

## **BUDGET & PERSONNEL COMMITTEE MEETING**

**Tuesday, December 2, 2025 – 5:30 p.m.**

**Berkeley Rent Board Conference Room B – 2000 Center Street, Ste. 400- 4th floor, Berkeley**

### **Public Participation**

This meeting will be conducted in a hybrid model with both in-person and remote participation, and 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.

### **To access this meeting by Zoom**

[Join the from a PC, Mac, iPad, iPhone, or Android device](#). If you do not want your name to appear on the screen, 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, enter Webinar ID: 863 2032 1806 and Passcode: 207103. To comment during the public comment part of the agenda, Press \*9 and wait to be recognized by the Committee Chair.

### **Email comments**

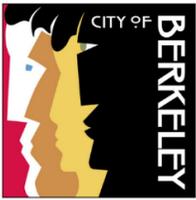
Email comments must be submitted to [DeWilliams@berkeleyca.gov](mailto:DeWilliams@berkeleyca.gov) by **3:30 p.m.** on the day of the meeting in order to be considered by the Committee and included in the public record. Format your subject line: "PUBLIC COMMENT ITEM FOR BUDGET AND PERSONNEL COMMITTEE." Please observe a 150-word limit. Time limits on public comments will apply.

### **Decorum**

All rules of procedure and decorum apply for both in-person attendees and those participating remotely. Attendees at public meetings are reminded that other attendees may be sensitive to various scents. Please help the City respect these needs.

### **Communications access information**

All rules of procedure and decorum apply for both in-person attendees and those participating remotely. Attendees at public meetings are reminded that other attendees may be sensitive to various scents. Please help the City respect these needs.



## **BUDGET & PERSONNEL COMMITTEE MEETING**

**Tuesday, December 2, 2025 – 5:30 p.m.**

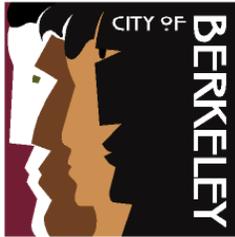
**Berkeley Rent Board Conference Room B – 2000 Center Street, Ste. 400- 4th floor, Berkeley**

### **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 October 30, 2025, meeting minutes (attached to agenda)
6. Discussion and possible action on the Returned Check Policy Development (attached staff report)
7. Discussion and possible action to recommend a Rent Board Staffing Model Change (attached staff report)
8. Discussion on Measure BB and the Setting of Registration Fee for FY26/27 (Verbal)
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:** Committee Chair Dominique Walker, Soli Alpert, Nathan Mizell, Andy Kelley.



Rent Stabilization Board

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

**Thursday, October 30, 2025 – 6:30 p.m.**

**Rent Stabilization Board Office – 2000 Center Street, Suite 400, Conference Room B,  
Berkeley**

**Minutes – To Be Approved**

1. Roll Call: Staffer DeSeana Williams called Roll at 6:34 p.m.  
Members Present: Mizell, Alpert, Committee Chair Walker, Kelley.  
Staff Present: D. Williams, S. Cole.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Alpert/Kelley). Motion to approve the agenda. YES: 4; NO: None; ABSTAIN: None; ABSENT: 0. Motion Carried: 4-0-0-0.
4. Public Comment: (1) Public Comment, acknowledging presence at the meeting.
5. Approval of June 3, 2025, meeting minutes: M/S/C (Kelley/Mizell). Motion to approve June 3, 2025, meeting minutes.  
YES: 4 NO: None; ABSTAIN: None; ABSENT: 0. Carried 4-0-0-0.
6. Preliminary FY25 Year-End and FY26 1st Quarter Budget Update. The Finance Director provided Committee Members with a presentation on the budget update and agency revenue and expenditure levels for the year-end and the first quarter of FY26. No Action Taken
7. Update on Staffing, Recruitment, Systems, and Capacity Building. The Executive Director provided the Committee Members with an operational report on recruitment efforts to reach full capacity, as well as updates on the system and operational efficiencies. No Action Taken
8. Future agenda items:
  - ➔ Discussion regarding the practice/policy for setting salaries
  - ➔ Discussing possible incentives for different payment options, checks vs credit cards
  - ➔ Discussion on the Rent Board practice for handling Fraudulent checks and payments

9. Discussion and possible action to set the next meeting: Next meeting scheduled for December 2, 2025, at 5:30 p.m.
10. Adjournment: M/S/C (Alpert/Mizell) Motion to Adjourn. YES: 4 NO: None; ABSTAIN: None; ABSENT: 0. Carried: 4-0-0-0. Meeting adjourned at 7:26 p.m.

