677-0000-000-444-511110, 520560-, and 662110-			X	Carryover for the HVAC On Call Services project
501	Capital Improvement Fund	Public Works	15,144		PWENBM2314	TC GARAGE Stairway Repair Emergency	501-54-623-673-0000-000-431-various-			X	Carryover funding to continue work on the Telegraph Channing Garage Stairway Emergency Repair project
501	Capital Improvement Fund	Public Works	155,776		PWENBM2315	NBSC SIDING REPAIRS & WATERPROOFING	501-54-623-677-0000-000-444-various-			X	Carryover funding to continue project
501	Capital Improvement Fund	Public Works	642,245		PWENBM2316	Control Systems Upgrade	501-54-623-677-0000-000-444-various-			X	Carryover from FY 2023 and appropriation of additional funds for the Control Systems Upgrade project
501	Capital Improvement Fund	Public Works	3,533,169		PWENCB2001	Telegraph/Channing Elevator Upgrade	501-54-623-677-0000-000-444-511110-/ 520560/ 612310/ 612990/ 613910/ 633110/ 637110/ 662110			X	Carryover funding to continue the project into construction phase
501	Capital Improvement Fund	Public Works	309,214		PWENCB2105	Stair Center ADA	501-54-623-677-0000-000-444-various-			X	Carryover for the Stair Center ADA project
501	Capital Improvement Fund	Public Works	100,000		PWENCB2310	EBCE Solar & Storage at Fire Station #3	501-54-623-677-0000-000-444-various-			X	Carryover for the EBCE Solar & Storage at Fire Station #3
501	Capital Improvement Fund	Public Works	1,160,172		PWENEN2001	EV Charging Station	501-54-623-677-0000-000-444-663110-			X	Carryover funding for the continuation of the EV Charging Station project
501	Capital Improvement Fund	Public Works	64,453		PWENPL2201	CY Comprehensive Plan	501-54-623-677-0000-000-444-various-			X	Carryover for the CY Comprehensive Plan project
501	Capital Improvement Fund	Public Works	90,319		PWENPL2301	Standard Specifications and Details	501-54-623-673-0000-000-431-511110/ 520560/ 612310-			X	Update the City's standard specifications and details boilerplate
501	Capital Improvement Fund	Public Works	34,034		PWENRW2001	Retaining Wall - 1332 Glendale Avenue	501-54-623-673-0000-000-431-663110-			X	Carryover for the Retaining Wall - 1332 Glendale Avenue project
501	Capital Improvement Fund	Public Works	284,910		PWENRW2301	Retaining Wall & Storm Drain Repair	501-54-623-673-0000-000-431-various-			X	Carryover for the Retaining Wall & Storm Drain Repair project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
501	Capital Improvement Fund	Public Works	59,639		PWENSD2305	Strawberry Creek Culvert Repairs	501-54-623-675-0000-000-431-511110- and 612310			X	Carryover funding for the Strawberry Creek Culvert Repairs project
501	Capital Improvement Fund	Public Works	97,520		PWENST2101	Street Rehab FY 2021	501-54-623-673-0000-000-431-665110-			X	Carryover funding for the Street Rehab FY 2021 project
501	Capital Improvement Fund	Public Works	267,909		PWENST2201	Street Rehab FY 2022	501-54-623-673-0000-000-431-511110/ 520560/ 612310/ 635110/ 665110-			X	To continue and complete the project
501	Capital Improvement Fund	Public Works	33,489		PWENST2202	Wildcat Canyon Emergency Repairs	501-54-623-673-0000-000-431-665110-			X	To continue design & repairs at Wildcat Canyon
501	Capital Improvement Fund	Public Works	208,161		PWENST2301	Street Rehab FY 2023	501-54-623-673-0000-000-431-various			X	Carryover for FY 2023 Street Rehab project
501	Capital Improvement Fund	Public Works	259,151		PWENST2401	Street Rehab FY 2024	501-54-623-673-0000-000-431-612310-			X	Carryover funding for the Street Rehab FY 2024 project
501	Capital Improvement Fund	Public Works	365,090		PWENST2501	Street Rehab Program	501-54-623-673-0000-000-431-612310/ 665110			X	For the Street Rehab program
501	Capital Improvement Fund	Public Works	199,400		PWENSW2001	FY20 Sidewalk Repair Program	501-54-623-674-0000-000-431-665110			X	To continue and complete the project, currently in the construction phase
501	Capital Improvement Fund	Public Works	367,317		PWENSW2002	Sidewalk Shaving FY 2020	501-54-623-674-0000-000-431-612990/ 665110			X	To continue the project, currently in the construction phase
501	Capital Improvement Fund	Public Works	91,637		PWENUD0906	UUD#48 - Grizzly Peak	501-54-623-679-0000-000-412-612990-			X	Carryover funding for the Undergrounding utility Wires in UUD#48-Grizzly Peak project
501	Capital Improvement Fund	Public Works	247,463		PWT1CB2205	Fire Station #6 Renovation	501-54-623-677-0000-000-444-662110			X	To continue and complete the project
501	Capital Improvement Fund	Public Works	40,000		PWT1SW2202	T1 Ph2 Pathway Repairs	501-54-623-674-0000-000-431-665110			X	Needed for Contract Change order - Active Construction project
501	Capital Improvement Fund	Public Works	385,140		PWTRBP2201	MLK JR Way Vision Zero Quick Build	501-54-622-668-0000-000-431-612310-/665110			X	To continue the project, currently in the construction phase
501	Capital Improvement Fund	Public Works	846		PWTRCS1406	Shattuck Reconfiguration	501-54-622-668-0000-000-431-665110-			X	To continue and complete the project
501	Capital Improvement Fund	Public Works	33,171		PWTRPL2001	Hopkins Street Corridor Project	501-54-623-668-0000-000-431-612310s-			X	Carryover funding for the Hopkins Street Corridor Project

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
501	Capital Improvement Fund	Public Works	50,000		PWTRTC1902	Dwight/California Intersection Improvement	501-54-622-668-0000-000-431-665110-			X	To continue and complete the project
501	Capital Improvement Fund	Public Works	13,800		PWTRTC2202	Woolsey-Eton Traffic Calming	501-54-622-668-0000-000-431-520560-/612310/637990			X	To complete the project currently in the consulting phase.
501	Capital Improvement Fund	Public Works	35,917		PWTRTC2203	Claremont/Eton -Claremont Russell	501-54-622-668-0000-000-431-665110-			X	To continue the project, currently in the construction phase
501	Capital Improvement Fund	Public Works	62,618		PWTRTC2301	Claremont/Eton -Claremont Russell	501-54-622-668-0000-000-431-612990-			X	To continue project
501	Capital Improvement Fund	Public Works	125,529			Transportation CIP Project bucket	501-54-622-668-3012-000-431-665110-			X	Carryover for 3012 hold account currently not assigned to CIP projects.
501	Capital Improvement Fund	Public Works	250,000			ADA Implementation Plan	501-54-623-677-3014-000-444-663110			X	FY 2023 Tier 1 CIP funding for the ADA Transition Plan Update Implementation
501	Capital Improvement Fund	Public Works	475,423			Facilities Assessment, Carpet @ 2180 Milvia, PSB Upgrades, Evidence Storage	501-54-623-677-3014-000-444-662110-			X	Facilities CIP baseline budget carryover required for higher planned project costs
501	Capital Improvement Fund	Public Works	4,789,631				501-54-623-673-3012-000-431-665110-			X	Carryover for 3012 hold account currently not assigned to CIP projects.
<b>501 Total</b>			<b>17,570,318</b>	-							
506	Measure M - Street and Watershed Improvement	Public Works	922,759		PWENSD2305	Strawberry Creek Culvert Repairs	506-54-623-675-0000-000-431-665120-			X	Carryover funding for the Strawberry Creek Culvert Repairs project
<b>506 Total</b>			<b>922,759</b>	-							
511	Measure T1 Infrastructure & Facilities	City Manager's Office		650,000		Phase 2 Art Project Funds	511-21-208-252-0000-000-446-511110 & 612990-			X	Appropriate Measure T1 Phase 2 Art Project Funds
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	61,651		PRWPK21008	Civic Center Turtle Island Monument	511-52-545-000-0000-000-461-637110 & 612320-			X	Carryover project budget to renovate Civic Center Turtle Island Monument
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	72,063		PRWPK21008	Civic Center Turtle Island Monument	511-52-545-000-0000-000-461-612320-			X	Carryover funds for landscape architecture services (PGA Designs).
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	203,598		PRWT122001	MLK Jr. Youth Services Center	511-52-545-000-0000-000-461-720003-			X	Carryover for the MLK Jr. Youth Services Center project
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	1,165,659		PRWT122002	African American Holistic Resource Center	511-52-545-000-0000-000-461-720003-			X	Carryover for the African American Holistic Resource Center project.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	400,000		PRWT122003	Cazadero Dining Hall & ADA Improvements	511-52-545-000-0000-000-461-612310-			X	Carryover for Cazadero Dining Hall & ADA Improvement project
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	5,916,764		PRWT122004	Willard Clubhouse Restroom Replacement	511-52-545-000-0000-000-461-720003 & 637110-			X	Carryover for the Willard Clubhouse Restroom Replacement project
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	29,912		PRWT122006	Harrison Park - Restroom Renovation	511-52-545-000-0000-000-461-720003			X	Carryover for Harrison Park Restroom renovation.
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	51,588		PRWT122007	Ohlone Park - Restroom and Lighting	511-52-545-000-0000-000-461-720003			X	Carryover for Ohlone Park- Restroom and Lighting project.
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	10,001		PRWT122011	King Pool Tile & Plaster Replacement	511-52-545-000-0000-000-461-663110-			X	Carryover for the King Pool Tile & Plaster Replacement project
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	78,638		PRWT122013	D and E Dock Replacement	511-52-545-000-0000-000-461-720003			X	Carryover for D&E Dock Replacement project.
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	170,000		PRWT122014	K Dock Restroom Renovation	511-52-545-000-0000-000-461-720003			X	Carryover for K Dock Restroom renovation.
511	Measure T1 Infrastructure & Facilities	Parks, Recreation, and Waterfront	145,000		PRWT122015	Cesar Chavez Park - New Restroom (On Spinnaker)	511-52-545-000-0000-000-461-720003			X	Carryover for CCP Restroom.
511	Measure T1 Infrastructure & Facilities	Public Works	60,000		PWENSD2103	Storm Drain Impv-Marin, Virginia, and Spruce	511-54-623-675-0000-000-431-665120-			X	Carryover for the Storm Drain Improvement - Marin, Virginia, & Spruce project to close it out
511	Measure T1 Infrastructure & Facilities	Public Works	188,256		PWT1CB2201	South Berkeley Senior Center	511-54-623-677-0000-000-444-various			X	Carryover funding for the South Berkeley Senior Center project.
511	Measure T1 Infrastructure & Facilities	Public Works	280,944		PWT1CB2202	Restrooms in the ROW	511-54-623-677-0000-000-444-various-			X	Carryover funding for the installation of new restrooms in the ROW project
511	Measure T1 Infrastructure & Facilities	Public Works	333,927		PWT1CB2203	1947 Center Street Improvements	511-54-623-677-0000-000-444-various			X	Carryover funding for the 1947 Center St Improvements project
511	Measure T1 Infrastructure & Facilities	Public Works	164,200		PWT1CB2204	Fire Station # 2 improvements	511-54-623-677-0000-000-444-612310-			X	Carryover funding for the Fire Station #2 Improvements project
511	Measure T1 Infrastructure & Facilities	Public Works	226,400		PWT1CB2205	Fire Station #6 Renovation	511-54-623-677-0000-000-444-612310; 637110; 662110			X	To continue and complete the project
511	Measure T1 Infrastructure & Facilities	Public Works		708,280	PWT1CB2205	Fire Station #6 Renovation	511-54-623-677-0000-000-444-612310; 637110; 662110			X	Appropriate funding for permits and consulting as well as reallocate \$666,101 to Measure T1 projects funding gap

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
511	Measure T1 Infrastructure & Facilities	Public Works	271,416		PWT1CB2207	Telegraph-Channing Garage and Restroom Improvements	511-54-623-677-0000-000-444-various-			X	Carryover funding for Telegraph-Channing Garage and Restroom Improvements project
511	Measure T1 Infrastructure & Facilities	Public Works	180,000		PWT1CB2208	EMERG POWER SUPPLY SOLAR BATTERIES	511-54-623-677-0000-000-444-612310-			X	Carryover funding for the Emergency Power Supply Solar Batteries project
511	Measure T1 Infrastructure & Facilities	Public Works		250,000	PWT1CB2208	EMERG POWER SUPPLY SOLAR BATTERIES	511-54-623-677-0000-000-444-663110-			X	Appropriate funding to the project then reallocate to Measure T1 projects for funding gap
511	Measure T1 Infrastructure & Facilities	Public Works	121,711		PWT1CB2209	PW CY IMPROV GREEN BLDG	511-54-623-677-0000-000-444-various			X	Carryover funding for Corp Yard Improvements - Building B (Green Room) project
511	Measure T1 Infrastructure & Facilities	Public Works	50,000		PWT1CB2210	PW CY IMPROV-WASH STATION	511-54-623-677-0000-000-444-612310			X	Carryover funding for the Corp Yard Improvement - Wash Station project
511	Measure T1 Infrastructure & Facilities	Public Works	37,198		PWT1CB2211	PW CY IMPROV-BLDG H	511-54-623-677-0000-000-444-662110- and 613910			X	Carryover funding for Corp Yard Storage Room - Roof Repair -Building H project
511	Measure T1 Infrastructure & Facilities	Public Works	50,000		PWT1CB2212	PW CY IMPROV-DEFERRED MT	511-54-623-677-0000-000-444-612310-			X	Carryover funding for Corp Yard Improvement - Deferred Maintenance project
511	Measure T1 Infrastructure & Facilities	Public Works	150,000		PWT1ST2202	T1 Phase 2 Bollards Project	511-54-623-673-0000-000-431-612310; 635110; 665110			X	To continue and complete the project
511	Measure T1 Infrastructure & Facilities	Public Works	3,750,000		PWT1ST2209	T1 Streets - Phase II	511-54-623-673-0000-000-431-665110-			X	Carryover funding for the T1 Streets - Phase II project
511	Measure T1 Infrastructure & Facilities	Public Works	246,225		PWT1SW2201	T1 Phase Sidewalk Mtc. & Safety Rep	511-54-623-674-0000-000-431-665110			X	To continue and complete the project
511	Measure T1 Infrastructure & Facilities	Public Works	113,377		PWT1SW2202	T1 Ph2 Pathway Repairs	511-54-623-674-0000-000-431-612310; 612990;			X	To continue and complete the project
<b>511 Total</b>			<b>14,528,528</b>	<b>1,608,280</b>							
512	Measure O Hsg	Public Works	281,417		PWENBM2110	Berkeley Way Observer	512-54-623-677-0000-000-444-various-			X	To continue and complete the project
<b>512 Total</b>			<b>281,417</b>	-							
601	Zero Waste	City Manager's Office	23,500			Encampment dumpster costs	601-21-202-000-0000-000-474-621130			X	ZW fees for a dumpster placed at 2nd/Page St encampments
<b>601 Total</b>			<b>23,500</b>	-							
606	Coastal Conservancy Grant Fund	Parks, Recreation, and Waterfront		936,000	PRWWF20011	South Cove West Parking Lot	606-52-545-000-0000-000-461-720003-			X	Adjustment to add State Coastal Conservancy grant funds for the South Cove West Parking Lot project.
606	Coastal Conservancy Grant Fund	Parks, Recreation, and Waterfront		2,113,000	PRWWF23004	Cesar Chavez Park Pathway	606-52-545-000-0000-000-461-720003-			X	Adjustment to add State Coastal Conservancy grant funds for the Cesar Chavez Park Pathway project.



FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
606	Coastal Conservancy Grant Fund	Parks, Recreation, and Waterfront		2,960,900	PRWWF24002	Berkeley Pier with Ferry Access Project	606-52-545-000-0000-000-461-720003-			X	Adjustment to add State Coastal Conservancy grant funds for the Berkeley Pier with Ferry Access Project
<b>606 Total</b>			-	<b>6,009,900</b>							
607	Dept of Boating and Waterway	Parks, Recreation, and Waterfront	250		PRWWF21006	SAVE Grant (20)	607-52-544-592-0000-000-472-612990-			X	Carryover funds for SAVE 2020 grant.
607	Dept of Boating and Waterway	Parks, Recreation, and Waterfront		60,000	PRWWF23003	SAVE 2022	607-52-545-000-0000-000-479-720003-			X	Adjustment to add SAVE 2022 grant funds.
<b>607 Total</b>			<b>250</b>	<b>60,000</b>							
608	Marina Fund	Parks, Recreation, and Waterfront	1,877		PRWT119006	University Ave, Marina, Spinnaker St	608-52-545-000-0000-000-479-720003			X	Carryover for Marina Streets project.
608	Marina Fund	Parks, Recreation, and Waterfront	1,075		PRWT119007	Berkeley Pier with Ferry Access Project.	608-52-545-000-0000-000-479-720003			X	Carryover to complete concept planning for Berkeley Pier with Ferry Access Project.
608	Marina Fund	Parks, Recreation, and Waterfront	99,454		PRWT122012	Piling Replacement	608-52-545-000-0000-000-479-720003-			X	Carryover for the Marina Piling Replacement Project
608	Marina Fund	Parks, Recreation, and Waterfront	388,609		PRWT122013	D & E Dock Replacement	608-52-545-000-0000-000-479-720003			X	Carryover for D&E Dock Replacement project.
608	Marina Fund	Parks, Recreation, and Waterfront	45,228		PRWWF19002	Sea Level Rise Study	608-52-545-000-0000-000-479-720003			X	Carryover for Sea Level Rise project.
608	Marina Fund	Parks, Recreation, and Waterfront		53,735	PRWWF19004	HS Lordship Renovation	608-52-545-000-0000-000-472-various			X	Appropriate funds for FY 2024 for the operational costs for the former HS Lordships building at 199 Seawall Drive
608	Marina Fund	Parks, Recreation, and Waterfront	5,658		PRWWF19005	Small Dock Replacement	608-52-545-000-0000-000-479-720003			X	Carryover for Small Dock Replacement project.
608	Marina Fund	Parks, Recreation, and Waterfront	164,310		PRWWF20005	O & K Dock Electrical	608-52-545-000-0000-000-479-720003			X	Carryover for O&K Dock Electrical project.
608	Marina Fund	Parks, Recreation, and Waterfront	4,132		PRWWF20012	Waterfront Bike Lockers	608-52-545-000-0000-000-479-720003			X	Carryover for Waterfront Bike Lockers project.
608	Marina Fund	Parks, Recreation, and Waterfront	4,200		PRWWF21006	SAVE Grant (20)	608-52-545-000-0000-000-479-720003			X	Carryover for SAVE 2020 project.
608	Marina Fund	Parks, Recreation, and Waterfront	8,251		PRWWF21007	Waterfront Key Fob System	608-52-545-000-0000-000-479-720003			X	Carryover for Waterfront Key Fob System project.

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
608	Marina Fund	Parks, Recreation, and Waterfront	1,145		PRWWF21008	Waterfront Cameras Phase 2	608-52-545-000-0000-000-479-720003			X	Carryover for Waterfront Cameras project.
608	Marina Fund	Parks, Recreation, and Waterfront	5,459		PRWWF22001	Finger Docks / Other Dock Improvements	608-52-545-000-0000-000-479-720003			X	Carryover for Finger Docks replacement project.
608	Marina Fund	Parks, Recreation, and Waterfront	4,200		PRWWF22005	SAVE Grant (21)	608-52-545-000-0000-000-479-720003			X	Carryover for SAVE 2021 project.
608	Marina Fund	Parks, Recreation, and Waterfront	70,198		PRWWF22008	Finger Dock Phase 4	608-52-545-000-0000-000-479-720003			X	Carryover for Finger Dock Phase 4 project.
608	Marina Fund	Parks, Recreation, and Waterfront	8,900		PRWWF22009	Hana Japan Fire Suppression	608-52-545-000-0000-000-479-720003			X	Carryover for Hana Japan Fire Suppression project.
608	Marina Fund	Parks, Recreation, and Waterfront	64,505		PRWWF23001	FY23 Marina Fund Minor Maintenance	608-52-545-000-0000-000-473-624110-			X	Carryover Marina Fund Minor Maintenance funds from FY23 to FY24
608	Marina Fund	Parks, Recreation, and Waterfront		6,000	PRWWF23003	SAVE 2022	608-52-545-000-0000-000-479-720003			X	Adjustment to add SAVE 2022 COB match funds.
608	Marina Fund	Parks, Recreation, and Waterfront	593		PRWWF23005	199 Seawall Structural Assessment	608-52-545-000-0000-000-479-720003			X	Carryover for 199 Seawall Structural Assessment.
608	Marina Fund	Parks, Recreation, and Waterfront	865			Marina Memorial Benches	608-52-544-591-1021-000-472-642990-			X	Carryover fund for memorial benches at the Marina.
608	Marina Fund	Parks, Recreation, and Waterfront		86,000		Utilities cost	608-52-544-592-0000-000-474-621110-			X	Adjustment to increase the budget for PGE costs.
<b>608 Total</b>			<b>878,659</b>	<b>145,735</b>							
611	Sanitary Sewer Operations	Public Works	50,969		PWENPL2301	Standard Specifications and Details	611-54-623-673-0000-000-471-511110/ 472-612310/ 474-670210-			X	Update the City's standard specifications and details boilerplate
611	Sanitary Sewer Operations	Public Works	346,040		PWENSR1908	Sanitary Sewer Master Plan	611-54-623-676-0000-000-472-612310/473-642990/474-635110/474-637110/474-670210			X	To continue the project
611	Sanitary Sewer Operations	Public Works	59,126		PWENSR2101	SS Rehab - Parker St MLK Jr Et Al	611-54-623-676-0000-000-472-612310/473-665130			X	To continue the project
611	Sanitary Sewer Operations	Public Works	118,806		PWENSR2201	SS Rehab - Shattuck (Vine-Parker)	611-54-623-676-0000-000-472-612310/ 612990/ 642990/ 635110/ 637110/ 670210			X	To complete the project currently in the construction phase

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
611	Sanitary Sewer Operations	Public Works	369,600		PWENSR2301	Sanitary Sewer Rehab Parnassus	611-54-623-676-0000-000-473-665130/474-635110			X	Carryover funding for the continuation of the Sewer Rehab Parnassus project
611	Sanitary Sewer Operations	Public Works	368,086		PWENSR2302	SANITARY SEWER REHAB HEARST ET AL	611-54-623-676-0000-000-473-665130-			X	To continue the project
611	Sanitary Sewer Operations	Public Works	146,406		PWENSR2303	FY 2023 URGENT SEWER	611-54-623-676-0000-000-472-612310/612990/473-665130/474-635110/637110/637990			X	To continue the project
611	Sanitary Sewer Operations	Public Works	101,518		PWENSR2401	THE ALAMEDA KEELER EUCLID ET AL	611-54-623-676-0000-000-472-612310/612990/474-635110/637110/637990			X	To continue the project
611	Sanitary Sewer Operations	Public Works	97,852		PWENSR2402	Sewer Rehab Virginia, Parker, Et al	611-54-623-676-0000-000-472 and 474-various			X	Carryover funding for the continuation of the Sewer Rehab Virginia, Parker, Et Al project
<b>611 Total</b>			<b>1,658,403</b>	-							
616	Clean Storm Water	Public Works	22,244		PWENPL2301	Standard Specifications and Details	616-54-623-673-0000-000-431-612310-			X	Update the City's standard specifications and details boilerplate
616	Clean Storm Water	Public Works	289,573		PWENRW2301	Retaining Wall & Storm Drain Repair	616-54-623-675-0000-000-431-various-			X	Carryover for the Retaining Wall & Storm Drain Repair project
616	Clean Storm Water	Public Works	192,479		PWENSD2201	Stormwater Master Plan	616-54-623-675-0000-000-471-511110/ 520560/ -474-637110/ 635110			X	Carryover for On-going program planning
616	Clean Storm Water	Public Works	500,000		PWENSD2201	Stormwater Master Plan	616-54-623-675-0000-000-472-612310-			X	On-going planning \$1M allocated for FY23, split to FY23 & FY24 \$500K each
616	Clean Storm Water	Public Works	111,498		PWENSD2302	Green Infrastructure Projects	616-54-623-675-0000-000-431-various-			X	Carryover funding to continue the Green Infrastructure project
616	Clean Storm Water	Public Works	481,036		PWENSD2308	Trash Capture Devices	616-54-623-675-0000-000-471-511110/ 665120			X	On-going program
616	Clean Storm Water	Public Works	126,673		PWENSD2309	Clean Water Program	616-54-623-675-0000-000-431-various-			X	Carryover for the Clean Water Program project
616	Clean Storm Water	Public Works	109,417		PWENSD2401	Storm Drain Improvements FY 2024	616-54-623-675-0000-000-431-various-			X	Carryover for the Storm Drain Improvements FY 2024 project
616	Clean Storm Water	Public Works	21,500		PWENSR2005	SS Rehab - Urgent SS Repair FY20	616-54-623-675-0000-000-473-665120			X	To continue the project
616	Clean Storm Water	Public Works	806,200		PWENST2302	Wildcat Canyon Road Repairs	616-54-623-675-0000-000-431-various			X	Carryover project funding to continue work on the Wildcat Canyon Road Repairs project
<b>616 Total</b>			<b>2,660,620</b>	-							
621	Permit Service Center	Planning		33,241		Center Street Garage Parking	621-53-585-634-0000-000-474-670200-			X	Add additional funds to cover Building & Safety Division FY 2024 parking charges for the Center Street Garage

FY 2023 REQUESTED CARRYOVER AND FY 2024 REQUESTED ADJUSTMENTS (AAO#1)

Fund #	Fund Name	Department	Carryover Request	Adjustment	Project Number	Description/Project name	To Budget Code	Mandated by Law	Authorized by Council	City Manager Request	Comments/Justification
621	Permit Service Center	Public Works		99,694		New Personnel	621-54-623-677-0000-000-471-511110- 621-54-622-663-0000-000-471-511110- 621-54-622-668-0000-000-471-511110-			X	Senior Engineering Inspector (new) Note: Amount is the 6-month prorated cost of fully loaded cost
<b>621 Total</b>			-	132,935							
622	Unified Program (CUPA)	Planning	31,073			Envision Connect Project	616-54-623-675-0000-000-431-various+N156			X	Carryover funding for Envision Connect t Software Replacement project.
<b>622 Total</b>			31,073	-							
631	Parking Meter	Public Works	69,835		PWENCB1907	125-127 Univ Ave Parking Lot	631-54-623-677-0000-000-471-various			X	Carryover funding to complete project
<b>631 Total</b>			69,835	-							
676	Workers Compensation	Human Resources	342,425			INNOVATE CLAIM SOLUTIONS	676-99-900-900-0000-000-472-612240-			X	INNOVATE CLAIM SOLUTIONS (WORKERS COMPENSATION)
<b>676 Total</b>			342,425	-							
781	Berkeley Tourism Business Improvement District	City Manager's Office		196,097		Visit Berkeley Tourism BID Contract	781-21-208-251-0000-000-446-636110-			X	Appropriate projected FY 2023 Fund Balance and additional revenues received in FY 2023 for Visit Berkeley Tourism BID contract
<b>781 Total</b>			-	196,097							
782	Elmwood BID	City Manager's Office		28,668		Elmwood BID	782-21-208-251-0000-000-446-636110-			X	This funding belongs to the Elmwood BID and the City is obligated to disperse it.
<b>782 Total</b>			-	28,668							
783	Solano Avenue BID	City Manager's Office		13,852		Solano Avenue BID	783-21-208-251-0000-000-446-636110-			X	This funding belongs to the Solano BID and the City is obligated to disperse it.
<b>783 Total</b>			-	13,852							
784	Telegraph PBID	City Manager's Office		170,557		Telegraph PBID	784-21-208-251-0000-000-446-612990-			X	This funding belongs to the Telegraph PBID and the City is obligated to disperse it.
<b>784 Total</b>			-	170,557							
785	No. Shattuck BID	City Manager's Office		97,460		No. Shattuck BID	785-21-208-251-0000-000-446-636110-			X	This funding belongs to the North Shattuck BID and the City is obligated to disperse it.
<b>785 Total</b>			-	97,460							
786	Dwnt Berk Prop & Imp	City Manager's Office		19,852		Dwnt Berk Prop & Imp	786-21-208-251-0000-000-446-636110-			X	This funding belongs to the Downtown PBID and the City is obligated to disperse it.
<b>786 Total</b>			-	19,852							
<b>Grand Total</b>			85,012,551	53,672,510							

# Update on Audit Recommendations

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BERKELEY POLICE: IMPROVEMENTS NEEDED TO MANAGE OVERTIME  
AND SECURITY WORK FOR OUTSIDE ENTITIES

# Findings

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1. Overtime is used to maintain minimum patrol staffing set by BPD. (2 recommendations)
2. Minimum staffing levels in BPD's Patrol Unit could cause unnecessary overtime if not regularly updated. (3 recommendations)
3. Officers work excessive overtime, increasing health and safety risks. (2 recommendations)
4. BPD does not have contracts for overtime security with outside entities. (5 recommendations)

# Implementation Status Overview

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12 total recommendations



6 started



1 partly implemented



5 implemented

# Recommendation 1.1

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Collect and monitor data on how often compensatory time leads to additional backfill overtime and develop a plan to monitor it.

- The CareWare electronic staffing software solution has recently been implemented to monitor staffing, overtime and time off, plus shift trades/swaps. Now that the software is being utilized, we will be better able to work towards understanding the expense and impacts of compensatory time.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)





# Recommendation 1.2

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Fill vacancies deemed necessary and/or reallocate staff pending the reimagining process and a determination of appropriate staffing levels.

- On 12-7-22, the City of Berkeley released an RFP for a "Berkeley Police Department Workload Organizational Study". The proposals are currently being reviewed as we work toward making a vendor selection.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)



# Recommendation 2.1

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Establish a procedure to regularly assess minimum staffing and overall staffing needs of the department. This process should document and incorporate criteria to assess staffing levels, such as calls for service, other workload, community input, and other relevant factors. As BPD prepares for the rollout of a new software system, BPD should consider how to best align the program's capabilities with this assessment process.

- Annually, BPD will monitor and reassess workloads as we consider how to best allocate our resources. These internal tools were used at the March 2023 timesheet to help identify a new beat structure to ensure adequate coverage plus rebalancing minimum staffing levels.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)

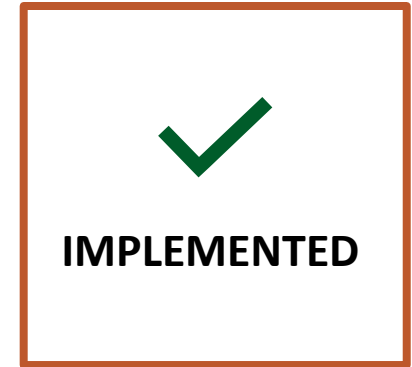


# Recommendation 2.2

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Document and define the Patrol Unit's minimum staffing levels in a publicly assessable format.

- This information has been placed on the BPD webpage. The button “current officer shift assignments” links to a timesheet with officer assignments. Information can be viewed at: <https://berkeleyca.gov/safety-health/police/community-liaisons>



# Recommendation 2.3

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Document the results of staffing assessments along with the assessment criteria. Incorporate results into staffing projections for budgetary decision making, including establishing a sufficient and appropriate overtime budget.

- A vendor for the organizations workload study has been selected and BPD is entering into the contracting process.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)



# Recommendation 3.1

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Update the department overtime policy to address the fact that there currently is no limit to the number of consecutive days worked and determine the appropriate limit for overtime that is enforceable with the goal of avoiding officer fatigue. The department may examine other jurisdictions' overtime limits as possible criteria.

- BPD has started looking into what other agencies do regarding limiting the number of consecutive days worked. BPD current policy clearly addresses the maximum number of work hours per week but does not address consecutive days worked. The recent implementation of the electronic staffing software solution and tracking abilities may also help guide any needed changes.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)



## Recommendation 3.2

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Work to implement a staffing software solution that integrates overtime management and scheduling software. Develop management reports that provide timely, accurate, and complete information on overtime usage. Develop a process for filling overtime shifts on a voluntary and mandatory basis, including supervisor approval. Build in warnings for when an individual is approaching overtime limits and an approval process for allowing individuals to exceed limits when deemed necessary according to the policy.

- The CareWare electronic staffing software solution has recently been implemented to monitor staffing, overtime and time off, plus shift trades/swaps. This includes a warning notice within the system that someone could be working more than the allowed number of hours. This warning requires acknowledgement by the user allowing the hours.



# Recommendation 4.1

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Update A.R. 2.10 and other department policies to explicitly include guidance around department agreements for work for outside entities, which is paid for by reimbursements to the City from the outside entities. Internal procedures should include appropriate criteria to identify and document the benefit to the City gained by work for outside entity agreements, and to allocate resources in a way that does not negatively impact City operations. Additionally, BPD should document their criteria for when officers are not available or eligible for work for outside entities.

- BPD has finalized Policy 1043 and will begin using the newly created contracts with outside entities.

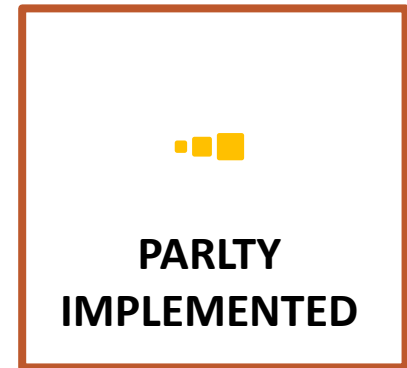


# Recommendation 4.2

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In consultation with the City Attorney, create contracts with outside entities in compliance with City policies and applicable laws.

