



RENT STABILIZATION BOARD

Regular Meeting

Thursday, September 17, 2026 – 7:00 p.m.

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

Teleconference location: 651 Addison Street, Apt. 215, Berkeley, CA 94710

Teleconference location: Prudential Properties Unit 11- Potworks, St. James Parish, Nevis, KN1102

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: 853 8339 6793 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 doliver@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.

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AGENDA

1. **Roll call**
2. **Approval of Agenda**
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.
4. **Public Comment for Unions representing Rent Board staff**
5. **Public Comment**
6. **Consent Items**
 - a. Approval of the July 16th regular meeting minutes
 - b. Recommendation to adopt Resolution 26-31 amending the Rent Board's Records Retention Schedule to include updated retention code descriptions and periods for enhanced records management (Executive Director) ***TO BE DELIVERED**
 - c. Proposal to approve staff recommendations on requests for waivers of late registration penalties (Executive Director/Registration Unit Manager) – ***Please see attachment 6.c for a list of all addresses with discretionary waivers that will be considered by the Board.***

7. **Appeal in Case No. T-6171 (2020 Kittredge St. #404)** – This appeal will not be heard before 7:30 p.m., but may be heard anytime thereafter. ***Please see attachment 7. for case description and legal staff recommendation.***

8. **Action Items**

- a. **Chair Update 1:** Ordinance Update – Measure X (Chair Alpert)
- b. **Chair Update 2:** Eviction Emergency Legislation (Chair Alpert)
- c. **Chair Update 3:** Letter to Superior Court of California, Civil Division, Department 511 at the Hayward Hall of Justice (Chair Alpert)
- d. Recommendation to adopt Resolution 26-26 in appreciation of Moni Law in honor of her retirement and for fifteen years of outstanding service to the Berkeley Rent Stabilization Board and the City of Berkeley (Chair Alpert)
- e. State Legislative Report: Presentation, discussion and possible action to adopt a position on pending housing legislation (Brian Augusta, Legislative Advocate)
- f. Recommendation to adopt Resolution 26-27 approving adjustment to compensation package for Executive Director DéSeana Williams (Chair Alpert and Vice-Chair Walker)
- g. Recommendation to adopt Resolution 26-28 approving adjustment to compensation package for General Counsel Matt Brown (Chair Alpert and Vice-Chair Walker)
- h. Recommendation to adopt Resolution 26-29 approving the Rent Board Executive Evaluation Process (Chair Alpert and Budget & Vice-Chair Walker)
- i. Recommendation to adopt Resolution 26-30 approving the employment agreement extension with General Counsel Matt Brown (Chair Alpert)

9. **Information, Announcements and Articles/Media**

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

- a. San Francisco Empty Homes Tax Litigation and Implications for Berkeley's Empty Homes Tax Program (Matt Brown, General Counsel)
- b. Updated Regulation 1266 [Self Labor] with current Consumer Price Index (CPI) information; Updated Appendix B of Rent Board Regulations, Chapter 12 – US Bureau of Labor Statistics CPI Information; and Updated Appendix C of Rent Board Regulations, Chapter 12 – US Department of Housing and Urban Development Lower Income Limits (General Counsel)
- c. Deadline to submit agenda items/topics for the October regular Rent Board meeting: Monday, October 5th by 5:00 p.m. – Verbal (Board Secretary)

10. **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

11. Adjournment – In remembrance of Dolly Parton

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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



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Minutes – *Unapproved*

Prior to Roll call, Commissioner Kelley stated that he would be participating remotely under the Just Cause provision of the Brown Act due to illness.

1. Roll call – Chair Alpert called the meeting to order at 7:06 p.m.

Aimee Mueller called roll.

Commissioners present: Elgstrand, Johnson, Kelley (via Zoom), Marrero (via Zoom), Martinac, Mizell, Twu, Walker, Alpert

Commissioners absent: None

Staff present: Brown, Kim, Lecky, Mueller, Williams

Prior to approval of the agenda, Commissioner Marrero acknowledged the tragic deaths of two men during recent federal enforcement operations: Joan Sebastián Durán Guerrero, a 25-year-old husband and father of a 3-year-old daughter, was shot and killed by an Immigration and Customs Enforcement (ICE) officer while commuting to his job on Monday, July 13th in Biddeford, Maine. Lorenzo Salgado Araujo, a father of three and a beloved local business owner who had lived and worked in the United States for 35 years, was shot and killed by an ICE officer on July 7th while driving to work in Houston, Texas.

The Board and all present observed a moment of silence to publicly recognize and honor their memory.

2. Approval of Agenda – M/S/C (Johnson/Martinac) APPROVE AGENDA 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.

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 uncended 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** – Nicole Campbell was present to speak about the wavier for 3035 Deakin Street. Joseph Friedman spoke about his experiences with mold and reimbursement issues at Evans Manor. Katherine Poltoratzky spoke about her experiences with code enforcement issues and miscommunications with property management at Evans Manor.

6. **Consent Items**

- a. Approval of the June 18th regular meeting minutes
- b. Proposal to approve staff recommendations on requests for waivers of late registration penalties (Executive Director/Registration Unit Manager)

M/S/C (Twu/Johnson) MOVE ALL CONSENT ITEMS 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.

7. **Special Presentation: Annual Program Report**

Presenters: Anne T. Omura, Executive Director, Eviction Defense Center (EDC); and Linda Yu, Co-Director, Housing Practice, East Bay Community Law Center (EBCLC)

Linda Yu and Anne T. Omura presented and took questions from the Board.

8. **Appeal in Case No. T-6149 (1339 Rose St., Unit A)**

Parties present: Vik Mohan, Appellant Landlord; Eva Thomas, on behalf of Tenant Respondent; and Milani Karpinski-Pelley, Respondent Tenant.

M/S/C (Alpert/Johnson) MOTION TO UPHOLD THE HEARING EXAMINER'S DECISION. Roll call vote. YES: Elgstrand, Johnson, Kelley, Marrero, Martinac, Mizell, Twu, Walker, Alpert; NO: None; ABSTAIN: None; ABSENT: None. Carried: 9-0-0-0.

9. **Action Items**

- a. **Chair Update: Ordinance Amendments update** – *Verbal* (Chair Alpert)
Chair Alpert informed the Board that Council voted unanimously to put the Board's proposed amendments on the ballot.
- b. Discussion and possible action to amend the Board's Meeting Procedures (Chair Alpert)
Following discussion, the Board took the following action:

M/S/C (Alpert/Johnson) APPROVE PROPOSED AMENDMENTS TO THE BOARD'S MEETING PROCEDURES WITH ONE CHANGE: INCREASE THE MAXIMUM NUMBER OF MINUTES THAT AN INDIVIDUAL CAN SPEAK AT PUBLIC COMMENT TO A TOTAL OF EIGHT MINUTES. 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 Resolution 26-25 Authorizing the Executive Director to Execute a Contract for Client-Side Implementation Strategist Services (Executive Director Williams)

10. Information, Announcements and Articles/Media

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

- a. Institute for Local Government's Leadership and Governance Resources for Local Officials (Commissioner Marrero)
- b. Copy of flyer for Landlord Resource Fair on July 22, 2026, from 10:00 - 11:30 a.m. at the Rent Board Offices (Executive Director Williams)
- c. Commissioner attendance records for Board and Committee meetings updated through June of 2026 (Board Secretary)
- d. Deadline to submit agenda items/topics for the September regular Rent Board meeting: Thursday, September 3rd by 5:00 p.m. – *Verbal* (Board Secretary)

11. Committee/Board Meeting Updates and Announcements

- a. Budget & Personnel Committee (Vice-Chair Walker, Chair)
- b. Climate Resilience & Habitability Committee (Commissioner Martinac, Chair)
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- h. Updates and Announcements
- i. Discussion of items for possible placement on future agenda

12. Closed Session: Pursuant to Government Code section 54957(b)(1), the Board will convene in closed session for a Public Employee contract discussion: General Counsel

13. Adjournment

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Memorandum

DATE: September 17, 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
2700 Le Conte Ave #406	\$1,092.00	\$1,092.00	\$0.00
1337 Hearst Ave	\$232.00	\$232.00	\$0.00
2429 San Pablo Ave	\$1,588.00	\$1,270.40	\$317.60
2319 Derby St	\$1,032.00	\$1,032.00	\$0.00
1350 Rose St #A	\$688.00	\$688.00	\$0.00
1212 Francisco St	\$7,740.00	\$6,192.00	\$1,548.00
2315 Ashby Ave	\$1,720.00	\$1,376.00	\$344.00
1676 Dwight Way	\$3,701.00	\$3,701.00	\$0.00
2915 Fulton St	\$1,032.00	\$1,032.00	\$0.00
2736 Acton St	\$1,272.00	\$1,272.00	\$0.00
Total	\$20,097.00	\$17,887.40	\$2,209.60

Financial Impact: Ministerial Waivers

Approval of the Executive Director's recommendations will decrease the Board's current accounts receivable by **\$17,887.40**.