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

COMMITTEE: Soli Alpert, Nathan Mizell, Andy Kelley, Dominique Walker (Chair)



## MEMORANDUM

**To:** Honorable members of the Budget and Personnel Committee

**From:** DéSeana Williams, Executive Director

**Cc:** Shamika Cole, Finance Director

**Date:** December 2, 2025

**Re:** Returned Payments Tracking and Recommendation for Policy Development

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### Recommendation

That the Budget & Personnel Committee receive this report and recommend that the Executive Director forward the issue of return payment fees to the LIRA Committee (Legislation, IRA/AGA & Registration) for development of policy options and draft regulatory language for Board consideration. Staff recommend that the LIRA Committee return the language draft by the end of the first quarter of 2026, in advance of the upcoming 2026 Registration season.

### I. Background

In May 2023, following the establishment of the Finance Unit, staff initiated a comprehensive review of the agency's revenue lifecycle. This assessment revealed a significant gap in how returned payments were tracked and resolved. Historically, returned payments were recorded only sporadically, with no formal process to ensure that invalidated transactions were properly reconciled, reversed across all systems, or communicated to property owners.

To address this gap, the Finance Unit expanded its review to include all payment types, examined return reason codes, and implemented a standardized monitoring process. This strengthened oversight has improved visibility into payment patterns and enhanced the agency's overall financial management. Returned payments encompass checks written on insufficient funds or closed accounts, ACH or online banking returns, declined or reversed credit

## **Returned Payments Policy Report**

**December 2, 2025**

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card transactions, and stopped payments—essentially, any transaction initially marked as “paid” that is later invalidated.

Because no standardized process existed prior to 2023, historical data is limited. As a result, this report focuses exclusively on the period during which consistent tracking has been in place.

### **II. Operational and Financial Impact**

Returned payments create a substantial administrative burden across multiple units. Finance staff must reverse each transaction in 3Di, FUND\$, and ERMA before adjusting account balances. Registration staff must conduct additional outreach to property owners, often navigating contentious discussions regarding compliance and penalties.

While returned payments do not directly delay tenant services, they can temporarily distort the accuracy of financial records and compliance status. When a payment is initially marked as “received,” the corresponding property is reflected as compliant. If that payment is later invalidated, the compliance status must be reversed—sometimes weeks after the fact—which can trigger penalties, additional outreach, and confusion regarding the property’s true account standing.

The City of Berkeley imposes a \$20.00 fee for returned checks; however, this fee is collected centrally and does not offset the Rent Board’s staff time or administrative workload associated with resolving these issues. Since implementing consistent tracking of returned payments, the Finance Unit has documented 179 returned payments through October 2025, totaling \$367,168.84 in transactions for which the agency incurred bank fees. Based on two full Registration cycles of monitoring, staff believe that a subset of property owners may be repeat offenders who understand how to take advantage of the absence of a Board-assessed administrative fee.

### **III. Rationale for Establishing a Returned-Payment Fee**

Staff recommend developing a Board regulation or policy establishing a return payment fee for all invalidated payment methods. The Executive Director’s rationale includes:

- Cost recovery for staff time, system reversals, and outreach efforts.
- Accountability and deterrence, reducing repeated occurrences.
- Alignment with City practices, including the City’s existing \$20 returned-check fee.
- Improved financial integrity, ensuring accurate revenue and compliance data.
- Administrative efficiency, reducing duplicative work across Finance and Registration.

The fee should be a flat amount, with the specific value determined following a review of best practices and LIRA Committee deliberations. Staff further recommend that repeat violators lose access to the payment method that was returned and be required to remit future payments by bank-certified check.

## **Returned Payments Policy Report**

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### **IV. Next Steps**

Staff recommend that the Executive Director request the LIRA Committee begin developing policy options and regulatory language to establish a return payment fee applicable to all invalidated payment types. Staff recommend that LIRA return draft language to the full Board by March 31, 2026, in preparation for the 2026 Registration season.

Once regulations are adopted, the Rent Board will issue advance notice to all property owners to ensure a fair and transparent transition.

