



RENT STABILIZATION BOARD

Regular Meeting

Thursday, June 18, 2026 – 6:30 p.m.

School District Board Room – 1231 Addison Street, Berkeley, CA 94702

Teleconference Location – 2010 Fifth Street, Apt. 260, Berkeley, CA 94710

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 Board may take action related to any subject listed on the Agenda.

To access this meeting by Zoom

[Join the meeting 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 to be anonymous. To request to speak, use the "Raise Hand" icon by rolling over the bottom of the screen.

To join by phone

Dial 1-669-444-9171, enter Webinar ID: 838 2098 5248 and Passcode: 505132. To comment during the public comment part of the agenda, Press *9 and wait to be recognized by the Chair.

Email comments

Email comments must be submitted to amueller@berkeleyca.gov by **4:00 p.m.** on the day of the meeting in order to be considered by the Board and included in the public record. Format your subject line: "RENT BOARD MEETING PUBLIC COMMENT ITEM." 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

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AGENDA

1. Roll call

- 2. Closed Session:** Pursuant to Government Code section 54956.9(d)(1), the Board will convene in closed session for a litigation update.

ALAN WOFYSY & ASSOCIATES, a California corporation dba Hearst VS. BERKELEY RENT STABILIZATION BOARD (Case No. 23CV043503)

3. Approval of Agenda

- 4. 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.

5. Public Comment for Unions representing Rent Board staff

6. Public Comment

7. Consent Items

- a. Approval of the May 28th regular meeting minutes
- b. Proposal to approve staff recommendations on requests for waivers of late registration penalties (Executive Director/Registration Unit Manager) – ***Please see attachment 7.b. for a list of all addresses with discretionary waivers that will be considered by the Board.***

- 8. Special Presentation:** Legislative Update (Board action may be taken)
Presenter: Rent Board Legislative Advocate Brian Augusta

- a. Discussion and possible action to take a position on state legislative bills (Chair Alpert)

9. Staff Presentation: Fiscal Year (FY) 2026-2027 Budget, Staffing Model, and Expenditure Level

Presenters: Finance Director Shamika Cole & Executive Director Williams

10. Appeal in Case No. Case No. L-4366 (1522 Walnut St., Unit 3) – This appeal will not be heard before 7:30 p.m. but may be heard anytime thereafter. ***Please see attachment 10. for case description and legal staff recommendation.***

11. Action Items

- a. **Chair Update:** Update on Ordinance Amendments (Chair Alpert)
- b. Recommendation to adopt Resolution 26-23 approving the FY 2026-2027 Line-Item Budget, Staffing Model, and Expenditure Level (Finance Director Shamika Cole & Executive Director Williams)
- c. Discussion and possible action to recess for the month of August – *Verbal* (Chair Alpert)
- d. Discussion and possible action to approve the staff recommendation for Discretionary Waiver W5166 for Evans Manor (2316 Haste St./2315 Dwight Way) (Registration Unit Manager/Staff)
- e. Recommendation to adopt Resolution 26-24 to modify the contract with Berkeley Community Media (BCM) by an amount not to exceed \$27,000 for Fiscal Year 2026-2027 (Executive Director Williams/Board Secretary Mueller)

12. Information, Announcements and Articles/Media

NOTE: The Board may vote to move Information Items to the Action calendar.

- a. Deadline to submit agenda items/topics for the July regular Rent Board meeting: **Wednesday, July 1st** by 5:00 p.m. (Board Secretary)

13. Committee/Board Meeting Updates and Announcements

- a. Budget & Personnel Committee (Vice-Chair Walker, Chair)
- b. Climate Resilience & Habitability Committee (Commissioner Martinac, Chair)
- c. Eviction/Section 8/Foreclosure Committee (Commissioner Elgstrand, Chair)
- d. Legislation, IRA/AGA & Registration Committee (LIRA Committee) (Chair Alpert, Chair)
- e. Outreach & Accessibility Committee (Commissioner Kelley, Chair)
- f. 2 x 2 Committee on Housing: Rent Board/Berkeley Unified School District (Commissioner Marrero, Chair)

- g. 4 x 4 Joint Task Force Committee on Housing: City Council/Rent Board
(Councilmember Lunaparra & Chair Alpert, Co-Chairs)
- h. Updates and Announcements
- i. Discussion of items for possible placement on future agenda

14. Adjournment

COMMUNICATIONS DISCLAIMER:

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

The Rent Board strives to make all documents available to the public accessible to everyone. If you are having trouble accessing any of the content in this document and need it in an alternative format or require another accommodation for a Rent Board meeting, please contact Board Secretary Aimee Mueller at amueller@berkeleyca.gov



RENT STABILIZATION BOARD

Regular Meeting

Thursday, May 28, 2026 – 7:00 p.m.

School District Board Room – 1231 Addison Street, Berkeley, CA 94702

**Teleconference Location – 2010 Fifth Street, Apt. 260, Berkeley, CA 94710 and
2719 K Street, Sacramento, CA 95816**

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MINUTES – *Unapproved*

Prior to Roll call, Chair Alpert announced that two commissioners would be participating remotely under the “just cause” provision of the Brown Act. Vice Chair Walker stated that she would be participating remotely due to health issues; and Commissioner Martinac stated that she would be participating remotely due to feeling unwell.

1. **Roll call** – Chair Alpert called the meeting to order at 7:12 p.m.
Aimee Mueller called roll.
Commissioners present: Elgstrand, Johnson, Kelley, Marrero (via Zoom), Martinac, Mizell, Twu, Walker, Alpert
Commissioners absent: None
Staff present: Brown, Calimbas, Eberhart, Ehlinger, Kim, Lapira, Mueller, Williams
2. **Approval of Agenda** – M/S/C (Twu/Mizell) APPROVE AGENDA WITH ONE CHANGE: CONTINUE CONSENT ITEM 6.d. TO THE NEXT MEETING. Roll call vote. YES: Elgstrand, Johnson, Kelley, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: None; ABSENT: None. Carried: 9-0-0-0.
3. **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.

The Land Acknowledgment Statement was played aloud.
4. **Public Comment for Unions representing Rent Board staff** – No speakers.
5. **Public Comment** – Monica Jones spoke about habitability issues in her unit. Kathryn Poltoratsky spoke about Evans Manor habitability issues affecting her health. Derek Rodriguez ceded his time to Derek Wallace. Derek Wallace spoke about Evans Manor

habitability issues affecting his health and the health of other tenants at the property. Erin Horne spoke in support of Commissioner Marrero's March resolution regarding accessibility and its recommendations. Eric Estrin spoke about the waiver request for 3236 King. Phillip Feldman spoke about his lease at Evans Manor. "415.370.6778" spoke in support of Commissioner Marrero's proposals. Vanessa Garza spoke in support of Monica Jones and the issues she discussed during her earlier public comment. Rori Abernathy spoke in support of Commissioner Marrero's proposal and encouraged equitable treatment of all commissioners.

6. **Consent Items**

- a. Approval of the April 16th regular meeting minutes
- b. Request to restore the stipend deduction for Commissioner Marrero's absence from the March 13, 2026, meeting of the Climate Resilience & Habitability Committee (Commissioner Marrero)
- c. Recommendation to adopt Resolution 26-19 to modify the contract with QuickCaption, Inc. by an amount not to exceed \$12,000 for Fiscal Year 2026-2027 (Executive Director)
- d. Recommendation to adopt Resolution 26-20 amending the Rent Board's Records Retention Schedule to include updated retention code descriptions and periods for enhanced records management (Executive Director)
- e. Proposal to approve staff recommendations on requests for waivers of late registration penalties (Executive Director/Registration Unit Manager)

Prior to the vote, Chair Alpert stated regarding Consent Item 6.b. that the statement in the item that "proper noticed was provided" is not accurate. For the relevant absence, proper notice was not given which is why there's a need for this item.

M/S/C (Twu/Kelley) APPROVE ALL CONSENT ITEMS AS WRITTEN WITH THE EXCEPTION OF CONSENT ITEM 6.d. WHICH WAS CONTINUED TO THE NEXT MEETING BY AN EARLIER VOTE. Roll call vote. YES: Elgstrand, Johnson, Kelley, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: None; ABSENT: None. Carried: 9-0-0-0.

7. **Special Presentation:** Rent Board Research Project Final Recommendations by the Student Policy Institute at Berkeley
Sanjna Shah, Anshika Agrawal and Kimia Mostowfi presented and took questions from the Board.
8. **Special Presentation:** City of Berkeley Auditor's Office – Introductions and information
Jenny Wong (City Auditor), Katie Wysong (Auditor I) and Caitlin Palmer (Performance Audit Manager) introduced themselves and spoke briefly about their office's mission and the imminent performance audit of the Rent Board.
9. **Special Presentation:** Legislative Update
Presenter: Rent Board Legislative Advocate Brian Augusta

Chair Alpert announced that the special presentation would not be heard this evening.

