



Rent Stabilization Board

RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, May 4, 2023 – 5:30 p.m.

Rent Stabilization Board Law Library – 2001 Center Street, 2nd floor, Berkeley

PUBLIC ADVISORY: 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.

To access this meeting remotely: Join from a PC, Mac, iPad, iPhone, or Android device by clicking on this URL: <https://us06web.zoom.us/j/89475306218?pwd=SlldDQjVWNEhndk40T2QyVGt1NzZCQT09>. If you do not wish your name to appear on the screen, then use the drop-down menu and click on "Rename" to rename yourself as anonymous. To request to speak, use the "Raise Hand" icon by rolling over the bottom of the screen.

To join by phone: Dial 1-669-900-6833 and enter Webinar ID: 894 7530 6218 and Passcode: 996254. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Committee Chair.

To submit an e-mail comment for the Committee's consideration and inclusion in the public record, email amueller@cityofberkeley.info with the Subject line in this format: "PUBLIC COMMENT ITEM FOR BUDGET & PERSONNEL COMMITTEE." Please observe a 150-word limit. Time limits on public comments will apply. Written comments will be entered into the public record. **Email comments must be submitted to the email address above by 3:30 p.m. on the day of the Committee meeting in order to be included.**

Please be mindful that this will be a public meeting and all rules of procedure and decorum apply for both in-person attendees and those participating by teleconference or videoconference.

This meeting will be conducted in accordance with Government Code Section 54953 and all current state and local requirements allowing public participation in meetings of legislative bodies. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to DéSeana Williams, Executive Director of the Rent Board, at 510-981-7368 (981-RENT). The Committee may take action related to any subject listed on the Agenda.



COMMUNICATION ACCESS INFORMATION:

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services Specialist at (510) 981-6418 (voice) or (510) 981-6347 (TDD) at least three (3) 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.



RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, May 4, 2023 – 5:30 p.m.

Rent Stabilization Board Law Library – 2001 Center Street, 2nd floor, Berkeley

AGENDA

1. Roll Call
2. Land Acknowledgment Statement: *The Berkeley Rent Stabilization Board recognizes that the rental housing units we regulate are built on the territory of xučyun (Huchiun-(Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-Chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors, and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's landlords and tenants have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878 and since the Rent Stabilization Board's creation in 1980. As stewards of the laws regulating rental housing, it is not only vital that we recognize the history of this land but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today.*
3. Approval of agenda
4. Public Comment
5. Approval of February 22, 2023, meeting minutes (attached to agenda)
6. Synthesia Digital Video Education Demonstration
7. Discussion and possible recommendation for Board and Staff attendance at the Annual Local Progress Convention
8. Funding of the Low-Income Tenant Pass-through Reimbursement Program (See attached Presentation)
9. Update, Discussion, and Possible Action on the Current Staffing Model and Recommendation to add a 1.0 (FTE) Staff Position (see attached report)
10. 3rd Quarter Fiscal Year 2023 Budget Update (See attached spreadsheet)
11. Discussion and Possible Action on Fiscal Year 2023/24 Budget Process (See attached Committee Timeline)
12. Office Relocation Process Update (verbal report only)
13. Future agenda items
14. Discussion and possible action to set the next meeting
15. Adjournment

STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368
COMMITTEE: Soli Alpert, Nathan Mizell, Leah Simon-Weisberg, Dominique Walker (Chair)



Rent Stabilization Board

RENT STABILIZATION BOARD
BUDGET AND PERSONNEL COMMITTEE MEETING

Wednesday, February 22, 2023 – 3:30 p.m.

