



**RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING**

Thursday, April 11, 2024 – 11:00 a.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/84630645725?pwd=ZFqNgNX28UnAH5yogha9bGRd4VGHLn.1>. 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: 846 3064 5725 and Passcode: 47412. 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 email comment for the Committee's consideration and inclusion in the public record, email DeWilliams@berkeleyca.gov 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 9:30 a.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 at the posted location(s). 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, April 11, 2024 – 11:00 a.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 March 7, 2024, meeting minutes (Attached to agenda)
6. Discussion and possible action to recommend formally closing the Low-Income Tenant Pass-through Reimbursement Program (See report and attached Presentation)
7. 3Di Enhancements- Paperless Billing and Update to the 3Di Homepage (Staff presentation)
8. Update on Administrative Staff Assistant position and PIU Model Change (Verbal report only)
9. Office Relocation process (Verbal report only)
10. Future agenda items
11. Discussion and possible action to set the next meeting
12. **CLOSED SESSION:** Public Employee Evaluation of Performance pursuant to California Government Code Section 54957(b)(1):

Title: Executive Director

13. 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 & PERSONNEL COMMITTEE MEETING

Thursday, March 7, 2024 – 5:30 p.m.

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

Minutes – To Be Approved

1. Roll Call: Executive Director Williams called Roll at 5:37 p.m.
 Members Present: Mizell, Alpert, Simon-Weisberg, and Committee Chair Walker.
 Staff Present: D. Williams and S. Cole.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: Motion by Walker to change the order of the agenda moving Item #7 of the agenda to after public comment and to postpone the remaining agenda items to April 11, 2024 Committee meeting. M/S/C (Walker/Alpert). Motion to approve the agenda. YES: 4; NO: None; ABSTAIN: None; ABSENT: 0. Motion Carried: 4-0-0-0.
4. Public Comment: No public comment.
5. Approval of the February 23, 2024, meeting minutes (attached to agenda): M/S/C (Alpert/Simon-Weisberg). Motion to approve the February 23, 2024 meeting minutes. YES: 4 NO: None; ABSTAIN: None; ABSENT: 0. Carried: 4-0-0-0.
6. Discussion and Possible Action on the Process to Adopt the Fiscal Year 2024/25 Registration Fee for Fully Covered and Measure MM units (Staff presentation): Finance Director Shamika Cole presented a Power Point to the committee with an update on the Fiscal Year 24/25 fee discussion. M/S/C (Simon-Weisberg/Alpert). Motion to recommend the Fiscal Year 2024/25 Registration Fee to include an increase for Fraternity, Sorority and Affordable units as well as a recommended fee rate of \$342.00 for Fully Covered and \$211.00 Measure MM Units.
 YES: 4 NO: None; ABSTAIN: None; ABSENT: 0. Carried: 4-0-0-0.
7. Discussion and Possible Action regarding Mid-Fiscal Year Budget Update (See attached report) See item #3 Motion to move this item to the next scheduled meeting.
8. 3Di Enhancements- Paperless Billing and Update to the 3Di Homepage (Staff presentation) See item #3 Motion to move this item to the next scheduled meeting.
9. Office Relocation process (verbal report only) See item #3 Motion to move this item to the next scheduled meeting.

10. Rent Board File Scanning Project Update (verbal report only) See item #3 Motion to move this item to the next scheduled meeting.
11. Future agenda items:
 - Rent Board Office Relocation Process and Progress
 - Rent Board Property Filing Project
 - Alternate Fee schedule for Affordable Units
12. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, April 4, 2024 at 5:30 p.m.
13. Adjournment: M/S/C (Walker/Alpert) Motion to Adjourn. YES: 4 NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0. Meeting adjourned at 6:20 p.m.