#### **Name and Telephone Number of Contact Person:**

DéSeana Williams, Executive Director (510) 981-7368

#### **Attachments**

Tracking sheet summarizing returned payments (June 2023- October 2025)

## E-Credit Card Payment Reversals

Date & Time	Channel	Payment Method	Account Type	Transaction Ty	Status	Total Amount
06/01/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$1,171.60
06/01/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$1,757.40
06/05/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$2,929.00
06/05/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$2,929.00
06/11/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$359.56
06/11/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$359.56
06/12/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$878.70
06/22/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$878.70
06/24/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$585.80
06/24/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$2,397.74
06/24/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$2,397.74
06/26/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
06/26/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$3,221.90
06/26/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$3,221.90
06/26/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$3,221.90
06/26/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$4,393.50
06/27/2023	Web	Credit Card	Visa	Payment	Failed	\$585.80
06/29/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
06/30/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
06/30/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$5,171.20
06/30/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$5,171.20
06/30/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$4,393.50
06/30/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$3,221.90
06/30/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$4,393.50
06/30/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$3,221.90
06/30/2023	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$3,221.90
07/02/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
07/02/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
07/02/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78

07/02/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
07/03/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$179.78
07/03/2023	Web	Credit Card	Visa	Payment	Processor Declined	\$1,757.40
07/17/2023	Web	Credit Card	MasterCard	Payment	Processor Declined	\$765.58
09/27/2023	Web	Credit Card	MasterCard	Payment	Processor Declined	\$7,362.90
05/03/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$694.88
05/06/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$214.12
05/09/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$694.88
05/17/2024	Mobile	Credit Card	MasterCard	Payment	Processor Declined	\$1,737.20
05/21/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$1,389.76
05/31/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$2,593.68
05/31/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$2,593.68
06/01/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,389.76
06/01/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,389.76
06/04/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$214.12
06/05/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$347.44
06/05/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$347.44
06/06/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,042.32
06/06/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,042.32
06/08/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$347.44
06/10/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$347.44
06/11/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$694.88
06/11/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$214.12
06/13/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$214.12
06/17/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$347.44
06/19/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$1,389.76
06/22/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$290.88
06/22/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$290.88
06/22/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$347.44
06/24/2024	Mobile	Credit Card	Visa	Payment	Failed	\$2,084.64
06/25/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$6,253.92
06/25/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$6,253.92
06/25/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$2,779.52
06/27/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$1,389.76

06/27/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$1,042.32
06/29/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$775.68
06/29/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$214.12
06/29/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$561.56
06/30/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$2,432.08
<b>FY24</b>						<b>\$115,372.30</b>
07/01/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$347.44
07/01/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$1,694.78
07/01/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$10,598.94
07/31/2024	Web	Credit Card	Visa	Reversal	Charged Back	\$214.12
07/25/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$954.65
08/22/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$954.65
09/19/2024	Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,042.32
09/30/2024	Web	Credit Card	Visa	Payment	Failed	\$235.53
09/30/2024	Mobile	Credit Card	Visa	Payment	Failed	\$235.53
10/03/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$235.53
10/22/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$4,393.50
12/02/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$670.64
12/25/2024	Web	Credit Card	Visa	Payment	Processor Declined	\$69.49
01/22/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$138.98
01/22/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$642.36
01/23/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$138.98
05/02/2025	Web	Credit Card	Visa	Payment	Failed	\$1,389.76
05/02/2025	Web	Credit Card	Visa	Payment	Failed	\$1,389.76
06/04/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$642.36
06/04/2025	Web	Credit Card	MasterCard	Payment	Processor Declined	\$694.88
06/20/2025	Web	Credit Card	MasterCard	Payment	Processor Declined	\$694.88
06/20/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$2,993.64
06/20/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$2,993.64
06/24/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$173.72
06/25/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$2,084.64
06/25/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$2,084.64
06/29/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$428.24
06/29/2025	Web	Credit Card	Visa	Payment	Processor Declined	\$428.24