Minutes To Be Approved

1. Roll Call: Executive Director Williams called Roll.
 Members Present: Alpert, Mizell and Walker. Simon-Weisberg was absent.
 Staff Present: M. Brown, L. Bursell and D. Williams.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Alpert/Mizell) Motion to approve the agenda. Roll call vote. YES: Alpert, Mizell and Walker; NO: None; ABSTAIN: None; ABSENT: Simon-Weisberg. Carried: 3-0-0-1.
4. Public Comment: No public comment.
5. Approval of the February 9, 2023 meeting minutes (attached to agenda): M/S/C (Alpert/Mizell) Motion to approve the February 9, 2023 Committee meeting minutes. Roll call vote. YES: Alpert, Mizell and Walker; NO: None; ABSTAIN: None; ABSENT: Simon-Weisberg. Carried: 3-0-0-1.
6. Rent Board file scanning project update (Verbal report only): Executive Director Williams gave a brief report on the Office Relocation Committee's recommendations to digitize all hard copy Property Files prior to the office move and will provide additional updates at a future meeting.
7. Discussion and Possible Action on the Process to Adopt the FY 2023/24 Registration Fee for Fully Covered and Measure MM units (staff presentation): M/S/C (Alpert/Walker). Motion to recommend to the Full Board the adoption of Staff's recommendation to set the Registration Fee for Fully Covered Units at \$290 and Measure MM Units at \$178 for FY 2024 and to consider raising the Registration Fee for Fully Covered Units to \$330 and Measure MM Units to \$206 in FY 2025. Roll call vote. YES: Alpert, Mizell and Walker; NO: None; ABSTAIN: None; ABSENT: Simon-Weisberg. Carried: 3-0-0-1.
8. Office Relocation process (verbal report only): Executive Director Williams gave a brief report on the status of the office relocation, no action taken.

9. Future agenda items: The Committee agreed to discuss these items at the next meeting.
 - ➔ Rent Board Office Relocation Process and Progress
 - ➔ Budget Review and Timeline for Fiscal Year 2023/2024
 - ➔ Report on Reserve Budget Policy of similarly sized jurisdictions and institutions
10. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, April 6, 2023 at 5:30 p.m.
11. Adjournment: M/S/C (Walker/Alpert) Motion to Adjourn. Roll call vote. YES: Alpert, Mizell and Walker; NO: None; ABSTAIN: None; ABSENT: Simon-Weisberg. Carried: 3-0-0-1. Meeting adjourned at 4:15 p.m.

STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368

COMMITTEE: Soli Alpert, Nathan Mizell, Leah Simon-Weisberg, Dominique Walker (Chair)

JOIN US IN ST. LOUIS!

**COLLECTIVE
COURAGE.
COLLECTIVE
POWER.**

September 6 - 9

#LP2023 is on and you don't want to miss it! We're bringing together Local Progress members, partners, and movement allies from across the country for a weekend of shared strategy, peer learning, and leadership development – complete with workshops, community spaces, site visits, and more!

Marriott St. Louis Grand
800 Washington Avenue
St. Louis, MO 63101

REGISTRATION INFORMATION

LP Members, Alumni Leaders,
& Board Members

Partners, Staff, & Sponsors

FAQs

This category includes **staff from partner organizations**, **staff from our sponsors** (those from organizations or foundations sponsoring the event), and **member staff** (those who are employed by an LP member currently serving in elected office)

Registration Fees & Deadlines:

- Registration Opens: May 1
- Early Bird Registration (May 1 – May 31): \$250
- Discounted Registration (June 1 – June 29): \$450
- Full Price Registration (June 30 – July 31): \$500
- Registration Closes: July 31

Please note that registration covers meals for each day of the convening but does not cover hotel or travel expenses.

REGISTER BY MAY 31 AND SAVE 50%

33

Days

01

Hours


34

Minutes

04

Seconds

until prices go up!



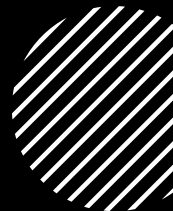
Funding for Tenant Pass-through Reimbursement Program

Budget & Personnel Committee

May 4, 2023



Registration Passthrough Program



Since 2004 Rent Board has allowed Property Owners to passthrough increases in the Registration Fee