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

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



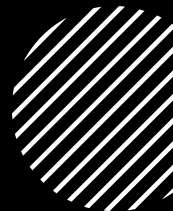
Funding for Tenant Pass-through Reimbursement Program

Budget & Personnel Committee

April 11, 2024



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 in FY 2023/24

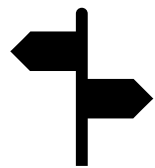
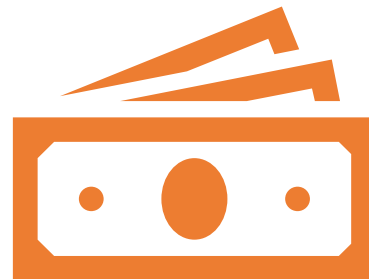
- Reimbursement Program had already allocated \$160,000 (82%) of AEPHI FUND
- \$35,764 remained in AEPHI Account
- Board approved \$18,000 for FY 2023/24
- 85 tenants qualified – 438 notices
Property Owners sent to tenants
- The Registration fee increased for FY 2024/25 – Passthrough from \$10 to \$13 per month

A close-up photograph of a calculator keyboard. The keys are primarily teal with white numbers and symbols. A prominent yellow key is visible on the right side. The image is partially obscured by a white, torn-paper-like graphic element that separates it from the text on the right.

AEPHI Account Balance

- Reimbursement Program has allocated \$180,000 (91%) of AEPHI FUND
- Now, \$17,764 remains in AEPHI Account
- Committee recommends the Board approve \$17,764 for FY 2024/25
- If 105 tenants qualify again next year – will use up the remaining funds
- The Registration fee increased for FY 2024/25 – \$168 per qualifying tenant household
- Passthrough will increase from \$13 to \$14 per month
- AEPHI Account will likely be depleted by April 2025

