



RENT STABILIZATION BOARD

BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, October 3, 2024 – 5:30 p.m.

Rent Stabilization Board Conference Room A – 2000 Center Street, Ste. 400- 4th 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/84886748010?pwd=Mp9iOasagDUyvmvXuUOaaEMgbw7i1P.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: 848 8674 8010 and Passcode: 490933. 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 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.



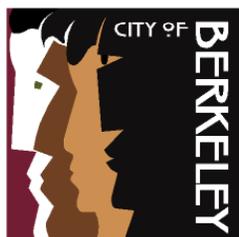
RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING
Thursday, October 3, 2024 – 5:30 p.m.

Rent Stabilization Board Conference Room A – 2000 Center Street, Ste. 400- 4th 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 April 11, 2024, meeting minutes (attached to agenda)
6. Low-Income Tenant Pass-through Reimbursement Program Fund Update for FY 24/25 (Verbal report only)
7. Preliminary FY 23/24 Year End Report (See Attached Staff Report).
8. Update on Rent Board staffing, recruitment, and capacity building (verbal report only)
9. Future agenda items
10. Discussion and possible action to set the next meeting
11. Adjournment

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



Rent Stabilization Board

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

Minutes – To Be Approved

1. Roll Call: Executive Director Williams called Roll at 11:07 a.m.
Members Present: Alpert, Mizell, 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. Public Comment: No public comment.
4. Approval of the Agenda: Motion to approve the April 11, 2024, Committee meeting agenda. M/S/C (Alpert/Simon-Weisberg). Voice Vote. Carried: 4-0-0-0.
5. Approval of the March 7, 2024, meeting minutes (attached to agenda): Motion to approve the March 7, 2024, Committee meeting minutes. Voice vote. Carried: 4-0-0-0.
6. Discussion and possible action to recommend formally closing the Low-Income Tenant Pass-through Reimbursement Program: Finance Director Shamika Cole presented a PowerPoint to the committee with an update on the Passthrough program fund. M/S/C (Simon-Weisberg/Alpert). Motion to recommend to the full Board the Staff recommendation to expend the existing AEPHI fund for the purposes of the low-income Passthrough reimbursements for Fiscal year 2024. Voice Vote. Carried: 4-0-0-0.
7. 3Di Enhancements—Paperless Billing and Update to the 3Di Homepage (Staff presentation): Registration Manager Amanda Eberhart gave a brief presentation on the enhancements to the Rent Registry home page and user enhancements. NO ACTION TAKEN.
8. Update on Administrative Staff Assistant position and PIU Model Change (Verbal report only): Executive Director Williams provided an update on the current status of the staffing model change and a meeting with the SEIU. NO ACTION TAKEN.
9. Office relocation process update (verbal report only): Executive Director Williams gave a brief update on the Rent Board office relocation, informing the Committee that it was currently in progress and that the doors would be officially opened to the public on April 15, 2024. NO ACTION TAKEN.

10. Future agenda items:

- ➔ Rent Board Office Relocation Process and Progress
- ➔ Rent Board Property Filing Project
- ➔ Alternate Fee Schedule for Affordable Units
- ➔ Rent Board FY 2024 Budget Discussion

11. Discussion and possible action to set the next meeting: Next meeting scheduled for Thursday, May 2, 2024, at 5:30 p.m.

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

Title: Executive Director.

The committee recommends accepting the Executive Evaluation and compensation as presented and notes that the Executive Evaluation presentation and discussion will be provided to the full board.