- a. Possible action to adopt Resolution 26-21 and Report Board Action on Legislated Bills (Chair Alpert and Commissioner Twu)

M/S/C (Twu/Mizell) TAKE THE FOLLOWING POSITIONS ON THESE CALIFORNIA STATE BILLS: SUPPORT SENATE BILL (SB) 1091, ASSEMBLY BILL (AB) 2020, AB 2350 AND AB 2626; AND OPPOSE AB 2689. Roll call vote. YES: Elgstrand, Johnson, Kelley, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: None; ABSENT: None. Carried: 9-0-0-0.

It was noted that SB 1243 and AB 2064 died in committee.

- b. Recommendation to support Senate Bill 868 (Wiener) Electricity: Portable solar generation devices (Climate Resilience & Habitability Committee)

Prior to the vote, Chair Alpert noted that the Board has already taken a “support” position on SB 868.

M/S/C (Alpert/Martinac) ACCEPT THE CLIMATE RESILIENCE & HABITABILITY COMMITTEE’S RECOMMENDATION AND AUTHORIZE COMMISSIONER MARTINAC TO WORK WITH CHAIR ALPERT TO SEND A LETTER TO THE BILL’S AUTHOR CONVEYING THE BOARD’S SUPPORT FOR THIS BILL. Roll call vote. YES: Elgstrand, Johnson, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: Kelley; ABSENT: None. Carried: 8-0-1-0.

10. **Staff Presentation:** Petitions & Mediations Statistical Report 2025

Senior Hearing Examiner Omar Calimbas presented and took questions from the Board.

11. **Staff Presentation:** Demolition Application Update

Associate Planner Katrina Lapiro presented and took questions from the Board.

12. **Appeal in Case No. T-6133 (2414 Dwight Way, Unit 3)**

Parties present: Ryu Nishida (Tenant Appellant) and Sahil Mehta (Landlord Respondent)

Substitute motion: M/S/C (Elgstrand/Marrero) UPHOLD THE HEARING EXAMINER’S DECISION. Roll call vote. YES: Elgstrand, Marrero, Alpert; NO: Johnson, Kelley, Martinac, Mizell, Twu, Walker; ABSTAIN: None; ABSENT: None. Failed: 3-6-0-0.

Main motion: M/S/C (Mizell/Kelley) UPHOLD THE HEARING EXAMINER’S DECISION WITH THE CAVEAT THAT WE FIND THERE WAS A VIOLATION OF THE REASONABLE EXPECTATION OF PRIVACY. HOWEVER, THE BOARD LACKS THE LEGAL AUTHORITY TO MAKE A DECISION REGARDING ANY TYPE OF RENT REDUCTION GIVEN STATE LAW AND THE LACK OF ANY AGREEMENT ON THIS IN THE LEASE. Roll call vote. YES: Johnson, Kelley, Martinac, Mizell, Twu, Walker; NO: Elgstrand, Marrero, Alpert; ABSTAIN: None; ABSENT: None. Carried: 6-3-0-0.

13. Action Items

- a. **Chair Update** (Chair Alpert) – No update.
- b. Recommendation to adopt Resolution 26-22 extending the amnesty period to allow for the automatic waiver of penalties of Measure BB government-subsidized non-profit affordable properties (Executive Director)

M/S/C (Kelley/Mizell) ADOPT RESOLUTION 26-22 AS WRITTEN. Roll call vote. YES: Elgstrand, Johnson, Kelley, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: None; ABSENT: None. Carried: 9-0-0-0.

- c. Recommendation to adopt amendments to the Right to Organize eligibility language (Chair Alpert & General Counsel Brown)

M/S/C (Kelley/Alpert) MAKE A RECOMMENDATION TO COUNCIL TO MODIFY THE RIGHT TO ORGANIZE ELIGIBILITY LANGUAGE TO REDUCE THE THRESHOLD FOR WHICH BUILDINGS CAN BE CONSIDERED FROM 10 UNITS TO FOUR. Roll call vote. YES: Elgstrand, Johnson, Kelley, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: Marrero; ABSENT: None. Carried: 8-0-1-0.

14. Information, Announcements and Articles/Media

ALL ITEMS BELOW WERE MENTIONED OR BRIEFLY DISCUSSED. UNDERLINED ITEMS HAVE ADDITIONAL COMMENTS.

- a. Copy of May 15, 2026, letter to the Alameda County Board of Supervisors conveying the Board's support for expanding Alameda County's investment in critical housing services in the upcoming budget cycle (Chair Alpert)
- b. Deadline to submit agenda items/topics for the June regular Rent Board meeting: **Friday, June 5th** by 5:00 p.m. (Board Secretary)

15. Committee/Board Meeting Updates and Announcements

THERE WERE NO COMMITTEE UPDATES.

- a. Budget & Personnel Committee (Vice-Chair Walker, Chair)
- b. Climate Resilience & Habitability Committee (Commissioner Martinac, Chair)
- c. Eviction/Section 8/Foreclosure Committee (Commissioner Elgstrand, Chair)
- d. Legislation, IRA/AGA & Registration Committee (LIRA Committee) (Chair Alpert, Chair)
- e. Outreach & Accessibility Committee (Commissioner Kelley, Chair)
- f. 2 x 2 Committee on Housing: Rent Board/Berkeley Unified School District (Commissioner Marrero, Chair)
- g. 4 x 4 Joint Task Force Committee on Housing: City Council/Rent Board (Councilmember Lunaparra & Chair Alpert, Co-Chairs)

- h. Updates and Announcements – Commissioner Twu alerted the Board to a San Francisco News article earlier this month about San Francisco’s current spike in the number of evictions and noted the possibility of this trend manifesting in the East Bay. Commissioner Marrero announced that she would be sharing some guidance from the Institute for Local Government’s Leadership and Governance Resources for Local Officials with five areas of focus that she found valuable and encouraged commissioners to review.
- i. Discussion of items for possible placement on future agenda

16. Adjournment – M/S/C (Kelley/Mizell) ADJOURN MEETING. Roll call vote. YES: Elgstrand, Johnson, Kelley, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: None; ABSENT: None. Carried: 9-0-0-0.

The meeting adjourned at 10:36 p.m.



Memorandum

DATE: June 18, 2026
TO: Honorable Members of the Rent Stabilization Board
FROM: DéSeana Williams, Executive Director
BY: Basil Lecky, Community Service Specialist II
SUBJECT: Request for Waiver of Late Registration Penalties

Recommendation

That the Board approve the attached recommendations.

Background and Need for Rent Stabilization Board Action

The Board's penalty waiver process is governed by Regulations 883, 884, and 885. Regulation 883 lists the grounds for administrative waivers. In accordance with Regulation 884, the Executive Director reviews waiver requests that do not meet the criteria for an administrative waiver. Regulation 884 lists 12 categories, which will require a review of the totality of the circumstances by the full Board prior to granting any waiver request. Waivers that require a review of the totality of the circumstances are listed below as "Discretionary Waiver." If none of the 12 listed categories apply to the property, the waiver shall be granted/denied in a ministerial manner, based upon the formula outlined in Regulation 884(C). The Board may only alter these ministerial waivers if staff have incorrectly applied the criteria listed in Regulation 884 (B) (1-12).

Ministerial Waivers

In accordance with Regulation 884, the Executive Director reviews waiver requests that do not meet the criteria enumerated in Regulation 883. The following waiver request will be decided ministerially, unless the Board has reason to believe the underlying basis of the recommended assessment is inappropriate.

Property Address	Penalty Assessed	Penalty Waived	Penalty Imposed
1157 Oxford St	\$216.00	\$216.00	\$0.00
1645 Kains Ave	\$2,064.00	\$2,064.00	\$0.00
2923 Ellis St	\$424.00	\$424.00	\$0.00
Total	\$2,704.00	\$2,704.00	\$0.00

Financial Impact: Ministerial Waivers

Approval of the Executive Director's recommendations will decrease the Board's current accounts receivable by **\$2,704.00**.

Discretionary Waivers

For the waiver requests listed below, staff recommendations are attached and presented to the full Board for its approval. With respect to these cases, the determination of good cause to waive some or all of the penalties depends on the totality of the circumstances.

Property Address	Penalty Assessed	Penalty Waived	Penalty Imposed
2315 Dwight Way	\$41,624.00	\$20,812.00	\$20,812.00
Total	\$41,624.00	\$20,812.00	\$20,812.00

Financial Impact: Discretionary Waivers

Approval of the Executive Director's recommendations will decrease the Board's current accounts receivable by **\$20,812.00**.