- Service agreements for work with outside entities are drafted and available on the Police Department's website:  
<https://berkeleyca.gov/sites/default/files/documents/BPD%20Service%20Agreement-final.pdf>. BPD's sergeant in special events will be doing outreach to all of the regular consumers/requesters as a next step.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)



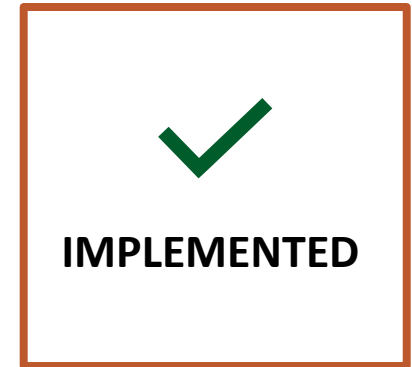


# Recommendation 4.3

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Develop an application for BPD's services that is publicly available and accessible online to any interested party. Set pay uniformly according to rank and hourly rate and include a reasonable fee that covers the expenses of administering work for outside entities including workers compensation, fuel, use of equipment, and any other actual or potential costs to the City.

- The application and service agreement have been added to the BPD website on the Community Liaisons page under "Related Documents". BPD will be working with their web management team to add it to the main City of Berkeley website in the "Special Events" section. <https://berkeleyca.gov/safety-health/police/community-liaisons>
- A 10% fee was added on top of employee fees to offset costs associated with coordinating special events, including planning and staff time. 10% is a standard administrative fee at the state level and is standard administrative fee for grant funding we receive. We want to be consistent with department administrative fees throughout BPD. The police department will adjust the administrative fee in the future as needs dictate.



# Recommendation 4.4

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BPD should reconcile invoices with the amounts received for work with outside entities at regular intervals. BPD should also implement procedures to check invoices for errors prior to billing outside entities.

- BPD's Admin & Fiscal Services Unit developed a written procedure for the "Outside Entity Billing Process". This will ensure consistency or accountability in billing and tracking.



# Recommendation 4.5

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Explore ways to clearly account for different funds to track revenues and expenses.

- BPD is in the beginning stages of developing potential solutions to account for different funds. It may require collaboration with Finance, Budget, Payroll Audit, the ERMA Team, and other stakeholders.
- Description of what is left to do and anticipated implementation date
- Consider including resources needed to implement (\$, staff, technology, attorney input, management review, etc.)





Office of the City Manager

INFORMATION CALENDAR

May 23, 2023

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Jennifer Louis, Interim Chief of Police  
Subject: Audit Recommendation Status - Berkeley Police: Improvements Needed to Manage Overtime and Security Work for Outside Entities

CURRENT SITUATION AND ITS EFFECTS

The City Auditor's report included 12 recommendations. Five of the recommendations have been implemented, one has been partly implemented and six of the recommendations have been started. The next status update report will be in six months.

Included in the update is progress on two significant recommendations. We have recently implemented an electronic staffing software solution that will improve ability to monitor overtime and resources. The Department worked with the City Attorney's Office to develop Policy 1043 which describes the procedures and contractual agreement requirements for working with outside entities. That policy is attached to this item. Information about the process as well as the application itself are also available on the Police Department website at;

<https://berkeleyca.gov/safety-health/police/community-liaisons>

BACKGROUND

On March 3, 2022, the City Auditor's Office issued its audit, *Berkeley Police: Improvements Needed to Manage Overtime and Security Work for Outside Entities*<sup>1</sup>. This audit report included 12 recommendations. The purpose of this report is to update the City Council on the Police Department's progress on implementing the City Auditor's recommendations. This is the second status report for this audit, the first being in November 2022.

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<sup>1</sup> City Auditor's Office Overtime Audit (3/3/2022)

<https://berkeleyca.gov/sites/default/files/2022-04/Berkeley%20Police%20-%20Improvements%20Needed%20to%20Manage%20Overtime%20and%20Security%20Work%20for%20Outside%20Entities.pdf>

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

### FISCAL IMPLICATIONS

Staff time in addition to the contract costs. The contract for CareWare, approved in 2022 is \$191,740 (5-year contract). This software is now being utilized throughout the whole Police Department.

### CONTACT PERSON

Captain Kevin Schofield, Police Department, (510) 981-5815

### ATTACHMENTS

1. Police Overtime Recommendation Table
2. Policy 1043 - Extra Duty Employment



<b>Audit Title: Berkeley Police: Improvements Needed to Manage Overtime and Security Work for Outside Entities</b>						
<b>Finding</b>	<b>Recommendation</b>		<b>Department</b>	<b>Expected or Actual Implementation Date</b>	<b>Status of Audit Recommendations, Corrective Plan, and Progress Summary</b>	<b>Last Period: Status</b>
Overtime is used to maintain minimum patrol staffing set by BPD.	1.1	Collect and monitor data on how often compensatory time leads to additional backfill overtime and develop a plan to monitor it.	Police	9/1/2023	<u>Started:</u> The CareWare electronic staffing software solution has recently been implemented to monitor staffing, overtime and time off, plus shift trades/swaps. Now that the software is being utilized, BPD will be better able to work towards understanding the expense and impacts of compensatory time.	Not Started
Overtime is used to maintain minimum patrol staffing set by BPD.	1.2	Fill vacancies deemed necessary and/or reallocate staff pending the reimagining process and a determination of appropriate staffing levels.	Police	Ongoing	<u>Started:</u> The City of Berkeley released an RFP for a "Berkeley Police Department Workload Organizational Study". A vendor for the organizational workload study has been selected and BPD is entering into the contracting process.	Not Started
Minimum staffing levels in BPD's Patrol Unit could cause unnecessary overtime if not regularly updated.	2.1	Establish a procedure to regularly assess minimum staffing and overall staffing needs of the department. This process should document and incorporate criteria to assess staffing levels, such as calls for service, other workload, community input, and other relevant factors. As BPD prepares for the rollout of a new software system, BPD should consider how to best align the program's capabilities with this assessment process.	Police	9/1/2023 - 3/1/2024	<u>Started:</u> Annually, BPD will monitor and reassess workloads as they consider how to best allocate resources. These internal tools were used with the March 2023 timesheet to help identify a new beat structure to ensure adequate coverage plus rebalancing minimum staffing levels.	Not Started

Minimum staffing levels in BPD's Patrol Unit could cause unnecessary overtime if not regularly updated.	2.2	Document and define the Patrol Unit's minimum staffing levels in a publicly assessable format.	Police	9/2/2022	<u>Implemented:</u> This information has been placed on the BPD webpage. The button "current officer shift assignments" links to a timesheet with officer assignments. Information can be viewed at <a href="https://berkeleyca.gov/safety-health/police/community-liaisons">https://berkeleyca.gov/safety-health/police/community-liaisons</a> . The public-facing CoB website additionally includes the following language: "Note: The timesheet and minimum staffing levels are a starting point for each shift assessed every six months and commanders have a number of options to consider regularly. There are often daily assessments, as well. Overtime to backfill officers is typically triggered when a patrol team's staffing drops below 9 or 10, depending on which Patrol team, or as other needs may dictate (crimes, emergencies, protests, etc.). These numbers are always subject to change."	Implemented
Minimum staffing levels in BPD's Patrol Unit could cause unnecessary overtime if not regularly updated.	2.3	Document the results of staffing assessments along with the assessment criteria. Incorporate results into staffing projections for budgetary decision making, including establishing a sufficient and appropriate overtime budget.	Police	9/1/2023 - 3/1/2024	<u>Started:</u> A vendor for the organizational workload study has been selected and BPD is entering into the contracting process.	Not Started



<p>Officers work excessive overtime, increasing health and safety risks.</p>	<p>3.1</p>	<p>Update the department overtime policy to address the fact that there currently is no limit to the number of consecutive days worked and determine the appropriate limit for overtime that is enforceable with the goal of avoiding officer fatigue. The department may examine other jurisdictions' overtime limits as possible criteria.</p>	<p>Police</p>	<p>3/1/2024</p>	<p><u>Started:</u> BPD has started looking into what other agencies do regarding limiting the number of consecutive days worked. The current policy addresses the maximum number of work hours per week but does not address consecutive days worked. The recent implementation of the electronic staffing software solution and tracking abilities may also help guide any needed changes.</p>	<p>Not Started</p>
<p>Officers work excessive overtime, increasing health and safety risks.</p>	<p>3.2</p>	<p>Work to implement a staffing software solution that integrates overtime management and scheduling software. Develop management reports that provide timely, accurate, and complete information on overtime usage. Develop a process for filling overtime shifts on a voluntary and mandatory basis, including supervisor approval. Build in warnings for when an individual is approaching overtime limits and an approval process for allowing individuals to exceed limits when deemed necessary according to the policy.</p>	<p>Police</p>	<p>3/8/2023</p>	<p><u>Implemented:</u> The CareWare electronic staffing software solution has recently been implemented to monitor staffing, overtime and time off, as well as shift trades/swaps. This includes a warning notice within the system that someone could be working more than the allowed number of hours. This warning requires acknowledgement by the user allowing the hours.</p>	<p>Started</p>

BPD has no contracts for overtime security with outside entities.	4.1	Update A.R. 2.10 and other department policies to explicitly include guidance around department agreements for work for outside entities, which is paid for by reimbursements to the City from the outside entities. Internal procedures should include appropriate criteria to identify and document the benefit to the City gained by work for outside entity agreements, and to allocate resources in a way that does not negatively impact City operations. Additionally, BPD should document their criteria for when officers are not available or eligible for work for outside entities.	Police	Ongoing	<u>Implemented:</u> BPD finalized Policy 1043 and will begin using the newly created contracts with outside entities.	Started
BPD has no contracts for overtime security with outside entities.	4.2	In consultation with the City Attorney, create contracts with outside entities in compliance with City policies and applicable laws.	Police	Ongoing	<u>Partly Implemented:</u> Service agreements for work with outside entities are drafted and available on the Police Department's website. BPD's sergeant in special events will be doing outreach to all of the regular consumers/requesters as a next step.	Started

BPD has no contracts for overtime security with outside entities.	4.3	Develop an application for BPD's services that is publicly available and accessible online to any interested party. Set pay uniformly according to rank and hourly rate and include a reasonable fee that covers the expenses of administering work for outside entities including workers compensation, fuel, use of equipment, and any other actual or potential costs to the City.	Police	3/30/2023	<u>Implemented:</u> The application and service agreement have been added to the BPD website on the Community Liaisons page under 'Related Documents'. BPD will be working with their web management team to add it to the main City of Berkeley website in the 'Special Events' section. A 10% fee was added on top of employee fees to offset costs associated with coordinating special events, including planning and staff time. 10% is a standard administrative fee at the state level and is standard administrative fee for grant funding they receive. BPD wants to be consistent with department administrative fees throughout BPD. The police department will adjust the administrative fee in the future as needs dictate.	Started
BPD has no contracts for overtime security with outside entities.	4.4	BPD should reconcile invoices with the amounts received for work with outside entities at regular intervals. BPD should also implement procedures to check invoices for errors prior to billing outside entities.	Police	3/7/2023	<u>Implemented:</u> BPD's Admin & Fiscal Services Unit developed a written procedure for the 'Outside Entity Billing Process'. This will ensure consistency and accountability in billing and tracking.	Started
BPD has no contracts for overtime security with outside entities.	4.5	Explore ways to clearly account for different funds to track revenues and expenses.	Police	Ongoing	<u>Started:</u> BPD is in the beginning stages of developing potential solutions to account for different funds. It may require collaboration with Finance, Budget, Payroll Audit, the ERMA Team, and other stakeholders.	Started

## Extra Duty Employment

### 1043.1 PURPOSE AND SCOPE

This policy covers extra duty employment, which consists of officers working special details wherein the City of Berkeley has a contractual agreement to provide services for a fee to private third parties.

#### 1043.1.1 DEFINITIONS

**Extra Duty Employment-** Extra Duty Employment occurs when a member of this Department performs police services at the request of a private third party and receives overtime compensation or wages paid directly into their routine pay, the cost of which the City will recover pursuant to a Service Agreement between the private third party and the City. Approval shall be obtained from the Chief of Police prior to any overtime being posted for Extra Duty Employment.

### 1043.2 OBTAINING APPROVAL FOR EXTRA DUTY EMPLOYMENT

All requests for Extra Duty Employment will be offered only after a third party has signed a Service Agreement and completed an Application for Extra Duty Services prior to the officers being assigned.

The City is under no obligation to provide or approve Extra Duty Employment and all requests must consider the following criteria:

- The overall staffing needs of the Department, including Investigations and specialized patrols such as the Bike Force Team
- The impact of the request on officer wellness and fatigue mitigation
- The degree to which the extra duty employment supports overall public safety and builds connections with the community.
- The potential the extra duty employment has to cast discredit upon or create embarrassment for the Department or City Government.

In instances where the Department chooses not to staff an Extra Duty Employment opportunity, the private third party will not incur any charges.

The completion of a Service Agreement and Application for Extra Duty Services is required for all events in which the Berkeley Police Department will seek reimbursement. All police grant work is excluded from this policy. Mutual Aid response from the Berkeley Police Department may include incidents wherein reimbursement is expected, however it is explicitly excluded from the provisions of the Extra Duty Employment, and is covered under General Order M-02, and Policy 327 (upon its publication).

Any private third party seeking Extra Duty Employment shall complete the following:

- The private third party must complete the **Service Agreement** in order to request Extra Duty Employment. This form is available on the Police Department's website, and is attached to this policy.
- The **Service Agreement** may be entered into for a one-time event, for repeating events, or to cover continuous service. **Service Agreements** for Extra Duty Employment will span no longer than the duration of one calendar year, automatically resetting every January 1<sup>st</sup> for events that seek continuous services. In circumstances like the Berkeley Unified School District which may have different events spanning the year, the **Service Agreement** for Extra Duty Employment should identify what activities or events (i.e. sporting events, dances, graduation) are anticipated. Extra Duty Employment outside of these events will require an additional application. This allows for adjusted staffing consistent with the needs of each respective event.

## *Extra Duty Employment*

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- City Manager approval must be obtained for all **Service Agreements**.
- The private third party must complete an **Application for Extra Duty Employment**. This form is available on the Police Department's website, and is attached to this policy.
- The private third party must submit the **Application for Extra Duty Employment** and any additional supporting documents to the Special Events Sergeant.
- Chief of Police approval must be obtained for all **Applications for Extra Duty Employment**
- The Special Events Sergeant will be the contact person between the Department and the private third party on the status of their respective application.
- The Special Events Sergeant will be responsible for posting the overtime.
- The Special Event Sergeant shall maintain records of all submitted Extra Duty Employment requests and shall be responsible for annual renewal of Service Agreements.

### **1043.3 EXTRA DUTY EMPLOYMENT- SWORN PERSONNEL**

Sworn personnel are subject to the following provisions regarding Extra Duty Employment while working in a law enforcement function representing the Berkeley Police Department:

- Officers will treat Extra Duty Employment overtime like regular patrol duty, and shall be dressed in full Police Uniform, and adhere to all policies and procedures of the Berkeley Police Department. Officers are permitted to use marked police vehicles as appropriate while working in this capacity.
- All officer conduct will be highly professional, and all law enforcement actions taken will be those authorized by the employee's status as a California police officer.
- In all Extra Duty Employment instances, the police personnel shall at all times be subject to the exclusive direction, supervision, and control of the Police Department.
- Equipment, including vehicles, may be assigned by the Police Department based on the nature and duration of the work to be performed.

[See attachment: BPD Service Agreement-final.pdf](#)

[See attachment: Application for Extra Duty Services.pdf](#)

## Attachments

## BPD Service Agreement-final.pdf

**CITY OF BERKELEY POLICE DEPARTMENT SERVICE AGREEMENT**

This agreement for services (“Agreement”) is by and between the City of Berkeley, a chartered California municipal corporation (“City”) and \_\_\_\_\_ (“Organization”). The City and the Organization may be referred to herein individually as a “Party”, or collectively as the “Parties”.

The Parties agree to the following terms and conditions:

1. DATES: Unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on \_\_\_\_\_ and terminate on \_\_\_\_\_.
2. SERVICES; CONDITIONS; CITY EMPLOYEES: In exchange for the compensation from the Organization, as described in this Agreement, the City’s Police Department Peace Officer Personnel (“Personnel”) shall provide security services, crowd control, and/or traffic control (collectively, “Services”) as may be separately requested by the Organization and agreed upon by the City. In performing such Services, the Personnel shall be utilized only in their capacity as Peace Officers, as defined by California Government Code Section 50920 and Penal Code Sections 830 and 830.1.

The Personnel shall, at all times, be subject to the exclusive direction, supervision, and control of the City. The Personnel shall remain employees of the City when performing Services under this Agreement, and shall not be deemed employees of the Organization.