Passthrough only allowed for pre-1999 tenancies



Passthrough started at \$1/month in 2004



Increased to \$13/per month for FY 2023/24



Total pass-through of \$156 per qualifying tenant household for FY 2023/24



AEPHI Case Settlement FUND

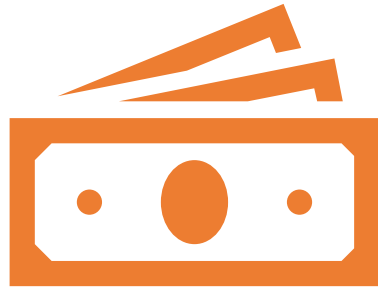
- \$197,035.15 Settlement
- 100% from tenant overcharges (no registration fees)
- Used to reimburse pass-through for low-income tenants in 2009
- Qualifying Tenants = 40% AMI
- 2019 Board raised to 50% AMI



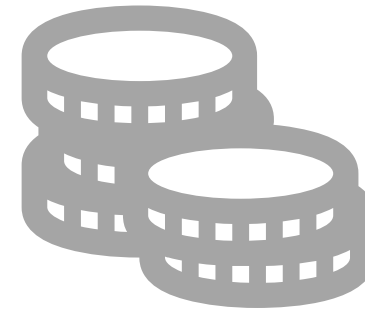
AEPHI Account Balance

- Reimbursement Program has already allocated \$161,271 (82%) of AEPHI FUND
- \$35,764 remains in AEPHI Account
- Board approved \$18,000 for FY 2023/24
- If 103 tenants qualify again next year – will use up \$16,068
- If Registration fee is increased for FY 2024/25 – Passthrough will increase to \$15 or \$16 per month
- AEPHI Account will likely be depleted by end of FY 2024/25

Potential Options



End Pass-through Reimbursement
Program after FY 2024/25



Look for Possible Alternative
Funding Source



Rent Stabilization Board
Office of the Executive Director

DATE: May 4, 2023

TO: Honorable Members of the Budget & Personnel Committee

FROM: DéSeana Williams, Executive Director

SUBJECT: Adding Assistant Management Analyst Position to Staffing Model

Background

The Finance Director started on April 17, 2023, and is moving forward with developing a staff and implementation plan for the new Finance Unit. Staff has prioritized hiring a new Assistant Management Analyst position to ease the transition of duties and realign financial activities for the agency. The proposed Assistant Management Analyst position will provide generalized fiscal support in procurement, contracting, systems management, data analysis, and reporting.

Staff has consulted with the Human Resources Department to best align the current framework for the Finance Unit with an existing job classification. Staff recommends that the Board approve the new Assistant Management Analyst position. This position fits the proposed plan to improve current policies, establish uniform and consistent practices, and perform adequate checks and balances.

The salary for this position ranges between \$80,724 - \$95,284 Annually. The complete class specification for the Assistant Management Analyst classification is attached.

Recommendation

The Budget & Personnel Committee recommends that the Board authorize adding a 1.0 FTE Assistant Management Analyst to the current staffing model.

Financial Impact

Staff project that adding an Assistant Management Analyst will cost \$160,000 in salary and benefits for FY 2023/24. There are sufficient funds in FY 2023/24 budget to cover the costs for this position for the next fiscal year.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. Assistant Management Analyst Job Specification



Assistant Management Analyst

Class Code:
2038

Bargaining Unit: Service Employees
International Union, Local 1021 (Comm Svcs
& PT Rec Leaders)

CITY OF BERKELEY
Established Date: Oct 7, 2008
Revision Date: Oct 7, 2008

SALARY RANGE

\$38.81 - \$45.81 Hourly
\$3,104.80 - \$3,664.80 Biweekly
\$6,727.07 - \$7,940.40 Monthly
\$80,724.80 - \$95,284.80 Annually

DESCRIPTION:

DEFINITION

Under immediate supervision, performs responsible administrative, systems, statistical and other management analyses in support of departmental or division activities and functions; makes recommendations for action and assists in policy, procedure and budget development and implementation; performs related work as assigned.