Name and Telephone Number of Contact Person

DéSeana Williams, Executive Director, Rent Stabilization Board, 2000 Center Street, Suite 400, Berkeley, CA 94704, (510) 981-7368

**City Of Berkeley
Rent Stabilization Board**

Recommendation on Requested Waiver of Registration Penalties

Waiver No: W5166	Property address: 2315 DWIGHT WAY BERKELEY CA 94704	Transferred: 04/30/2025
Exempt units (as of February 2021): Unit # 301A - COOP - , Unit # 301C - COMM - , Unit # 301B - COMM -		
Owner(s): Berkeley Student Cooperative	Waiver filed by: Executive Director	# of Units: 124
Other Berkeley rental property owned: None		
Late payment/penalty history: 2025-2026 Registration Fee		

Registration Date or Year	Units Requiring Registration at That	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Paid
FY2025-26	ALL	\$41,624.00	10/06/2025	\$41,624.00	\$0.00	\$0.00
Totals (penalties previously assessed)				\$41,624.00	\$0.00	\$41,624.00

Penalties Currently Under Consideration

Reason for Penalties: Late payment of registration fees

Registration Date or Year	Unit(s) Registered Late At This Time	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Due
FY2025-26	124	\$41,624.00	10/06/2025	\$41,624.00	\$0.00	\$41,624.00
Total				\$41,624.00	\$0.00	\$41,624.00

Grounds under Regulation 884(B): (6) The landlord requesting the waiver owns or manages 11 or more rental units

Good cause claimed by owner: The Manager reports that the Berkeley Student Cooperative (BSC) assumed management of the building in May 2025, following a 35-year lease to a third-party property management company. Due to this recent transition, BSC believes the notice for the City's rent ordinance registration fee was received after the due date. This property is the only one owned by BSC subject to the registration requirements, and the associated penalty represents an unbudgeted expense.

Recommendation: Staff recommends waiving 50% of the penalties.

Staff Analysis: Owners are responsible for knowing and complying with the requirements of the Rent Stabilization Ordinance and for maintaining accurate, up-to-date contact information with the Rent Board to

receive all official correspondence.

2000 Center St., Suite 400, Berkeley, CA 94704
TEL: (510) 981-7368 (981-RENT), TDD: (510) 981-6903, FAX: (510) 809-3921
E-MAIL: rent@berkeleyca.gov, INTERNET: rentboard.berkeleyca.gov



FY 2026/27 BUDGET RECOMMENDATION

Staff and Budget & Personnel Committee
By: Shamika Cole, Finance Director

June 18, 2026

Key Points for Discussion:

1. How much money are we starting FY 2027 with?
2. How much FY 2027 revenue is projected?
3. What cost increases are anticipated for the upcoming fiscal year?
4. What new expenditures are required or necessary?
5. What is the Board's anticipated target reserve level for next year?

\$8,321,425 Expenditures

Q1:
HOW MUCH
MONEY ARE WE
STARTING WITH?

\$9,796,000 in Revenue

Uncommitted Reserve: **\$4,600,000**

A:
FY 2026 YEAR-END
PROJECTIONS

Capital Reserve: **\$0**

FY 2026 YEAR-END PROJECTIONS



Salary Savings



Compliance Efforts



Increased Registration Revenue



FY 2026/27 Budget Proposal

Projected Revenues =
\$10,251,500

Projected Expenditures =
\$11,298,855

Projected Budget Deficit
= (\$1,047,355)



Q2:
How much FY
2027 revenue is
projected?

A:
Anticipated
Revenue by fee
structure

Total FY 2027 Projected Revenue:

\$10.25 million

Fully Covered: \$8.54 million

Partially Covered: \$1.46 million

Registration Penalties: \$250k

Miscellaneous (admin/copy fees): \$2K

Registration revenue projections

Revenue Type	FY 2025 Units	FY 2025 Total	FY 2026 Units	FY 2026 Total	FY 2027 Units	FY 2027 Total
Fully Covered	20,000 x \$344	\$6.88M	21,500 x \$344	\$7.39M	21,500 x \$397	\$8.54M
Partially Covered	5,200 x \$212	\$1.12M	6,000 x \$212	\$1.27M	6,000 x \$244	\$1.46M
TOTALS	25,200	\$8.2M	27,500	\$8.6M	27,500	\$10.2M

Other revenue projections

Revenue Type	FY 2027 Total
Penalties	\$250,000
Misc Fees (admin/copy)	\$2,000
TOTALS	\$250,200

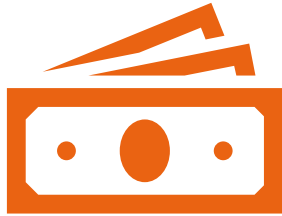
Q3:
What cost increases are anticipated for the upcoming fiscal year?

A:
Professional Services
Special Projects
Personnel Costs
Facility Costs
Baseline Expenditures



FY 2027
\$2,281,850

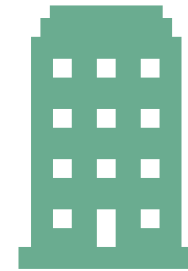
Baseline Cost Increases



**Salary and COLA
increases**



**Tenant Improvement
Cost**



**Rental/Property
Expenses**

Q4:
What new expenditures are required or necessary?

A:
Personnel Costs
Professional Services
Special Projects



Personnel Costs:

- Salaries increased from \$4.26M to \$4.43M
- Fringe Benefit increased from \$2.8M to \$2.9M
- New FTE: Office Specialist III



Professional Services:

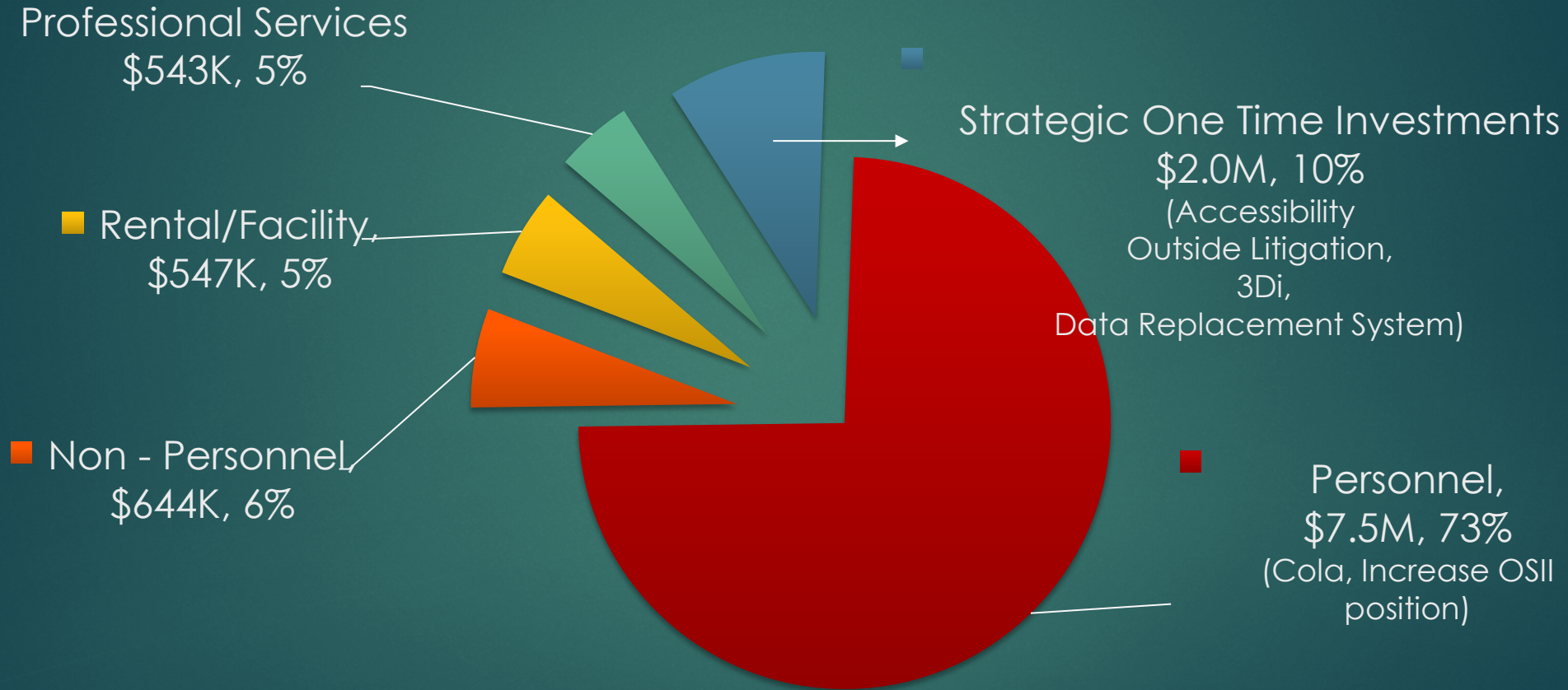
- Increased to \$1.3M
- Increased operational needs
- Data System Replacement
- Ongoing Outside Litigation Costs



Special Projects:

