

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

Thursday, May 1, 2025 – 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/89560309768?pwd=IUicaKgaJYaDqw5UQ5pTyUpVuXsWKg.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: 895 6030 9768 and Passcode: 594690. 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, May 1, 2025 – 5:30 p.m.

Rent Stabilization Board Conference Room A – 2000 Center Street, 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 March 11, 2025, meeting minutes (attached to agenda)
6. Discussion and Possible Action regarding the Fiscal Year 2025/26 Rent Board Budget. Finance Director- Shamika Cole (Verbal)
7. Discussion and Possible Action on the Recommendation to Amend the 3Di contract. Executive Director- DéSeana Williams (Report Attached)
8. Future agenda items
9. Discussion and possible action to set the next meeting
10. Adjournment

STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368
COMMITTEE: Soli Alpert, Andy Kelley, Nathan Mizell, Chair, Dominique Walker



Rent Stabilization Board

RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING

Tuesday, March 11, 2025 – 5:30 p.m.

Rent Stabilization Board Conference Room A – 2000 Center Street, 4th floor, Berkeley

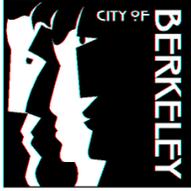
Minutes – To Be Approved

1. Roll Call: Staffer DeSeana Williams called Roll at 5:44 p.m.
 Members Present: Mizell, Alpert, Kelley. Absent: Committee Chair Walker.
 Staff Present: D. Williams, S. Cole, M. Brown, and D. Oliver.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Kelley/Alpert). 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 18, 2025, meeting minutes (attached to agenda): M/S/C (Kelley/Mizell). Motion to approve the February 18, 2025, meeting minutes. YES: 3 NO: None; ABSTAIN: None; ABSENT: 1. Carried: 3-0-0-1.
6. Discussion and Possible Action regarding the End of the Pass-through program funding (Report Attached): Motion to approve the recommendation to end the Pass-through reimbursement to tenants, but bring to the full board a discussion and possible action to end the pass-through for landlords. M/S/C (Alpert/Mizell) Motion to approve YES: 3; NO: None; ABSTAIN: None; ABSENT: 1. Motion Carried: 3-0-0-1.
7. Discussion and Possible Action on the Recommendation to Adopt the Fiscal Year 2025/26 Director Shamika Cole updated the committee on year-end and Mid-Year budget status and report. 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
9. Discussion and possible action to set the next meeting: Next meeting scheduled for Tuesday, April 8, 2025 at 5:30 p.m.

10. Adjournment: M/S/C (Alpert/Mizell) Motion to Adjourn. YES: 4 NO: None; ABSTAIN: None; ABSENT: 1. Carried: 3-0-0-1. Meeting adjourned at 7:15 p.m.

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

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



**Rent Stabilization Board
Office of the Executive Director**

DATE: May 1, 2025

TO: Honorable Members of Budget & Personnel Committee

FROM: DéSeana Williams, Executive Director
By: Lief Bursell, Senior Planner

SUBJECT: Recommendation to adopt Resolution 25-XX authorizing the Executive Director to modify the existing contract with 3Di, Inc. by extending it through September 30, 2027, and increasing the amount payable under the contract by an additional \$240,000 for a total amount not to exceed \$712,700.

Recommendation

That the Board adopt Resolution 25-XX authorizing the Executive Director to execute a contract modification with 3Di, Inc. to extend the contract through September 30, 2027, and increase amount payable under the contract by an additional \$240,000 (bringing the contract total to \$712,700).

Background and Need for Rent Stabilization Board Action

On August 13, 2020, the Rent Stabilization Board (Board) authorized the Acting Executive Director to execute a contract with 3Di, Inc. (3Di) to replace the Board's existing rent tracking system (RTS) and case management system with an integrated software solution in an amount not to exceed \$120,700 for the initial development and implementation and then \$60,000 annually for maintenance thereafter. The initial contract length was negotiated for five years, with a total contract amount not to exceed the amount of \$442,200. The contract was later amended in January of 2021 to add additional funding for a partially covered registration after the passage of Measure MM and to pay for the implementation of a malware scanning service called ClamAv that was requested by the City of Berkeley's Cybersecurity staff. This increased the spending authority under the contract by \$30,500 for a total amount not to exceed \$472,700.

The Board's initial five-year contract with 3DI is set to expire on September 30, 2025. The contract terms grant the Board the right to two 12-month extensions under the contract's existing scope and payment terms. Staff recommend that the Board extend the contract with 3Di for the full 24 months. The 3Di Rent Registry is crucial for the Rent Board's registration data, payment and collections, and reporting and staff recommend the Board extend the contract for the full 24 months.

Extending the 3Di contract two additional years would cost the Board a total of \$124,800. Staff

also recommend the Board add additional funding to pay for the development of features needed to support identifying vacant units for the Empty Homes Tax and any change orders needed to support the implementation of Measure BB and any other system improvements or features requested by either the Board or staff.

The costs for developing reports and features identifying vacant residential units for are estimated at \$15,000 to \$20,000. Staff recommend allocating a total of \$25,000 in Empty Homes Tax funding to pay for development of these features. Staff also recommend setting aside \$50,000 for potential change orders that may be required to address new laws or changes to existing laws, or to pay for the development of new features or improvements that are requested by staff or the Board. Finally, staff recommend adding an additional \$40,200 for both end-of-life support and contingency funding.

3Di Contract Costs	Rate	Total
Annual Support & Maintenance	\$60,000 per year	\$120,000
Clam AV (cybersecurity)	\$2,400 per year	\$4,800
Change Orders		\$50,000
Empty Homes Tax		\$25,000
End-of-Life Support		\$21,500
Contingency		\$18,700
Total Increase		\$240,000

Financial Impact

Funding for required annual payments for the 3Di Rent Registry is part of the Board’s annual budget recommendation. The Rent Board’s Finance Unit and Budget & Personnel Committee will provide a recommendation on when to budget and encumber expenditures for change orders. Funding for the Empty Homes Tax comes from the City Council’s general fund and do not have an impact on the Rent Board fund.

Name and Telephone Number of Contact Person

DéSeana Williams, Executive Director (510) 981-7368