06/30/2025 (Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,042.32
06/30/2025 (Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,042.32
<b>FY25</b>					<b>\$40,650.48</b>
07/01/2025 (Web	Credit Card	MasterCard	Payment	Processor Declined	\$1,042.32
07/01/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$214.12
07/01/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$214.12
08/20/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$969.60
08/20/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$969.60
08/20/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$969.60
08/20/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$969.60
08/20/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$969.60
08/20/2025 (Web	Credit Card	Visa	Payment	Processor Declined	\$969.60
08/26/2025 (Web	Credit Card	MasterCard	Payment	Processor Declined	\$235.53
08/26/2025 (Web	Credit Card	MasterCard	Payment	Processor Declined	\$235.53
09/29/2025 (Mobile	Credit Card	Visa	Payment	Processor Declined	\$347.44
<b>FY26</b>					<b>\$8,106.66</b>

\*\*\*Processor Declined indicated that the PMT didn't get processed so we do not process payment

**\$164,129.44**

**E-Check Payment Reversals**

Date	Payment Method	Trans. Sub Type	Status	Reason Code	Total Amount
06/02/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$178.00)
06/12/2023	e-Check	E-Check Return	Returned (e-Check)	Invalid Account Number	(\$178.00)
06/22/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$3,190.00)
06/30/2023	e-Check	E-Check Return	Returned (e-Check)	Insufficient Funds	(\$580.00)
06/30/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$870.00)
07/03/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$580.00)
07/03/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$6,380.00)
07/05/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$580.00)
07/05/2023	e-Check	E-Check Return	Returned (e-Check)	Payment Stopped	(\$3,674.00)
07/07/2023	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,160.00)
07/10/2023	e-Check	E-Check Return	Returned (e-Check)	Account Frozen	(\$870.00)
07/10/2023	e-Check	E-Check Return	Returned (e-Check)	Account Frozen	(\$1,740.00)
07/10/2023	e-Check	E-Check Return	Returned (e-Check)	Account Frozen	(\$758.00)
07/10/2023	e-Check	E-Check Return	Returned (e-Check)	Account Frozen	(\$758.00)
02/29/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$290.00)
05/09/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$2,064.00)
06/05/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,032.00)
06/05/2024	e-Check	E-Check Return	Returned (e-Check)	Non-Transaction Account	(\$212.00)
06/06/2024	e-Check	E-Check Return	Returned (e-Check)	Invalid Account Number	(\$804.00)
06/07/2024	e-Check	E-Check Return	Returned (e-Check)	Insufficient Funds	(\$1,376.00)
06/12/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$2,408.00)
06/20/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,032.00)
06/21/2024	e-Check	E-Check Return	Returned (e-Check)	Authorization Revoked	(\$534.00)
06/25/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$2,064.00)
06/25/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,376.00)
06/26/2024	e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$734.00)
<b>FY2024</b>					<b>(\$35,422.00)</b>

07/02/2024 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$2,064.00)
07/02/2024 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,376.00)
07/03/2024 (e-Check	E-Check Return	Returned (e-Check)	Account Closed	(\$344.00)
07/05/2024 (e-Check	E-Check Return	Returned (e-Check)	Invalid Account Number	(\$688.00)
09/09/2024 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$756.80)
09/25/2024 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$212.00)
09/27/2024 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable	(\$430.00)
11/05/2024 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,513.60)
11/25/2024 (e-Check	E-Check Return	Returned (e-Check)	Account Frozen	(\$1,513.60)
01/21/2025 (e-Check	E-Check Return	Returned (e-Check)	Insufficient Funds	(\$319.00)
04/18/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$4,590.00)
05/29/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$212.00)
05/30/2025 (e-Check	E-Check Return	Returned (e-Check)	Non-Transaction Account	(\$212.00)
06/05/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$344.00)
06/11/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,376.00)
06/13/2025 (e-Check	E-Check Return	Returned (e-Check)	Invalid Account Number	(\$556.00)
06/24/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,032.00)
06/24/2025 (e-Check	E-Check Return	Returned (e-Check)	Insufficient Funds	(\$688.00)
06/25/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$4,472.00)
06/25/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$1,720.00)
06/27/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable	(\$688.00)
06/27/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$5,232.00)
<b>FY2025</b>				<b>(\$30,339.00)</b>
07/01/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$3,440.00)
07/03/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$688.00)
07/03/2025 (e-Check	E-Check Return	Returned (e-Check)	Insufficient Funds	(\$344.00)
07/07/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$5,848.00)
07/07/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$9,432.00)
07/07/2025 (e-Check	E-Check Return	Returned (e-Check)	Account Closed	(\$21.20)
07/11/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$212.00)
08/22/2025 (e-Check	E-Check Return	Returned (e-Check)	No Account / Unable to Locate	(\$319.00)
<b>FY2026</b>				<b>(\$20,304.20)</b>