Services shall be provided only upon written request by the Organization via the completion of an Application for Extra Duty Services, attached hereto as Exhibit A. Any request shall include the date and time-period for which Services are required, the number of Personnel anticipated, and a description of the Services. The City may reject any request for any reason in its sole discretion.

The City’s ability to perform such Services is subject to the availability of its Personnel, as such availability may be determined by the City in its sole discretion. It is understood and agreed that the City assumes no liability for its rejection of any request for Services or its inability to provide Personnel for Services on any particular date and/or time.

3. BILLING: The Organization will be billed by the City for Services rendered by the Personnel at the overtime rate of the individual Personnel who provide the Services plus indirect costs of 10% of the hourly rate. The specific hourly rate for the individual Personnel shall be determined by the City and shall include a three-hour minimum charge per individual Personnel. Billing for Services shall begin from the time the officer leaves the police station to travel to the off-site work area and will continue until the officer has returned from the off-site work area to the police station.
4. INDEMNITY/HOLD HARMLESS: To the maximum extent permitted by law, and excluding the gross negligence or willful misconduct by the Personnel while providing the Services, the Organization shall defend, indemnify, and hold harmless, the City (including any City employee, officer, or agent), from any claim, injury, loss, or damage,



including all costs and reasonable attorney’s fees, in any way arising from the Services provided under this Agreement.

- 5. **LIABILITY INSURANCE/ADDITIONAL INSUREDS:** The Organization shall provide and maintain certificates of insurance for a Commercial General Liability and Automotive Liability insurance policy (in a form acceptable to the City Attorney’s Office), which carries general policy coverage limits of at least one million dollars (\$1,000,000).

The Organization shall also provide an endorsement to such insurance policy providing coverage at least as broad as Insurance Services Office Endorsement CG 2010, 1985 Edition, which names the City of Berkeley and its employees, officers, and agents as additional insureds under said policy. Such insurance shall be primary and non-contributing, and shall include a waiver of any right of subrogation against the City. The Additional Insureds endorsement must include the following, or very similar, language: The City of Berkeley and its employees, officers, and agents are hereby added as additional insureds with respect to liability arising out of the paid services the City provides to the Organization under the terms of the Berkeley Police Department Service Agreement.

- 6. **WORKER’S COMPENSATION CLAIMS**

An employee’s worker’s compensation claim for an injury sustained while performing Services under this Agreement shall be primarily covered by the City’s Workers’ Compensation Insurance Plan.

- 7. **BINDING and NON-DELEGATION:** The City and Organization bind themselves to the terms and conditions of this Agreement, and except as otherwise set forth in this Agreement, no interest in this Agreement or any of the Services provided for in a request under this Agreement shall be assigned, delegated, or transferred, either voluntarily or by operation of law, without the prior written approval of the Parties.

- 8. **NOTICES:** All notices prescribed by this Agreement shall be in writing and shall be deemed effective once delivered and properly received by:

To City: Chief of Police  
Berkeley Police Department  
2100 Martin Luther King, Jr., Way  
Berkeley, CA 94704

To Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 9. **GOVERNING LAW:** This Agreement shall be governed and construed in accordance with City of Berkeley Municipal Code and the laws and regulations of the State of California.

- 10. **AMENDMENTS:** The City or Organization may, from time to time, request changes in the terms and conditions of this Agreement. Such changes, which are mutually agreed upon in writing by the City and Organization shall be incorporated in amendments to this Agreement.
- 11. **COUNTERPARTS:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument; and, the Parties agree that signatures on this Agreement, including those transmitted by facsimile or scanned email attachment, shall be sufficient to bind the Parties.
- 12. **OTHER AGREEMENTS:** This Agreement shall not supersede, amend, or otherwise alter any other contract, memorandum of understanding, or any other written agreement between the Parties.
- 13. **UNDERSTANDING/AUTHORITY TO SIGN:** The Parties hereby certify that they have read the above terms and conditions, and agree to conform to them and all laws and regulations pertaining to the use of City Personnel for the purposes as set forth in this Agreement. The signatories below warrant and represent they have the authority to bind the Party to the terms of this Agreement.

CITY OF BERKELEY

Dated: \_\_\_\_\_

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Office of the City Manager  
 City of Berkeley  
 2180 Milvia Street, 5<sup>th</sup> Floor  
 Berkeley, CA 94704

ORGANIZATION NAME: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Person authorized to bind the Organization)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

## Application for Extra Duty Services.pdf



**BERKELEY POLICE DEPARTMENT**  
 2100 Martin Luther King Junior Way, Berkeley, CA 94704  
 TEL: (510) 981-5900, TDD (510) 981-5799, FAX: (510) 981-5744  
 EMAIL: [police@cityofberkeley.info](mailto:police@cityofberkeley.info)

### APPLICATION FOR EXTRA DUTY SERVICES

<b>Applicant Information</b>	
Name:	Address:
Phone:	Alternate Phone:
Email:	
<b>Reason for Request and Officer Responsibilities</b>	
One Time Event <input type="checkbox"/>	Annual Employer <input type="checkbox"/>
Reason for the Request:	
List Responsibilities that Officer(s) will provide:	
Number of Officer(s) Requested:	
<b>Event Information</b>	
Date(s) of Event:	
Event Address:	
Company or Event Name:	
Company Address:	
Company Phone:	Email:

<p><b>Insurance:</b>                  A completed general liability endorsement for \$1,000,000 naming the prospective employee(s) as the insured for the period of Extra Duty Employment is required.  <b>Insurance Agency Name:</b> _____ <b>Phone Number:</b> _____  <b>Policy Number:</b> _____ <b>Expiration Date:</b> _____  <b>A copy of the Insurance Policy Attached, If not explain:</b> _____</p> <p><b>Billing:</b>                  The Organization will be billed by the City for Services rendered by the Personnel at the overtime rate of the individual Personnel who provide the Services plus indirect costs of 10% of the hourly rate. The specific hourly rate for the individual Personnel shall be determined by the City and shall include a three-hour minimum charge per individual Personnel. Billing for Services shall begin from the time the officer leaves the police station to travel to the off-site work area and will continue until the officer has returned from the off-site work area to the police station.                  The applicant's submission is an acknowledgement that any Police Services offered are subject to the City of Berkeley Police Department Service Agreement, and that Police Officers will adhere to all Berkeley Police Department policies, procedures, and all local, state, and federal laws. The applicant further acknowledges and agrees that in all instances, the police personnel shall at all times be subject to the exclusive direction, supervision, and control of the Police Department.</p>
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<b>Applicant Signature</b> Applicant has declared that the information provided in this application is true and correct.	
Signature:	Date:
<b>BPD USE  </b> Received By:	Date Received:



Office of the City Manager

On May 23, 2023, the City Council adopted the recommendation outlined in this staff report, referring to the Budget and Finance Policy Committee to prioritize funding to the vehicle replacement fund to make up the shortfall over time in order to stabilize the fund.

## CONSENT CALENDAR

May 23, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Liam Garland, Director, Department of Public Works

Subject: Audit Status Reports: Fleet Replacement Fund Short Millions & Rocky Road: Berkeley Streets At Risk and Significantly Underfunded

### POLICY COMMITTEE RECOMMENDATION

On April 13, 2023, the Facilities, Infrastructure, Transportation, Environment & Sustainability Committee adopted the following action: M/S/C (Hahn/Robinson) to send the item to City Council with a positive recommendation that Council:

1. Refer to the City Manager to establish a policy that the Public Works Department will be responsible for reviewing, submitting, and approving all departmental requests to Council for adding new vehicles to the fleet to facilitate maximum cost recovery through the vehicle replacement fund, consistency with fleet rightsizing studies, oversight, and timely electrification of the fleet.
2. Refer to the Budget and Finance Committee to prioritize funding to the vehicle replacement fund to make up the shortfall over time in order to stabilize the fund.

Vote: All Ayes.

### INTRODUCTION

On November 19, 2020, the City Auditor published the Rocky Road: Berkeley Streets at Risk and Significantly Underfunded Audit Report<sup>1</sup>, reviewing the funding resources to sufficiently maintain City streets, and asking if Public Works has clear policies and processes to guide paving decisions. This is the first status report regarding this audit. On June 2, 2021, the City Auditor published the Fleet Replacement Fund Short Millions Audit Report<sup>2</sup>, reviewing the solvency of the fund to sufficiently replace vehicles and asking if Public Works has the key information necessary to manage the Fleet program. This is the first status report to City Council on the efforts made to implement the Audit Report's recommendations for Fleet.

### CURRENT SITUATION AND ITS EFFECTS

The Street Paving Audit Report noted two findings and five recommendations for the Public Works Department to review, implement and report to Council. As of this report,

<sup>1</sup> Rocky Road: Berkeley Streets at Risk and Significantly Underfunded <https://berkeleyca.gov/sites/default/files/2022-01/Rocky-Road-Berkeley-Streets-at-Risk-and-Significantly-Underfunded.pdf>

<sup>2</sup> Audit: Fleet Replacement Fund Short Millions: <https://berkeleyca.gov/sites/default/files/2022-01/Fleet-Replacement-Fund-Short-Millions.pdf>

three recommendations have been implemented and two recommendations have been partially implemented.

The Fleet Audit Report noted two findings and twelve recommendations for the Public Works Department to review, implement and report to Council. As of this report, there are updates to the status of all twelve recommendations. The first set of seven recommendations was related to the underfunding of the replacement fund. One recommendation has been partly implemented, the remaining six recommendations have been started. The second set of five recommendations focused on Public Works having critical information available to inform management and decision making. All five recommendations under this finding have been started.

The attachment provides a detailed table of audit report recommendations, steps towards corrective action, and implementation updates. The next status report will be in May.

### BACKGROUND

Public Works' Engineering Division is responsible for capital projects to maintain over 216 centerline miles of streets in Berkeley, while the Streets & Utilities Division handles day-to-day maintenance of those streets. Public Works' Equipment Maintenance Division manages the maintenance, purchase, and replacement of the City's 730 fleet vehicles, heavy duty trucks and large equipment, including public safety, fire, and alternative fuel vehicles and equipment. Public Works' Administrative and Fiscal Services Division is responsible for the Department's budget and fiscal oversight, regulatory compliance and reporting, and analytical support for routine and special projects in all Public Works operating divisions.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Public Works replaces vehicles with alternative fuel, hybrid and electric vehicles whenever possible given availability of fleet technology, available budget and charging infrastructure. Streets that are improved to benefit all users help encourage more bicycling and walking, which lowers greenhouse gas emissions. Streets that are improved to include green infrastructure help reduce pollution and clean stormwater before it reaches the Bay.

### POSSIBLE FUTURE ACTION

Public Works will continue to address the remaining three partially implemented recommendations in the Streets Audit and the twelve started and partially implemented recommendations in Fleet Audit.

### FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

In the biennial budget adoption for FY 2023 and FY 2024, the City Council allocated an increase of \$5,000,000 (FY2023) and \$9,100,000 (FY2024) to street paving in the Capital Improvement Fund. The Council also passed a funding guideline to approve an \$8,000,000 increase in future fiscal years. This funding is intended to raise paving

funding to levels sufficient to maintain current pavement conditions. The Measure L Bond Measure, if approved by Berkeley voters on November 8, 2022, would raise \$300,000,000 towards street and traffic safety improvements, including improvements that advance bicycle and pedestrian use and safety. Project funding would be allocated over several years to raise the pavement condition index (PCI) to 70 or above, which is a "Good" status.

CONTACT PERSON

Sean O'Shea, Administrative & Fiscal Services Manager (510) 981-6306

Joe Enke, Manager of Engineering (510) 981-6411

Greg Ellington, Equipment Management Superintendent (510) 981-9469

Attachment:

1. Audit Findings and Recommendations Response Report – Streets
2. Audit Findings and Recommendations Response Report - Fleet

<b>Audit Title: Rocky Road: Berkeley Streets at Risk and Significantly Underfunded</b>					
<b>Finding</b>	<b>Recommendation</b>		<b>Lead Department</b>	<b>Expected or Actual Implementation Date</b>	<b>Status of Audit Recommendations, Corrective Action Plan, and Progress Summary</b>
Without significant additional funding, Berkeley streets will continue to deteriorate and deferred maintenance costs will increase.	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.	Public Works	Ongoing	<u>Partly Implemented:</u> The City received a PTAP grant to fund a consultant (PEI) to survey the entire City's paving condition. The consultant's report is pending. The newly adopted Street Rehab policy says that the City will conduct funding sufficiency analysis based on existing deferred maintenance. This analysis will be included as part of the biannual Paving Plan adoption. Public Works will propose a budget as part of the biannual CIP adoption to address the paving needs, based on available resources, and will present any funding shortfalls to the Council.
Without significant additional funding, Berkeley streets will continue to deteriorate and deferred maintenance costs will increase.	1.2	Identify funding sources to achieve and maintain the goals of the Street Rehabilitation Program.	Public Works	Ongoing	<u>Partly Implemented:</u> Funding sources for street improvement are identified in the Capital Improvement Program budget. The City Council also approved a ballot measure for the November 2022 ballot which if passed, will provide up to \$300,000,000 to improve Berkeley's streets, sidewalks and bike and ped infrastructure. Approximately \$230 million would be allocated to Street Rehabilitation and Repair.



<p>The Streets Rehabilitation and Repair Policy is out-of-date and Public Works is not following it.</p>	<p>2.1</p>	<p>Update the Street Rehabilitation and Repair Policy annually and define who is responsible for ensuring the Policy is updated, as stated in the Policy.</p>	<p>Public Works</p>	<p>January 2022</p>	<p><u>Implemented:</u> Public Works Commission approved a Street Rehabilitation and Repair Policy March, 2021, which was received and revised after consideration at the FITES Commission in May 2021, and ultimately adopted by City Council on January 25, 2022. The Policy and Five Year Paving Plan were considered and adopted on the same Council agenda. The Street and Maintenance Policy shall be adopted by City Council at a minimum interval of 5 years, after review by the Transportation and Infrastructure Commission.</p>
<p>The Streets Rehabilitation and Repair Policy is out-of-date and Public Works is not following it.</p>	<p>2.2</p>	<p>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.</p>	<p>Public Works</p>	<p>January 2022</p>	<p><u>Implemented:</u> The updated Street Rehabilitation and Repair Policy was adopted with clear language placing Equity as an objective: "The benefits of good infrastructure shall be distributed equally throughout the entire community regardless of income, political influence, or demographic characteristics of the residents in the area. Equity means that disadvantaged residents with more pressing needs experience benefits sooner than others, as defined by the City within the adopted Five Year Plan." The policy also calls for the designation of an Equity Zone, serving neighborhoods with historic underinvestment, which is to be prioritized to achieve the PCI goals of 70 sooner than the remainder of the City.</p>

<p>The Streets Rehabilitation and Repair Policy is out-of-date and Public Works is not following it.</p>	<p>2.3</p>	<p>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.</p>	<p>Public Works</p>	<p>January 2022</p>	<p><u>Implemented:</u> Performance Metrics are included as a major part of the adopted Specific Policy. Key areas: 1) The goal is to get to standard PCI of 70 for roadways: Arterials, Collectors, Bus Routes, Bikeway Network, and Equity Zone. 2) Funding should be prioritized with Equity in mind 3) Performance metrics reporting will be included with the biannual Paving Plan review.</p>
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<b>Audit Title: Fleet Replacement Fund Short Millions</b>					
<b>Finding</b>	<b>Recommendation</b>		<b>Lead Department</b>	<b>Expected or Actual Implementation Date</b>	<b>Status of Audit Recommendations, Corrective Action Plan, and Progress Summary</b>
The Replacement Fund is underfunded by millions of dollars.	1.1	Calculate the dollar value of the City's replacement needs. Use results from the recent rate study to adjust departments' replacement fees to cover their share of the costs associated with vehicle replacement, including customization and personnel.	Public Works	Ongoing	<u>Partly Implemented:</u> The current fleet replacements costs have been updated in FUND\$ Fleet Management System to include all costs, and have been reflected in the FY 23 & FY 24 Operating budget and the five year replacement schedule communicated in the FY 23-27 CIP.
The Replacement Fund is underfunded by millions of dollars.	1.2	Conduct an analysis of the City's current fleet and determine the optimal fleet size to provide services efficiently and effectively. This analysis should include fleet units identified as reserve, backup, and "pool" vehicles. The outcome of the analysis should be a plan to achieve and provide funding for the optimal fleet size.	Public Works	February - May 2023	<u>Started:</u> Staff issued an RFP to analyze its fleet and received two solicitations. Public Works has selected Mercury Associates to be the consultant to lead the study.