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
2119 University Ave	\$9,476.00	\$9,476.00	\$0.00
2715 Dwight Way	\$7,743.00	\$3,871.50	\$3,871.50
1635 Julia St	\$4,128.00	\$4,128.00	\$0.00

Property Address	Penalty Assessed	Penalty Waived	Penalty Imposed
3100 Wheeler St	\$3,255.00	\$3,255.00	\$0.00
Total	\$24,602.00	\$20,730.50	\$3,871.50

Financial Impact: Discretionary Waivers

Approval of the Executive Director's recommendations will decrease the Board's current accounts receivable by **\$20,730.50**.

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: W5173	Property address: 2119 UNIVERSITY AVE BERKELEY CA 94704	Transferred: None
Exempt units (as of February 2021): None		
Owner(s): McRef Bachenheimer	Waiver filed by: Regional Manager	# of Units: 44
Other Berkeley rental property owned: 2119 UNIVERSITY AVE BERKELEY CA 94704, 2125 UNIVERSITY AVE, BERKELEY, CA 94704		
Late payment/penalty history: 2025-2026 Registration Year		

Registration Date or Year	Units Requiring Registration at That Time	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Paid
FY2025-26	ALL	\$9,296.00	08/08/2025	\$9,296.00	\$0.00	\$0.00
Totals (penalties previously assessed)				\$9,296.00	\$0.00	\$0.00

Penalties Currently Under Consideration

Reason for Penalties: Late payment of registration fees
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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	44	\$9,296.00	08/08/2025	\$9,296.00	\$0.00	\$9,296.00
Total				\$9,296.00	\$0.00	\$9,296.00

Grounds under Regulation 884(B): (6) The landlord requesting the waiver owns or manages 11 or more rental units
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Good cause claimed by owner: The Regional Manager requests a waiver of late registration penalties, citing technical glitches within the Rent Registry Portal that prevented them from updating required unit information for Units 203 and 407 prior to the deadline. On July 1, the Regional Manager documented the portal defect by emailing Rent Board staff directly with the missing unit data.
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Recommendation: Staff recommends waiving 100% of the penalties

Staff Analysis: Because the property qualified for the Measure BB amnesty at the time the fees were paid, staff recommends a 100% penalty waiver.
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City Of Berkeley Rent Stabilization Board

Recommendation on Requested Waiver of Registration Penalties

Waiver No: W5174	Property address: 2715 DWIGHT WAY BERKELEY CA 94704	Transferred: 08/08/2024
Exempt units (as of February 2021): None		
Owner(s): 2715 Dwight LP	Waiver filed by: Property Manager	# of Units: 28
Other Berkeley rental property owned: None		
Late payment/penalty history: 2025-2026 Registration Year		

Registration Date or Year	Units Requiring Registration at That Time	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Paid
FY2025-26	ALL	\$7,743.00	06/26/2026	\$7,743.00	\$0.00	\$7,743.00
Totals (penalties previously assessed)				\$7,743.00	\$0.00	\$7,743.00

Penalties Currently Under Consideration

Reason for Penalties: Late payment of registration fees
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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	28	\$7,743.00	06/26/2026	\$7,743.00	\$0.00	\$0.00
Total				\$7,743.00	\$0.00	\$0.00

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 property management company requests a waiver of late registration penalties, stating that the owner attempted to pay the full 2025-2026 balance on June 30, 2025, prior to the deadline. However, staff initially turned the check away because the property was designated as "Not Available for Rent" (NAR). In September 2025, the owner resubmitted the payment alongside the required registration forms confirming the units were rented.
--

Recommendation: Staff recommends waiving 50% of the penalties
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Staff Analysis: Because the property management company received the invoice in April 2025, they had at least two months prior to resolve any billing discrepancy and ensure the registration fee was settled. Therefore, staff recommends a 50% penalty waiver.

City Of Berkeley Rent Stabilization Board

Recommendation on Requested Waiver of Registration Penalties

Waiver No: W5175	Property address: 1635 JULIA ST BERKELEY CA 94703	Transferred: 09/01/1991
Exempt units (as of February 2021): None		
Owner(s): ALBERT SUKOFF	Waiver filed by: Property Manager	# of Units: 12
Other Berkeley rental property owned: 2239 DERBY ST BERKELEY CA 94705, 1930 HEARST AVE BERKELEY CA 94709, 2822 SAN PABLO AVE BERKELEY CA 94702, 3205 COLLEGE AVE , BERKELEY, CA 94705, 1332 SHATTUCK AVE BERKELEY CA 94709, 2267 HEARST AVE BERKELEY CA 94709, 2091 CALIFORNIA ST BERKELEY CA 94703, 1467 RUSSELL ST BERKELEY CA 94702, 2915 FULTON ST BERKELEY CA 94705, 2911 FULTON ST BERKELEY CA 94705, 1734 BLAKE ST BERKELEY CA 94703, 1315 DWIGHT WAY BERKELEY CA 94702		
Late payment/penalty history: 2025-2026 Registration Year		

Registration Date or Year	Units Requiring Registration at That Time	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Paid
FY2025-26	ALL	\$4,128.00	07/25/2025	\$4,128.00	\$0.00	\$0.00
Totals (penalties previously assessed)				\$4,128.00	\$0.00	\$0.00

Penalties Currently Under Consideration

Reason for Penalties: Late payment of registration fees
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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	12	\$4,128.00	07/25/2025	\$4,128.00	\$0.00	\$4,128.00
Total				\$4,128.00	\$0.00	\$4,128.00

Grounds under Regulation 884(B): (6) The landlord requesting the waiver owns or manages 11 or more rental units
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Good cause claimed by owner: The property manager requests a waiver of late registration penalties, explaining that management paid \$344.00 via the online portal on June 27, 2025, the maximum balance the system allowed them to process online at that time. To settle the remaining balance prior to the deadline, management mailed a check on June 30, 2025. However, the Rent Board returned the check on July 17, 2025, alongside registration forms stemming from updated Measure BB requirements. Management subsequently completed and submitted all required registration documentation and Rent Board staff confirmed the property qualified for the Measure BB Amnesty.

Recommendation: Staff recommends waiving 100% of the penalties

Staff Analysis: Because the owner satisfied all registration requirements and qualified for the Measure BB amnesty program at the time the fees were paid, staff recommends a 100% penalty waiver.

City Of Berkeley Rent Stabilization Board

Recommendation on Requested Waiver of Registration Penalties

Waiver No: W5176	Property address: 3100 WHEELER ST BERKELEY CA 94705	Transferred: 01/01/1900
Exempt units (as of February 2021): Unit # NA - OCCC -		
Owner(s): K. WALKER & NEIDERT, P.	Waiver filed by: Property Owner	# of Units: 4
Other Berkeley rental property owned: None		
Late payment/penalty history: 2025-2026 & 2026-2027 Registration Cycle		

Registration Date or Year	Units Requiring Registration at That Time	Registration Fees Paid	Date Fees Paid	Penalties Charged	Penalties Forgiven	Penalties Paid
FY2026-27	ALL	\$1,191.00	07/13/2026	\$1,191.00	\$0.00	\$0.00
FY2025-26	ALL	\$1,032.00	07/13/2026	\$2,064.00	\$0.00	\$0.00
Totals (penalties previously assessed)				\$3,255.00	\$0.00	\$0.00

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
FY2026-27	4	\$1,191.00	07/13/2026	\$1,191.00	\$0.00	\$1,191.00
FY2025-26	4	\$1,032.00	07/13/2026	\$2,064.00	\$0.00	\$2,064.00
Total				\$3,255.00	\$0.00	\$3,255.00

Grounds under Regulation 884(B): (1) The good cause asserted in the waiver request is a death or illness in the landlord's family.

Good cause claimed by owner: The property owner is requesting a full waiver due to the prolonged terminal illness and subsequent death of his spouse. The owner explains that he and his late wife owned and resided in the building for nearly 50 years, and his spouse managed all the household and property financial affairs, including handling bill payments.

Recommendation: Staff recommends waiving 100% of the penalties

Staff Analysis: The owner provided a certified copy of the Alameda County death certificate verifying that his spouse and business partner passed away during the billing cycle. Therefore, staff recommends waiving the full penalty amount.



Memorandum

DATE: September 17, 2026
TO: Honorable Members of the Berkeley Rent Stabilization Board
FROM: Rent Board Legal Staff
SUBJECT: Case No. T-6171 (2020 Kittredge St., Unit 404)

Case Summary and Legal Recommendation

Appellant Tenant ("Tenant") appeals a hearing decision dismissing Tenant's Petition for Individual Rent Adjustment ("petition") for a rent ceiling reduction at 2020 Kittredge Street, Unit 404, Berkeley, CA ("premises"). The Hearing Examiner found the premises partially exempt from the Rent Ordinance as new construction under B.M.C. section 13.76.050.B.1 and therefore not subject to rent ceiling regulations or the Board's hearing process for individual rent adjustments.

On appeal, Tenant argues that the Board should hear the reduced-services claims because the premises are a government-subsidized and Below Market Rent ("BMR") unit and Measure BB removed the Rent Ordinance exemption for most government-subsidized rental units. Tenant further argues that the record was insufficient to establish the new construction exemption because the Hearing Examiner relied on a RealQuest report showing that the building was constructed in 2006, while the Rent Ordinance provides that the date a unit was created is based upon the issue date of the first certificate of occupancy.