- Increased from \$40k to projected \$195K
- 3Di data system
- Accessibility mandates

FY 2027 Proposed Budget Breakdown



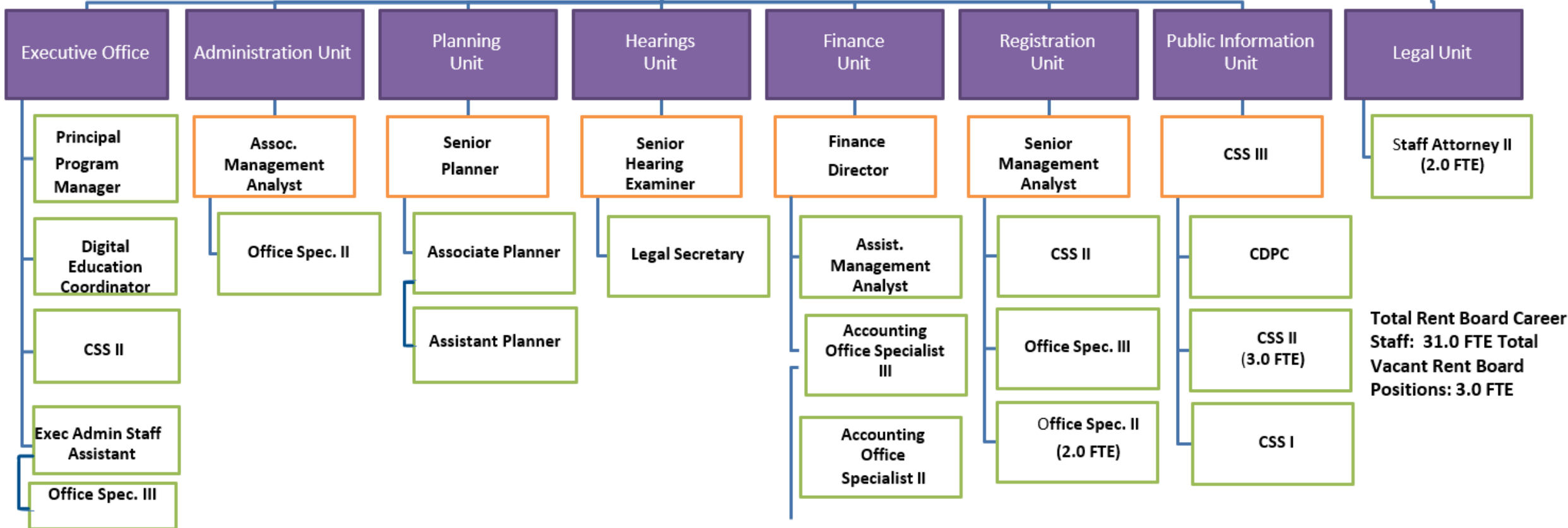
Berkeley Rent Stabilization Program FY 2027 Organization Chart

Berkeley Voters

9 Elected Rent Stabilization Board Commissioners

Executive Director

General Counsel



Total Rent Board Career Staff: 31.0 FTE
Total Vacant Rent Board Positions: 3.0 FTE

FY 2027 Staffing Model - Budgeted Positions

31.0 FTE

3.0 Vacancies

Accounting Office Specialist II
(Finance)

Office Specialist III
(Executive Office)

Assistant Planner
(Planning)



Q5:
What is the Board's anticipated target reserve level for next year?

Total FY 2027 Anticipated Reserve Level:
~31%

Projected Reserve Level remains above the minimum target level

A:
The agency will begin the fiscal year at a 30% reserve level; including 500K set aside in FY 2027 for unanticipated operational expenses

Rent Board Reserve Status FY 2026 Year-End

Spending down over
1M from uncommitted
reserve

- to cover one-time costs

\$500,000 to capital
reserve

- Nearly \$500,000 in capital reserve



	Adopted FY 2025	Year End Actuals FY 2025	Adopted FY 2026	Projected Year End Actuals FY 2026	Proposed FY 2027
Recurring Expenditure Subtotal**	8,076,605	6,897,500	8,727,005	7,763,005	9,253,855
Outside Legal Counsel/Services		192,300	250,000	45,220	750,000
Special Projects (Executive Evaluations/Contracts, 3DI, Accessibility)	256,313	256,313	40,000	33,200	195,000
Tenant Improvements/Facility Costs					100,000
Data Replacement System			500,000	480,000	500,000
Capital Reserve					500,000
Total Authorized Fund Expenditures*	8,332,918	7,346,113	9,017,005	8,321,425	11,298,855
	Adopted FY 2025	Year End Actuals FY 2025	Adopted FY 2026	Projected Year End Actuals FY 2026	Proposed FY 2027
Fully Covered Revenue	6,880,000	6,865,830	7,396,000	7,396,000	8,535,500
Partially Covered Revenue	1,120,000	1,062,025	1,272,000	1,700,000	1,464,000
Registration Penalties Revenue	250,000	674,500	250,000	700,000	250,000
Fair Chance Ord. Administration	41,575	0	41,575	0	0
Misc Revenue (Admin, Copy fees)	2,000	0	2,000	0	2,000
Total Authorized Fund Revenue*	8,293,575	8,602,355	8,961,575	9,796,000	10,251,500
Annual Surplus/Shortfall	(39,343)	1,256,242	(55,430)	1,474,575	(1,047,355)
FUND BALANCE (cash basis)	1,898,105	3,154,347	3,098,917	4,628,922	3,581,567
FUND BALANCE (accrual basis)	1,898,105	3,154,347	3,098,917	4,628,922	3,581,567
TOTAL UNCOMMITTED OPERATIONAL (Reserve)	1,384,542	3,154,347	3,098,917	4,628,922	3,581,567

FY 2027 Budget at a Glance



FY26 ends with approximately **\$4.6M** in reserves.



FY27 includes several significant one-time investments.



Staff and Budget & Personnel Committee recommends using approximately **\$1M** of reserves to fund these investments.



Reserves remain at approximately **31%**, above the Board's target.

BUDGET & PERSONNEL COMMITTEE FY 2026/27 BUDGET ADOPTION

Proposed Expenditures: \$10,251,500

Proposed Expenditures of \$11,298,855

Minimal anticipated deficit: (\$1,047,355)

Staff anticipate 31% Reserve Level

FY 2026/27 Budget Adoption – June 18

Overall Budget Recommendation:

Staff and the Budget & Personnel Committee recommends adoption of the FY 2027 Budget because it:

- Maintains core operations
- Funds legally required and strategic investments
 - Preserves a healthy reserve
- Positions the agency for long-term financial stability



Questions?



Memorandum

DATE: June 18, 2026
TO: Honorable Members of the Berkeley Rent Stabilization Board
FROM: Rent Board Legal Staff
SUBJECT: Case No. L-4366 (1522 Walnut St., Unit 3)

Case Summary and Legal Recommendation

Appellant Tenant (“Tenant”) filed an appeal of a hearing decision granting Landlord Respondent’s (“Landlord”) petition seeking a rent ceiling increase under Rent Stabilization Board Regulation 1269(A) for an increase in living space (“petition”). Landlord sought this adjustment based on the undisputed transfer of an additional bedroom and private access to a previously shared bathroom at 1522 Walnut Street Unit 3, Berkeley, CA (“Rental Unit”) in 1982. Based upon these undisputed facts, the Hearing Examiner granted a prospective upward rent ceiling adjustment of \$178.50 per month, phased in over two years.

On appeal, Tenant argues that the decision constitutes an impermissible overturning of the Rental Unit’s lawful rent ceiling, which was certified pursuant to the Petris Act in 1987, five years after the transfer of space. On appeal, Tenant argues that any rent ceiling adjustment associated with the 1982 transfer of space, which was reported to the Rent Board by then owner, should have been addressed before certification and that the Board’s long-standing precedent prohibits later modification of a certified rent ceiling absent intentional fraud or misrepresentation.

A review of the record and applicable Board precedent demonstrates that the issue is not whether additional space was transferred to Unit 3 in 1982, but rather whether the Board may award Landlord with a rent ceiling adjustment nearly four decades after the transfer occurred and approximately thirty-eight years after the lawful rent ceiling became final.

The Hearing Examiner’s decision is inconsistent with the finality principles embodied in the Petris Act and Board precedent, because the transferred space allegedly became part of the Rental Unit prior to the 1987 Petris certification, and because no claim of intentional fraud or misrepresentation was established.

As such, legal staff recommend that the decision be reversed.