<p>The Replacement Fund is underfunded by millions of dollars.</p>	<p>1.3</p>	<p>Work with the City Manager’s Office to adjust the funding model of the Equipment Replacement Fund or adopt a new one to ensure appropriate funding for timely fleet replacement, such as annually transferring money from the General Fund based on an assessment of the City’s overall fleet needs and priorities. Expand the current vehicle and equipment replacement policy to ensure transparency of key provisions of the new or updated model.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> Public Works presented an Equipment Replacement Fund deficit reduction proposal in its departmental budget presentation to the Budget &amp; Finance Policy Committee and in submittals for General Fund consideration to the City Manager. While not funded in FY 23/24, the department will keep monitoring the fund health and make funding proposals in future budget development cycles.</p>
<p>The Replacement Fund is underfunded by millions of dollars.</p>	<p>1.4</p>	<p>Revise the vehicle and equipment replacement policy to include that Public Works should regularly assess the personnel expenditures related to vehicle and equipment replacement and ensure that they are appropriate and proportional to their duties.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> Draft policy has been updated and is going through final departmental review.</p>
<p>The Replacement Fund is underfunded by millions of dollars.</p>	<p>1.5</p>	<p>Revise the vehicle and equipment replacement policy to prevent replacing unfunded vehicles by ensuring that contributed funds are available for the purchase.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> Draft policy has been updated and is going through final departmental review.</p>

<p>The Replacement Fund is underfunded by millions of dollars.</p>	<p>1.6</p>	<p>Develop an Administrative Regulation that clarifies Public Works’ responsibilities to manage the fleet and maintain sufficient fleet replacement funding.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> The department has drafted a policy document use instead of an AR.</p>
<p>The Replacement Fund is underfunded by millions of dollars.</p>	<p>1.7</p>	<p>To help secure the funding needed for transitioning to electric vehicles by 2030, work with the City Manager’s Office to develop a budgetary plan to purchase electric vehicles. The plan should align with the City’s fleet electrification goals and take into consideration the current economic downturn, funding availability, available infrastructure, and electric vehicle availability.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> EV purchases for FY 23-24 have been outlined in the budget. A budgetary plan for transitioning to EVs by 2030 is not yet available.</p>
<p>Public Works lacks information on vehicle and equipment replacement for decision making.</p>	<p>2.1</p>	<p>Conduct a needs assessment of vehicles overdue for replacement and create a plan that documents a timeline and cost for replacement. Report the findings to City Council.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> Backlog vehicles to be purchased have been included in the FY 23-24 budget, though a formal needs assessment has not been completed.</p>

<p>Public Works lacks information on vehicle and equipment replacement for decision making.</p>	<p>2.2</p>	<p>Update the vehicle and equipment replacement policy to include criteria for prioritizing fleet replacement. The policy should include a requirement to communicate a delay in replacement of their fleet to affected departments. In Administrative Regulation described in recommendation 1.6, specify that the vehicle and equipment replacement policy should include such criteria.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> Policy update is in draft form and awaits final approval.</p>
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Public Works lacks information on vehicle and equipment replacement for decision making.	2.3	<p>Work with the vendor of the new fleet management system to configure it to address the data issues identified in this report, including:</p> <ul style="list-style-type: none"> <li>• Tracking Replacement Funds collected and leftover funds by department;</li> <li>• Zeroing out the balance after a vehicle is replaced;</li> <li>• Adjusting the replacement date and reporting the rationale if a replacement is deferred;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Displaying any information needed to prioritize replacements based on specified criteria.</li> </ul>	Public Works	December 2022	<p><u>Started:</u> Data issues have been presented to the vendor/project management team, though the new data system has not yet been implemented.</p>
Public Works lacks information on vehicle and equipment replacement for decision making.	2.4	Clean and update the vehicle and equipment database before migrating it to the new fleet management system to ensure accuracy and data integrity.	Public Works	December 2022	<p><u>Started:</u> Data cleanup is underway however the Assetworks implementation is behind schedule and the go-live date is planned for the future.</p>

<p>Public Works lacks information on vehicle and equipment replacement for decision making.</p>	<p>2.5</p>	<p>Update the vehicle and equipment replacement policy or develop a separate policy to require staff manage the City's data appropriately to ensure accurate complete information to support management decisions.</p>	<p>Public Works</p>	<p>Ongoing</p>	<p><u>Started:</u> Policy update is in draft form and awaits final approval.</p>
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# Risk Analysis for Long-Term Debt (Bonding Capacity) Report

Budget and Finance Policy Committee  
14 September 2023

- Council received report on 4/26/22: “Risk-Based Analysis and Stress Test of Long-Term Debt Affordability”
- Report produced by GFOA based on research and development of a risk-modeling tool to address issuing long-term debt related to City of Berkeley Vision 2050
- Report referred to Budget and Finance Policy Committee

# STATUS UPDATE

Page 3 of 34

Recommended Item	Status
Consideration of reserves policies for operational funds other than the General Fund	Ongoing. CMO working with GFOA on a risk-based probability model to assess General Fund reserves. The outcome of this model will be used to help establish reserve policies for other citywide funds. Draft policies will be presented to the Budget and Finance Policy Committee and then Council for adoption once completed.
Potential reduction of the maximum indebtedness rate from 15% of assessed property value down to 4-8% range	Completed. Council adoption of revisions to Debt Management and Disclosure Policy on 6/27/23 changed debt capacity from 15% to 6%. Revised language: "The City is subject to debt capacity limit for its general obligation bonds: 6% of assessed value".

# STATUS UPDATE

Page 4 of 34

Recommended Item	Status
A new policy to not incur indebtedness when interest rates go above 5% or a different specific threshold	Ongoing. This scope is under review, especially with the current interest rate of the Federal Reserve Board and markets.
Tools for increased transparency for taxpayers	Ongoing. CMO researching cloud-based budgeting software and other tools to increase transparency.
Updated report and discussion of pension and healthcare costs	Completed. Council received Unfunded Liability Obligations and Unfunded Infrastructure Needs report; held a special meeting on 5/23/23 on pension and retiree healthcare costs.
Refer the full Report to the Budget & Finance Committee for consideration	Discussion of item on 9/14/23.



Office of the City Manager

Date: April 25, 2023  
To: Budget & Finance Policy Committee  
From: Dee Williams-Ridley, City Manager  
Submitted by: Sharon Friedrichsen, Budget Manager  
Henry Oyekanmi, Finance Director  
Subject: Risk Analysis for Long-Term Debt (Bonding Capacity) Report

**RECOMMENDATION**

Receive a status update on recommendations and analysis related to the Risk Analysis for Long-Term Debt (Bonding Capacity) Report and provide direction to staff.

**BACKGROUND**

On April 26, 2022, the City Council considered accepting a report titled 'Risk-Based Analysis and Stress Test of Long-Term Debt Affordability' as provided by the Government Finance Officers Association (GFOA). Upon receiving the report, City Council referred this item to the City Manager and Budget & Finance Policy Committee to return to Council with recommendations or analysis on as many of the following items as possible by October 2022, if feasible. The purpose of this action item is to receive an update on the status of these items.

1. Consideration of reserves policies for operational funds other than the General Fund

**Status:** The City Manager's Office is working with the GFOA on a risk-based probability model to assess the appropriate level of General Fund reserves. The outcome of this model will be used to help establish reserve policies for other citywide funds. An internal working group comprised of the City Manager's Office, Finance, Planning, PRW and Public Works has been formed to develop reserve policies for enterprise funds. The draft policies will be presented to the Budget and Finance Policy Committee and then Council for adoption once completed.

2. Potential reduction of the maximum indebtedness rate from 15% of assessed property value down to 4-8% range

**Status:** The analysis is currently being conducted and completion is targeted for the June 27, 2023 Council date in conjunction with the statutory Annual GAAN Limit and Investment policy changes.

3. A new policy to not incur indebtedness when interest rates go above 5% or a different specific threshold

**Status:** This scope is also being reviewed especially with the current interest rate regime of the Federal Reserve Board and the markets. The target of completion is June 27, 2023.

4. Tools for increased transparency for taxpayers

**Status:** The City Manager's Office has begun research on cloud-based budget and performance management software systems that would allow a more interactive interface and transparency regarding the City's budget. However, additional time is needed to continue to explore these systems as well as other tools for increased transparency.

5. Updated report and discussion of pension and healthcare costs

**Status:** The Unfunded Liability Obligations and Unfunded Infrastructure Needs report, which includes a discussion on pension and other-post employment benefits, including retiree healthcare costs, was placed on the April 11, 2023 Council agenda. The item is being rescheduled for a future meeting date.

6. Refer the full Report to the Budget & Finance Committee for consideration

**Status:** The report has been submitted to the Committee for consideration.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with receiving an update on the bonding capacity report.

#### CONTACT PERSON

Sharon Friedrichsen, Budget Manager, City Manager's Office, 981-7000  
Henry Oyekanmi, Finance Director, 981-7200



Office of the City Manager

ACTION CALENDAR  
April 26, 2022

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Henry Oyekanmi, Director, Finance  
Subject: Accept the Risk Analysis for Long-Term Debt (Bonding Capacity) Report provided by Government Finance Officers Association

RECOMMENDATION

Accept the report titled 'Risk-Based Analysis and Stress Test of Long-Term Debt Affordability' as provided by the Government Finance Officers Association (GFOA). This report is based on their research and development of a risk-modeling tool to address issuing long-term debt related to City of Berkeley Vision 2050.

FISCAL IMPACTS OF RECOMMENDATION

There are no fiscal impacts of accepting the report

CURRENT SITUATION AND ITS EFFECTS

The Risk-Based Analysis and Stress Test of Long-Term Debt Affordability (Bonding Capacity) report is a Strategic Plan Priority Project, advancing our goal to:

- Provide an efficient and financially-healthy City government

The City engaged GFOA to conduct this analysis of the City's bonding capacity through their risk-modeling approach. This analysis will support the City's later development of a thirty-year borrowing plan, which will enable the City to replace its aging infrastructure assets, maintain its General Obligation Bond rating at AA+ at S & P Global and Aa1 at Moody's, and keep the bond property tax rate at an affordable level (which was .0540% at June 30, 2020). The GFOA's risk model and report look at a comprehensive financial analysis with particular focus on options to maintain the City's debt affordability within the framework of the City's huge unfunded pensions and other post-employment benefits (OPEB) and overall City operations.

The study and report are intended to help develop recommendations for a combination of infrastructure-focused revenue measures slated for November 2022 and beyond.

The context provided for GFOA to build the risk model and draft the subsequent report was framed through initially providing these items to GFOA:

1. Vision 2050
2. Unfunded Liabilities Report
3. Capital Improvement Plan in the most recent biennial budget and five-year planning horizon
4. Annual Comprehensive Financial Reports (ACFR)
5. GO Bonds, Revenue Bonds, and Certificates of Participation Debt Repayment Schedules
6. Current Bond Authority and Outstanding Amounts (GO Bonds for the past 20 years as of 7/12/21)
7. City's Debt Policy
8. S and P Global Ratings Letter Re: GO Bonds
9. S and P Global Ratings Letter Re: Lease Revenue Bonds
10. Analysis of City's Debt and Contingent Liability Profile
11. GO Rating Report – April 2021
12. GO Rating Report – February 2020

The GFOA report details these and additional factors that GFOA researched and incorporated into their construction of the risk model and their drafting of the final report.

### BACKGROUND

The City has an extensive portfolio of capital assets and infrastructure, including 95 public buildings; 254 miles of public sanitary sewer mains and 130 miles of public sewer laterals; 52 parks, two pools; three camps; and 42 different facilities served by the City's IT systems. Maintaining these assets is costly and requires significant resources and constant attention. As an older city, 50% of Berkeley's \$837 million of capital assets have exceeded their useful life.

The City's FY 2021 Capital Plan called for spending of \$57 million/year on capital and maintenance needs. Even at this increased level of funding, Berkeley's infrastructure will deteriorate faster than it is being repaired and replaced, and construction cost escalation at four (4) percent/year will significantly increase replacement costs.

To modernize these old physical structures with resilient, durable, and climate-smart infrastructure will require substantial new investments. To adequately address the \$882 million in unfunded infrastructure liabilities, the City needs to double its annual capital spending over the next decade to \$80 million/year. Capital expenditures are typically funded through a combination of debt financing (pay-as-you-use) and cash (pay-as-you-go). Paying in cash avoids the cost of interest, but requires the City to accumulate sufficient cash to fund the project, while construction costs escalate. Using debt to finance capital projects incurs interest expense but allows the project to start earlier, thereby avoiding escalation costs.



The City has an infrastructure system that has allowed it to thrive for over 100 years. Now, the City wants to incorporate new technologies and be able to adapt to meet environmental trends so that the infrastructure systems can continue to support the City for another 100 years. The risk analysis report shows the potential impact of multiple factors on the City's capacity to issue debt during the next thirty years.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable effects or opportunities associates with this item.

#### RATIONALE FOR RECOMMENDATION

The City administered Request for Proposals #21-11459-C for consulting services to determine the City's bonding capacity. The RFP was published twice with neither publication generating responses from the market. In the course of staff researching why no responses were received, staff met with GFOA. GFOA provided their relatively new risk-modeling approach to the bonding capacity topic. Thus, it was determined, since a traditional RFP was not generating market response, that it would be advantageous to contract with GFOA for their services to research and develop the risk-model for City of Berkeley to evaluate its capacity for issuance of long-term debt.

#### ALTERNATIVE ACTIONS CONSIDERED

Not conducting the study

#### CONTACT PERSON

Henry Oyekanmi, Director, Finance, 981-7326

#### Attachments:

1: Report: Risk-Based Analysis and Stress Test of Long-Term Debt Affordability (from GFOA, 2022)

# A Risk-Based Analysis and Stress Test of Long-Term Debt Affordability for the City of Berkeley, California

**April 2022**

**Produced by:**

**The Government Finance Officers Association**



# Table of Contents

Section 1 – Introduction.....	3
Section 2 – Defining What is “Affordable” Debt.....	5
Section 3 – Key Financial Indicators and Assumptions.....	6
Section 4 – Results of the Analysis and Recommendations .....	15
Section 5 – Conclusion and Summary.....	23
Appendix 1 – Limitations of GFOA’s Analysis.....	25

## Section 1 – Introduction

Long-term debt is an important tool for municipal governments to invest in long-term assets that serve their community. The City of Berkeley, California (City) is considering seeking authorization from its voters on a large amount of long-term debt, perhaps up to \$600 million, to support the City of Berkeley’s infrastructure needs included in its Vision 2050 plan. The debt would be used to fund assets like streets, public buildings, and more. This would be the largest amount of debt the City has sought to authorize in at least the last 20 years.<sup>1</sup> Therefore, the City has, prudently, decided to analyze the long-term affordability of this debt and has engaged the Government Finance Officers Association (GFOA) to perform this analysis.

GFOA is a non-profit association of more than 21,000 state and local government finance professionals and elected officials from across the United States and Canada. A key part of GFOA’s mission is to promote best practices in public finance, including analyzing important financial risks like the affordability of long-term debt. GFOA’s approach to risk analysis is distinctive because we use the same basic methods used by insurance companies and climate scientists to evaluate risk. We use computer simulation to build hundreds, if not thousands, of scenarios of how the City’s financial situation could play out over 30 years. Each scenario changes important variables that influence how affordable the City’s debt might be. For example, each scenario features a different interest rate environment. The variation in these variables is governed by parameters we set, where the parameters keep the variation within the realm of possibility. To continue our interest rate example, we gathered data on the rate of change in bond interest rates since 1970. This information was used to create the parameters for the interest rate environments generated for each scenario. We then see how often the City’s debt remains affordable over those thousands of scenarios. If the debt is shown to be affordable under a high proportion of those scenarios, then that suggests there is a good chance that the debt will ultimately be affordable in the real world. Conversely, if the debt is not affordable under a high portion of the scenarios that suggests the debt is unlikely to be affordable in the real world. This computer simulation is built in Microsoft Excel using open standards for the data.<sup>2</sup> We’ll refer to this computer simulation as the GFOA “Risk Model”. The Risk Model is completely available to the City to use as it sees fit, including the ability to adjust many of the assumptions utilized for the simulations.

The rest of this report is divided into the following sections:

- **Defining What is “Affordable” Debt.** This section describes our rationale for using a typical bond ratings analysis as the basis for determining what is “affordable” for the City government.
- **Key Financial Indicators and Assumptions.** This section examines the key indicators of debt affordability that are taken into consideration by bond ratings companies and our method of approximating how the indicators suggest debt affordability in our simulation of the City government’s future.

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<sup>1</sup> History of the City’s bond issuances compiled with the help of the City Clerk.

<sup>2</sup> Visit [probabilitymanagement.org](http://probabilitymanagement.org) for more information on the standards we use.

- **Results of the Analysis and Recommendations.** In this section, we will address the findings from our analysis, including recommendations to help the City retain its credit rating.

## Section 2 – Defining What is “Affordable” Debt

The definition of what is “affordable” debt is at the foundation of this analysis.