Recommended Next Steps



Discuss Alternative Funding Source to sustain Program through Fiscal Year 2025

End Pass-through Reimbursement Program during Fiscal Year 2025

Questions



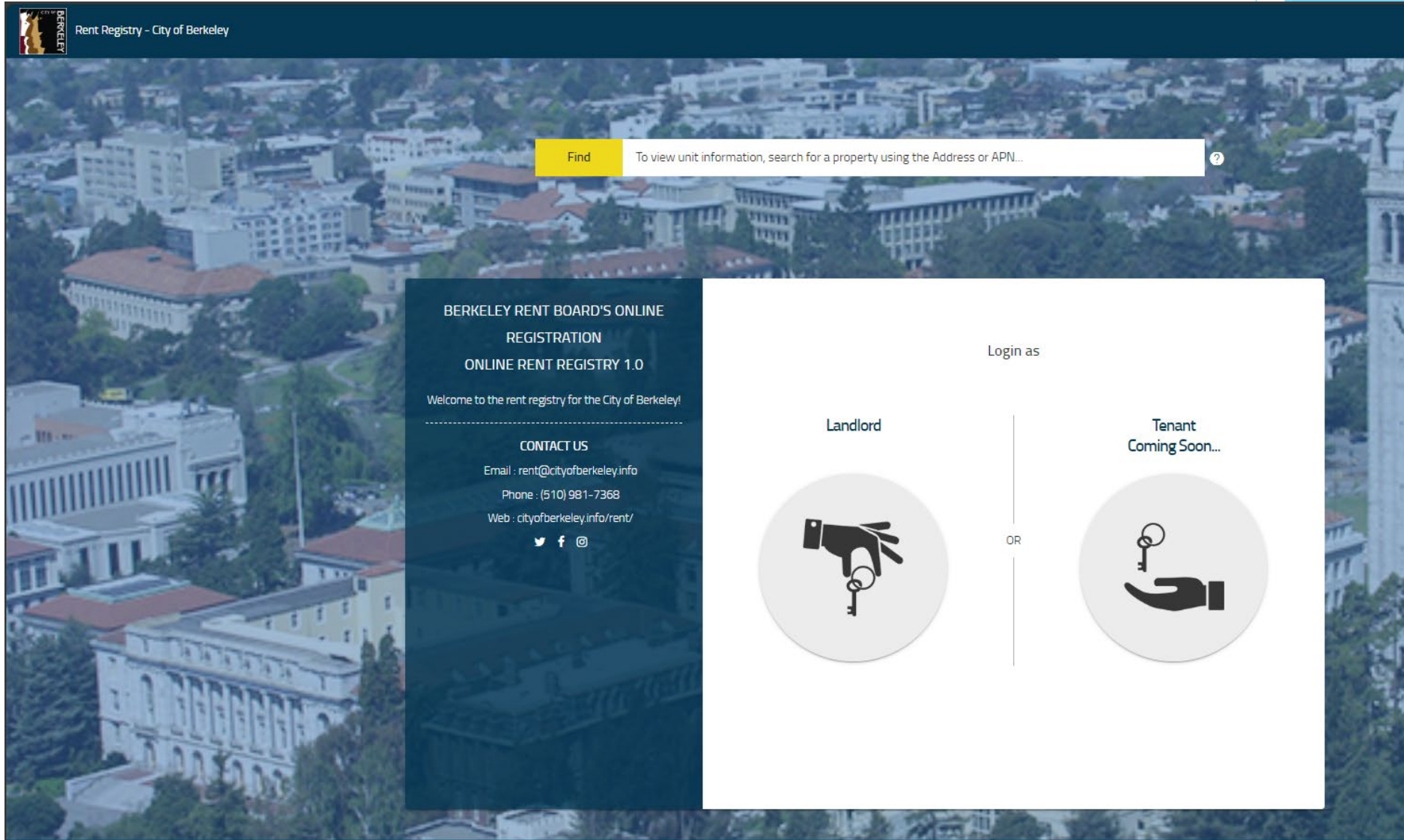
Upcoming Rent Registry Enhancements

The screenshot displays the Berkeley Rent Board's Online Registration portal. At the top left, the Berkeley logo and the text "Rent Registry - City of Berkeley" are visible. A search bar with a yellow "Find" button is positioned at the top, containing the text "To view unit information, search for a property using the Address or APN...". Below the search bar, the page is divided into two main sections. On the left, a dark blue sidebar contains the text "BERKELEY RENT BOARD'S ONLINE REGISTRATION ONLINE RENT REGISTRY 1.0", a welcome message, and contact information including email, phone, and website, along with social media icons. On the right, a white box titled "Login as" offers two options: "Landlord" with a hand holding a key icon, and "Tenant Coming Soon..." with a hand holding a key icon. The word "OR" is placed between the two options.

Introduction

- ▶ Welcome Rent Board Commissioners
- ▶ Purpose of the Rent Registry Enhancements
 - To create more accessibility and informative content for the public
 - To create a Platform that is user-friendly and intuitive
- ▶ Commitment to Transparency and Efficiency

Current Rent Registry Home Page



The screenshot shows the Berkeley Rent Registry Home Page. At the top left is the City of Berkeley logo and the text "Rent Registry - City of Berkeley". Below this is a search bar with a yellow "Find" button and the text "To view unit information, search for a property using the Address or APN...". The background is an aerial view of Berkeley. On the left side, there is a dark blue sidebar with white text: "BERKELEY RENT BOARD'S ONLINE REGISTRATION ONLINE RENT REGISTRY 1.0", "Welcome to the rent registry for the City of Berkeley!", "CONTACT US", "Email : rent@cityofberkeley.info", "Phone : (510) 981-7368", "Web : cityofberkeley.info/rent/", and social media icons for Twitter, Facebook, and Instagram. On the right side, there is a white box with the text "Login as" at the top. Below this are two options: "Landlord" with a circular icon of a hand holding a key, and "Tenant Coming Soon..." with a circular icon of a hand holding a key. A vertical line with "OR" in the middle separates the two options.

BERKELEY RENT BOARD'S ONLINE REGISTRATION ONLINE RENT REGISTRY 1.0

Welcome to the rent registry for the City of Berkeley!

CONTACT US

Email : rent@cityofberkeley.info
Phone : (510) 981-7368
Web : cityofberkeley.info/rent/

[Twitter](#) [Facebook](#) [Instagram](#)