Neither argument provides a basis to disturb the decision. Measure BB removed the exemption for most government-subsidized rental units but did not eliminate other independently applicable exemptions under the Rent Ordinance. Accordingly, a government-subsidized unit that also qualifies as new construction remains exempt from rent ceiling regulations and the Board's individual rent adjustment hearing process.

The record also supports the Hearing Examiner's determination that the premises qualifies as new construction. The RealQuest report identifies 2006 as both the year built and effective year built for the 177-unit property. In response to the appeal, Legal staff also reviewed the City's permit records for the property, including permit B2002-00858, as part of its due diligence. Although staff did not locate a certificate of occupancy in the available permit record, the permit history is consistent with the property having been constructed from the ground up well after June 30, 1980. There is no evidence that the premises existed prior to June 30, 1980.

Because the record supports the Hearing Examiner's determination that the premises are partially exempt as new construction, and Measure BB does not eliminate that independently applicable exemption, Legal staff recommend that the dismissal stand.

Appellant Tenant: Alexander Merenkov
Respondent Landlord: Alesia Williams (FPI Management)



August 11, 2026

The Honorable Lupe Garcia
Supervising Judge
Alameda County Superior Court - Department 511
24405 Amador Street
Hayward, CA 94544

Re: Promoting Equitable Access in Unlawful Detainer Proceedings

Dear Honorable Judge Lupe Garcia:

On behalf of the Berkeley Rent Stabilization Board, the Eviction Defense Center, and the East Bay Community Law Center, we respectfully share an observation regarding courtroom practices in unlawful detainer proceedings that have been raised repeatedly in our respective work with Alameda County residents.

Each of our organizations serves individuals and families who navigate the housing system from different perspectives but with a common interest in ensuring that legal proceedings are accessible, fair, and conducted with dignity. Collectively, we work with thousands of tenants, housing providers, and community members each year and recognize the important role the Superior Court plays in administering justice under often demanding circumstances.

In the course of our work, we have become aware of concerns regarding the availability of remote participation during eviction proceedings. Specifically, we have observed instances in which landlords or their representatives have been permitted to appear remotely, while tenants have not been afforded the same opportunity. We recognize that decisions regarding remote appearances are governed by court rules, judicial discretion, and the unique circumstances of each case. Our purpose is not to question those decisions or suggest that they are made without careful consideration.

Rather, we hope to share the perspective of the communities we serve and to encourage continued dialogue regarding practices that promote equal access to the courts.

Many tenants involved in unlawful detainer actions face significant barriers to appearing in person. These barriers may include advanced age, disabilities, chronic health conditions, caregiving responsibilities, limited transportation, inflexible work schedules, language access challenges, or financial hardship. For many, taking time away from work or securing transportation can mean the difference between paying rent and meeting other basic necessities. Others may have mobility limitations or medical conditions that make in-person appearances particularly burdensome.

These realities do not diminish the importance of appearing before the Court. Rather, they underscore the importance of ensuring that all litigants have a meaningful opportunity to participate in proceedings affecting one of the most fundamental aspects of their lives—their housing.

When one party is permitted to participate remotely while the other is expected to appear in person under similar circumstances, it can create a perception that access to the judicial process is not being afforded equally. Even where the underlying decisions are legally appropriate, perceptions of unequal access can affect public confidence in the fairness and impartiality of the judicial system.

We recognize that the Court must balance many competing considerations, including courtroom efficiency, due process, security, and compliance with applicable statutes and rules governing remote appearances. We also appreciate that judicial officers routinely make individualized determinations based on the facts before them.

With that understanding, we respectfully ask that the Court consider whether additional guidance, consistent practices, or opportunities for remote participation may help ensure that similarly situated litigants are afforded comparable access whenever appropriate. We believe that thoughtful consideration of these issues can strengthen confidence in the judicial process while recognizing the practical realities faced by many Alameda County residents.

Our organizations remain committed to supporting a justice system that is accessible, respectful, and responsive to the diverse needs of the communities it serves. We would welcome the opportunity to engage in constructive dialogue with the Court regarding barriers that litigants experience and to share observations from our collective work in the community if doing so would be helpful.

Thank you for your continued service to the residents of Alameda County and for your consideration of these concerns.

Respectfully,

Soli Alpert
Chair
Berkeley Rent Stabilization Board

Anne T. Omura
Executive Director
Eviction Defense Center

Linda Yu
Co-Director, Housing Practice
East Bay Community Law Center

RESOLUTION 26-26

**IN APPRECIATION OF MONI TRENISE LAW FOR MORE THAN FIFTEEN YEARS OF
DISTINGUISHED PUBLIC SERVICE TO THE BERKELEY RENT STABILIZATION BOARD
AND THE BERKELEY COMMUNITY**

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

WHEREAS, Moni Trenise Law retired from the Berkeley Rent Stabilization Board on July 31, 2026, following more than fifteen years of dedicated service to the Rent Board and the Berkeley community; and

WHEREAS, Moni joined the Rent Board in January 2011 and, throughout her tenure as a Housing Counselor, brought to her work an extraordinary combination of legal knowledge, compassion, advocacy, creativity, and an unwavering commitment to public service; and

WHEREAS, before returning to her college hometown of Berkeley, Moni built a distinguished career as an attorney and advocate, working in legal services and private practice on matters involving housing, employment, discrimination, public benefits, domestic violence, personal injury, and civil rights, and bringing that breadth of experience to her service at the Rent Board; and

WHEREAS, Moni understood that meaningful public service requires more than knowing the law - it requires making the law understandable and accessible to the people it is intended to serve - and she devoted countless hours to helping tenants, housing providers, students, seniors, Realtors, and other members of the Berkeley community understand their rights and responsibilities under local rental housing laws; and

WHEREAS, Moni became one of the Rent Board's most recognizable public educators, regularly leading and participating in community presentations, Rent Board 101 programs, Realtor education, tenant and housing provider workshops, and other trainings designed to transform complex housing laws into practical information that community members could understand and use; and

WHEREAS, Moni was a cornerstone of the Rent Board's outreach to Berkeley's student community, developing relationships with the University of California, Berkeley and mentoring generations of student interns whose work strengthened the agency's outreach, educational resources, technology, and connection to younger renters; and

WHEREAS, Moni's commitment to students extended beyond traditional housing education, including her work supporting projects examining student homelessness and housing insecurity and mentoring students who created resources, research, and documentary work intended to bring greater visibility to the challenges faced by housing-insecure students; and

WHEREAS, Moni demonstrated an equally enduring commitment to Berkeley's senior community, regularly bringing Rent Board information and housing resources directly to senior centers and helping older residents navigate rental housing questions with patience, dignity, and care; and

WHEREAS, Moni's commitment to education and mentorship was reflected throughout her Rent Board career as she supervised and mentored interns, supported special projects, shared her institutional knowledge with colleagues, stepped into leadership roles when needed, and consistently sought new and creative ways to strengthen the agency's service to the public; and

WHEREAS, Moni's service to Berkeley extended well beyond the walls of the Rent Board through decades of civic and community involvement, including work with the Berkeley Chapter of

RESOLUTION 26-26

IN APPRECIATION OF MONI TRENISE LAW FOR MORE THAN FIFTEEN YEARS OF DISTINGUISHED PUBLIC SERVICE TO THE BERKELEY RENT STABILIZATION BOARD AND THE BERKELEY COMMUNITY (Page 2)

the NAACP and service as an adviser to the NAACP Youth Council, through which she advocated for young people, civil rights, equity, and community engagement; and

WHEREAS, in 2016, Moni was recognized by the City of Berkeley Commission on the Status of Women as an Outstanding Woman of the Year and received its Trailblazer Award in recognition of her leadership and commitment to helping youth of color, students, and residents understand and exercise their legal rights pertaining to rental housing; and

WHEREAS, Moni's passion for storytelling and social justice also found expression through filmmaking, reflecting her belief that education, advocacy, art, and civic engagement can each serve as powerful vehicles for giving voice to people and issues that might otherwise go unheard; and

WHEREAS, throughout her more than fifteen years with the Rent Board, Moni approached public service not simply as a profession, but as a responsibility to educate, mentor, advocate, and reach back to support the generations coming behind her; and

WHEREAS, Moni leaves behind a legacy that cannot be measured solely by years of service, presentations delivered, residents counseled, or projects completed, but also by the countless people who are better informed, better equipped to advocate for themselves, and more connected to their community because Moni Law took the time to teach, guide, encourage, and serve them;

NOW, THEREFORE BE IT RESOLVED that the Berkeley Rent Stabilization Board expresses its profound gratitude and appreciation to Moni Trenise Law for more than fifteen years of distinguished service to the Rent Board, for her lifelong commitment to education, housing rights, mentorship, civic engagement, and public service, and for the lasting contribution she has made to the agency and the Berkeley community; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Berkeley Rent Stabilization Board proudly honors Moni Law upon her retirement, celebrates the remarkable legacy of service she leaves behind, and wishes her happiness, fulfillment, continued adventure, and every success in the next chapter of a life that has already touched and strengthened so many others.