Appellant Tenant: Michael Frankfurt
Respondent Representative: Andrew Fisher

Respondent Landlord: Dan Lieberman



RENT STABILIZATION BOARD

DATE: June 18, 2026

TO: Honorable Members of the Rent Stabilization Board

FROM: Honorable Members of the Budget & Personnel Committee
By: DéSeana Williams, Executive Director
Shamika Cole, Finance Director

SUBJECT: Recommendation to Board on FY 2026/27 Line-Item Budget, Staffing Model & Expenditure Level

Recommendation:

That the Budget & Personnel Committee recommends the Board adopt a resolution to approve the FY 2026/27 line-item budget, which includes a staffing model of 31.0 full-time equivalent (FTE) career positions. The proposed budget authorizes total expenditures of \$11,298,855, including \$1,545,000 designated for the agency's new data system, personnel costs increases and outside litigation costs.

The FY 2026/27 proposed budget also allocates funding for one-time capital improvement investments and positions the agency to address upcoming accessibility requirements, as well as anticipated operational and technology needs.

Background and Need for Rent Board Action

Each year, the Board is required to adopt the agency's staffing model and approve a maximum spending authorization for the upcoming fiscal year by June 30.

Over the past year, the Budget & Personnel Committee met six times to review the agency's financial position, evaluate staffing needs, and carefully assess projected revenues and expenditures for both the current and upcoming fiscal years. Based on that work, the Committee is recommending the proposed FY 2026/27 budget for the Board's consideration.

At its March 5, 2026, meeting, the Board received the FY 2025/26 mid-year budget update, including information related to anticipated expenditure increases and projected funding needs. Based on the Committee's recommendation, the Board approved an increase to the annual registration fee structure for FY 2026/27 to \$397 per fully covered unit, \$244 per partially covered unit, and \$120 per sorority and fraternity unit. The approved fee structure continues to apply to all registered units, including those newly subject to Measure BB.

Consistent with staff's recommendation, the Committee determined that the revised fee structure would generate sufficient revenue to support agency operations and anticipated expenditures in FY 2026–27, while maintaining the agency's long-term fiscal stability.

Update on Measure BB Registration

Since the implementation of Measure BB, staff have identified approximately 1,025 covered units. Of those, 635 units are currently registered and in compliance with registration requirements. Total revenue collected for the FY 2025/26 registration period is approximately \$155,000. Staff will continue to monitor and report on changes in the number of registered units each fiscal year.

Fiscal Year 2024/25 Year-End Fund Balance

The Board's FY 2024/25 adopted budget totaled \$8,332,918, while actual expenditures were \$7,346,113, resulting in expenditures coming in \$986,805 below budget. This variance was primarily attributable to personnel savings associated with unanticipated vacancies, as well as the implementation of a more refined and strategically aligned budgeting methodology.

Revenue exceeded projections by approximately \$308,780, driven largely by higher-than-anticipated penalty revenue collections and improved rent registry compliance efforts.

As a result, the Board ended FY 2024/25 with a year-end fund balance of \$1,898,105 (accrual basis) as of June 30, 2025. The uncommitted reserve represented approximately 22% of projected recurring expenditures, exceeding the Board's best practice reserve target of 16%.

The City of Berkeley engaged an external auditor to conduct the annual financial audit, and the audit of the Board's FY 2024/25 financial statements was completed during FY 2025/26.

3rd Quarter Update on FY 2025/26 Budget Status and Year-End Projections

As of the end of the third quarter of FY 2025/26 (March 31, 2026), the agency had generated total revenue of \$9,434,848 and incurred total expenditures of \$5,472,566. Staff currently project total FY 2025/26 expenditures to be approximately \$8.3 million, with total revenue expected to exceed \$9.8 million. Based on current trends, the agency anticipates ending the fiscal year with an operating surplus of approximately \$1.4 million. This improved budgetary outlook is primarily attributable to improved fiscal operations, personnel savings resulting from unfilled positions, stronger-than-anticipated registration compliance and a notable increase in penalty collections.

In addition, the Board will have expended approximately \$558,420 in one-time costs associated with the continued development of the 3Di Rent Registry system, outside legal services, and the initial development of the new Comprehensive Rental Information and Housing Services Management System.

Increased Registration Penalty Collection

In FY 2025/26, registration penalty revenue has exceeded \$766,000 to date and is projected to surpass \$800,000 by fiscal year-end. This continued growth reflects the impact of the agency's ongoing efforts to strengthen collections and improve compliance, including targeted outreach, enhanced monitoring, and enforcement activities.

While additional opportunities remain to further improve compliance and collection efforts, the current results demonstrate meaningful progress in increasing revenue recovery. In FY 2026/27, staff will continue refining these processes, evaluating additional compliance strategies, and providing regular updates to the Budget & Personnel Committee and the Board on the status of these ongoing efforts.

Administration of the Empty Homes Tax Ordinance

The Board has agreed to continue its support for the City of Berkeley in the implementation and administration of the voter-approved Empty Homes Tax (B.M.C. Chapter 7.54), which took effect on January 1, 2024. For FY 2025/26, the City Council allocated \$332,920 in Measure U1 funds to the Rent Board to support this work, and staff anticipate a similar allocation for FY 2026/27.

These funds support personnel costs for staff responsible for implementing the Empty Homes Tax, conducting outreach, and developing the systems and reporting tools necessary to identify potentially vacant units. This foundational work enabled the issuance of the initial Empty Homes Tax bills for the 2024 calendar year, which were sent in FY 2025/26.

Looking ahead to FY 2026/27, staff will continue administering the program and anticipate supporting the funding of a small part of a Principal Planner position and much of an Assistant Planner position to ensure continued implementation and operational effectiveness.

Highlights of the FY 2026/27 Proposed Budget

The proposed FY 2026/27 Budget includes a total spending authorization of **\$11.3 million**. Of that amount, **\$9.25 million** supports the agency's ongoing operations, while **\$1.6 million** is dedicated to strategic and one-time investments. These include compliance with accessibility requirements, implementation of a new agency-wide data management system, and funding to address ongoing litigation costs.

Consistent with the approach recommended and approved over the past two fiscal years, the proposed budget also includes a **\$500,000 contingency reserve** to provide flexibility for unanticipated costs that may arise during the fiscal year. This proactive approach helps ensure the agency can respond to unforeseen operational needs without disrupting core services.

The proposed budget also reflects the Board's recently approved staffing changes, strengthening the agency's organizational capacity and enhancing service delivery. Together, these investments position the agency to meet growing operational demands, fulfill legal and operational obligations, improve efficiency, and continue providing high-quality service to the public.

Staffing Model

During FY 2025/26, the agency implemented several changes to its staffing model, increasing the total number of full-time equivalent (FTE) positions to 31.0.

The Board previously approved the creation of a Policy Director position focused on housing and land use planning. Although the position had been budgeted for several years, it remained vacant. In FY 2025/26, the agency reclassified the position to a Principal Program Manager role, which was subsequently filled.

Changes to the staffing model within the Public Information Unit (PIU) were also fully implemented during FY 2025/26, including the filling of previously vacant Community Services Specialist III (PIU Manager) position.

Within the Finance Unit, recruitment is currently underway for an Accounting Office Specialist II position to further strengthen the unit's operational capacity.

These staffing changes reflect significant recruitment and organizational efforts undertaken throughout FY 2025/26 to strengthen the agency's workforce and better align staffing resources with operational needs, service delivery goals, and the agency's long-term strategic priorities.

The FY 2026–27 budget includes 31.0 approved positions.

Rental of Office Space

The agency entered into its current lease agreement with 2000 Center Street LLC during the third quarter of FY 2023/24. With the office relocation now fully completed, one-time relocation-related expenditures have been fully incurred, and no additional significant relocation costs are anticipated.

For FY 2026/27, the proposed budget reflects an anticipated increase of up to \$16,000 in annual lease costs, bringing the agency's total rent obligation—including property-related expenses required under the lease agreement—to more than \$528,000. The proposed budget also includes approximately \$100,000 to satisfy the remaining balance of tenant improvements associated with the agency's new office space.

Consistent with the terms of the 10-year lease agreement, annual rent obligations are expected to increase incrementally throughout the lease term and are projected to reach approximately \$750,000 by the final year.

Given the projected long-term growth in facility-related expenditures, the Board may need to evaluate future registration fee levels to ensure sufficient revenue is available to sustain ongoing operations and meet increasing fixed-cost obligations.

Comprehensive Rental Information & Housing Services Management System

In FY 2026/27, the Rent Stabilization Board will begin implementation of a new Comprehensive Rental Information and Housing Services Management System as part of a major agency modernization initiative. The project will replace the current 3Di system and establish a modular, cloud-based platform integrating registration, housing counseling, petitions and hearings, finance, document management, analytics, and public-facing online services.

Following a competitive RFP process, the Board selected EcoMetricx's "Ariadne" platform based on its functional alignment, flexibility, accessibility standards, and long-term adaptability. The new system is intended to improve data accuracy, reduce manual workarounds, enhance cross-unit workflow integration, expand online services for landlords and tenants, and strengthen reporting and analytics capabilities.