CLASS CHARACTERISTICS

This is the entry level in the professional Management Analyst series. The duties of this class involve beginning to moderately difficult professional staff work to relieve a superior who heads a major line or staff function of administrative and management details. Specific to general instructions are given on the scope and method of completing assignments, and work is subject to periodic review by supervisors for completeness and accuracy. Incumbents may supervise a small clerical unit. Emphasis in assignments is upon gathering, arranging and analyzing data, defining problems and their sources, creating proposals for improvements or solutions to problems and assisting in implementation of decisions reached. This class differs from that of higher level Management Analyst classes in that it is the beginning level class, and assignments and work performed are supervised more closely, are not as difficult and complex, and do not require the knowledges as those performed by the latter.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs administrative research, gathers material and data for reports, and assists in the preparation of narrative, charts, graphs, and tables;
2. Performs the less complex technical and administrative work involved in managing meetings and conferences such as agenda preparation;
3. Assists with the analyses and revision of administrative procedures, forms and reports to increase their effectiveness; supervises conformance with administrative procedures;
4. Answers inquiries received in person, by telephone, electronic mail or correspondence; investigates and resolves complaints referring more difficult and complex complaints to appropriate superiors;
5. Composes correspondence and prepares reports; writes public relations material; assists in the preparation of the annual report and similar publications;
6. Assists in the preparation of grant applications to secure federal, state or private funds, and conducts follow up in monitoring report procedures to assure compliance with grant reporting requirements, gathers data to assist in the evaluation of various grant programs;
7. Represents his/her superior at meetings with other divisions, departments, commissions, other public agencies, civic groups, private organizations and the general public;
8. Assists in the analysis and evaluation of budget and purchase requests; performs less complex work involved in budget preparation;
9. Acts in the absence of his or her superior on routine matters;
10. May supervise and review the work of clerical or subordinate staff;
11. Conducts a variety of management studies, i.e., work flow, leading to work simplification and greater operating efficiency;
12. Utilizes a variety of computer applications commonly found in a modern office environment, including standard desktop office applications such as the Microsoft Office Suite; and specific enterprise-wide applications such as FUND\$, fiscal/budget, content management, and resource databases; and
13. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, practices and methods of administrative and organizational analysis;
2. Public administration principles and practices;
3. Business computer applications related to the work such as Microsoft WORD, Excel, Access, PowerPoint; and related programs and systems;
4. Financial/statistical/comparative analysis techniques and formulae;

5. Basic budgetary principles and practice; and

6. Basic supervisory principles and practices.

Skill in:

1. Analyzing administrative, operational and organizational problems, evaluating alternatives and reaching sound conclusions;

2. Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form;

3. Interpreting and applying laws, regulations, policies and procedures;

4. Preparing clear, concise and complete reports and other written materials;

5. Maintaining accurate records and files;

6. Operating a computer with proficiency and familiarity;

7. Directing the work of others on a project day-to-day basis;

8. Coordinating multiple projects and meeting critical deadlines;

9. Exercising sound independent judgment within established guidelines;

10. Establishing and maintaining effective working relationships with those contacted in the course of the work; and

11. Communicating effectively orally and in writing.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major coursework in business or public administration or a closely related field. Responsible office or program administrative or similar sub professional work may be substituted for the education on a year for year basis.

SPECIAL STATUS

Positions in the City Manager's office are exempt from the regular career service and the incumbent will hold regular "at will" status.

OTHER REQUIREMENTS

Specified positions may require possession of a valid California driver's license and a satisfactory driving record.

CLASSIFICATION HISTORY:

Established: 1988-11-01

Revised: 2007-02-01

Rent Stabilization Program
FUND 440
Preliminary FY 2022 Year-End Budget with FY 2023 3rd Quarter Budget Update