The first step to defining what is affordable is defining the type of debt the City is considering. The City is considering “general obligation (GO) debt”. This debt is paid for by a dedicated property tax levy. Thus, the City **does not** have to pay for this debt out of its existing revenue streams. This means that taking on more general obligation debt **will not** have a **direct** impact on the City’s operating budget. There is **indirect** impact – for example, perhaps the higher tax bills faced by taxpayers would cause them to vote against future tax measures intended to support the operating budget. Or, maybe residents or businesses feel the impact of higher taxes in their businesses or personal finances and decide to move. These are important considerations, but are outside the scope of this analysis, which is focused on the **direct** impacts to City government. That said, the financial indicators we will examine do include measures of personal income and the size of the tax base relative to the size of the population, which do provide some insight into affordability to taxpayers. It is also worth remembering that, according to California law, debt like the City is considering must be approved by two-thirds of voters in an election. If approval is not obtained, the debt cannot be issued. Thus, taxpayers evaluate the affordability of the proposed debt themselves by choosing to approve it or not. However, affordability to the taxpayers might not be that simple. We’ll have more to say on this topic later in the report.

The impact of general obligation debt on the City government’s finances is to add to the City’s total debt burden. Generally, the more debt a City takes on the less attractive its debt becomes to investors, all else being equal.<sup>3</sup> This is because, in theory, the more debt a City has, the less likely it is that it will be able to pay it all back. This is important because if the City’s debt becomes too unattractive, it will need to offer higher interest rates to investors. That would make it more expensive to borrow and, thus, more expensive for the City to make future investments in long-term assets. **Thus, we will define debt affordability as the extent to which issuing more debt in support of any City Council program might cause the City’s debt to cross a threshold point where the City has to offer a higher interest rate to attract investors.**

Threshold points where higher interest rates must be offered are known as bond ratings. There are three major agencies that issue bond ratings: Moody’s Investors Service, Standard and Poor’s, and Fitch Ratings. Each rating agency has its own approach, but there are broad similarities between all three. For purposes of this analysis, we will focus on Moody’s approach. This is because Moody’s method is: A) well documented; and B) makes use of quantitative financial information to help standardize the approach to issuing ratings. This means we can collect the same financial information Moody’s would collect and evaluate it in a similar, albeit much simplified, manner. By doing this, our Risk Model was able to essentially duplicate the City’s current rating, which is “Aa”, according to Moody’s. Aa is the second best rating on Moody’s scale (which is similar to the scales used by the other rating agencies). The complete scale is shown in the accompanying table. The reader should note that rating agencies also make finer grained distinctions within the rating tiers. For example, technically, the City’s rating is “Aa1”, which

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<sup>3</sup> Municipal governments might issue more debt, but their tax base and revenues might also continue to grow. In this case, all else has not remained equal so the debt of that municipality may not become less attractive.

indicates the City is a strong Aa or at the upper end of what is considered Aa. An Aa2 would be in the middle and Aa3 would be considered a weak Aa. For the majority of this report we will not refer to these finer grained distinctions. This is, first, in the interest of simplicity. Using just the ratings scale showing in our accompanying table, the reader will be required to track six different categories of ratings. Multiplying the number of categories by three might make this analysis much more difficult to follow. Second, we do not have access to reliable historical data on how big a difference these finer distinctions would make on the interest rate the City could obtain for its bonds. We have data back to 1970 for the differences between the tiers shown in our table. Therefore, most the analysis will take place at the level of these six tiers. Occasionally, though, we will refer to the finer distinctions (e.g., Aa1 vs. Aa2 vs. Aa3) to discuss how the City's credit rating could change in response to different conditions.

If the City's debt were to be downgraded to an "A" we would expect the City to have to pay a higher interest rate on future debt. How much more would depend on the interest rate environment at the time. Historically, the difference between the interest rate of Aa and A has ranged from 1.05 to 0.08 percentage points, with an average of 0.26 percentage points. If, for example, a \$100 million 30-year bond sold at 2.26% interest rather than 2.00% interest, this would translate to \$5 million more in total interest cost over the life of the bond.

Moody's Rating Scale	
The best->	Aaa
	Aa
	A
	Baa
	Ba
The worst->	B or below

To evaluate the affordability of the City of Berkeley's borrowing plan including its Vision 2050 debt issuance plan we can do the following:

1. Update the key financial indicators used within the Moody's rating system to reflect what the indicators would look like with the additional debt over the 30-year analysis period covered by our Risk Model.
2. Use computer simulation to vary key variables that impact the financial indicators over the 30-year analysis period. We'll describe what these variables are and the assumptions our analysis makes in the next section.

### Section 3 – Key Financial Indicators and Assumptions

The purpose of this section is to summarize the key financial indicators used to help frame bond ratings and to describe key assumptions we have made with respect to future values of the important variables that go into the analysis. Our analysis considers the next 30 years, so we had to make assumptions about how key variables would behave. Before we delve into these topics, we'd like to bring five important points to the attention of the reader:

1. The amount of debt the City takes on is not the only, or even primary, factor that determines bond ratings. Bond ratings take into account a number of factors besides debt. Therefore, our analysis include other factors that impact bond ratings, such as pensions, fund balance and tax base, along with debt.
2. Bond ratings are intended, primarily, to help investors decide how risky it is to invest in a municipality's debt. Though many of the factors bond ratings take into account are reflective of

the general financial health of a municipality, the ratings are not a perfect measure of financial health. This is because ratings are intended to judge the ability of the City to pay back its bondholders and nothing more. This is a limited perspective on financial health.<sup>4</sup>

3. Bond ratings method are not a purely mechanical exercise where a given value for the financial indicators leads to a perfectly predictable bond rating. For example, Moody's rating method includes "notching factors", which are essentially the wiggle room to adjust a municipality's rating up or down, based on local circumstances and the judgment of bond rating analysts. Nevertheless, given that our approximation of the financial indicators that Moody's uses did produce the City's current rating in our Risk Model, we can assume that the financial indicators will produce useful insights into what the City's rating might be under different circumstances.
4. Our analysis is based largely on the future looking a lot like the past in many important respects. For example, we will see that the size of the City's tax base is regarded as a big strength by the Moody's evaluation method. We will assume it will continue to be. Of course, it is plausible that that a large natural disaster, like an earthquake, could severely damage property stock in Berkeley to the point where the tax base is seriously impaired and is no longer the strength it once was. These kinds of extreme scenarios (e.g., natural catastrophes) are not within the scope of our analysis. This is not to say such scenarios are not important. In fact, GFOA analyzes the impact of catastrophic scenarios on municipal financial health on a regular basis. However, given the scope for this project we focused on the key financial indicators of the City's financial health that are described in the following pages and not on catastrophe events. The Risk Model is not intended as a perfect representation of reality. It has been said "all models are wrong, but some are useful". We would suggest that focusing on the trajectory of key financial indicators given the decisions that City makes is a useful perspective on the affordability of its debt plan.
5. Readers who are not interested in the details of the Moody's methods and the assumptions we made about the future of the City's finances are invited to skip the rest of this section and go directly to the next section for our findings and recommendations.

The rest of this section will delve into key financial indicators that are salient to bond ratings and which underlies how we are defining "debt affordability" for this study.

The key financial indicators Moody's considers are described by what Moody's calls its "scorecard". Moody's has four broad factors for its bond rating scorecard and a number of sub-factors, which are shown in Exhibit 3.1.<sup>5</sup> We will summarize each immediately following. With respect to the overview provided by Exhibit 3.1, the reader should note the factor weightings. We see that measures of the City's debt constitute only 10% of the total scorecard. Thus, the City's plan to issue more debt, by itself, can only have a marginal impact on the score. The City's actions with respect to its financial position, in whole, will be what really matters for debt affordability.

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<sup>4</sup> A comprehensive approach can be found in GFOA's Financial Foundations for Thriving Communities.

<sup>5</sup> Our primary source on Moody's methods is "US Local Government General Obligation Debt" dated January 26, 2021, published by Moody's Investors Service.



**Exhibit 3.1 – Moody’s Scorecard Factors and Weights (for Local Governments)**

Broad Scorecard Factors	Factor Weighting	Sub-factors	Sub-factor Weighting
Economy/Tax Base	30%	Tax Base Size (full value)	10%
		Full Value Per Capita	10%
		Wealth (median family income)	10%
Finances	30%	Fund Balance (% of revenues)	10%
		Fund Balance Trend (5-year change)	5%
		Cash Balance (% of revenues)	10%
		Cash Balance Trend (5-year change)	5%
Management	20%	Institutional Framework	10%
		Operating History	10%
Debt/Pensions	20%	Debt to Full Value	5%
		Debt to Revenue	5%
		Moody's-adjusted Net Pension Liability (3-year average) to Full Value	5%
		Moody's-adjusted Net Pension Liability (3-year average) to Revenue	5%

Source: Moody's Investor Service

### Economy / Tax Base

The tax base ultimately determines if a city can pay back its debt. There are three sub-factors considered:

**Tax-base size:** The size of the property tax base is where a municipality draws its revenue from. Currently, full value of the property in the City’s tax base is almost double what is necessary to receive the highest possible score on Moody’s scorecard. We did not find a reason to think that a radical decline in the value of property in the tax base was a probable risk. Of course, events like the 2008 recession and bursting of the housing bubble can cause a temporary decline. These kinds of variations are captured in the Risk Model. The Risk Model assumes that tax base will grow (and occasionally shrink) at rate that is broadly consistent with historical patterns, but the Risk Model does not assume a constant rate of growth. For example, the Risk Model simulates market pullbacks like the Great Recession (and worse). However, we did not find a reason to think that a dramatic, long-term decline in the City’s property values was a high-probability risk. The Risk Model does provide the user with the ability to easily change growth rate assumptions in order to see the effect of more optimistic or pessimistic outlooks.

**Full-value per capita:** This indicator adds in population size to the size of the tax base. The per resident property wealth shows the availability of tax-generating resources relative to the users of public services. This measure is almost 1/3 above what is necessary to receive the highest score on Moody’s scorecard. We did not find reason to believe that the City’s population would outpace the growth in property values to the point where it would risk the City falling below the Moody’s threshold for the best score. In fact, a long-term forecast sourced from Association of Bay Area Governments (ABAG) shows the City’s population forecasted to grow just over 1% per year over the next 30 years. This growth does not seem to be so great that it puts a strain on City finances and, thus, pose a risk to the City’s bond ratings.

**Median Family Income:** A community with high-income taxpayers may have greater ability to cover the cost of debt. The City is almost exactly in the middle of the two threshold values that bound the second highest score on Moody's scale. Presumably, the large number of college students in Berkeley exert downward pressure on this measure. That said, we did not uncover a high probability risk that the City would fall out of the second-highest category over the next 30 years.

## Finances

This factor considers a local government's cushion against the unexpected, the City's ability to meet existing financial obligations, and its flexibility to adjust to new ones. There are four sub-factors considered:

**Fund Balance:** Fund balance describes the net financial resources available to a municipality in the short term. It is essentially the "rainy day fund" or "self-insurance" to react to unplanned, unavoidable costs (like natural disasters). More fund balance would presumably reduce the risk of a local government failing to repay debt because of a natural disaster or other catastrophe. For the City, this measure is currently almost 2/3 above what is necessary to receive the highest score on Moody's scorecard (Aaa). That said, fund balance is not nearly as stable a quantity as the economic forces we reviewed above. For example, in the years 2007 to 2013 the City's annually available reserves were less than half of what they've been in the last few years. In fact, the City would have been in the Aa, rather than Aaa, equivalent tier for six of the last 15 years (though not too far below the Aaa tier, at least). This means that we shouldn't take for granted that the City will continue to maintain reserves high enough to receive Moody's highest scores for the entire 30-year analysis period. The Risk Model assumes the City has a chance of falling out of the Aaa equivalent tier for fund balance. That chance is determined by the City's historical experience. Over the last 15 years the City was below the Aaa threshold six times. So, the Risk Model assumes a six in 15 chance (or two in five chance) per year that the City falls below the Aaa tier.

**Five-Year Dollar Change in Fund Balance as % of Revenues:** The reason for this measure is much the same as stated above, except this takes longer-term perspective on fund balance. Fund balance can change fairly rapidly, year to year, compared to some of the other indicators in the Moody's scorecard. So, this measure checks to see if fund balance is growing or shrinking and by how much. Currently, the City is just above the threshold required for the highest score. However, this is an example of a measure that is highly relevant to the interest of bondholders, but not as well aligned with the interests of the people who live in Berkeley. From the perspective of bondholders, it would not be a bad thing if the City continued to build its fund balance indefinitely. That continues to reduce the risk of a default. However, from the citizens' perspective there is a clear upper limit on the amount of fund balance a local government should hold. At some point the opportunity cost (in terms of higher taxes or foregone services) is not worth the benefit the public receives from the City having a larger fund balance. Thus, given that the City already, by Moody's own standards, has a large fund balance, it is questionable whether the City would continue to grow the fund balance in the future at the same rate it has in the past. Thus, it seems unlikely the City would continue to achieve the highest score under the Moody's rating system. However, that said, Moody's documentation does imply that local governments with a strong fund balance might be given consideration for maintaining that fund balance rather than continuing to grow it - Moody's might adjust ratings upwards to reward maintaining stability of a high level of fund balance. This means that the City

may not enjoy the top-rated scores it had gotten in the past on this measure, but if it maintains a high level of fund balance, it might only drop to the second highest score. The Risk Model gives the user the option to choose the growth rate, from maintaining a rate of growth equivalent to Aaa to remaining flat (equivalent to an A rating). For the purposes of this report, we chose to make this indicator equivalent to an Aa rating. The rationale is that the City probably can't keep historic levels of growth indefinitely, but the high amount of fund balance the City usually carries would, hopefully, be enough to avoid falling down to an A rating.

**Cash Balance:** Cash is a similar measure to fund balance – but focuses on “money in the bank”, whereas fund balance can include some non-liquid resources. For the City, this measure is currently almost three times above what is necessary to receive the highest score on Moody's scorecard. At the City, cash balances and fund balance levels tend to mirror each other. So, just as the City did not have nearly the same level of fund balance in the past as it does today, it did not have the same level of cash either. Thus, like fund balance, this means that we shouldn't take for granted that the City will continue to maintain cash high enough to receive Moody's highest scores for the entire 30-year analysis period. That said, given that cash appears to be so far above what Moody's is looking for that it would take much more extraordinary circumstances for the City's cash to fall below Aaa equivalence. The Risk Model assumes that the City has a 2 in 15 chance of falling to the Aa tier, each year. This chance is smaller than fund balances falling to the Aa tier. The rationale is the City's cash amounts are very high above the Aaa threshold, so would have a long way to fall to reach Aa territory.

**Five-Year Dollar Change in Cash Balance as % of Revenues:** The rationale and issues related to this measure are much the same as discussed above. Cash is a more liquid resource for dealing with unplanned, unavoidable expenditures and this measure shows the rate and direction of growth. The City is currently well above the amount required for Moody's highest score, but, again, the same rate of growth probably cannot keep up indefinitely. Like fund balance, though, it seems possible that Moody's might not penalize the City for mere stability in its amounts of cash on hand, if the amounts on hand were kept high. The Risk Model uses identical assumptions for this measure as for the fund balance trend, described above.

## Management

The legal structure of a local government and management under which it operates influence the government's ability to maintain a balanced budget, fund services, and continue to derive resources from the local economy. There are two measures in this category.

**Institutional Framework:** This factor measures the municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. For example, a local government with many mandated responsibilities, but with little ability to raise revenues would score poorly on this measure. Our examination of the City's prior Moody's bond ratings suggest that the City, for this measure, was rated consistently with its overall rating: Aa. In other words, the second best possible score. We found no high probability risk that the City's legal powers and responsibilities would change dramatically in the coming years, so we assume the City's score on this measure will remain constant throughout the analysis period.

**Operating History:** Operating history is essentially the extent to which the City runs annual surpluses or deficits. The City's current measure is well above what is required for Moody's highest score. However, because surpluses and deficits are determined annually, we shouldn't assume stability in this measure over a long-term period. We looked at the last 15 years of the City's history to see the size of surpluses (there were no deficits) and used those to simulate what surpluses will be in the future. This results in a more conservative assumption than simply continuing the most recent trends indefinitely into the future.

## Debt / Pensions

Debt and pension burdens are measures of the financial leverage of a community. The more leveraged a tax base is, the more difficult it is to service existing debt and to afford additional debt, and the greater the likelihood there will be difficulties funding debt service. There are four measures in this category.

We gave this category the most analytical attention for a number of reasons. First, debt was the primary focus of the City in commissioning this study. The amount of debt the City is considering issuing will have a direct impact on some of the measures in this category. Second, as we will see, the City's current performance on debt indicators is already weak compared to the other indicators we have reviewed. Third, this section includes pensions, which, as we will see, are the weak spot in the City's performance on the Moody's scorecard.

We will first briefly overview the four measures in this category and then go into details on the assumptions made for future values of these indicators.

**Debt to Full Value:** This evaluates net direct debt relative to full value of the property in the City's tax base. This metric tells us how onerous future debt service payments could be to the tax base. Currently, the City is in the second best category for scoring on this measure.

**Debt to Revenues:** This compares debt to the City's regular revenue stream. Moody's does not subtract from the calculation any debt whose principal and interest is paid by taxes, even if those costs are external to the General Fund. Under this definition, the City gets a score on the Moody's scorecard equivalent to an "A" rating.