13. Adjournment: M/S/C (Walker/Alpert) Motion to Adjourn. Voice Vote. Carried: 4-0-0-0. Meeting adjourned at 1:14 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 Preliminary Year End and Adopted FY 2025 Budget						
Code	Description	Adopted FY 2023	Year End FY 2023	Adopted FY 2024	Prelim Year End FY 2024	Adopted FY 2025
11-01	Monthly Employees	3,015,000	2,791,672	3,265,000	2,830,000	3,820,000
11-03	Hourly Employees	0	0	0	0	0
13-01	Overtime	1,000	27	1,000	12,000	10,000
27-20	Benefits	2,075,000	1,792,002	2,225,000	1,788,000	2,640,000
30-12	Stipends	154,000	158,582	164,000	160,000	169,000
30-12b	Technology Stipend	30,000	30,000	5,000	0	15,000
30-23	Misc. Legal Expenses	85,000	149,487	20,000	54,000	90,000
30-36	Temp. Agency Employees	25,000	82,648	10,000	31,500	10,000
30-38	Misc. Professional Services	378,500	502,128	402,800	594,000	393,000
30-42	Office Equip. Mtc. Svcs. /	13,000	11,156	25,000	14,000	25,000
30-43	Bldg. & Structures Mtc. Svc.	500	460	500	365	500
30-51	Bank Credit Card Charges	25,000	16,443	20,000	14,300	20,000
40-10	Professional Dues & Intern Fees	2,000	1,993	2,000	2,040	4,200
40-31	Telephones	7,000	8,524	9,000	8,100	9,000
40-50	Printing and Binding	30,000	18,471	30,000	68,000	45,000
40-62	Meals & Lodging	1,000	0	7,000	1,100	5,000
40-63	Registration Fees/Training	12,000	2,897	13,000	7,200	78,000
40-61/64	Transportation & Commercial	3,000	929	4,000	4,700	4,000
40-70	Advertising/public access	50,600	31,610	99,100	37,000	80,000
40-80	Books & Publications	13,000	13,831	13,000	20,000	55,000
50-10	Rental of Land / Buildings	370,000	361,132	528,405	334,000	374,000
51-10	Postage	35,000	75,497	35,000	3,100	42,000
51-20	Messenger / Delivery	500	16	500	600	500
55-11	Office Supplies	13,500	15,656	13,500	14,200	13,500
55-50	Food and Water	1,000	4,881	2,500	4,500	5,000
644110	Supplies - Clothing				3,000	1,500
70-43	Office Equipment and Furniture	5,000	0	5,000	331,000	50,000
70-44	Computers, Printers, Software	15,000	23,873	10,000	21,000	20,000
75-25	PC Replacement/City Software	74,305	74,305	74,305	74,305	74,305
75-35	Mail Services	3,600	3,600	3,600	3,600	3,600
75-50	City Vehicle / Fuel & Maint.	1,500	4,500	7,500	7,500	19,500
	Displacement Reimbursement	0	10,760	0	0	0
	Unallocated	0	0	233,000	0	0
	Expenditure Subtotal**	6,440,005	6,187,081	7,228,710	6,443,110	8,076,605
	Capital Reserve Expenditures (incl. technology advances, evaluations, training and compliance controls)	358,100	309,731	277,750	303,422	256,313
		Adopted FY 2023	Year End FY 2023	Adopted FY 2024	Prelim Year End FY 2024	Adopted FY 2025
	Total Authorized Fund	6,798,105	6,436,811	7,506,460	6,746,532	8,332,918
	Fully-covered Unit Revenue	4,885,000	4,264,528	5,725,000	4,245,000	6,880,000
	Measure MM Revenue	600,000	603,130	946,600	1,100,000	1,120,000
	Registration Penalties	150,000	473,933	250,000	495,415	250,000
	Fair Chance Ord. Administration	50,000	41,575	41,575	41,575	41,575
	Misc. (Project review,	2,000	1,180	2,000	2,000	2,000
	Total Authorized Fund	5,687,000	5,384,346	6,965,175	5,883,990	8,293,575
	<i>FY 24 Registration Revenue***</i>		775,359		1,477,473	
	<i>Registration Year Revenue</i>		6,159,705		7,361,463	
	Annual Surplus/Shortfall	(1,111,105)	(277,106)	(541,285)		(39,343)
	<i>Previous FY Carryover</i>					
	FUND BALANCE (cash basis)	1,470,933	1,529,573	988,288	1,937,448	1,898,105
	FUND BALANCE (accrual basis)	658,073	1,529,573	988,288	1,937,448	1,898,105
	TOTAL UNCOMMITTED OPERATIONAL	423,473	1,516,410	975,125	1,923,885	1,384,542
	TOTAL CAPITAL RESERVE FUND					500,000

* Note: this report only reflects charges & revenues against the Rent Board Fund (Fund 440 and Fund 801) and does not include services charged to or received from other fund

** 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.