Dated: September 17, 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

RESOLUTION 26-27

**APPROVING ADJUSTMENT TO COMPENSATION PACKAGE FOR RENT
STABILIZATION BOARD EXECUTIVE DIRECTOR DESEANA WILLIAMS**

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley (“Board”) as follows:

WHEREAS, the Board is authorized under Section 123(2) of Article XVII of the Charter of the City of Berkeley to employ staff as necessary to perform its functions; and

WHEREAS, the Executive Director shall serve as the chief administrator for the Board and is charged with the responsibility of protecting the interests of the Board and its employees as provided for under California law and Article XVII of the Charter of the City of Berkeley; and

WHEREAS, on October 21, 2021, the Board adopted Resolution 21-26 to sign a contract with DeSeana Williams to serve as the Board’s Executive Director; and

WHEREAS, on November 21, 2024, Ms. Williams signed a new contract with the Board to remain Executive Director through November 21, 2029; and

WHEREAS, on December 19, 2024, the Board memorialized this contract by adopting Resolution 24-23; and

WHEREAS, Ms. Williams’ contract provides for cost-of-living adjustments awarded to the Department Director classification (unrepresented employees in Unit Z1); and

WHEREAS, Berkeley Department Directors received a 2.5% salary increase in July of 2026 in line with other City of Berkeley employees; and

WHEREAS, the Board would like to formally adjust Ms. Williams’ base salary according to the terms articulated in Section 3 (Compensation and Benefits) of her contract.

NOW, THEREFORE, BE IT RESOLVED that the City of Berkeley Rent Stabilization Board hereby authorizes the Board Chair to execute appropriate salary adjustments to the existing employment agreement of DeSeana Williams that will increase her base salary from \$149.380 per hour to \$153.115 per hour which represents a 2.5% increase; and

RESOLUTION 26-27

**APPROVING ADJUSTMENT TO COMPENSATION PACKAGE FOR RENT
STABILIZATION BOARD EXECUTIVE DIRECTOR DESEANA WILLIAMS (Page 2)**

BE IT FURTHER RESOLVED that this adjustment will maintain Ms. Williams' base salary in line with the requirements articulated in Section 3 (Compensation and Benefits) of the Employment Agreement between Board and Ms. Williams; and

BE IT FURTHER RESOLVED that the salary adjustment to Ms. Williams' contract will take effect during the pay cycle beginning in July 2026 when the cost-of-living salary increase for Unit Z1 employees (Department Directors) is implemented; and

BE IT FURTHER RESOLVED that all other terms of Ms. Williams' contract will remain the same.

Dated: September 17, 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: _____
Matt Brown, General Counsel

RESOLUTION 26-28

**APPROVING ADJUSTMENT TO COMPENSATION PACKAGE FOR RENT
STABILIZATION BOARD GENERAL COUNSEL MATT BROWN**

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley (“Board”) as follows:

WHEREAS, the Board is authorized under Section 123(2) of Article XVII of the Charter of the City of Berkeley to employ staff as necessary to perform its functions; and

WHEREAS, the General Counsel shall serve as the chief attorney for the Board and is charged with the responsibility of protecting the interests of the Board and its employees as provided for under California law and Article XVII of the Charter of the City of Berkeley; and

WHEREAS, on September 23, 2021, the Board adopted Resolution 21-20 and signed a contract with Matt Brown to serve as the Board’s General Counsel; and

WHEREAS, on March 20, 2025, the Board adopted Resolution 25-10 to adjust Mr. Brown’s salary to be more in line with those of similarly situated legal employees in the office of the City Attorney; and

WHEREAS, Mr. Brown’s contract provides for cost-of-living adjustments awarded to all unrepresented employees in Unit Z9; and

WHEREAS, unrepresented employees of Unit Z9 will receive a 2.5% salary increase in July of 2026 in line with other City of Berkeley employees; and

WHEREAS, the Board would like to formally adjust Mr. Brown’s base salary according to the terms articulated in Section 3 (Compensation and Benefits) of his contract.

NOW, THEREFORE, BE IT RESOLVED that the City of Berkeley Rent Stabilization Board hereby authorizes its Executive Director and Board Chair to execute appropriate salary adjustments to the existing employment agreement of Matt Brown that will increase his base

RESOLUTION 26-28

APPROVING ADJUSTMENT TO COMPENSATION PACKAGE FOR RENT STABILIZATION BOARD GENERAL COUNSEL MATT BROWN (Page 2)

salary from \$147.347 per hour to \$151.031 per hour which represents a 2.5% increase; and

BE IT FURTHER RESOLVED that this adjustment will maintain Mr. Brown's base salary in line with the requirements articulated in Section 3 (Compensation and Benefits) of the existing Employment Agreement between Board and Mr. Brown; and

BE IT FURTHER RESOLVED that the salary adjustment to Mr. Brown's contract will take effect during the pay cycle beginning in July 2026 when the cost-of-living salary increase for all unrepresented employees in Unit Z9 is implemented; and

BE IT FURTHER RESOLVED that all other terms of Mr. Brown's contract will remain the same.

Dated: September 17, 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



Memorandum

DATE: September 17 , 2026
TO: Honorable Members of the Rent Stabilization Board
FROM: Chair Alpert and Vice-Chair Walker
SUBJECT: Recommendation to Establish a Formal Executive Performance Evaluation Process

Recommendation

Staff recommends that the Budget and Personnel Committee recommend that the full Rent Stabilization Board adopt the proposed resolution establishing a formal performance evaluation process for the Executive Director and General Counsel.

Background

The Rent Stabilization Board directly appoints and evaluates its Executive Director and General Counsel. Although executive performance evaluations have been conducted through Board and committee processes, the Board has not previously memorialized a standing framework that clearly identifies how the process is initiated, coordinated, completed, and carried forward as Board and committee membership changes.

For the 2026 Executive Director evaluation, the Board retained a consultant to assist the Budget and Personnel Committee and the full Board in developing and coordinating an evaluation process. The resulting timeline identifies four principal stages: confirming the process; evaluating performance; reviewing evaluation results and compensation; and final Board consideration of the evaluation and any related compensation or contract matters.

The proposed resolution uses that structure as the basis for a continuing governance framework while intentionally avoiding adoption of the specific dates or evaluation frequency applicable to any individual executive or evaluation cycle.

Purpose of the Resolution

The purpose of the proposed resolution is to preserve institutional knowledge and provide future Boards, Board Chairs, and Budget and Personnel Committees with a clear and consistent reference for conducting executive performance evaluations.

Formalizing the process will reduce the need to reconstruct or relearn the evaluation process each time Board leadership or committee membership changes.

The resolution also preserves appropriate Board flexibility. It does not establish a fixed annual, biennial, or other universal evaluation frequency. Instead, the Board may determine the appropriate frequency for each executive based on the executive's tenure, employment agreement or contract, organizational needs, and other relevant circumstances.

To the extent practicable, the process is intended to be scheduled so that completion of the evaluation, and consideration of any related compensation or contract matters, aligns with the executive's hiring or appointment anniversary, contract expiration or renewal date, or other applicable employment milestone.

Summary of Proposed Process

The proposed resolution establishes the following general framework:

- Budget and Personnel Committee initiation and coordination of each executive evaluation cycle;
- Full Board responsibility for evaluating the Executive Director and General Counsel;
- An executive self-assessment or presentation addressing accomplishments, organizational performance, significant activities, challenges, and future goals;
- Use of a Board evaluation instrument and, when appropriate, structured feedback from relevant staff or other participants;
- Use of an independent consultant or facilitator when authorized to administer or support the process;
- Review of compiled evaluation results by appropriate Board leadership and the Budget and Personnel Committee;
- Consideration of compensation or employment agreement matters, when applicable, as a related but distinct component of the evaluation cycle;
- Final consideration by the full Board, including closed-session consideration when legally authorized and appropriately noticed; and
- Public reporting of any reportable Board action as required by applicable law.

Financial Impact

Adoption of the resolution does not, by itself, authorize compensation adjustments or create a direct fiscal impact. Costs associated with any future consultant or facilitator, if used, and any compensation or contract action resulting from an evaluation would remain subject to applicable budget authority and Board approval.

Contact Person

DéSeana Williams, Executive Director, Dewilliams@berkeleyca.gov

Attachments

1. Draft Resolution Establishing a Formal Performance Evaluation Process for the Executive Director and General Counsel

RESOLUTION 26-29

ESTABLISHING A FORMAL PERFORMANCE EVALUATION PROCESS FOR THE EXECUTIVE DIRECTOR AND GENERAL COUNSEL

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

WHEREAS, the Board is an independently governed, fee-funded charter department responsible for administering the City's Rent Stabilization and Eviction for Good Cause Ordinance; and

WHEREAS, the Board directly hires the Executive Director and General Counsel and is responsible for evaluating the performance of those executives; and

WHEREAS, a clear and consistently administered executive performance evaluation process supports effective Board governance, accountability, organizational continuity, and constructive communication between the Board and its executives; and

WHEREAS, changes in Board membership, Board leadership, and committee assignments may result in the loss of institutional knowledge regarding the timing, responsibilities, and sequence of executive evaluations, and the Board therefore desires to establish a standing framework for conducting those evaluations.

