



DATE: December 15, 2022

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director  
By: Aimee Mueller, Associate Management Analyst and Board Secretary

SUBJECT: Proposed 2023 Rent Stabilization Board Regular Meeting Schedule

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**Recommendation:**

That the Board adopt Resolution 22-33 establishing the Regular Meeting Schedule for the 2023 calendar year.

**Background and Need for Board Action:**

The Brown Act (Gov. Code §54954 et seq.) requires a legislative body, such as the Rent Stabilization Board, to annually establish a schedule of its regular meetings, including the time and location of those meetings. The Board's longstanding policy was to hold its regular meetings on the first and third Mondays of each month in the City Council Chambers at Old City Hall. In 1996, the Board adopted Resolution 96-13 to formalize this practice. At its December 5, 2005 regular meeting, the Board adopted Resolution 05-27 revising Resolution 96-13 and re-establishing the schedule to meet monthly on the third Monday of each month.

In 2012, the Berkeley Unified School District relocated its administrative offices from the seismically-unsafe Old City Hall to the West Campus building at 1231 Addison Street. Old City Hall had remained essentially vacant ever since, unlocked and heated only for purposes of holding public meetings. In late 2018, this space was converted to a homeless shelter used during inclement weather.

Beginning December 4, 2018, the City Council relocated its meetings from Old City Hall to the New Berkeley Unified School District (BUSD) Board Room, located at 1231 Addison Street. In anticipation of the cessation of facilities services to Old City Hall, the City Council negotiated access to the BUSD Board Room for Zoning Adjustment Board (ZAB) Meetings on the second and fourth Thursdays of the month, and for Rent Board Meetings on the first and/or third Thursdays of the month. By the terms of the City Council's current contract with BUSD, no in-person meetings can take place on any other days of the week.

At the December 17, 2018 regular meeting, the Board voted to adopt Resolution 18-25 establishing the Regular Meeting Schedule and Location for the 2019 calendar year that relocated the Rent Board's regular meetings to the BUSD Board Room on the third Thursday of each month.

## 2023 Proposed Rent Board Regular Meeting Schedule

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At its December 21, 2019 regular meeting, the Board voted to adopt Resolution 19-28 establishing a regular meeting schedule and location for regular Rent Board meetings in the 2020 calendar year which stated, “that all meetings shall begin at 7:00 p.m. unless otherwise noticed pursuant to the requirements of the Brown Act and that regular meetings scheduled for the third Thursday of each month shall only be operative during the 2020 calendar year unless the change is made permanent by subsequent future Board Resolution, or unless the Board chooses to adopt a similar annual schedule for another year by subsequent Resolution.”

On March 4, 2020, Governor Newsom issued Executive Order N-25-20 which, among other things, suspended the requirement that public meetings be held in-person and required legislative bodies to hold meetings via teleconference. Governor Newsom thereafter issued several more Executive Orders which further required teleconferencing of public meetings until the state legislature adopted a law in 2021 that allowed legislative bodies to make their own rules as to whether they met in person or allowed for teleconferencing during a declared state of emergency.

Pursuant to the Governor’s Executive Orders and state law, the Board has conducted all public meetings remotely during the declared state of emergency since March of 2020.

### **Proposed dates for the 2023 Regular Meeting Schedule:**

The City has not yet published its customary list of holidays for 2023, but they are noted on the attached 2023 City Calendar (Attachment 1.). The Board Secretary has reviewed these holidays as well as all other major civic and religious holidays in order to propose 2023 meetings dates for the Board’s consideration. **All 2023 meeting dates listed below fall on our designated third Thursday of the month.**

January 19	April 20	July 20	October 19
February 16	May 18	August 17	November 16
March 16	June 15	September 21	December 21

### **Financial Impact:**

Prior to the transition to virtual meetings due to the COVID-19 Shelter-in-Place Order, each Board meeting held at the BUSD Board Room cost approximately \$3,000 - \$4,000; this included room rental, live television broadcasting, webcasting, real-time closed captioning, and the cost of producing several hard-copy agenda packets for the public and the Board’s archives. Since the Board began conducting Board Meetings remotely, our room rental costs have been temporarily eliminated but we incur a monthly subscription fee for Zoom.

### **Name and Telephone Number of Contact Person:**

DéSeana Williams, Executive Director      (510) 981-7368

Attachments:

1. City of Berkeley 2023 Calendar (with observed holidays noted)

**RESOLUTION 22-33**

**ESTABLISHING THE REGULAR MEETING SCHEDULE FOR THE BERKELEY RENT STABILIZATION BOARD FOR THE 2023 CALENDAR YEAR**

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Brown Act (Gov. Code Section 54954 et seq.) requires a legislative body, such as the Rent Stabilization Board, to annually establish a schedule of its regular meetings, including the time and location of the meeting; and

WHEREAS, beginning in 2019, the Board relocated its meetings from Old City Hall to the New Berkeley Unified School District (“BUSD”) Board Room, located at 1231 Addison Street; and

WHEREAS, beginning in 2019, the Board changed its regular meeting day to the third Thursday of each month and wishes to continue this arrangement;

WHEREAS, pursuant to Government Code Section 54953(e) and City Council Resolution 70,030-N.S., the Board shall continue to hold its monthly meetings exclusively through teleconference and Zoom videoconference until in-person public meetings are deemed safe, and thereafter, these meetings shall be conducted at the BUSD Board Room and/or in a hybrid fashion using in-person and teleconference options in a manner to be determined at a later date;

NOW, THEREFORE, BE IT RESOLVED that the Board will hold their regularly-scheduled meetings during the 2023 Calendar year on the following dates:

January 19	April 20	July 20	October 19
February 16	May 18	August 17	November 16
March 16	June 15	September 21	December 21

**RESOLUTION 22-33**

**ESTABLISHING THE REGULAR MEETING SCHEDULE FOR THE BERKELEY  
RENT STABILIZATION BOARD FOR THE 2023 CALENDAR YEAR**

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BE IT FURTHER RESOLVED that all meetings shall begin at 7:00 p.m. unless otherwise noticed pursuant to the requirements of the Brown Act and that regular meetings scheduled for the third Thursday of each month shall only be operative during the 2023 calendar year unless the change is made permanent by subsequent future Board resolution, or unless the Board chooses to adopt a similar annual schedule for another year by subsequent resolution.

Dated: December 15, 2022

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Chair, Rent Stabilization Board

Attest: \_\_\_\_\_  
DéSeana Williams, Executive Director



# 2023 CITY CALENDAR

JANUARY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
Sun	Mon	Tues	Weds	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## 2023 CITY OF BERKELEY RECOGNIZED HOLIDAYS

Jan. 1	New Year's Day - Obs. 1/2	May. 19	Malcolm X's Birthday	Sept. 4	Labor Day	Dec. 25	Christmas Day
Jan. 16	Martin Luther King Jr.'s Birthday	May. 29	Memorial Day	Oct. 9	Indigenous Peoples' Day		Pay Day
Feb. 12	Lincoln's Birthday- Obs. 2/13	June. 19	Juneteenth	Nov. 11	Veteran's Day - Obs. 11/10		Observed Holiday
Feb. 20	Washington's Birthday	July. 4	Independence Day	Nov. 23/24	Thanksgiving Day/Day After		Observed VTO Day