



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

Thursday, February 8, 2024 – 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/85203575209?pwd=tmcyJWcHHrhObg5DGOKSNW89u0ZsMB.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: 852 0357 5209 and Passcode: 601157. 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 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 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

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****REVISED 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. Election of Committee Chair
5. Public Comment
6. Approval of January 11, 2024, meeting minutes (attached to agenda)
7. Discussion and Possible Action on the Rent Board Staffing Model modification (To be delivered)
8. Discussion and Possible Action on the Process to Adopt the FY 2024/25 Registration Fee for Fully Covered and Measure MM units (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



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Minutes – To Be Approved

1. Roll Call: Staffer Shamika Cole called Roll at 5:37 p.m.
 Members Present: Mizell, Alpert, Simon-Weisberg and Committee Chair Walker.
 Staff Present: S. Cole and D. Williams.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Alpert/Simon-Weisberg). Motion to approve the agenda.
 YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
4. Public Comment: No public comment.
5. Approval of the December 14, 2023 meeting minutes (attached to agenda): M/S/C (Simon-Weisberg/Alpert). Motion to approve the December 14, 2023 meeting minutes.
 YES: 4 NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0.
6. Discussion and Possible Action on the Rent Board Staffing Model modification:
 Executive Director Williams gave a brief verbal report on the need for a staffing model modification to the Public Information Unit and that future information and reporting will be forthcoming. NO ACTION TAKEN.
7. Discussion and Possible Action on the Process to Adopt the Fiscal Year 2024/25 Registration Fee for Fully Covered and Measure MM units (verbal only): Executive Director Williams provided the committee with an update on the Fiscal Year 24/25 fee discussion and informed the committee that additional reporting will be forthcoming in February and March. NO ACTION TAKEN
8. Office relocation process update (verbal report only): Executive Director Williams gave a brief update on the Rent Board office relocation. Office relocation communication strategies were discussed.
 - Committee member Alpert suggested that relocation communication be included on outgoing material beginning 30 days to two weeks prior to relocating. Also, that the current location maintains signage outside the building for at least six-months indicating the Rent Boards new location.

- Committee member Simon-Weisberg suggested an open house for elected officials.
9. Update on the Property Files Scanning Project (verbal update only): Executive Director Williams gave a brief update on the ongoing plans to digitize the Property Files.
10. Future agenda items:
- ➔ Rent Board Office Relocation Process and Progress
 - ➔ Rent Board Property Filing Project
 - ➔ Budget Review update for Fiscal Year 2023/2024
 - ➔ Process to Adopt the Fiscal Year 2024/25 Registration Fee
 - ➔ Report on Reserve Budget Policy of similarly sized jurisdictions and institutions.
 - ➔ Review of Commissioner Stipends for Meeting Absences.
11. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, February 8, 2024 at 5:30 p.m.
12. Adjournment: M/S/C (Simon-Weisberg/Alpert) Motion to Adjourn. YES: 4 NO: None; ABSTAIN: None; ABSENT: None. Carried: 4-0-0-0. Meeting adjourned at 6:19 p.m.

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

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