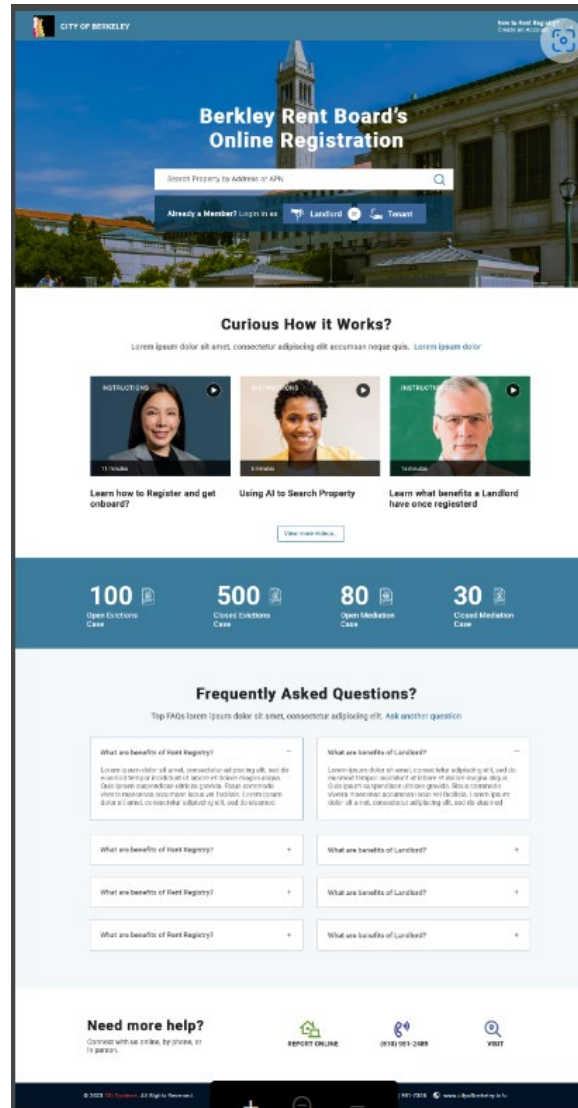
Login as

Landlord

Tenant Coming Soon...

OR

New Rent Registry Home Page



New Rent Registry Home Page

The screenshot shows the Berkeley Rent Board's Online Registration home page. At the top left is the City of Berkeley logo. At the top right is a link for 'New to Rent Registry? Create an Account'. The main header features the title 'Berkeley Rent Board's Online Registration' over a background image of the city hall. Below the title is a search bar for 'Search Property by Address or APN'. Underneath the search bar are buttons for 'Already a Member? Login in as' with options for 'Landlord' and 'Tenant'. The main content area is titled 'Curious How it Works?' and includes a paragraph of placeholder text. Below this are three video thumbnails with play buttons and durations: 'Learn how to Register and get onboard?' (11 minutes), 'Using AI to Search Property' (5 minutes), and 'Learn what benefits a Landlord have once registered' (15 minutes). A 'View more videos...' button is located below the videos. The footer contains four statistics: '100 Open Evictions', '500 Closed Evictions', '80 Open Mediation', and '30 Closed Mediation'.

CITY OF BERKELEY

New to Rent Registry? Create an Account →

Berkeley Rent Board's Online Registration

Search Property by Address or APN

Already a Member? Login in as Landlord Tenant

Curious How it Works?

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INSTRUCTIONS **11 minutes**

Learn how to Register and get onboard?

INSTRUCTIONS **5 minutes**

Using AI to Search Property

INSTRUCTIONS **15 minutes**

Learn what benefits a Landlord have once registered

[View more videos...](#)


100 Open Evictions


500 Closed Evictions


80 Open Mediation


30 Closed Mediation

New Rent Registry Home Page

100 
Open Evictions
Case

500 
Closed Evictions
Case

80 
Open Mediation
Case

30 
Closed Mediation
Case

Frequently Asked Questions?

Top FAQs lorem ipsum dolor sit amet, consectetur adipiscing elit. [Ask another question](#)

What are benefits of Rent Registry? –

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What are benefits of Landlord? –

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What are benefits of Rent Registry? +

What are benefits of Landlord? +


What are benefits of Rent Registry? +


What are benefits of Landlord? +


What are benefits of Rent Registry? +

What are benefits of Landlord? +

Need more help?
Connect with us online, by phone, or in person.

 **REPORT ONLINE**

 **(510) 981-2489**

 **VISIT**

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How-To Guides and Videos

- ▶ The Rent Board has created How-To guides for property owners based on the Registration Unit's feedback.
- The Guides cater to diverse user needs and technological proficiencies.
- Empower users to self-serve confidently, reducing administrative burdens on staff.
- Enhance the user experience.
- Foster a deeper understanding of the Rent Registry's functionalities and services.

Written How-To Guide Example

Internal

Submitting the Property for Registration

(For a property with no exemptions)

Introduction

The primary purpose of the Rent Registry Portal is for property owners to Register their APNs and Units with the Rent Board and to keep the Rent Board informed throughout the year of the changes in Unit Rent, Occupancy, and APN Contact Information.