NOW, THEREFORE, BE IT RESOLVED that the City of Berkeley Rent Stabilization Board hereby establishes and adopts a formal performance evaluation process for the Board-appointed Executive Director and General Counsel; and

BE IT FURTHER RESOLVED that the Budget and Personnel Committee shall initiate and coordinate each executive evaluation cycle, including establishing a proposed schedule and confirming the process to be used, subject to the authority of the full Board; and

BE IT FURTHER RESOLVED that the Board shall determine the frequency of evaluation for each executive based on tenure, the terms of the applicable employment agreement or contract, organizational needs, prior Board direction, or other relevant circumstances. The frequency need not be the same for the Executive Director and General Counsel, and, to the extent practicable, each evaluation cycle shall be scheduled for completion in alignment with the executive's hiring or appointment anniversary, contract expiration or renewal date, or other applicable employment milestone; and

BE IT FURTHER RESOLVED that each evaluation cycle shall include an opportunity for the executive to provide the Board with a self-assessment, presentation, or other summary addressing accomplishments, organizational performance, significant activities, challenges, and future goals, together with completion by Board members of an evaluation instrument appropriate to the position; and

RESOLUTION 26-29

**ESTABLISHING A FORMAL PERFORMANCE EVALUATION PROCESS FOR THE EXECUTIVE
DIRECTOR AND GENERAL COUNSEL (Page 2)**

BE IT FURTHER RESOLVED that the Board or Budget and Personnel Committee may utilize a qualified independent consultant or facilitator to administer surveys, compile evaluation results, support the evaluation process, or perform other authorized facilitation functions; and

BE IT FURTHER RESOLVED that evaluation results shall be reviewed through the Budget and Personnel Committee process and presented to the full Board for final consideration, with the evaluated executive provided an appropriate opportunity to receive and discuss the Board's evaluation; and

BE IT FURTHER RESOLVED that consideration of compensation, contract renewal, amendment, or other employment agreement matters may be coordinated with the evaluation process when appropriate, but any such action shall remain subject to the terms of the applicable employment agreement and formal approval by the full Board; and

BE IT FURTHER RESOLVED that executive performance evaluation and related personnel or contract deliberations shall be conducted in closed session when legally authorized and appropriately noticed, and any reportable action shall be publicly reported as required by applicable law; and

BE IT FURTHER RESOLVED that specific evaluation dates, survey instruments, competency measures, participant groups, consultant assignments, and other administrative procedures may be established or modified for individual evaluation cycles without amendment of this Resolution, provided that such procedures remain consistent with the framework established herein and any applicable employment agreement; and

BE IT FURTHER RESOLVED that this Resolution provides continuing governance guidance for future Boards and does not create contractual rights, supersede an existing employment agreement, or otherwise limit the Board's lawful authority concerning its Executive Director or General Counsel.

Dated: September 17, 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

COB Rent Stabilization Board Executive Evaluation Process 2026

Keren Stashower, PhD, BCC

THE NEED

- Creation of *approach* to executive evaluation
- Creation of *process* for executive evaluation

THE PURPOSE

- Provides the executive the opportunity to report on his or her progress against stated focus/goals/initiatives
- Invites Commissioners (individually and collectively) to reflect on the executive's overall performance
- Gathers staff input on leadership approach
- Provides opportunities for conversations about accomplishments and opportunities
- Includes compensation review/adjustment as needed
- Includes contract revision/renewal as needed

Suggested Timing: Stagger ED and GC

- ED annual evaluation November 2026 and every other year thereafter
- GC annual evaluation November 2027 and every other year thereafter

Key Components of the Evaluation

Process Highlights

- Evaluation process is conducted by the Budget and Personnel Committee
- Entire Board gives feedback
 - Job Performance Criteria (what): Survey of Board of Commissioners
 - Leadership Competencies (how): Survey of Senior Leadership Team & Direct Reports
- Consultant shares results with Executive and Chair first
- Results are shared with B&P Committee, and they make recommendations/authorize summary for full Board
- Full Board ratifies recommendations from B&P Committee
- Compensation review is conducted separately preferably after survey completion and as part of recommended action presented to full Board

Job Performance Criteria

General Counsel

- Partnership with ED
- Policy input and collaboration
- Unit leadership
- Project leadership
- Legal expertise
- Judicial agency oversight

Executive Director

- Enhance service
- Engaged culture
- Increase capacity
- Build productivity
- Ensure transparency
- Fiscal responsibility

Leadership Competencies

General Counsel

- Managing diversity, equity, inclusion
- Composure
- Integrity and trust
- Interpersonal savvy
- Developing direct reports
- Written communication
- Presentation skills
- Informing
- Problem solving

Executive Director

- Managing equity, diversity, inclusion
- Composure
- Integrity and trust
- Political savvy
- Directing others
- Functional/technical skills
- Customer focus
- Internal structures and systems
- Approachability

RSB: EXECUTIVE EVALATION PROCESS 2026

Executive Director

1. CONFIRM PROCESS		
Review process and confirm B&P role; draft resolution to adopt process including shift to every 2 years Include link to salary/contract negotiations	Budget and Personnel	9/9
Motion to formally adopt the process at BOD meeting	Board Chair or B&P Chair	9/17
2. EVALUATION OF PERFORMANCE		
ED presentation of past years actions, successes and future goals Board survey completed	Full Board (regular meeting closed session) (Board completes survey at meeting)	10/15
Senior Staff/Direct Reports complete Competency Survey	Relevant staff: <i>Consultant sends and monitors survey</i>	10/20-10/26
3. REVIEW OF EVALUATION AND COMPENSATION		
Survey reports shared by consultant	Chair and Executive	By 11/4
Compensation discussion initiated (based on terms of contract)	Chair & Executive	By 11/4
Survey results shared with Budget & Personnel Compensation discussion with Budget & Personnel	Budget & Personnel	11/5 (schedule pending)
Initiate contract negotiations as needed (engage attorney to ensure contract adequacy for all)	Chair, B&P Chair, Executive	internal
4. EVALUATION AND COMPENSATION FINALIZED		
Survey results, final review and compensation recommendation to Board; discussion (closed session)	B&P Committee Chair, Board Chair	11/19
ED joins the closed session meeting	ED joins	11/19
Contract agreement reported as action taken		TBD

RESOLUTION 26-30

**APPROVING EMPLOYMENT AGREEMENT FOR RENT STABILIZATION BOARD
GENERAL COUNSEL WITH MATTHEW BROWN**

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley (“Board”) as follows:

WHEREAS, the Board is authorized under Section 123(2) of Article XVII of the Charter of the City of Berkeley to employ staff as necessary to perform its functions; and

WHEREAS, Matthew Brown has served as the General Counsel since being appointed by Resolution 21-20 on September 23, 2021; and

WHEREAS, Mr. Brown has been continuously employed with the Board in various positions since January 5, 2004; and

WHEREAS, the Board desires to continue to employ Matthew Brown as General Counsel; and

WHEREAS, the General Counsel shall serve as the chief legal advisor and litigator for the Board and is charged with the responsibility of protecting the interests of the Board and its employees as provided for under California law and the Article XVII of the Charter of the City of Berkeley; and

WHEREAS, based upon Mr. Brown’s background, qualifications, experience and expertise, Mr. Brown is qualified to serve as General Counsel of the Board; and the Board desires to continue to employ Matthew Brown as its General Counsel.

NOW, THEREFORE, BE IT RESOLVED that on July 16, 2026, the City of Berkeley Rent Stabilization Board authorized Board Chair Soli Alpert to execute an employment agreement with Matthew Brown in the form attached hereto as Exhibit “A”.

RESOLUTION 26-30

**APPROVING EMPLOYMENT AGREEMENT FOR RENT STABILIZATION BOARD
GENERAL COUNSEL WITH MATTHEW BROWN**

(Page 2)

Dated: September 17, 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: _____
DeSeana Williams, Executive Director
Rent Stabilization Board

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into on this 8th day of September, 2026, by and between the **Rent Stabilization Board of the City of Berkeley** (the "Board") and **Matthew Brown** ("Employee") for services to be performed by Employee in the position of General Counsel. Board and Employee are collectively hereinafter referred to as "Parties."