The FY 2026/27 budget includes funding for implementation activities such as business process analysis, workflow development, data migration planning, staff training, testing, and operational readiness. The agency also plans to onboard a Client-Side Implementation Strategist (Owner's Representative) to provide independent implementation oversight, vendor accountability review, workflow validation, testing oversight, and implementation risk management throughout the project.

This initiative is expected to improve operational efficiency, strengthen public service delivery, and better position the agency to respond to future housing policy and regulatory needs.

Language Access & Accessibility Services Expansion

In FY 2026/27, the Rent Stabilization Board will begin implementation of its newly adopted Language Access Policy and expand the visibility of accessibility-related public services as part of the agency's commitment to equitable and inclusive service delivery.

Initial implementation efforts will include translating the agency's most frequently used public-facing forms into Spanish and Simplified Mandarin Chinese, creating a dedicated language access webpage, expanding multilingual notifications on outreach materials and petition packets, and increasing outreach to historically underserved and non-English-speaking communities.

The initiative will also focus on strengthening compliance with Web Content Accessibility Guidelines (WCAG) across the agency's digital platforms and increasing public awareness of available interpretation services, translated materials, and accessibility accommodations.

The FY 2026/27 budget includes funding for translation services, accessibility-related improvements, multilingual outreach materials, and implementation support necessary to operationalize the Board's Language Access Policy and improve equitable access to Rent Board services and information.

Outside Legal Costs

The upcoming fiscal year will carry forward significant legal work stemming from an ongoing class action lawsuit challenging the Measure MM registration fee adopted in November 2020. This lawsuit, which is the first of its kind against the Board, raises complex legal issues related to the Board's authority to register and provide services to partially covered Berkeley rental units. To ensure the agency is well-positioned to respond, the Budget & Personnel Committee recommends allocating \$750,000 for continued legal counsel. Engaging external expertise is a standard and prudent practice for complex litigation of this nature, and this effort is expected to continue well into FY 2026/27.

Overview of other changes in Baseline Spending and Priorities:

\$55,000 – Board & Staff Trainings - The proposed budget recommends allocating additional funds to support ongoing training and professional development opportunities for agency staff and senior leadership. Funding will be designated specifically for training sessions for staff and the agency's elected commissioners. These investments reflect the Board's continued commitment to building organizational capacity and training opportunities at all levels.

\$15,000 – Digital Education – Investing in digital education has been an ongoing Board priority. This expenditure is proposed to continue efforts to create a stronger social media presence with new digital video content, as well as other forms of digital outreach to the community.

\$80,000 – Printing and Binding - The agency has experienced a significant increase in demand for printed materials, including mailings, brochures, and outreach collateral. This growth is driven by expanded program activity, increased outreach efforts, translation requirements, and regulatory obligations. As a result, printing and binding costs have exceeded historical budgeted levels. The FY 2026/27 budget reflects an adjustment to more accurately align these expenditures with current operational needs and anticipated workload.

\$48,000 – Books and Publications – The proposed budget also underscores the Board's continued commitment to improving public access and community engagement. Resources are strategically allocated to upgrade technology infrastructure and services, to improve the user experience, and make key information more accessible and transparent to the public.

Contracts Management and One-Time Allocations

The proposed budget includes several targeted one-time investments within the Professional Services budget to address critical agency priorities during FY 2026/27. These include funding for anticipated litigation costs, including a contract amendment with outside counsel, as well as \$500,000 for the implementation of the Comprehensive Rental Information & Housing Services Management System, a significant investment that will modernize the agency's technology infrastructure and improve operational efficiency for all staffing units.

As part of our ongoing efforts to strengthen procurement practices, staff have also implemented a biennial Request for Proposals (RFP) process for professional service contracts. This approach enhances transparency, promotes broader vendor participation, and reduces administrative burden by allowing contracts to remain in place for two years. While several new contracts will be presented to the Board for approval this year, the proposed budget also includes funding for the second year of contracts awarded under this biennial procurement cycle.

The following table outlines key contracts and their corresponding allocations included in the proposed FY 2026/27 budget:

<u>Vendor</u>	<u>Description</u>	<u>Proposed Allocation</u>
EcoMetricx	Comprehensive Housing Data System	\$500,000
Berkeley Community Media	Broadcast Services	\$27,000
Goldfarb & Lipman	Legal Consultation	\$750,000
2000 Center St. LLC	Rental and Property Expenses	\$528,219
Quick Caption	Remote Closed Captioning	\$12,500
Eviction Defense Center*	Community Tenant Legal Services	\$160,500
East Bay Community Law Ctr*	Community Tenant Legal Services	\$148,605
Brian Augusta	Legislative Advocacy Services	\$72,000
3Di	Current Registration System Management	\$62,400

* The amount shown in the table reflects solely the Rent Stabilization Board’s current allocation under the proposed FY 27 budget and does not include additional funds that may be allocated by the City or the Board.

Status of the Rent Board Fund Reserve Balance and Capital Reserve Allocation

Historically, the Board has maintained a conservative approach to managing the Rent Stabilization Fund, striving to retain one to two months of uncommitted reserves. While the Board has, at times, approved reserve levels as low as 8%, a formal policy was adopted in FY 2025/26 to establish a minimum reserve target of 16%, equivalent to two months of recurring operational expenses.

There have been exceptional circumstances where the Board intentionally allowed reserves to fall below this threshold to avoid sharp fee increases. Notably, during the peak of the COVID-19 pandemic, the Board authorized a temporary reserve level of 5% to mitigate financial impacts on property owners. Despite these challenges, the agency has successfully maintained a reserve balance exceeding 16% since the close of FY 2017/18.

Based on current projections, the agency is expected to end FY 2025/26 with an uncommitted reserve of approximately 31%. Looking ahead to FY 2026/27, projected year-end expenditures of \$8.3 million would leave an estimated uncommitted fund balance of \$4.6 million, providing the agency with a strong financial position to manage future operational needs and unforeseen costs.

The proposed FY 2026/27 budget remains consistent with the Board's reserve policy and maintains a healthy reserve level. This provides flexibility to fund strategic one-time investments, accommodate increased personnel costs, and address unforeseen needs that may arise during the fiscal year.

Attachments:

1. Proposed FY 2026/27 Line-Item Budget and FY 2025/26 Preliminary Year-end Actuals
2. Proposed FY 2026/27 Organizational Chart
3. Proposed FY 2026/27 Position Detail Summary Table

RESOLUTION 26-23

ADOPTING THE FISCAL YEAR 2026–2027 BUDGET, STAFFING MODEL, POSITION DETAIL, AND MAXIMUM EXPENDITURE LEVEL

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board operates on a fiscal year basis and annually adopts an operating budget following public review and consideration; and

WHEREAS, Section 123 of Article XVII of the Charter of the City of Berkeley provides that the Rent Stabilization Board shall finance its reasonable expenses through the collection of annual registration fees in amounts deemed reasonable by the Board; and

WHEREAS, the Budget and Personnel Committee met six times during Fiscal Year 2025–2026 to review the agency’s financial condition, monitor expenditures and revenues, evaluate staffing needs, and assess projected funding requirements for Fiscal Year 2026–2027; and

WHEREAS, on March 5, 2026, after reviewing projected expenditures, reserve levels, and anticipated operational needs, the Board approved annual registration fees for Fiscal Year 2026–2027 of \$397 per fully covered unit, \$244 per partially covered unit, and \$120 per fraternity and sorority unit rented during the Summer; and

WHEREAS, the Budget and Personnel Committee has met with the Executive Director and Finance Director throughout Fiscal Year 2025–2026 to review and develop a proposed line-item operating budget and staffing model for Fiscal Year 2026–2027; and

WHEREAS, the proposed Fiscal Year 2026–2027 budget authorizes expenditures totaling \$11,298,855, including funding for ongoing operations, personnel costs, implementation of the Comprehensive Housing Data and Rent Stabilization System, accessibility and language access initiatives, outside legal services, facility-related obligations, and other operational priorities necessary to carry out the Board’s mission; and

WHEREAS, the proposed Fiscal Year 2026–2027 budget includes significant one-time investments intended to modernize agency operations, improve public access to services, strengthen regulatory compliance, and support implementation of strategic organizational priorities; and

WHEREAS, the Board has adopted a reserve policy establishing a minimum reserve target of sixteen percent (16%) of recurring operational expenditures and finds that the proposed Fiscal Year 2026–2027 budget remains consistent with that policy while maintaining sufficient reserves to address future operational needs and unforeseen expenditures; and

RESOLUTION 26-23

**ADOPTING THE FISCAL YEAR 2026–2027 BUDGET, STAFFING MODEL, POSITION
DETAIL, AND MAXIMUM EXPENDITURE LEVEL (Page 2)**

WHEREAS, after reviewing the agency’s current workload, service demands, operational requirements, filled and vacant positions, and strategic priorities, the Board finds that a staffing model of 31.0 full-time equivalent (FTE) career positions is necessary and appropriate to support the agency’s programs, regulatory responsibilities, implementation of Measure BB, administration of the Empty Homes Tax program, and ongoing public service obligations;

NOW, THEREFORE, BE IT RESOLVED that the Rent Stabilization Board hereby adopts a maximum expenditure level of \$11,298,855 for Fiscal Year 2026–2027 and approves the accompanying Fiscal Year 2026–2027 line-item budget to the Budget memo, organizational staffing model, and position detail summary; and

BE IT FURTHER RESOLVED that the authorized staffing level for Fiscal Year 2026–2027 shall be 31.0 full-time equivalent (FTE) career positions; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to administer the budget consistent with Board policies and approved appropriations and to make administrative adjustments between line items as necessary to ensure efficient agency operations, provided that such adjustments do not increase the overall expenditure authorization approved herein.