****BEFORE SUBMITTING THE PROPERTY FOR REGISTRATION, PLEASE HAVE THE INFORMATION LISTED BELOW****

- **Owner Contact Details** (if any changes occur to the contact info for an Owner, you can edit this throughout the year; if you sell the property, you can report a New Property Ownership Amendment)
- **Property Manager Contact Details** (if any changes occur to the contact info for a Property Manager, you can edit this throughout the year)
- **Unit Details** (Number of Bedrooms must be provided in the first year along with Occupant Type. As the Occupant Details and Rent Amounts change, those can be reported through Amendment Cases)
- **Unit Exemptions** (These can only be reported/applied for **BEFORE** you submit your APN for Registration)

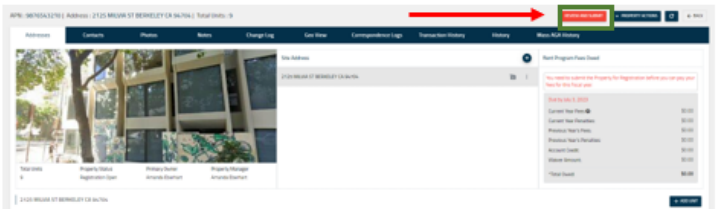
****Information reported to the Rent Board will remain on your Property. Property owners are responsible for reporting changes in owner and manager contact details, occupancy changes for their units, exemption statuses for your units, and any changes in property status within 60 days as instructed by the ordinance. ****

Please note that the Payable Total will be updated once the property status moves to “Registration Completed.” The green Pay Now button will allow you to submit a payment online.

Submitting the Property for Registration

1. Navigate to the address tab for the APN that needs to be registered. If there is no missing information on the property, you will see a red button at the top of the page that reads “Review and Submit.” This button can also be found at the bottom of the Address page. Click “Review and Submit”

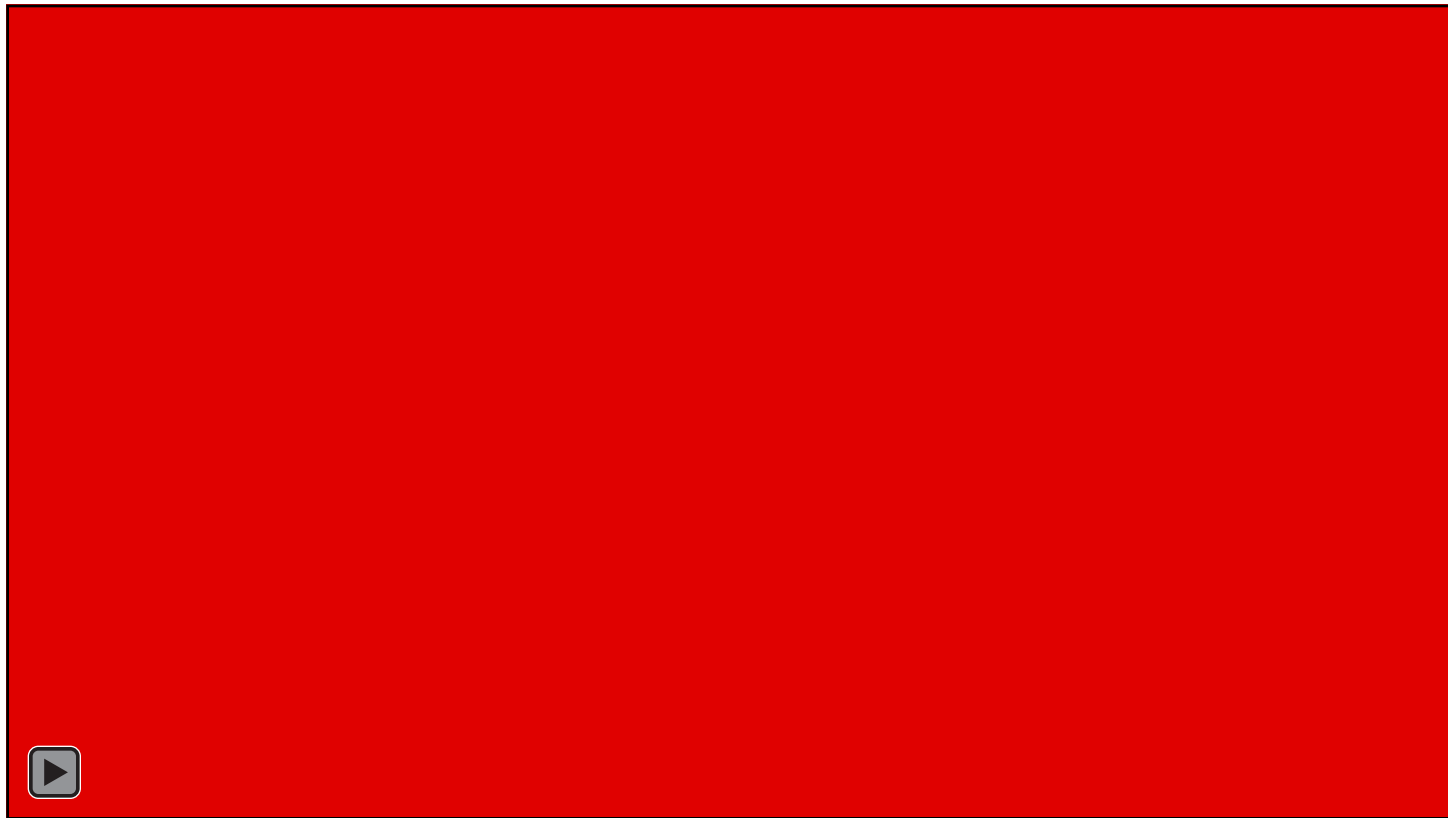
(Picture of the top of the Rent Registry Portal)