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties agree as follows:

1. **Term.** The Board hereby employs Employee as General Counsel to the Board and Employee hereby accepts employment for a period of three and a half (3.5) years commencing on September 21, 2026, and ending on March 21, 2030, subject to the limitations of this Agreement.
2. **Duties.** Employee shall serve as General Counsel to the Board and staff in a manner consistent with the City of Berkeley Charter, Ordinances of the City of Berkeley, and applicable law. Employee shall provide a full range of legal services to the Board including preparation of legal opinions, research and support, representation in legal actions, preparation of documents and agreements. Employee shall also perform other legally permissible and proper duties and functions as may be assigned by the Board and which are reasonably related to the duties of a General Counsel to a public agency. Employee shall not render any compensated services of a business, commercial or professional nature to any other person or organization during the term of this Agreement without prior written consent of the Board.
3. **Compensation and Benefits.** For services rendered pursuant to this Agreement the Board shall pay Employee an annual base salary of Three Hundred Fourteen Thousand One Hundred Forty-Four Dollars (\$314,144), which is 3% above the top salary of the Assistant City Attorney classification in the City of Berkeley. Said salary shall be paid on the dates and in the manner consistent with the payroll procedures of the City of Berkeley. Except as otherwise provided in this Agreement, Employee shall receive such employee benefits, for example, pension and vacation benefits, as are payable to that class of City of Berkeley employees designated in Unit Z9 under the City of Berkeley's Unrepresented Employee Manual. Employee is entitled to keep any accrual leave balances but the use of existing leave balances and future accruals shall be subject to City of Berkeley's Unrepresented Employee Manual for Unit Z9. Employee shall receive any cost-of-living adjustments awarded to the Assistant City Attorney classification to the extent such increases do not exceed cost-of-living as defined in Government Code Section 3511.1. Any annual increase awarded to the Assistant City Attorney classification above cost-of-living shall be subject to the sole and absolute discretion of the Board, although it is the parties intent that the salary of the General Counsel remain at least 3% above that of the Assistant City Attorney. Nothing herein prevents the Board from otherwise adjusting the annual base salary of Employee at such times and to such extent as the Board may determine.
4. **Performance Evaluation.** The Board and Employee shall meet to evaluate the performance of Employee on or before the Board meetings in September of 2027 and September of 2029. The Board may, in its sole discretion, use any professional assistance in establishing standards for performance assessment. Nothing in this section shall be construed to require Board to grant

Employee any pay increases based on the performance standards, if any, mentioned above nor to limit in any manner the discretion of Board to grant or not pay increases. Nor shall anything in this Agreement be interpreted to require Board to evaluate Employee solely upon the performance standards, nor to limit the discretion of the Board to evaluate Employee as it deems necessary in the sole discretion of the Board.

5. Termination and Severance.

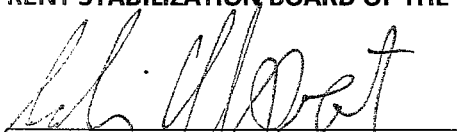
- a. Due to the confidential relationship and the legal services provided by Employee to Board, the Employee serves at-will at the pleasure of the Board, and nothing herein shall prevent, limit, or otherwise interfere with the right of the Board to terminate Employee with or without cause. Employee shall have no right to a termination hearing.
- b. Employee shall be subject to Section 9.5 of the City of Berkeley Unrepresented Employee Manual and shall be entitled to reinstatement as provided under said section. After the first six (6) months of this Agreement, if Employee is terminated by the Board while the Employee is still willing and able to perform the duties of General Counsel, the Board agrees to pay Employee a lump sum payment, of twelve (12) months aggregate salary for termination on or before the two and a half (2.5) year anniversary of the commencement of this Agreement. For termination arising after the two and a half (2.5) year anniversary of this Agreement, Employee shall receive severance in the amount of the number of months remaining on the term of this Agreement at the time of termination of employment. Any severance payment made by the Board pursuant to this section, shall release the Board from any further obligations under this Agreement. Contemporaneously with the payment of severance under this section, the Employee shall execute and deliver to Board a release releasing the Board and the City of Berkeley from liability for all claims that the Employee may have against the Board or the City, except those claims prohibited from such release under either California or Federal law.
- c. Notwithstanding section 5(b) above, the Board shall not be obligated to pay, and shall not pay any amounts under section 5(b) to Employee if Employee is terminated because of:
 - i. The conviction of felony or misdemeanor or plea of nolo contendere to a crime,
 - ii. the conviction of any felony or misdemeanor involving moral turpitude,
 - iii. the loss or suspension of Employee's license to practice law,
 - iv. the willful or persistent material breach of duties or inattention to duties,
 - v. a violation of statute or law constituting misconduct in office, or
 - vi. willful misconduct.

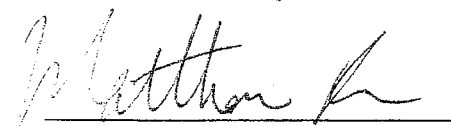
Further, Board shall not be obligated to pay Employee any severance amount under section 5(b) if Employee voluntarily retires or resigns in writing prior to termination. In the event Employee voluntarily retires or resigns, Employee shall provide advance written notice to the Board of at least one (1) month.

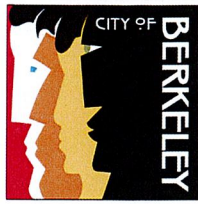
- d. This Agreement shall be immediately terminated upon Employee's death or legal incapacity by operation of Labor Code section 2920.
6. **Succession Planning**. Employee shall assist with planning for and recruiting a new General Counsel to succeed Employee as articulated in Attachment A herein. This Succession Plan may be modified by agreement of Employee and Board.
7. **Indemnification and Defense**. Board shall indemnify, defend, and hold Employee harmless from and against all demands, claims, suits, actions, and legal proceedings brought against Employee and arising out of events within the scope of Employee's employment and performance of professional duties as General Counsel, except to the extent that Employee's actions are the result of gross negligence or willful misconduct. Employee shall cooperate in good faith with the Board with respect to defense of such claims, demands, or legal actions.
8. **Severability**. In the event that any term of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Board and Employee, the remainder of this Agreement shall remain in full force and effect unless the term or terms held to be illegal or void are wholly inseparable from the remaining provisions of the Agreement.
9. **Governing Law**. This Agreement shall be governed by the laws of the State of California.
10. **Counterparts**. This Agreement may be executed in multiple counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same instrument.
11. **Entire Agreement**. This Agreement is the entire agreement between the parties regarding Board's employment of Employee and supersedes all prior oral or written understandings. This Agreement cannot be modified except by a written amendment signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement which shall be effective upon the commencement date specified in Section 1 herein.

RENT STABILIZATION BOARD OF THE CITY OF BERKELEY


Soli Alpert, Chair


Matthew Brown



Attachment A
To General Counsel Employment Agreement

SUCCESSION PLANNING PROCESS: GENERAL COUNSEL
Transition: March 2030

Given the three and a half (3.5) year time span between the General Counsel's contract and General Counsel's anticipated retirement, two high level phases are planned.

Phase 1: 2026-2028

Readiness preparation for potential internal candidates and the future Board Commissioners in charge of hiring in 2030

In order to support the coming transition, the General Counsel will engage in four key activities over the next 3.5 years. These include:

1. Development of a reference that tracks changes in the enabling Berkeley Rent Stabilization and Eviction for Just Cause Ordinance over time. This historical document will include highlights and reflections on proposals, processes, policies and political/City environmental context changes over time.
2. A comprehensive review of quarterly and annual activities regularly undertaken by the General Counsel's office including review of regularly published state and federal reports, analyses and key documents that may impact the work performed by the Rent Board.
3. Development of an annual recurring training and retreat plan for incoming and returning Board Commissioners. Elements of a potential new Chair orientation plan may also be developed and used as needed at the beginning of each term.
4. Creation of individually focused development plans designed to provide specific readiness opportunities for the two Rent Board internal candidates.

Phase 2: 2029-early 2030

Hiring process design and implementation oversight

Early in 2029, this plan recommends that the existing Board create a committee to plan, design and oversee the hiring process. The following agreements have been reached:

1. The process should be open and widely publicized to reach and consider all potential candidates.
2. The exiting General Counsel will be available to participate in selection and hiring process
3. The exiting General Counsel will be available for consultation, information and advice for up to nine months after the incoming General Counsel arrives.
4. The Executive Director will have a key role in the interview and selection process.

The Board should update the General Counsel job description, position description, job posting and interview questions to include job performance criteria and leadership competencies included in the evaluation of this role.

Existing General Counsel Job Performance Criteria include:

- Partnership with Executive Director
- Policy input and collaboration
- Unit leadership
- Project leadership
- Legal expertise/rent control experience
- Judicial agency oversight

Existing Leadership Competencies include:

- Managing diversity and equity
- Composure
- Integrity and trust
- Interpersonal savvy
- Developing direct reports
- Written communication
- Presentation skills
- Problem solving



Memorandum

DATE: September 17, 2026

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Matt Brown, General Counsel

SUBJECT: 2026 Inflationary Adjustments to Certain Values in Chapter 12 of the Rent Board Regulations

Each year the Board updates certain measures and values in Chapter 12 which impact various minor aspects of the Individual Rent Ceiling Adjustment process to account for annual inflation. These are:

1. Regulation 1266, which sets the rate for landlord self-labor as both a maintenance and operating expense or as part of a capital improvement and is each year by 100% of the change in the Consumer Price Index, all items, for the San Francisco-Oakland-Hayward metropolitan area for the prior calendar year;
2. Chapter 12, Appendix B, which reproduces the Consumer Price Index for all Urban Consumers, San Francisco-Oakland-San Jose, All Items Less Shelter; and
3. Chapter 12, Appendix C, which reproduces the HUD 80% Area Median Income level for the Oakland-Fremont Metro Area. This measure sets the upper household income level for a tenant household to qualify for a phase in of a rent ceiling increase granted to a landlord for a Historically Low Rent under Regulation 1274.5.

The most recent versions of these values are attached.