**Check Payment Reversals**

Payment Type	Received Date	Received Amount	Instrument #	Description	Returned Check Reason
CHECK	6/24/2024	\$ 6,177.00	1001		CLOSED ACCOUNT
CHECK	6/28/2024	\$ 7,224.00	1665	24/25 REG FEES	NSF 2ND TIME
CHECK	6/28/2024	\$ 5,504.00	1663	24/25 REG FEES	NSF 2ND TIME
CHECK	3/25/2024	\$ 1,580.00	1653	CURR + PREV PENS CHECK #1653 \$1580	ADJUSTMENT
CHECK	6/14/2024	\$ 212.00	2462	24/25 REG FEE	ADJUSTMENT
CHECK	7/1/2024	\$ 1,032.00	7488	Reg Fees FY '24-'25 CHECK #7488 \$1032	UCF-UNCOLLECT
CHECK	10/21/2024	\$ 430.00	185	24/25 REG FEES CK 185 \$430	CLOSED ACCOUNT
CHECK	4/3/2024	\$ 1,584.00	240	Reg Fees FY '23-'24 + CURR PENS CHECK #240 \$1584	CLOSED ACCOUNT
CHECK	4/3/2024	\$ 528.00	331	Reg Fees FY '23-'24 + CURR PENS CHECK #331 \$528	CLOSED ACCOUNT
CHECK	4/3/2024	\$ 622.00	1005	Reg Fees FY '23-'24 CHECK #1005 \$622	STOP PAYMENT
CHECK	10/22/2024	\$ 1,376.00	5139	24/25 REG FEES CK 0000005139 \$1376	NSF 2ND TIME
CHECK	3/10/2025	\$ 2,376.00	265	MAILED PAYMENT FOR 23/24 RETURNED CHECK	STOP PAYMENT
CHECK	6/26/2025	\$ 14,986.00	112	Reg Fees FY '25-'26 CHECK #112 \$14986	REFER TO MAKER
CHECK	7/1/2025	\$ 69,112.00	507	CK #507: 25/26 REG FEE + PRIOR FEES \$69,112	NSF 2ND TIME
CHECK	6/30/2025	\$ 2,752.00	3179	25-26 REG FEE, \$2752, CK#3179	NSF 2ND TIME
CHECK	07/25/2025	\$ 344.00	103	Reg Fees FY '25-'26 CHECK #103 \$344	UNABLE TO LOCATE ACCOUNT
CHECK	9/23/2025	\$ 1,135.20	101	Reg Fees FY '25-'26 CHECK #101 \$1135.20	CLOSED ACCOUNT

**17**      **\$ 116,974.20**

Finding as follow: we processed at least 16 times and estimate about \$116K of return payment for check. The reason of the returns are either Stop Payment or Closed Acc't

\*\*No PMT was reverse from June 2025 and onward



## MEMORANDUM

**To:** Honorable member of the Budget and Personnel Committee

**From:** DéSeana Williams, Executive Director

**Cc:** Lief Bursell, Senior Planner / Planning Unit Lead

**Date:** December 2, 2025

**Re:** Adding an Assistant Planner to the Rent Board Staffing Model

### Recommendation

That the Budget & Personnel Committee recommend that the Board authorize adding 1.0 FTE Assistant Planner to the staffing model to meet programmatic, analytical, and property research needs tied to the Empty Homes Tax (EHT) Program and expanded Planning Unit workload.

### I. Background

As detailed in the Staffing Systems Capacity Report (2025), the Planning Unit plays a central role in property research, program implementation, and data verification. The introduction of the Empty Homes Tax (EHT) Program created significant new responsibilities for the Unit, including:

- Property use verification and exemption review;
- Coordination with City EHT administration;
- Substantial increases in property-level research tied to 2,500+ newly covered units.

The Planning Unit is currently staffed by a Senior Planner and an Associate Planner. To meet workload demands, an Assistant Planner is required.

## **Rent Board Staffing Model Change**

December 2, 2025

Page 2

### **II. Rationale for Establishing a Returned-Payment Fee**

The Assistant Planner classification aligns with City standards for professional planning work.