Category	Amount
Owner Fee	\$100.00
Property Manager Fee	\$100.00
Property Tax	\$100.00
Water Fee	\$100.00
Electricity	\$100.00
Gas	\$100.00
Other Fees	\$100.00
Total Fees	\$600.00

How-To Video Guide Example


“Submitting Registration with no Exemptions”



Enroll in Paperless Billing

**** Pictured example for discussion only, not a real page mock-up****

Submit Registration

[Click Here to Enroll in paperless billing](#) 

Submitted Exemption Requests

By checking this box, I understand that all unit exemption(s) and property exemption requests must be submitted prior to completing registration.

1 Unit Exemption(s) 0 Property Exemption(s)

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the [user guide](#)

Unit Data

I confirm that the information regarding rent and occupancy information on my property are up to date and accurate.

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Enter Full Name * Select Title *

Implementation Timeline

- ▶ New Rent Registry Home page and How-To guides
 - Available at the opening of the 24/25 registration Cycle
 - 24/25 registration cycle opening April 15, 2024
- New Rent Registry How-To videos
 - Available to the public by May 1, 2024
- ▶ Paperless Billing
 - Enrollment April 15, 2024, through July 1, 2024
 - Paperless bills for property owners in the 25/26 registration cycle

Expected Outcome of Paperless Billing

- ▶ Cost Saving in Postage
- ▶ January Penalty Mailing
- ▶ Letters Sent: 243
- ▶ Postage Cost \$395
- ▶ Total cost of Mailing \$ 819.46 (Includes Taxes and Fees)

- ▶ Staff Time
- ▶ Initial 22/23 registration mailing took over 120 hours of staff time to print, sort and send to vendor. (This time does not include a review period for accuracy)
- ▶ By utilizing mail merges to send subsequent statements has significantly reduced this timeline.

- January Penalty bills: 4.5 hours of staff time. Which includes review.
- March Collection Notices utilizing mail merge, printing and mail in house: 6 hours total staff time. Including review.

Expected Outcome of Paperless Billing

- ▶ January 2024 Email Out Reach Pilot Results
 - ▶ Properties with open registration as of 1/23/24: 3,150
 - ▶ Active property owner emails on file:260
 - ▶ By 1/26/24, the Registration unit closed 108 registrations
 - ▶ 41.5% response rate
- ▶ Properties with studio units and Open Registrations (Data Clean Up)
 - ▶ 1,970 records found
 - ▶ 721 active emails
 - ▶ 32.7% response rate
 - ▶ Results: Confirmed Studio status, property ownership updates, Room and Tenancy Updates

Closing and Q&A

- ▶ Questions and Concerns
- ▶ Thank you