Contact Person

Matt Brown, General Counsel, 510-981-4930

Attachments

1. Rent Board Regulation 1266
2. Rent Board Regulations, Chapter 12 Appendix B
3. Rent Board Regulations, Chapter 12 Appendix C

1266. Self Labor

(A) Self labor compensation shall include reasonable compensation for labor performed by the landlord in the operation of a property. Self labor compensation shall be included as a maintenance and operating expense, or as part of a capital improvement, upon documentation of the amount and nature of the work performed. The compensation for skilled and unskilled labor shall be calculated at the hourly rate established for the year in which such labor was performed. If no hourly rate has been established for the year in which such labor was performed, compensation shall be calculated by using the hourly rate of the nearest year for which a rate has been established. The hourly rates for skilled and unskilled labor for the years since 1979 are as follows and shall be adjusted each year by 100% of the change in the Consumer Price Index, all items, for the San Francisco-Oakland-Hayward metropolitan area for the prior calendar year:

Year	Unskilled	Skilled		Year	Unskilled	Skilled
1979	\$6.00	\$10.00		2003	\$18.01	\$30.02
1980	\$6.51	\$10.86		2004	\$18.33	\$30.54
1981	\$7.50	\$12.50		2005	\$18.55	\$30.92
1982	\$8.47	\$14.12		2006	\$18.91	\$31.52
1983	\$9.11	\$15.18		2007	\$19.52	\$32.53
1984	\$9.18	\$15.30		2008	\$20.16	\$33.60
1985	\$9.70	\$16.17		2009	\$20.79	\$34.64
1986	\$10.12	\$16.86		2010	\$20.94	\$34.90
1987	\$10.41	\$17.36		2011	\$21.23	\$35.38
1988	\$10.77	\$17.95		2012	\$21.78	\$36.30
1989	\$11.24	\$18.74		2013	\$22.36	\$37.27
1990	\$11.79	\$19.66		2014	\$22.86	\$38.11
1991	\$12.33	\$20.54		2015	\$23.51	\$39.19
1992	\$12.87	\$20.54		2016	\$24.13	\$40.21
1993	\$13.30	\$22.16		2017	\$24.85	\$41.42
1994	\$13.65	\$22.75		2018	\$25.65	\$42.76
1995	\$13.88	\$23.13		2019	\$26.65	\$44.41
1996	\$14.15	\$23.58		2020	\$27.53	\$45.88
1997	\$14.47	\$24.12		2021	\$28.00	\$46.67
1998	\$14.97	\$24.95		2022	\$28.90	\$48.17
1999	\$15.44	\$25.74		2023	\$30.52	\$50.86
2000	\$16.10	\$26.83		2024	\$31.63	\$52.72
2001	\$16.81	\$28.02		2025	\$32.50	\$54.17
2002	\$17.72	\$29.53		2026	\$33.21	\$55.35

(B) For a landlord to receive compensation for skilled labor, the landlord must provide evidence of having experience and skills comparable to specialized workers in the building trades for jobs requiring skilled labor, such as plumbing, roofing, carpentry,

electrical and masonry work. If a landlord is licensed, or certified as a journeyman/woman, in a particular craft, he/she meets the requirement for skilled labor in that craft, but licensing or certification is not a requirement for the skilled labor rate.

(C) Notwithstanding the above, a landlord may receive greater or lesser allowance for self labor if it is shown that the hourly rates established pursuant to subsection (A) above are substantially unfair in a given case.

(D) Compensation for self-management shall be at the unskilled labor rate, regardless of the landlord's qualifications, and there shall be a maximum allowance of 5% of the gross rental income as compensation for self-management. Self-management activities shall include, but not limited to: renting vacant units, collecting rents, coordinating or supervising maintenance, repairs and purchasing, maintaining financial and management records, and paying bills.

[Amended to add 1997 rates, effective June 6, 1997; Amended 2/10, added 1998 through 2009 rates to Section (A) table; Amended January 19, 2023 to add 2015 through 2022 rates and edited 1997-2014 using correct rate of calculation to Section (A) table and updated San Francisco – Oakland – San Jose to reflect San Francisco – Oakland – Hayward; Amended September 19, 2024 to add 2024]



Rent Stabilization Board

DATE: September 17, 2026

TO: Members of the Berkeley Rent Stabilization Board, Program Staff,
and the Public

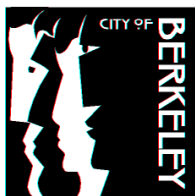
FROM: DéSeana Williams, Executive Director

SUBJECT: US Bureau of Labor Statistics CPI Information (**Appendix B**)

**CONSUMER PRICE INDEX FOR ALL URBAN CONSUMERS (CPI-U)
SAN FRANCISCO-OAKLAND-SAN JOSE, ALL ITEMS LESS SHELTER 1982-84=100**

NEW SCALE	JUNE
1979	73.2
1980	83.3
1981	89.7
1982	97.3
1983	99.7
1984	104.1
1985	107.6
1986	109.2
1987	111.1
1988	116.6
1989	122.8
1990	127.5
1991	133.3
1992	138.2
1993	142.1
1994	143.7
1995	147.6
1996	150.7
1997	153.5
1998	155.2
1999	158.8
2000	163.7
2001	169.7
2002	169.1

NEW SCALE	JUNE
2003	172.9
2004	178.4
2005	180.6
2006	190.0
2007	196.33
2008	207.473
2009	205.878
2010	211.081
2011	217.252
2012	221.915
2013	225.872
2014	230.971
2015	231.934
2016	233.095
2017	237.107
2018	244.644
2019	253.308
2020	255.063
2021	268.989
2022	297.067
2023	301.076
2024	312.124
2025	318.472
2026	331.400



Rent Stabilization Board

APPENDIX C

DATE: September 17, 2026

TO: Rent Stabilization Board Commissioners, RSB Staff and the Public

FROM: DéSeana Williams, Executive Director

SUBJECT: HUD Lower Income Limits

Pursuant to Regulation 1274.5 (1)(b)(ii), the applicable household income limits which determine eligibility for a hardship phase-in are listed below:

Household Size	Income Limit
1 person	\$95,050
2 people	\$108,600
3 people	\$122,200
4 people	\$135,750
5 people	\$146,650
6 people	\$157,500
7 people	\$168,350
8 people	\$179,200

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



EVICTIION / SECTION 8 / FORECLOSURE COMMITTEE MEETING

Tuesday, July 14, 2026 – 6:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, Suite 400, Berkeley, CA 94704

Teleconference Location – 2321 Tenth Street, Unit A, 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 Committee may take action related to any subject listed on the Agenda.

To access this meeting by Zoom

[Join 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: 818 1319 8767 and Passcode: 929616. 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 oeHLinger@berkeleyca.gov by **4:00 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 EVICTION 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

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.



AGENDA: EVICTION / SECTION 8 / FORECLOSURE COMMITTEE MEETING

Tuesday, July 14, 2026 – 6:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street Suite 400, Berkeley, CA 94704

Teleconference Location – 2321 Tenth Street, Unit A, Berkeley, CA 94710

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 uncaded 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 the Agenda
4. Approval of the May12, 2026 meeting minutes
5. Public Comment
6. Discussion and possible action regarding Committee Work Plan
7. Discussion and possible action regarding recent eviction statistics
8. Discussion and possible action regarding semi-annual Owner Move-in Report
9. Discussion and possible action regarding annual Ellis Withdrawal Report
10. Discussion and possible action regarding annual Foreclosure Report
11. Discussion and possible action regarding next meeting date
12. Adjournment

STAFF CONTACT: Ollie Ehlinger, Staff Attorney – (510) 981-4924

COMMITTEE: Stefan Elgstrand (Chair), Xavier Johnson, Nathan Mizell, Dominique Walker



LEGISLATION, IRA / AGA & REGISTRATION COMMITTEE MEETING

Tuesday, July 14, 2026 – 5:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, Suite 400, Berkeley, CA

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

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To join by phone

Dial 1-669-900-6833 and enter Webinar ID: 846 8861 6686, Passcode: 387933. 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 mbrown@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 LIRA 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

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AGENDA: LEGISLATION, IRA / AGA & REGISTRATION COMMITTEE MEETING

Tuesday, July 14, 2026 – 5:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, Suite 400, Berkeley, CA

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 uncaded 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. Election of Committee Chair
4. Approval of the agenda
5. Discussion and possible action regarding security in rooming houses
6. Discussion and possible action regarding timing of petitions brought under Regulation 1269(A)
7. Confirm next meeting date
8. Adjournment

STAFF CONTACT: Matt Brown, General Counsel (510) 981-4930
COMMITTEE: Soli Alpert, Stefan Elgstrand, Ida Martinac, Nathan Mizell



LEGISLATION, IRA / AGA & REGISTRATION COMMITTEE MEETING

Tuesday, September 15, 2026 – 6:00 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, Suite 400, Berkeley, CA 94704

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

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To join by phone

Dial 1-669-900-6833 and enter Webinar ID: 853 1747 8805, Passcode: 900599. 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 mbrown@berkeleyca.gov by **4:00 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 LIRA COMMITTEE." Please observe a 150-word limit. Time limits on public comments will apply.