The position will strengthen capacity in:

- Research, analysis, and property-use verification;
- EHT administrative support;
- Preparation of planning materials and documentation;
- Cross-unit coordination and data accuracy.

Adding this position expands the Planning Unit to three staff members.

### **III. Financial Impact**

The estimated annual cost for the Assistant Planner is approximately \$155,800 annually in salary and benefits. Funds are available through the Empty Homes Tax Program budget allocation, vacancy savings, and FY 2025–2026 staffing realignment. This position will be funded 80% by the Empty Homes Tax and 20% by the Rent Board 801 funds.

### **IV. Next Steps**

If approved, staff will:

1. Present the recommendation to the full Board.
2. Work with HR to initiate recruitment;
3. Integrate the position into the Planning Unit under Senior Planner Lief Bursell;
4. Update organizational charts and workforce planning documents.

### **Name and Telephone Number of Contact Person:**

DéSeana Williams, Executive Director (510) 981-7368

### **Attachments**

Assistant Planner Classification

Updated/Proposed Rent Board Org Chart



## Class Spec Details

**Class Spec Code** 2042  
**Established Date** 10/07/2008  
**Revised Date** 10/07/2008

### Insight

Active  
**Perform, Onboard, Learn, eForms**

Active  
**Salary Range**

\$43.48 - \$51.35 Hourly

\$3,478.58 - \$4,108.14 Biweekly

\$7,536.93 - \$8,900.98 Monthly

\$90,443.18 - \$106,811.74 Annually

**Based On 2080**

**Bargaining Unit** SEIU1021 (CS)

**EEO** EEO4-Professionals

**Occupation Group** L

**FLSA**

Non-Exempt  
**Benefit Code**

SEIU  
**Physical Class**

N/A

**Probationary Period**

6 Months

**FLSA Compensation**

Overtime

**Workers Compensation Code**

8810 - Office

**Notes**

**DEFINITION**

DEFINITION

Under general supervision, performs a variety of professional activities in support of the city's planning services, including the collection and presentation of planning data, report preparation, public contact, and performs related work as assigned.

**CLASS CHARACTERISTICS**

The Assistant Planner is an entry-level professional class responsible for providing general assistance to higher-level planners in research, data collection, report preparation, and conducting independent planning assignments. Work is initially performed under close supervision, with the expectation that incumbents will become increasingly more knowledgeable and progressively able to carry out assignments with increasing independence. This class differs from that of Associate Planner in that the latter performs more complex planning studies and broader professional assignments independent of close supervision.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

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. Gathers specified factual data in the field, office, or library to ascertain present use of land, location of structures, citizen needs and desires, etc.; submits data in an organized format to staff members for review and analysis;
2. Searches official records to determine the location of streets, property and zoning boundaries, the population and value of given land areas, and other basic information;
3. Prepares written reports or partial reports as directed on land use, environmental impact, population patterns, transportation, ordinance revisions, and a variety of other matters essential to planning;
4. Records zoning changes and other actions on departmental maps;
5. Classifies, indexes, files maps, plans, and reports; maintains a library and required records and documentation of actions taken;

6. Works with other staff members in analyzing and evaluating factual data, acquires familiarity with and understanding of the basic principles and practices of municipal planning;
7. Answers inquiries from the public at a public counter, on the telephone, or in the field regarding the master plan, zoning, land use, and other planning matters, ordinances, and regulations;
8. Performs common statistical analysis as directed;
9. May draw or draft maps or graphic illustrations and assist with the presentation of graphic materials;
10. May be required to work or perform related assignments in the evening;
11. Performs related work as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

#### **KNOWLEDGE OF:**

1. Understanding ordinances and regulations and explaining them to the public;
2. Simple technical and mathematical computations;
3. Basic principles and practices of municipal planning.

#### **SKILL IN:**

1. Collecting and organizing data about land use, development, and demographic trends;
2. Learning to prepare and interpret maps and legal descriptions;
3. Following complex written and oral instruction;
4. Communicating effectively verbally and in writing (preparing reports and other written materials);
5. Interpreting data and analyzing how it relates to the planning process.

### **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 city, regional, or urban planning, or a closely related field. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

### **OTHER REQUIREMENTS**

A valid California driver's license is desirable. Must be able to attend evening meetings as required.

