



Homeless Commission

CONSENT CALENDAR

October 13, 2020

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Mark Numainville, City Clerk
Brittany Carnegie, Homeless Commission Secretary

Subject: Companion Report: Compiling Commission Recommendations in a Reference Manual

RECOMMENDATION

Refer the commission recommendation to the City Manager to 1) consider the impacts on staffing levels, approved Strategic Plan projects, and existing baseline services in the context of the projected budget shortfall for FY 2021 and the hiring freeze currently in effect; and 2) work within existing resources to facilitate information sharing among commissions on items referred from the City Council.

POLICY COMMITTEE RECOMMENDATION

On August 31, 2020, the Agenda and Rules Committee adopted the following action: M/S/C (Wengraf/Hahn) to send Items 9a and 9b to the City Council with a Qualified Positive Recommendation to adopt the staff item in 9b to explore potential short term solutions and recommend that the commission recommendation be reintroduced to Council after the COVID-19 emergency is lifted. Vote: All Ayes.

FISCAL IMPACTS OF RECOMMENDATION

No direct fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

The City is facing an unprecedented \$28.5 million shortfall in the FY 2021 budget. As a part of the measures taken to close the gap, all departments are facing 15% reductions in personnel and non-personnel expenditures. In addition, a hiring freeze has been implemented by the City Manager and vacant positions are not being filled.

Commission secretaries have a full time employee's regular duties and the additional responsibilities of supporting a commission. The City Clerk Department is also newly affected by several new additions to baseline responsibilities including the Citizens Redistricting Commission, the Lobbyist Registration Ordinance, the Public Financing Program for Candidates, and support of the City Council Policy Committees.

The tracking and reporting as described in the commission recommendation is a significant new task added to the baseline responsibilities of the City Clerk Department and commission secretaries. The commission item extends the tracking requirement beyond agenda items to also include letters from a commission to the Council, which are more difficult to track.

Currently, the City does log commission referrals in the ServiceNow program to keep track of the adopted referrals. Some expansion of the tracking and reporting in ServiceNow could be a possible method to meet some of the commission's request, but this would require purchasing new software licenses for commission secretaries. The estimated cost for 40 licenses at \$242 each is \$9,680 annually. This additional cost is not currently funded in the FY 2021 budget.

Under the current guidelines in the Commissioners' Manual, commission secretaries are tasked with keeping the commission informed of the referrals adopted by Council for their commission and also to notify other commissions of items that may be of overlapping jurisdiction among multiple commissions. The City Manager and the City Clerk Department can reach out to all secretaries to highlight this responsibility and inquire about ways in which the City Clerk Department can support secretaries with information sharing among commissions.

BACKGROUND

On March 11, 2020 by a 5-0-1-1 vote, the Homeless Commission adopted a recommendation that Council refer to staff to develop a procedure for staff secretaries to all City of Berkeley commissions to compile all commission recommendations, whether in report or letter form, in a binder. Such binder shall also track the outcomes of all commission recommendations including action taken by Council and subsequent implementation of Council action. One copy of the binder shall remain with the staff secretary; another copy of the binder shall be available as a resource in the City Clerk's office. The City Clerk shall index all subject matters of commission proposals so that there is cross-referencing of all subjects that commissions have addressed. This reference manual shall be available for use by commissions to share information, the Mayor and Council, staff and members of the public. The City Clerk shall also provide this information online.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects except the use of a nominal amount of additional paper.

RATIONALE FOR RECOMMENDATION

Due to current budgetary and staffing limitations, there are not adequate staffing resources to implement the full measure of the commission's request.

CONTACT PERSON

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