**Three-year Average of Moody's-Adjusted Net Pension Liability to Full Value.** This measures the magnitude of a local government's pension obligations relative to its tax base.<sup>6</sup> Similar to the debt burden evaluation, the tax base serves as a proxy for future revenue-generating capacity to amortize accrued pension obligations. The City's score here is equivalent to a "Baa" bond rating.

**Three-year Average of Moody's-Adjusted Net Pension Liability to Operating Revenues.** This metric seeks to measure pension obligations relative to the size of the local government's budget. The metric attempts to reflect that amortization of accrued net pension obligations could divert revenues out of future budgets and lead to funding shortfalls. The City's score here is equivalent to a "Ba" bond rating (the second worst rating).

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<sup>6</sup> Note that Moody's adjusts the standard net pension liability measure found in government financial reports to include less favorable assumptions on the discount rate for pension investments. The details behind these calculations are available in the Risk Model supplied to the City by GFOA.

**Assumptions for Future Indebtedness:**

- The Risk Model includes all repayment schedules for the City’s existing debt and assumes debt will be repaid in the times and amounts currently scheduled.
- The Risk Model includes three categories of “new” debt. The detailed assumptions behind the new debt are described in more detail later, but the general categories of new debt are:
  - Debt that the voters have previously authorized, but which the City has not issued. This is in the amount of \$117 million in principal.
  - Debt issued to support Vision 2050 or other programs. The user defines the amount of principal in the Risk Model. The Risk Model assumes that the number entered by the user will be approved by the voters.
  - Debt issued in the far future. Given we are taking a long-term (30 years) perspective, we should not assume that future City Councils will not issue any more debt. The amounts and timings of these simulate future debt issues are described as part of the following bullets.
- For all new debt, the user can choose the length of the repayment schedule. For the purposes of this report, we assumed 30 years. This is consistent with the City’s past practices and current plans. We assume level repayment schedules (i.e., no front or back loading of repayment schedules). We assume no debt refunding, refinancing, etc.
- For all new debt, we simulate the interest rate, where historical rates are used as a model. Here are some key points:
  - We use forecasts of the yield on ten-year US Treasuries for the next two years to simulate the interest rate environment for the next two years. We do this so that the Risk Model does not generate short-term results that are divergent from short-term expectations.
  - After two years, the Risk Model randomly generates future interest rates, where the rate of change in the rates is entirely consistent with the rate of change in the interest rates for Aaa-rated GO bonds and US Treasuries since 1977. We used the historical rate of change to simulate downward, upward, and stable trajectories for long-term interest rates.
  - The Risk Model assumes bond interest rates will not go below zero. The user has the option to adjust this rate floor.
  - The Risk Model includes the City’s informal policy that the City will not borrow if rates are above 5%. If rates are simulated to go above 5% in any year any simulated, then borrowing is deferred until rates go back below 5%.
  - For the purpose of this report, the Risk Model assumes that rates are just as likely to go up in the future as they are to go down, with the exception of the first two years. As discussed above, the next first years are determined by the 10-year US Treasury forecasts produced by other organizations. For the years after that, the user is able to adjust how likely rates are to go up or down to explore assumptions other than what we assumed for this report. So, if the user wanted the Risk Model to simulate an interest environment where it is twice as likely rates would go up, then that assumption could be entered. In no case will the rates rise at a greater rate of change than has been observed historically.

- The Risk Model assumes that the City will issue new debt that has been previously authorized by voters, but which have not yet been issued. This amounts to \$117 million in additional principal that is added to the City's debt burden over the next five years. The debt is issued according to a user-defined schedule.
- For the debt to support more borrowing, including the City of Berkeley Vision 2050, in the Risk Model, the user can choose the amount of debt the City will issue. The Risk Model allows the user to choose between the options below. The options are completely user definable so the City can add, change, or delete options as it likes:
  - An option for \$300 million in debt, which represents the lower end of what the City Council has discussed. Note that the City Council has discussed supplementing this amount of debt with a parcel tax. The parcel tax would not impact the City government's performance on the key indicators in the Moody's scorecard other than requiring the City issue less debt. Hence, the parcel tax is not included in the Risk Model.
  - An option for \$600 million in debt, which represents the upper end of what the City Council has discussed.
  - An option for \$900 million in debt. This is included just for demonstration purposes, so the user can see what a larger amount of debt would do to the model results.
- Debt issued to support more borrowing for the 2050 Vision Plan are assumed to be issued in increments evenly throughout the 30-year analysis period. The user can change this assumption and make the debt issued on any schedule they would like.
- We should not assume that the debt issued to support the City of Berkeley Vision 2050 will be the last debt the City issues for 30 years. Since 2000, the City has tried to gain voters' approval to issue new debt in seven of ten election years. Thus, we must assume that future City Councils will have plans to issue debt to support future projects. The model simulates this under the following assumptions:
  - The City will not try to issue new debt again until 2028. This assumption can be easily changed by the user.
  - For any election year after 2028, there is a 70% chance that the City will try to gain approval to issue new debt. This is based on the fact the City has historically tried in 70% of election years, though this assumption can be adjusted by users.
  - The amount of debt the City attempts to issue in any given election year varies between \$13 million and \$150 million. This is based on the inflation adjusted amounts the City has tried to issue in the past. The Risk Model adjusts this amount upwards in future years to account for the effects of inflation.
  - The public approves proposed new issues at the same rate it has in the past, including partial approvals.

### **Assumptions for Future Pension Liabilities**

For pension liabilities, we developed a single alternative pension assumption, based on the work of the City's CPA firm. This assumption assumes a negative 1 percentage point adjustment to the discount rate applied to pension investments. So, if the baseline, status quo assumption is 7.15%, then the alternative would be 6.15%. The user can activate or deactivate the alternative assumption on the Risk Model

dashboard. If activated, the alternative assumption is applied across all of the thousands of scenarios the risk model produces. If is not activated, it is not applied to any of the scenarios.

The Risk Model also includes an assumption for annual increase in pension liability and the current annual rate of 3.96%. GFOA would like to acknowledge the assistance of Dan Matusiewicz, Senior Finance Consultant, at GovInvest for providing assistance on formulating this assumption, which is based on a 6.8% discount rate and wage growth of 2.5%.

## Section 4 – Results of the Analysis and Recommendations

In this section, we will address the finding from our analysis, including recommendations to help the City retain its credit rating.

### Let's Put Debt in Context of the Financial Indicators Used to Estimate Debt Affordability

The City's level of debt only impacts the financial indicators that comprise a total of 10% of the Moody's scorecard. Put another way, 90% of the scorecard result is determined by factors other than the City's debt! That means that long-term affordability of the City's debt will be influenced by things like how the City manages its tax base, fund balance, its pensions, and its budget. Exhibit 3.1 provided details on the relative importance of the different factors in the Moody's scorecard. To recap some of the more notable items:

- Pensions are equal to 10% of the scorecard result, or the same as debt.
- Fund balance and cash are equal to 30% or are three times the importance of debt.
- A balanced budget is equal to 10% of the scorecard result.
- Economic factors, like full value and median family income, are equal to 30% of the scorecard result.

According to our re-creation of the Moody's scoring method, today, the City is just short of a score that would be consistent with an Aaa rating. The City's pension liabilities are the main culprit for keeping the City from that score. This conclusion seems consistent with what bond analysts have conveyed to the City: that the City would have an Aaa rating if not for its pension situation. This means that the City has some "distance to fall" in order to get down to an A rating, at least according to the quantified scoring system and the assumptions we described in this report.

All this means that the City's decision to issue debt must be done in the context of the other factors that impact affordability when trying to determine the chance that additional debt will reduce the City's bond rating.

So, to review, the City's strengths are:

- The City's economic base is firmly in Aaa territory and there does not seem to be a plausible risk of it falling out of that tier. The economic base accounts for almost 1/3 of the rating.
- The City's fund balance and cash are firmly in Aaa territory as well. Even though these measures are, by nature, more volatile than the measures of the economic base there seems to be low risk that they would fall completely out of Aaa territory much less all the way down to an A-rating territory (assuming the City maintains a strong reserve policy, as further described in our recommendations). Fund balance and cash measures also constitute almost one-third of the rating.
- The City has also consistently maintained a balanced budget.

And, the City's weaknesses are:



- The City's pensions are in Baa territory currently. Some observers believe there is a case for a lower discount rate to estimate the City's pension liability. A lower discount rate would make the liability to go up substantially. The City's CPA firm produced the calculation for a 1 percentage point reduction and we included it in the Risk Model as an option for the user to activate, if they wish. If this scenario came to fruition, pensions would become an even greater drag on the City. In fact, the Risk Model shows a good chance that pensions reach B territory (the worst rating) well before the end of the 30-year analysis period. Finally, it is worth noting that the Risk Model shows that one of the pension measures in the scorecard (pension liabilities compared to revenues) is at risk of slipping down to a score equivalent to the next lower rating tier (Ba) within in the next five years. As we will discuss more later, a continued downward trajectory on pensions could influence bond ratings analysts to give the City a lower rating.
- Though the City's current indebtedness is not nearly the problem that pensions are, it is not helping the City's bond rating either. Currently, debt measures sit between Aa and A territory.

More debt reduces the City's score on the indicators. We can illustrate with the table below. The table shows the City's scores under different simulations, starting with the City's current score and ending with the City's simulated score at the end of 30 years. The simulation does not produce a single score for the end of 30 years, but rather produces a range of possible scores. For this reason, we show the average, optimistic, and pessimistic outcomes.<sup>7</sup> The table uses assumptions identical to that described earlier in this report and assumes \$600 million of new debt in support of the City's programs, including Vision 2050, plus debt issued by future City Councils, as described earlier. We can see that the score at the end of the 30 years is worse than the City's current score under all three perspectives in the table (average, optimistic, pessimistic). The good news is that when we consider just debt, at least the scores do remain broadly consistent with an Aa rating. But, what about if we consider more than just debt? Other factors do enter into the final bond rating of course.

**Exhibit 4.1 – Simulated Results on Moody's Scorecard under the Assumptions Described Earlier in the Report**

Rating	Score for Each Rating		City's Current Score	Average Score at end of 30 years	Optimistic Score at end of 30 years	Pessimistic Score at end of 30 years
	Min	Max				
Aaa	0.05	1.5				
Aa	1.5	2.5	<b>1.65</b>	<b>2.14</b>	<b>2.00</b>	<b>2.30</b>
A	2.5	3.5				
Baa	3.5	4.5				
Ba	4.5	5.5				
B or below	5.5	6.5				

<sup>7</sup> Optimistic and pessimistic are defined as the points at which 5% of the outcomes produced by the model are above or below the point indicated on the table.

To examine the other considerations that go into a rating, Exhibit 4.2 changes the assumptions in the Risk Model to be less favorable for the City, including: a lower discount rate on pensions (1 percentage point) and performance equivalent to an Aa rating for fund balances, cash balances, and operating history (which would be less favorable than the City's recent history would suggest). We can see that the City's scores now deteriorate enough that the pessimistic outcome places the City in the "A" rating equivalent scoring tier. What the table does not show is how the scores change for periods less than 30 years. The Risk Model tells us that the risk of a downgrade is present in the near-term future, not just the long-term future. This is because the City is close enough to the next lower tier of scoring for its debt and pension measures that it is plausible that the City will reach these lower tiers in five to ten years. We'll discuss this more detail in the next section. Over the long-term, the City's strong property tax base (and growth in that base) can balance out some of the nearer-term challenges (assuming the challenges don't also get worse).

#### Exhibit 4.2 – Simulated Results on Moody's Scorecard under Less Favorable Assumptions

Rating	Score for Each Rating		City's Current Score	Average Score at end of 30 years	Optimistic Score at end of 30 years	Pessimistic Score at end of 30 years
	Min	Max				
Aaa	0.05	1.5				
Aa	1.5	2.5	1.65	2.39	2.30	
A	2.5	3.5				2.50
Baa	3.5	4.5				
Ba	4.5	5.5				
B or below	5.5	6.5				

The reader will notice that even on this second table, the scores are certainly not disastrous, by any means: the average score is still within the Aa equivalent tier. That said, we must remember that the final bond rating a municipality receives is not a purely mechanical exercise, where the key financial indicators dictate the bond rating. According to Moody's: "The scorecard is not a calculator. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to begin viewing and comparing local government credits. It therefore acts as a starting point for a more thorough and individualistic analysis." Put another way, the rest of the rating is subject to a human element: the rating analyst. In a real-life scenario characterized by unfavorable performance across the indicators that Moody's looks at we can't discount the possibility that the analyst might decide to "put a thumb on the scale" and raise the chance of a downgrade. For example, perhaps a significant amount of new debt along with further deterioration in the City's pension situation dampens the rating analyst's enthusiasm for the City of Berkeley's debt even more than the Moody's scorecard suggests. Finally, it could be possible that rating agencies could change the weightings of the indicators they consider. GFOA has observed that the measures favored by rating agencies and the relative weight placed on them has evolved over time. It seems unlikely that debt and pensions would come to occupy a less important place in rating considerations given that they currently constitute a relatively small consideration compared to fund balance / cash and tax base. Given that pensions and debt are biggest risk to future debt affordability, we'll examine this risk more in the next subsection.

Finally, the model can address different interest rate environments and property markets. Some observers believe that sustained higher interest rates may result from efforts to combat inflation. This would result in economic stagnation and impact on the housing market. In fact, the Federal Reserve Bank of Dallas recently stated that the property market is showing "signs of a brewing U.S. housing bubble". The implication is that bubbles pop, with the types of consequences we saw in the 2008. To explore these concerns further, we adjusted the model assumptions to give more weight to a rising interest rate environment and to reduce, by half, the chances of growth in the City's revenue and property values. Note that the baseline assumptions in the Risk Model **did not** assume uninterrupted growth in property values, but did assume a good chance of a long-term upward trajectory. These new assumptions result in a good chance of long-term stagnation. Under these assumptions, unsurprisingly, the City's is at significantly greater risk of slipping below an Aa equivalent score. Interestingly, the City's informal policy of not borrowing at rates above 5% makes a noticeable difference in the high interest rate environment: the City stops borrowing at a certain point and pays back existing debt, which helps its score. The take-away is that unfavorable turns in the economic environment will have a noticeable impact on the financial indicators and increase the risk of a ratings downgrade.

### Pension, Debt and the Risk Posed to the City's Bond Rating

Though pension and debt do not dominate the Moody's scorecard and are not the most important consideration in bond ratings, they still can influence bond ratings. For example, especially poor performance or notable deterioration from previous performance might capture the attention of the bond ratings analyst. To illustrate, the table below displays results from one of thousands of simulations the Risk Model produced, using the more unfavorable assumptions described in the previous section. We chose to illustrate using the more unfavorable assumptions because it helps make the point we wish to make more clearly. Also, keep in mind this is just one of the thousands of simulations we developed, so it's not intended to show generalizable results (unlike the tables in the last section which summarized results from across the thousands of simulations).

The top set of rows in the table shows the City's current values for the key financial indicators associated with debt and pension in the Moody's scorecard. The next set of rows shows the scores the indicators receive under the Moody's methodology. The scores can range from 1 to 6, where 1 is the best (Aaa equivalent) and 6 is the worst (equivalent to B or below). The final row is the average of all indicators in the Moody's scorecard, which includes indicators not shown in the rows above (e.g., tax base, fund balance, etc.). Remember that the average is weighted towards the indicators Moody's deems most important (see Exhibit 3.1).

We see that the City's current score across all indicators is a 1.65 (bottom left corner), consistent with a strong Aa rating. However, as we move to right and further into the future, we see City's score on debt and pensions deteriorate (the numbers on the 1 through 6 scale get higher). We can also see the average score move upwards. The movement upwards is not as dramatic because debt and pensions only account for 20% of the total score. The measures that account for the other 80% perform well, often in Aaa territory. Nevertheless, we see that although the City's score remains consistent with an Aa rating, it has become consistent with a weak Aa (or Aa3 in Moody's terminology). It should be noted that the cutoff

points used in the table to differentiate strong from weak come directly from Moody's documentation.<sup>8</sup> With this in mind, it becomes more understandable why an analyst might decide to downgrade the City to an A rating, if they observe the City's scorecard result fall from a strong to a weak Aa. They might conclude that the possibility of continued decline, for example, merits a lower rating.