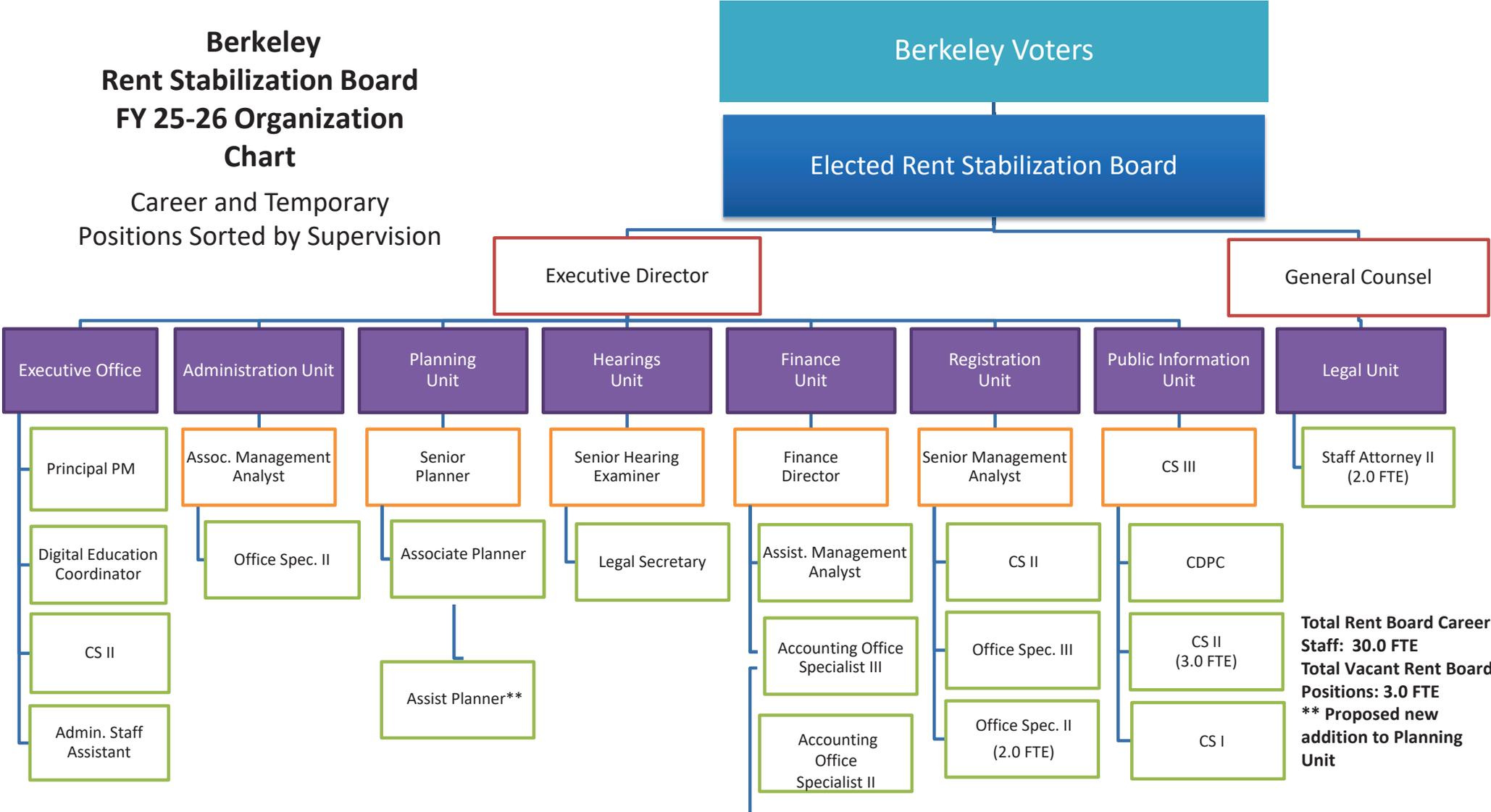
### **CLASSIFICATION HISTORY**

**Other Class Spec Title 1**

**Other Class Spec Title 2**

# Berkeley Rent Stabilization Board FY 25-26 Organization Chart

Career and Temporary  
Positions Sorted by Supervision



**Total Rent Board Career Staff: 30.0 FTE**  
**Total Vacant Rent Board Positions: 3.0 FTE**  
**\*\* Proposed new addition to Planning Unit**