Dated: June 18, 2026

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Soli Alpert, Chair
Rent Stabilization Board

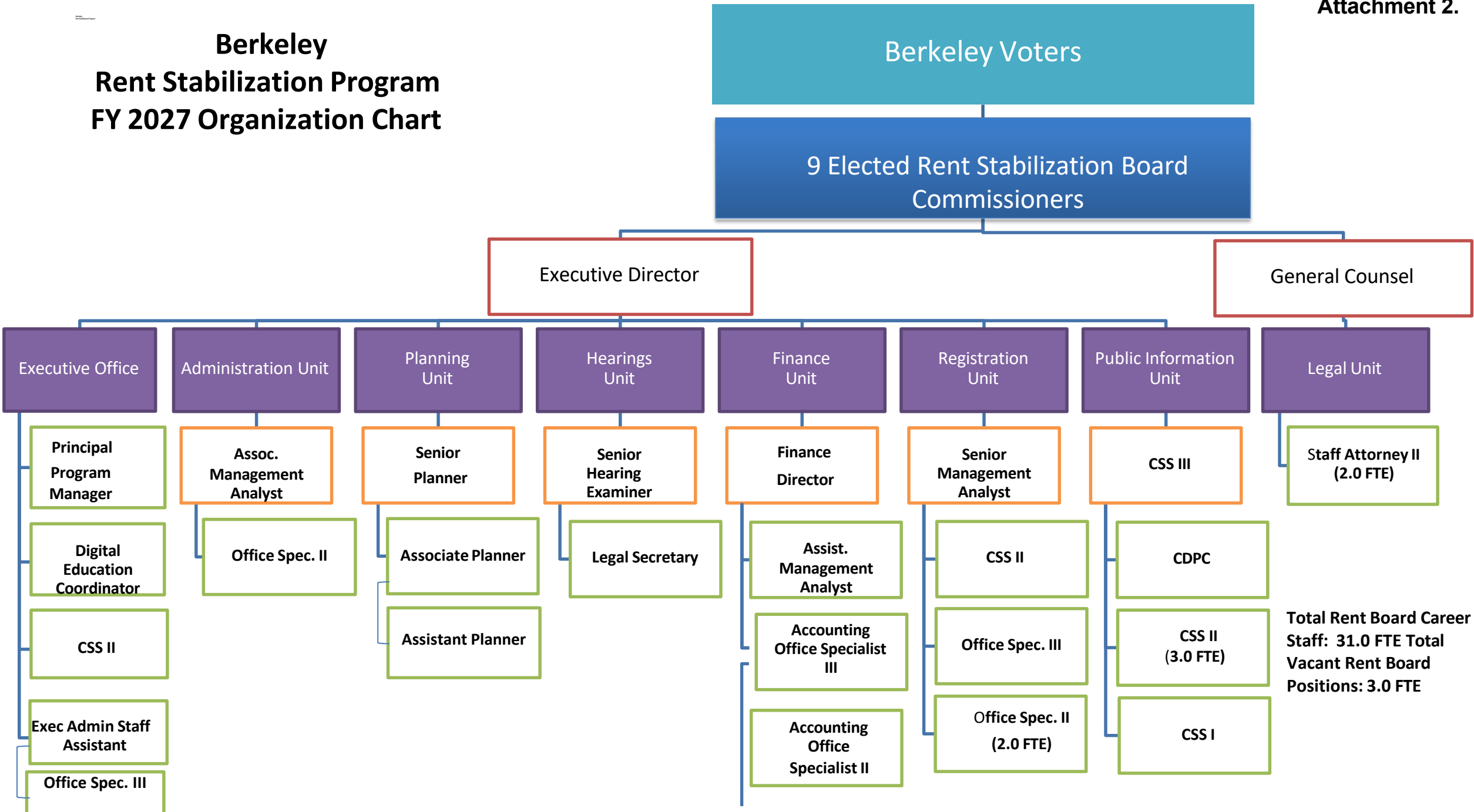
Attest: _____
DéSeana Williams, Executive Director

Rent Stabilization Program FUND 801
FY 2026 Preliminary Year End and FY 2027 Proposed Budget

Account Code	Description	Adopted FY 2025	Adopted FY 2026	Projected Year End Actuals FY 2026	Proposed FY 2027
511110	Monthly Employees	3,820,000	4,260,000	3,650,000	4,430,000
513110	Overtime	10,000	10,000	10,000	10,000
520110	Benefits	2,640,000	2,800,000	2,458,000	2,900,000
514110	Stipends	169,000	174,100	174,100	179,400
612110	Professional Services - Legal Outside	0	7,500	7,500	5,000
612190	Misc. Legal Expenses	90,000	30,000	3,000	10,000
612250	Temp. Agency Employees	10,000	10,000	10,000	55,000
612990	Misc. Professional Services	393,000	400,000	445,000	547,500
613120	Office Equip. Mtc. Svcs. / Furniture	25,000	25,000	25,000	20,000
613130	Office Software	0	1,000	1,000	1,000
624110	Property Repairs/ Mtc Svcs	500	500	500	2,000
625110	Rental of Land / Buildings	374,000	512,000	512,000	543,000
632110	Telephones	9,000	12,325	12,325	9,500
632120	Telephones - Cellular		675	675	740
632130	Internet	0	0	0	500
633110	Advertising/public access	80,000	70,000	40,000	70,000
634110	Training and Conference - Training	78,000	40,000	40,000	55,000
634120	Training and Conference - Registration	0	10,000	10,000	5,000
634210	Transportation & Commercial Travel	4,000	4,000	4,000	2,000
634220	Travel Lodging	0	4,000	4,000	2,000
634230	Travel Other Trans	0	0	0	1,000
634240	Travel Meals	5,000	1,000	1,000	500
635110	Printing and Binding	45,000	65,000	65,000	80,000
639110	Bank Fees	20,000	25,000	25,000	35,000
639120	Professional Dues & Intern Fees	4,200	3,500	3,500	2,510
639130	Messenger / Delivery	500	500	500	500
641110	Office Supplies	13,500	15,000	15,000	16,000
641120	Postage	42,000	50,000	50,000	55,000
643110	Books & Publications	55,000	40,000	40,000	48,000
644110	Supplies - Food	5,000	3,500	3,500	9,000
645110	Supplies - Clothing	1,500	1,500	1,500	1,000
651110	Non Cap Computers and Software	0	30,000	30,000	32,000
651120	Non Cap Office Furniture	0	5,000	5,000	5,000
664130	Cap Office Equipment and Furniture	50,000	0	0	0
664140	CAP - Computers	20,000	3,300	3,300	3,000
664150	Leashold - Tenant Improvements	0	12,200	12,200	0
670140	PC Replacement/City Software Licenses	74,305	74,305	74,305	74,305
670150	Mail Services	3,600	3,600	3,600	3,600
670190	City Parking Permits	15,000	15,000	15,000	4,500
670200	Internal Service/Pkg	4,500	4,500	4,500	15,300
720003	Unallocated		0	0	0
9001/514110	Stipends - Elected Officials	15,000	3,000	3,000	20,000
	Recurring Expenditure Subtotal**	8,076,605	8,727,005	7,763,005	9,253,855
	Outside Legal Counsel/Services		250,000	45,220	750,000
	Special Projects (Executive Evaluations/Contracts, 3DI, Accessibility)	256,313	40,000	33,200	195,000
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	Capital Reserve				500,000
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		Adopted FY 2025	Adopted FY 2026	Projected Year End Actuals FY 2026	Proposed FY 2027
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	Partially Covered Revenue	1,120,000	1,272,000	1,700,000	1,464,000
	Registration Penalties Revenue	250,000	250,000	700,000	250,000
	Fair Chance Ord. Administration	41,575	41,575	0	0
	Misc Revenue (Admin, Copy fees)	2,000	2,000	0	2,000
	Total Authorized Fund Revenue*	8,293,575	8,961,575	9,796,000	10,251,500
	Annual Surplus/Shortfall	(39,343)	(55,430)	1,474,575	(1,047,355)
	FUND BALANCE (cash basis)	1,898,105	3,098,917	4,628,922	3,581,567
	FUND BALANCE (accrual basis)	1,898,105	3,098,917	4,628,922	3,581,567
	TOTAL UNCOMMITTED OPERATIONAL (Reserve)	1,384,542	3,098,917	4,628,922	3,581,567