#### Exhibit 4.3 – Example Results from a Simulation the Risk Model Produced

	Now	Years into the Future									
		3	4	5	6	7	8	9	10	11	12
<b>VALUES FOR INDICATORS</b>											
Net Direct Debt / Full Value	1.3%	2.2%	2.3%	2.2%	3.0%	2.9%	2.7%	3.5%	3.8%	3.8%	3.8%
Net Direct Debt / Operating revenues (x)	0.76	1.29	1.34	1.86	1.78	1.69	2.08	2.28	2.20	2.10	2.01
Adjusted Net Pension Liability (3-Year Average) to Full Value (%)	8.7%	13.7%	13.7%	13.8%	14.0%	14.1%	14.7%	15.2%	16.4%	17.7%	18.8%
Adjusted Net Pension Liability (3-Year Average) to Revenues (x)	5.24	7.73	8.26	8.49	8.72	8.90	8.80	9.17	9.44	9.67	9.93
<b>SCORE FOR DEBT &amp; PENSION INDICATORS (1 THRU 6 SCALE)</b>											
Net Direct Debt / Full Value	2	3	3	3	3	3	3	3	3	3	3
Net Direct Debt / Operating revenues (x)	3	3	3	3	3	3	3	3	3	3	3
Adjusted Net Pension Liability (3-Year Average) to Full Value (%)	4	5	5	5	5	5	5	5	5	5	6
Adjusted Net Pension Liability (3-Year Average) to Revenues (x)	4	5	5	6	6	6	6	6	6	6	6
<b>SCORE FOR TOTAL OF ALL INDICATORS (1 THRU 6 SCALE)</b>											
	1.65	2.2	2.2	2.25	2.25	2.25	2.25	2.25	2.25	2.25	2.3
	^	^	^	^	^	^	^	^	^	^	^
	Strong	Weak	Weak	Weak	Weak	Weak	Weak	Weak	Weak	Weak	Weak
	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa

Finally, the Risk Model can be used to explore different weightings on financial indicators. For instance, we could give greater weight to pensions and debt and less to cash and fund balances (perhaps because cash and fund balance measures are very similar, so weighting both heavily in the analysis could be seen as "double counting"). This feature of the Risk Model could be used to mimic how a ratings analyst might decide to weigh the indicators differently than Moody's standard documentation suggests. Unsurprisingly, weighting debt and pensions more puts downward pressure on the City's scores.

#### Develop and Maintain Strong Financial Policies

Financial policies can help the City maintain its good bond rating. An example is the City's General Fund Reserve Policy. GFOA's review of the City's policy finds that it includes all the critical features of a good policy and calls for a reserve equal to Moody's Aaa equivalent threshold. That said, it is important to recall that Moody's looks across all "operating funds", which includes more than the General Fund. **Hence, there could be an argument for defining reserve policies for other critical operating funds.**

The City also has a debt policy. The policy has many of the features of a good policy, but there may be some opportunities for improvement. Particularly salient to our discussion of bond ratings is debt affordability. The City's debt policy notes that "the City is subject to debt capacity limit for its general obligation bonds: 15% of assessed value." This amount of debt would be equivalent to the second lowest rating, Ba, under Moody's scoring. **Hence, there may be a case for defining a more locally appropriate debt affordability policy.** For example, even under the most aggressive assumptions of how much debt the City might issue, the Risk Model did not show that there was a high chance that debt issued in support of the Vision 2050 would bring the City's scorecard result below an "A" equivalent score on the measure

<sup>8</sup> Note that Moody's doesn't use the terms "strong" and "weak", but rather a numeric code. We elected to use the more descriptive terms of "strong" and "weak" in order to make the table more understandable.

comparing debt to property value of the tax base. The A rating is defined as debt equal to between 1.75% and 4% of property value. This might be a good starting point for defining a locally affordable limit. The City could “stress test” affordability by simulating larger issues to see how much pressure is placed on the scorecard result by increasing the amount of debt. It could be that the City’s strong tax base and fund balance / cash practices would make it practical to incur debt beyond 4% of property value without putting the score at too much risk, but perhaps 15% is still too much. Of course, we must remind ourselves that bond ratings consider only the interest of the City’s creditors. Just because creditors are willing to lend does not mean the City should borrow. More debt also places more of a burden on taxpayers. Taxpayer burden should be analyzed as part of developing a debt affordability policy. We’ll discuss this more in one of our other recommendations, later in this report.

Another opportunity for improvement of the City’s debt policy might be to define interest rate ceilings for issuing debt. GFOA understands that the City has an informal policy that considers “5%” the interest rate ceiling beyond which the City will not issue debt. Formalizing this policy, or something like it, could help make a positive impression on rating analysts. The GFOA Risk Model can be used to help the City stress test different policy choices because the user can customize the interest rate ceiling the Risk Model uses and adjust assumed behavior of the interest rate environment.

Finally, **a structurally balanced budget policy could be helpful.** The City has a good history of running budget surpluses. A municipal government is subject to legislative requirements to pass a balanced budget. However, the definition of a balanced budget is just that inflows equal outflows for the year and says nothing about the long-term sustainability of how the budget is balanced. For example, according to the law, an asset could be sold to pay for the compensation of permanent City staff positions. An asset is a one-time revenue while staff compensation is a recurring expenditure, so this strategy would not be advisable even if it is legal. A structurally balanced budget policy commits a local government to adopting a budget that is balanced using sustainable strategies. GFOA is happy to provide the City with templates for such a policy, if the City is interested in pursuing it. This kind of policy would support both a strong score in the “operating history” and, perhaps, the “institutional framework” measures in the Moody’s system. For example, Moody’s recognizes “unusually strong budget management and planning” as a “notching factor” that could justify a higher score for a municipality than the ratios in the scorecard might suggest. A structurally balanced budget policy could be an illustration strong budget management and planning.

### Manage the Risk Posed by Pensions

As we've discussed, pensions are the Achilles' heel of the City's bond rating. The City has been considering strategies to manage its pension risk and has established an irrevocable supplemental (Section 115) pension trust. This could help support a good bond rating. This is supported by conversations the City's Finance Director has had with bond rating agencies: the City's current pension challenges has kept it from achieving an Aaa rating and continued deterioration in pension position could even lead to the City slipping to an A or a lower rating.

### Support a Strong Tax Base

If pensions are the City's Achilles heel, then its aegis is its tax base. Not only is the tax base directly responsible for 30% of the City's score on the Moody's scorecard, it directly impacts other measures as well. For example, the Moody's scorecard method compares debt and pensions to the full value of taxable property in the City. Of course, the tax base also determines how much revenue the City can raise, which influences fund balances and the City's ability to balance its budget. Therefore, the City should take active steps to preserve and to enhance its tax base. GFOA has found that there are unrealized opportunities for municipal governments to better reflect the financial interests of municipal government in land use planning. After all, land use planning will have an important influence on how the tax base develops and how the tax base develops will have an important impact on the quality of life in Berkeley (like the City's ability to invest in infrastructure!). The City can learn more about GFOA's findings and recommendations for how to make the connection between land use planning and city finances in [this report \[Note to reader: as of the date the City of Berkeley's report was posted the GFOA report on the intersection between land use planning and municipal finances has not be released to the public. It will be available soon\]](#).

### Develop and Maintain Measures of Tax Burden

General Obligation (GO) debt is paid for by a special tax levy. Therefore, more GO debt does not place a direct pressure on the City's budget. It does, however, place burden on the City's taxpayers. Voters approve the City's ability to authorize debt. In that way, voters are speaking as to whether debt is affordable to them or not. However, voters are unlikely to have a perfect understanding of the long-term implications of debt for their tax burden. In the past, the City has developed measures that show the average tax burden for a City of Berkeley homeowner. It may be wise to develop the ongoing capacity to monitor and project tax burden, especially if the City plans to continue making use of GO bonds and tax measures. The scope of the GFOA Risk Model covers only City government finances, but the Risk Model does provide much of the information that the City would need to examine the tax burden placed on residents and businesses by future debt. For example, it gives the full range of principal and interest that would need to be covered by taxes every year of the 30-year analysis period. It also provides range of the potential size of the tax base.

### Be Strategic about Debt Issuance

The City already has \$117 million in previously authorized debt that it plans to issue in the next few years. This is included in the Risk Model and in the information we've presented in this report. What the risk model doesn't capture is the City staff's capacity to manage the debt issuance and, critically, to manage

the projects that the debt is intended to finance. Prioritizing projects to make sure the City doesn't take on more than it can handle will not only make the best use of limited staff capacity it will help limit the total amount of debt the City takes on. The City has old debt that will gradually be paid down in the coming years. There is some opportunity to moderate the increase in the City's total debt burden by timing the issuance of new debt with expiration of old debt. That said, we must recognize that the amounts of new debt being contemplated do significantly exceed the amount by which old debt will decrease in the next number of years. So, a total increase in the City's debt burden would be inevitable under the assumption that there \$117 million would be issued along with some significant additional amount to support other projects including the Vision 2050 project.

## Section 5 – Conclusion and Summary

In conclusion, the City's performance on the key financial indicators used in the Moody's scorecard appears to be robust under a variety of circumstances. That said, the final bond rating the City receives is not purely a function of these indicators. Human judgment, applied by bond ratings analysts, determine the final score. Their judgment could be swayed, negatively, by the risks posed by debt and pensions, which we described earlier in this report. We have outlined a number of opportunities for the City to take proactive measures to preserve and protect its bond rating and, thus, its capacity to borrow at favorable interest rates.

To conclude, let's recap the key take-aways from this report.

- The City has important strengths that bolster its ability to borrow, including a strong tax base, fund balances, and a history of balanced budgets. That said, the City's current policy identifies a limit on borrowing equal to 15% of assessed value. Borrowing this much would place the City at the equivalent of a Ba score or the second lowest score for the key financial indicator of debt compared to the value of property in the City. That would, of course, exert strong downward pressure on the City's bond rating. The City should develop a more locally appropriate debt limit, rather than relying on statutory limits (which are set without regard to local context). For example, debt equal to 4% of property value would still provide room for the City to issue more debt (the City is currently at less than 2%), while keeping that measure with the scoring tier equivalent to an A rating. The GFOA Risk Model can be used to "stress test" different policies.
- An unfavorable turn in the economic environment could impact the City's bond rating. The Risk Model can be used to simulate high interest rate environments and stagnant (or even declining) housing markets. Unsurprisingly, these conditions increase the chances that the key financial indicators we analyzed will slip into territory associated with a lower bond rating. This is important because some observers believe that a higher interest rate environment and stagnant or declining property market are real possibilities.
- Growth in the City's tax base supports borrowing and repayment of debt. Hence, the City should consider how it can use the City's land use planning capabilities to support the financial capacity of City government. Land use planning could be used to improve the revenue productivity of the land uses in the City's jurisdiction.
- The City's pension liabilities are a drag on the City and its capacity to borrow. Pensions are clearly the weak spot in the City's bond rating given how the pensions stand today. Some observers believe that the current discount rates assumed for the pensions' investments may be too optimistic. Lower discount rates would increase the size of the liability even further. This emphasizes the need for the City to find ways to manage its pension debt.
- The City can adopt certain financial policies to maintain good management practices. This will help make a positive impression on bond rating analysts. It is important to remember that even though our Risk Models shows the City is likely to perform consistently with an Aa rating in most scenarios: A) in many scenarios the City's position deteriorates from strong Aa to a weak Aa; and B) ratings are ultimately the product of the judgment of the bond ratings analyst. An analyst's



enthusiasm for the City's debt might dampened enough by this deterioration that the analyst decides on a ratings downgrade for the City.

- Though our analysis focused on the direct impact of debt on the finances of City government, the City should also be mindful of the burden on taxpayers. The Risk Model provides much of the information the City would need to estimate burdens on taxpayers under different scenarios.
- The City already has \$117 million in previously authorized debt that it plans to issue in the next few years. Given the City's interest in issuing more debt to support the Vision 2050 and other programs, the City should remain mindful of the City staff's capacity to manage new debt issuance and, critically, to manage the projects that the debt is intended to finance. Prioritizing projects to make sure the City doesn't take on more than it can handle will not only make the best use of limited staff capacity, it will help limit the total amount of debt the City takes on.
- By following a prudent borrowing strategy, managing pensions, and following other recommendations in this report the City should have a good chance of making a positive impression on bond ratings analysts and maintaining its ratings, all while preserving some additional capacity for the City to borrow.

## Appendix 1 – Limitations of GFOA’s Analysis

This section highlights the most important limitations of our analysis.

**Our analysis is not predictive.** GFOA does not forecast bond ratings. Rather, our model generates hundreds or even thousands of different scenarios to show how the future could unfold. This helps the City think more broadly about risk so that it can be more prepared for whatever future event does eventually come to pass. Finally, it is important to note that low probability events are still possible events. Hence, even if our model says an event has a low probability, then that does not mean it won’t occur.

**GFOA is not a risk management consultant.** We worked with the City to find out which risks to bond ratings are most salient and then modeled those risks quantitatively to judge the potential impact. It is not our place to determine what the City’s attitude towards risk should be or to substitute GFOA’s attitude towards risk for the City’s. GFOA builds models to help you explore the questions, but ultimately you have to make the decisions.

**Our analysis is based on historical records.** Historical data is often a good way to model potential future outcomes. However, historical data will not be perfect.

**Our analysis is not inclusive of every risk the City could possibly face.** We examined the City’s past history and worked with City staff to identify the risks that posed the most clear and present danger to the City’s bond rating. However, it is possible that the City could experience a shock that no one was expecting or that the City could be impacted by a low probability, but high consequence event.

**The calculation of the key indicators is subject to some interpretation.** Though Moody’s does produce detailed documentation of their methods, there is still some interpretation required. For example, the measure of fund balance is supposed to include all “operating funds”. It is ultimately up to the analyst to decide which funds are operating funds and which aren’t. It could be that GFOA would have a different interpretation than Moody’s. That said, given that our Risk Model did duplicate the City’s current score, our interpretation should at least be close.

**Good decisions do not always lead to good outcomes.** Excel simulation tools can enhance one’s perception and understanding of uncertainty and risk.<sup>9</sup> However, when dealing with uncertainty, even the best decision may not lead to a good outcome, if luck goes against you.<sup>10</sup>

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<sup>9</sup> “To survive in an increasingly unpredictable world, we need to train our brains to embrace uncertainty,” Emre Soyer, Quartz Magazine, January 9, 2017 <https://qz.com/879162/to-survive-in-an-increasingly-unpredictable-world-we-need-to-train-our-brains-to-embrace-uncertainty/>.

<sup>10</sup> This is one of the primary lessons in: Annie Duke. *Thinking in Bets: Making Smarter Decisions When You Don’t Have All the Facts*. Portfolio. 2019.

Public



Office of the City Manager

Date: June 23, 2022  
To: Budget and Finance Policy Committee  
From: Dee Williams-Ridley, City Manager  
Submitted by: Henry Oyekanmi, Finance Director  
Subject: Investment Policies of Other Jurisdictions

The City's investment policy is a formal document which provides the guidelines for investments and operational structure in the management of public funds and is confirmed annually by the City Council.

One of the components of the City's investment policy is the section for responsible investing. This provides a list of identified restrictions that were ratified by the City Council. It is extremely important that the investment officer regards these as requirements when making decisions for investment purchase.

Each year the City's investment policy is updated to add all the responsible investing policies passed by city council throughout the year. Throughout the many years, the City has accumulated seven policy restrictions for responsible investing.

Most cities' have the three main statutory objectives in managing the investment programs which are safety, liquidity and return. However, due to the restrictions in City of Berkeley's investment, the investment program considers responsible investing as an additional objective. Compliance to these restrictions is highly regarded as a requirement for its investments. These results in limiting the type of investment offering the investment officer can purchase. Restrictions has a direct impact on diversification of funds and the rate of returns on investments.

On January 27, 2022 while discussing the Fourth Quarter Investment report, the Budget and Finance Committee asked that Finance conduct a comparison study in investment restriction for other cities in California. The Finance Department researched and reviewed the investment policies of the various cities to identify the investment restrictions for their investment program. Finance took the cities that it currently uses to benchmark the rate of returns on the City's quarterly investment report and identified the restrictions on their cities' investment policies.

Below is a summary of the findings from the research:

VARIOUS CALIFORNIA CITIES INVESTMENT RESTRICTIONS											
City	Rates Earned	DIVESTMENT FROM COMPANIES/MANUFACTURERS								INTEGRATE	
		Tobacco Products	Firearms	Fossil Fuels	Nuclear Power	Private Prison and Immigration Detention	Weapons	Oppressive States	Companies for Mexico Border Wall	Environment, social and governance principle	Investing Community Well Being
Palo Alto	1.58%	X	X	X							
Los Angeles	1.09%										
San Jose	1.08%										X
Sacramento	0.99%										
Torrance	0.98%										
San Diego	0.83%										
Berkeley	0.80%	X	X	X	X	X	X	X	X	X	
Santa Monica	0.54%	X	X	X	X						
San Francisco	0.48%	X	X		X						
Oakland	0.19%	X	X	X							

**Research Analysis:**

The study shows that there is a direct correlation between the number of restrictions to the rate of returns for various jurisdictions. The cities that have no restrictions or encouraged restrictions without it being mandated are the cities that have higher rate of return on their investment. Cities with restrictions are the ones who have lower rate of return. The City of Berkeley rate of returns still remains fairly high amidst the restrictions in the investment policy.

As a result of the differences in the investment policies of different cities, including responsible investing policies, maturity restrictions, investment restrictions, etc., it is difficult for any City to come up with a reasonable performance measure for pooled cash investments. In order to provide some measure of the relative performance of the City’s investment returns, past City Councilmembers requested that information about the rates earned by other California cities be included in the quarterly investment reports for comparison purposes, despite the differences in the investment policies of the various cities.