



**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
Teleconference location: **3655 South Grand Avenue, Suite 250, Los Angeles, California 90007****

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/82446621261?pwd=iQ8Y9F1EJNJPYVdM1fYfhVf2LTrz90.1>. 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: 824 4662 1261 and Passcode: 048388. 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

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
Teleconference location: 3655 South Grand Avenue, Suite 250, Los Angeles, California 90007

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 23, 2024, meeting minutes (attached to agenda)
6. Discussion and Possible Action regarding Mid-Fiscal Year Budget Update (See attached report)
7. Discussion and Possible Action on the Process to Adopt the FY 2024/25 Registration Fee for Fully Covered and Measure MM units (Staff presentation)
8. 3Di Enhancements- Paperless Billing and Update to the 3Di Homepage (Staff presentation)
9. Office Relocation process (verbal report only)
10. Rent Board File Scanning Project Update (verbal report only)
11. Future agenda items
12. Discussion and possible action to set the next meeting

13. **CLOSED SESSION:** Public Employee Evaluation of Performance pursuant to California Government Code Section 54957 (b)(1).

Title: Executive Director

14. 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

Friday, February 23, 2024 – 11:00 a.m.

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

Minutes – To Be Approved

1. Roll Call: Staffer DeSeana Williams called Roll at 11:07 a.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 Simon-Weisberg to change the order of the agenda flipping agenda's items six and seven. M/S/C (Simon-Weisberg/Walker). Motion to approve the agenda. YES: 3; NO: None; ABSTAIN: None; ABSENT: 1. Motion Carried: 3-0-0-1.
4. Public Comment: No public comment.
5. Approval of the February 8, 2024, meeting minutes (attached to agenda): M/S/C (Alpert/Simon-Weisberg). Motion to approve the February 8, 2024 meeting minutes. YES: 3 NO: None; ABSTAIN: None; ABSENT: 1. Carried: 3-0-0-1.
6. Discussion and Possible Action regarding Mid-Fiscal Year Budget Review, including and Update on Recent Changes to the Staffing Model (To be Delivered): Finance Director Shamika Cole updated the committee on Year end and Mid-Year budget status and report. 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 (Staff presentation): Finance Director Shamika Cole and Senior Planner Lief Bursell presented a Power Point to the committee with an update on the Fiscal Year 24/25 fee discussion and informed the committee that final reporting and recommendations will be presented at the March meetings. NO ACTION TAKEN
8. Office relocation process update (verbal report only): Executive Director Williams gave a brief update on the Rent Board office relocation. Informing the Committee that the office relocation will be delayed by a month with a proposed move-in date of April 1, 2024.

9. Rent Board File Scanning Project Update (verbal report only: Executive Director Williams gave a brief update on the property files scanning project. Informing the Committee that the file scanning project is about fifty percent complete

10. Future agenda items:
 - ➔ Rent Board Office Relocation Process and Progress
 - ➔ Rent Board Property Filing Project
 - ➔ Process to Adopt the Fiscal Year 2024/25 Registration Fee

11. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, March 7, 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 12:42 p.m.

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

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

Rent Stabilization Program FUND 440 FY 2024 Mid Year Budget Update			
Code	Description	Mid Year FY 2024	Projected FY 2024
11-01	Monthly Employees	1,519,028	3,000,000
11-03	Hourly Employees	344	0
13-01	Overtime		1,000
27-20	Benefits	923,200	2,085,000
30-12	Stipends	78,494	164,000
30-12b	Technology Stipend	4,189	0
30-23	Misc. Legal Expenses	48,668	45,271
30-36	Temp. Agency Employees	16,352	10,000
30-38	Misc. Professional Services	276,791	402,800
30-42	Office Equip. Mtc. Svcs. / Furniture	5,246	25,000
30-43	Bldg. & Structures Mtc. Svc.	238	500
30-51	Bank Credit Card Charges	11,974	20,000
40-10	Professional Dues & Intern Fees	0	2,000
40-31	Telephones	3,340	9,000
40-50	Printing and Binding	43,789	30,000
40-62	Meals & Lodging	555	7,000
40-63	Registration Fees/Training	6,905	13,000
40-61/64	Transportation & Commercial Travel	3,159	4,000
40-70	Advertising/public access	6,863	99,100
40-80	Books & Publications	5,463	13,000
50-10	Rental of Land / Buildings	231,840	528,405
51-10	Postage	1,610	53,500
51-20	Messenger / Delivery	11,974	500
55-11	Office Supplies	3,679	13,500
55-50	Food and Water	1,143	2,500
644110	Supplies - Clothing	0	3,000
70-43	Office Equipment and Furniture	82,928	192,700
70-44	Computers, Printers, Software	983	10,000
75-25	PC Replacement/City Software Licences	37,152	74,305
75-35	Mail Services	1,800	3,600
75-50	City Vehicle / Fuel & Maint.	3,000	7,500
	Displacement Reimbursement Offset	0	0
	Unallocated	4,250	194,063
	Expenditure Subtotal**	3,334,957	7,014,244
	Capital Reserve (incl. 3Di, file digitization,	281,750	281,750
		Mid Year FY 2024	Projected FY 2024
	Total Authorized Fund Expenditures*	3,616,707	7,295,994
	Fully-covered Unit Revenue	3,325,046	5,725,000
	Measure MM Revenue	1,425,020	946,600
	Registration Penalties	181,351	250,000
	Fair Chance Ord. Administration	41,575	41,575
	Misc. (Project review, Settlements, Admin.	2,000	2,000
	Total Authorized Fund Revenue*	4,974,992	6,965,175
	<i>FY 23 Registration Revenue***</i>		
	<i>Registration Year Revenue</i>	(1,477,473)	
	<i>Annual Surplus/Shortfall</i>		(330,819)
	<i>Previous FY Carryover Expenditures</i>		
	FUND BALANCE (cash basis)	1,198,754	1,198,754
	FUND BALANCE (accrual basis)	1,198,754	1,198,754
	TOTAL UNCOMMITTED OPERATIONAL	1,185,591	1,185,591

* 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.

*** Note: \$1,477,473 in FY24 registration revenue was collected as FY23 revenue.