* 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 funds
 ** Note: variance in actual expenditures and total fund balance reflects remaining balance in reimbursement offset escrow accounts

Berkeley Rent Stabilization Program FY 2027 Organization Chart



Total Rent Board Career Staff: 31.0 FTE
Total Vacant Rent Board Positions: 3.0 FTE

Rent Board Position Detail
Sorted by Classification

<u>Classification Title</u>	<u>FY 2027 Proposed Staffing Level</u>
Accounting Office Specialist II	1.00
Accounting Office Specialist III	1.00
Administrative and Fiscal Services Manager	1.00
Assistant Management Analyst	1.00
Administrative Staff Assistant	1.00
Associate Management Analyst	1.00
Assistant Planner	1.00
Associate Planner	1.00
Digital Communications Coordinator	1.00
Community Development Program Coordinator	1.00
Community Service Specialist II	6.00
Community Service Specialist III	1.00
Executive Director	1.00
General Counsel	1.00
Legal Secretary	1.00
Office Specialist II	3.00
Office Specialist III	2.00
Principal Planner	1.00
Principal Program Manager	1.00
Senior Hearing Examiner	1.00
Senior Management Analyst	1.00
Staff Attorney II	2.00
TOTAL FTE:	31.00

Changes as follows:

Created 1.0 FTE Office Specialist III

Created 1.0 FTE Principal Program Manager

Reallocated Senior Planner to Principal Planner



Memorandum

DATE: June 18, 2026

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: DéSeana Williams, Executive Director

By: Aimee Mueller, Associate Management Analyst/Board Secretary

SUBJECT: Recommendation to adopt Resolution 26-24 authorizing the Executive Director to modify the contract with Berkeley Community Media by an amount not to exceed \$27,000 for the 2026-2027 fiscal year (FY)

Recommendation

That the Board adopt attached Resolution 26-24 authorizing the Executive Director to modify the contract with Berkeley Community Media by increasing the contract by an amount not to exceed \$27,000 for FY 2026-2027. The new total amount payable under this contract shall not exceed \$77,000.

Background and Need for Rent Board Action

The Board has maintained a contract with Berkeley Community Media (BCM) since June 5, 1995, for live broadcasts of regularly scheduled Rent Stabilization Board (RSB) meetings, periodic special meetings, and other services. For FY 2024-2025, the Board approved increasing BCM's contract amount to \$25,000. That increase was necessary to cover the costs of providing an additional technician to be present at the Berkeley Unified School District (BUSD) Board Room for all monthly RSB meetings to troubleshoot any technical difficulties that may arise in order to support the Board Secretary who solely staffs RSB meetings. BCM proposes providing the same scope of services for FY 2026-2027.

It should be noted that over the past three years, BCM Executive Director David Flores and his staff have gone above and beyond to troubleshoot and resolve multiple technical issues that beset monthly RSB meetings, most of which were due to connectivity issues with BUSD-owned equipment and/or Zoom-related glitches – and not related to BCM's equipment or services. Staff and the Board continue to benefit from BCM's collaboration and tactical problem-solving which have frequently enabled public meetings to proceed with optimal functionality and full transparency.

On June 16, 2025, the Board authorized the execution of a new two-year contract with BCM with an annual cost of \$25,000 for FY 2025-2026. Due to increases in BCM's equipment and production costs, they are requesting an increase in their annual contract amount of \$2,000 for a total not to exceed \$27,000 for FY 2026-2027.

Financial Impact

There are sufficient funds identified in the FY 2026-2027 budget to cover the anticipated expenditure under this contract. The new total amount payable under this contract shall not exceed \$77,000.

Contact Person

DéSeana Williams, Executive Director dewilliams@berkeleyca.gov

Attachments

1. BCM's FY 2026-2027 Contract Proposal

RESOLUTION 26-24

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH BERKELEY COMMUNITY MEDIA TO INCREASE THE CONTRACT BY AN AMOUNT NOT TO EXCEED \$27,000 FOR FISCAL YEAR 2027

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board (Board) has maintained a contract with Berkeley Community Media (BCM) for broadcasting and/or live webcasting of all regularly scheduled Board meetings on local cable television since June of 1995; and,

WHEREAS, a need still exists to telecast and webcast public Board meetings to provide maximum transparency and BCM is uniquely positioned to do this on B-TV Channel 33; and,

WHEREAS, BCM has the ability to telecast and record all regularly scheduled and special Board meetings and the production capability to produce informational videos when requested; and,

WHEREAS, the Board has been extremely pleased with BCM's consistent collaboration and expertise which have proven essential to Board staff in resolving technical issues at the BUSD Board Room that enabled public meetings to proceed and permit full public participation; and,

WHEREAS, the previous contract with BCM has not expired but BCM's equipment and production costs have increased; and,

WHEREAS, the Board wishes to have BCM continue to provide their excellent services under the current contract;

NOW, THEREFORE BE IT RESOLVED by the Rent Stabilization Board that that the Executive Director is hereby authorized to amend the contract with Berkeley Community Media through June 30, 2027, increasing the contract by an amount not to exceed \$27,000 for the 2026-2027 fiscal year for live, gavel-to-gavel coverage of every regularly scheduled Rent Board meeting and up to three special Board meetings, to rebroadcast all Board meetings, and to assist the Board in producing informational videos as needed throughout the contract term. The new total amount payable under this contract shall not exceed \$77,000.

Dated: June 18, 2026

RESOLUTION 26-24

**AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH
BERKELEY COMMUNITY MEDIA TO INCREASE THE CONTRACT BY AN AMOUNT NOT
TO EXCEED \$27,000 FOR FISCAL YEAR 2027 (Page 2)**

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Soli Alpert, Chairperson
Rent Stabilization Board

Attest: _____
DéSeana Williams, Executive Director



**BERKELEY
COMMUNITY MEDIA**
www.bcmtv.org - 2239 MLK Jr. Way, Berkeley, CA 94704 - 510-848-2288

Board of Directors:

June 11th, 2026

Carla Appleberry **Board Chair**

To: Aimee Mueller, Berkeley Rent
Stabilization Board

Harold Adler **Vice Chair**

Piccola Evans **Treasurer**

From: David Flores, Berkeley Community
Media (BCM)

Katherine Burge **Secretary**

Helen Walsh

Berkeley Community Media (BCM) looks
forward to continuing our production and
cablecast of the Rent Stabilization Board
meetings on B-TV Channel 33.

Ken Osborn

Victor Owens

The two contract terms in the attached
proposal will begin on July 1st, 2026 and run
through June 30th 2027.

Shawn Li

Chaz Maybry

We greatly value our relationship and long
history with the Berkeley Rent Stabilization
Board and look forward to once again serving
the Board and the community.

A handwritten signature in black ink that reads 'David Flores'.

David Flores
Executive Director
Berkeley Community Media

BERKELEY RENT STABILIZATION BOARD
MEETING COVERAGE PROPOSAL – FISCAL
YEAR 2026-2027

1. Berkeley Community Media (hereafter Contractor) agrees to capture and telecast on B-TV channel 33 all regularly-scheduled Rent Stabilization Board (hereafter RSB) meetings from the BUSD Board Room. In addition to the original live telecast of such meetings, Contractor will telecast each captured program at least two (2) and no more than four (4) times per week on B TV channel 33. The RSB will provide Contractor with a list of all regularly-scheduled meetings for the fiscal year.

2. Contractor will assist an outside closed captioner in producing videos of RSB workshops each quarter. Contractor will not be responsible for providing closed captioning services but will be required to record and deliver a final Quicktime movie of each session that complies with the City of Berkeley’s web video requirements.

Services Provided Quantity Amount

Live, gavel to gavel coverage of all regularly scheduled RSB meetings from the BUSD Board Room	Up to 15 per year	\$16,000
Telecast and webcast meetings and special programs via B-TV Channel 33	Up to 25 per year	\$11,000
DVD Media and Incidental supplies	various	Included
As needed post production re-captioning and editing using Adobe Premier	As needed	\$35 per hr
TOTAL:		\$27,000

In addition, Contractor will provide at additional cost coverage of meetings held outside of Council Chambers. In the event that a RSB meeting is scheduled to take place in any other location other than the BUSD Board Room located at 1234 Addison Street. Berkeley Community Media agrees to capture and telecast (live and replayed as detailed in section 1 and 2 of this agreement) for an additional service fee of \$400 per meeting.

Contractor will also be available to produce a half-hour, quarterly news program at a mutually agreed upon location at a rate of \$500 per program.