Code	Description	Adopted FY 2022	Prelim. Year-End FY 2022	Adopted FY 2023	Actual 3/4ths FY 2023	Projected FY 2023
11-01	Monthly Employees	2,850,000	2,362,632	3,015,000	1,963,297	2,750,000
11-03	Hourly Employees	0	0	0	0	0
13-01	Overtime	2,000	476	1,000	0	1,000
27-20	Benefits	1,800,000	1,580,209	2,075,000	1,250,560	1,955,000
30-12	Stipends	53,500	53,250	154,000	118,966	154,000
30-12b	Technology Stipend			30,000	30,000	30,000
30-23	Misc. Legal Expenses	20,000	41,756	85,000	52,872	160,000
30-36	Temp. Agency Employees	5,000	25,414	25,000	47,720	153,000
30-38	Misc. Professional Services	410,000	475,811	378,500	284,814	389,000
30-42	Office Equip. Mtc. Svcs. / Furniture	13,000	9,962	13,000	10,283	13,000
30-43	Bldg. & Structures Mtc. Svc.	500	424	500	341	500
30-51	Bank Credit Card Charges	25,000	10,702	25,000	13,079	25,000
40-10	Professional Dues & Intern Fees	3,000	139	2,000	1,993	2,000
40-31	Telephones	5,000	8,802	7,000	5,792	8,000
40-50	Printing and Binding	35,000	25,871	30,000	18,471	30,000
40-62	Meals & Lodging	1,000	0	1,000	0	500
40-63	Registration Fees/Training	12,000	1,393	12,000	2,897	12,000
40-61/64	Transportation & Commercial Travel	3,000	73	3,000	8	1,000
40-70	Advertising/public access	45,000	42,142	50,600	30,604	50,600
40-80	Books & Publications	13,000	15,396	13,000	10,597	13,000
50-10	Rental of Land / Buildings	375,000	346,284	370,000	297,026	370,000
51-10	Postage	40,000	5,945	35,000	24,720	35,000
51-20	Messenger / Delivery	500	37	500	16	500
55-11	Office Supplies	13,500	11,015	13,500	11,381	13,500
55-50	Food and Water	1,000	1,121	1,000	4,480	4,500
70-43	Office Equipment and Furniture	5,000	0	5,000	0	5,000
70-44	Computers, Printers, Software	12,000	35,778	15,000	23,358	25,000
75-25	PC Replacement/City Software Licences	74,305	74,305	74,305	55,728	74,305
75-35	Mail Services	3,600	3,600	3,600	2,700	3,600
75-50	City Vehicle / Fuel & Maint.	1,500	1500	1,500	0	4,500
	Displacement Reimbursement Offset	0	12480	0	12,480	0
	Expenditure Subtotal**	5,822,405	5,146,517	6,440,005	4,274,181	6,283,505
	Special Projects (RTS Upgrade, online registration, training)	453,130	85,780	358,100	173,726	280,503
	Annual Capital Reserve	0	0	0	0	0
	Total Authorized Fund Expenditures*	6,275,535	5,232,297	6,798,105	4,447,907	6,564,008
	Fully-covered Unit Revenue	5,000,000	5,593,639	4,950,000	4,535,941	4,600,000
	Measure MM Revenue	350,000	774,069	685,000	684,143	720,000
	Fair Chance Ord. Administration	115,850	0	50,000	41,575	41,575
	Misc. (Project review, Settlements, Admin. Fees)	50,000	1,877	2,000	1,180	1,500
	Total Authorized Fund Revenue*	5,515,850	6,369,586	5,687,000	5,262,839	5,363,075
	Annual Surplus/Shortfall	(759,685)	1,137,289	(1,111,105)	814,932	(1,200,933)
	<i>Previous FY Carryover Expenditures</i>		37,500			
	<i>FY 23 Registration Revenue***</i>		775,359			
	<i>Registration Year Revenue</i>		5,594,226		6,038,198	6,138,434
	FUND BALANCE (cash basis)	685,064	2,582,038	1,470,933	3,396,970	1,381,105
	FUND BALANCE (accrual basis)	647,564	1,769,178	658,073	3,359,470	1,381,105
	TOTAL UNCOMMITTED OPERATIONAL FUND BALANCE	370,564	1,348,978	423,473	3,162,370	1,299,505

* Note: this report only reflects charges & revenues against the Rent Board Fund (Fund 440) and does not include services charged to or received from other funds

** Note: variance in actual expenditures and total fund balance reflects remaining balance in reimbursement offset escrow

*** Note: \$775,359.47 in FY23 registration revenue was collected as FY22 revenue.

TIMELINE WITH MAJOR COMMITTEE ACTIVITIES