Decorum

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Communications access information

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AGENDA: LEGISLATION, IRA / AGA & REGISTRATION COMMITTEE MEETING

Tuesday, September 15, 2026 – 6:00 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, Suite 400, Berkeley, CA 94704

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 uncaded 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 the agenda
4. Approval of July 14, 2026 meeting minutes – see attachment
5. Discussion and possible action regarding amending Regulation 403.5 to address security issues associated with room locks – see attachment
6. Discussion and possible action regarding amending Regulations 1206 and 1269 to address time limitation for filing rent increase petitions for added space/services – see attachment
7. Discussion and possible action to adopt a Regulation mandating paperless billing for certain properties
8. Discussion and possible action to adopt a Regulation establishing a “prove up” hearing procedure where a party fails to object or does not appear
9. Confirm next meeting date
10. Adjournment

STAFF CONTACT: Matt Brown, General Counsel (510) 981-4930

COMMITTEE: Soli Alpert (Chair), Stefan Elgstrand, Ida Martinac, Nathan Mizell



4 X 4 JOINT TASK FORCE COMMITTEE ON HOUSING

CITY COUNCIL/RENT BOARD

Friday, July 17, 2026 – 12:00 p.m.

2180 Milvia Street, 1st floor, Cypress Room, Berkeley, CA

Teleconference Location – 2185 N California Blvd. Suite 450, Walnut Creek, CA 94596

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.

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To join by phone

Dial 1-669-254-5252, enter Webinar ID: 161 785 7476 and Passcode: 456921. 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 Hkim@berkeleyca.gov by **9:00 a.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 4x4 COMMITTEE." Please observe a 150-word limit. Time limits on public comments will apply.

Decorum

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Communications access information

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REVISED AGENDA: 4 X 4 JOINT TASK FORCE COMMITTEE ON HOUSING

CITY COUNCIL/RENT BOARD

Friday, July 17, 2026 – 12:00 p.m.

2180 Milvia Street, 1st floor, Cypress Room, Berkeley, CA

Teleconference Location – 2185 N California Blvd. Suite 450, Walnut Creek, CA 94596

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. Non-agenda public comment
5. Approval of April 17, 2026, meeting minutes
6. Staff Presentation on Rental Housing Safety Program. See attached presentation materials.
7. Discussion on Housing Inspection Scoring System. See attached memorandum. (Requested by Commissioner Twu).
8. Confirm next meeting date
9. Adjournment

COMMITTEE MEMBERS:

City Councilmember Ben Bartlett

City Councilmember Brent Blackaby

City Councilmember Cecilia Lunaparra

City Councilmember Igor Tregub

Rent Board Chairperson Soli Alpert

Rent Board Commissioner Xavier Johnson

Rent Board Commissioner Andy Kelley

Rent Board Commissioner Alfred Twu

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 the

4 x 4 Joint Task Force Committee on Housing,
please contact Committee Staffer Hannah Kim
at hkim@berkeleyca.gov



4 X 4 JOINT TASK FORCE ON HOUSING

CITY COUNCIL/RENT BOARD

Friday, April 17, 2026 – 11:00 a.m.

2180 Milvia Street, 1st floor, Cypress Room, Berkeley, CA

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 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 1-669-254-5252, enter Webinar ID: 161 785 7476 and Passcode: 456921. 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 HKim@berkeleyca.gov by **9:00 a.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 4x4 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

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.



AGENDA: 4 X 4 JOINT TASKFORCE ON HOUSING

CITY COUNCIL/RENT BOARD

Friday, April 17, 2026 – 11:00 a.m.

2180 Milvia Street, 1st floor, Cypress Room, Berkeley, CA

Minutes -To Be Approved

1. **Roll Call:** Co-Chair Alpert called the meeting to order.

Present: Blackaby, Lunaparra, Tregub, Alpert, Johnson, Kelley, Twu

Absent: Bartlett

Staff present: Matt Brown, Ollie Ehlinger, Hannah Kim (remote), DeSeana Williams, Andrew Yang, Olga Bolotina, Jonah Gottlieb.

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:** M/S/C (Tregub/Johnson) Voice Vote. Carried: 7-0-0-1. Absent: Bartlett.
4. **Non-agenda public comment:** One speaker relating to petition signature gatherers unlawfully trading signatures for snacks and drinks.
5. **Approval of March 20, 2026, meeting minutes:** M/S/C (Tregub/Kelley) Tregub moves to approve minutes with correction that he did not abstain at the last meeting. Voice Vote. Carried:7-0-0-1. Absent: Bartlett.
6. **Discussion and possible action regarding potential amendments to the Rent Ordinance proposed by the Rent Board for the November 2026 General Election (attached to agenda):** See below.
7. **Discussion and possible action regarding Affordable Housing Provider Fees under the Rent**



Ordinance:

Items 6 and 7 Discussed together.

Presentation by Matt Brown. Power Point Slides made available for public inspection.

Public Comments: In person: 7; Remote: 2.

Written Submissions: See attached.

Motion to recommend to City Council to place a measure on the 2026 general election ballot amending Berkeley municipal code chapter 13.76 as set forth in the attachment to the meeting materials with the following changes:

1. Proposed section .050.C.9 shall be amended to read:

Golden Duplex Exemption. Rental units in a residential property which is divided into two units where:

(a) one of the units was owner-occupied on December 31, 1979, and is currently occupied by the landlord as their principal residence.; and

(b) for any tenancy commencing on or after July 1, 2027, the tenant must be provided written notice, in a form prescribed by the Board, as part of their initial rental agreement that the residential property is exempt from this Chapter.

2. Section .080.N shall be amended to read:

Paperless Billing Requirement. The Board may, by regulation, require that registration fees and penalties due under this Section be paid through the Board's online rent registry. A landlord subject to this requirement must provide the Board a current email address in order to receive billing statements.

3. Proposed Section .080.O shall be added to read:

Notwithstanding any other provision of this Chapter, the Board shall have the authority to adopt regulations to waive or reduce fees owing under this Section for a residential property owned or leased by an organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code containing rental units that are subject to a regulatory agreement with a governmental agency that controls the units' rent levels.

4. Proposed Section .110.F shall be amended to read:



Notwithstanding Subsection A above, which establishes the rules associated with rent ceiling increases, a landlord shall not increase the lawful periodic rent charged for any unit in a 12-month period by more than ten percent (10%) for rent increases based on the Annual General Adjustment. In the event Civil Code section 1947.12 or any successor statute establishes a lower maximum rent increase than ten percent (10%), then that lower maximum rent increase shall apply.

5. Any nonsubstantial edits by Rent Board Legal Staff.

(M/S/C) (Tregub/Alpert). Voice Vote. 7-0-0-1. Absent: Bartlett.

8. **Update on the Emergency Ordinance.** Not discussed.

9. **Confirm next meeting to return to regular time of 12 p.m.:** Confirmed.

10. Adjournment: M/S/C (Johnson/Tregub). Vote Voice. Carried: 7-0-0-1. ABSENT: Bartlett.

COMMITTEE MEMBERS:

City Councilmember Ben Bartlett	Rent Board Chairperson Soli Alpert
City Councilmember Brent Blackaby	Rent Board Commissioner Xavier Johnson
City Councilmember Cecilia Lunaparra	Rent Board Commissioner Andy Kelley
City Councilmember Igor Tregub	Rent Board Commissioner Alfred Twu



April 16, 2026

Councilmember Cecilia Lunaparra, Co-Chair
Commissioner Soli Alpert, Co-Chair
4x4 Joint Task Force Committee on Housing
2000 Center Street, Suite 400
Berkeley, CA 94704

Re: Item #7, Measure BB Registration Fee for Non-profit Affordable Housing Providers

Dear Chair Lunaparra and Chair Alpert:

Thank you for your leadership and for your willingness to work collaboratively with the nonprofit affordable housing community to reduce the impact of Rent Board registration fees on our properties. In advance of Item #7 on the April 4x4 Committee agenda, the Northern California Land Trust would like to express our strong support for placing clean-up amendments to Measure BB on the November 2026 ballot to allow the Rent Board to administratively develop a fee-waiver program for nonprofit affordable housing providers, similar to the approach used by the City of Santa Monica.

This solution is a thoughtful balance between taking prompt action and mitigating legal and administrative risk. It allows our shared momentum to continue while creating space for the ongoing, productive conversations needed to design a program that meets the needs of both the Rent Board and nonprofit providers.

We are mindful, however, that this path will take time, and that the due date for FY 26–27 registration fees is approaching quickly. To bridge this gap, we respectfully request that the Rent Board provide a 12-month amnesty period for nonprofit affordable housing providers for late payment of FY 26–27 Measure BB registration fees that would otherwise be due in June 2026.

Thank you again for taking our concerns seriously and for your partnership on this issue. We look forward to continued collaboration as we work together to develop a durable fee waiver program for nonprofit affordable housing.

Sincerely,

Asn Ndiaye
Executive Director
Northern California Land Trust



Creating & Preserving Affordable Housing

April 16, 2026

Councilmember Cecilia Lunaparra, Co-Chair
Commissioner Soli Alpert, Co-Chair
4x4 Joint Task Force Committee on Housing
2000 Center Street, Suite 400
Berkeley, CA 94704

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Thank you again for taking our concerns seriously and for your partnership on this issue. We look forward to continued collaboration as we work together to develop a durable fee waiver program for nonprofit affordable housing.

Sincerely,

Courtney Pal
Policy Manager
Resources for Community Development



1835 Alcatraz Avenue
Berkeley, CA 94703
P 510.647.0700
F 510.647.0820
TTY 711
WWW.SAHAHOMES.ORG

April 16, 2026

Councilmember Cecilia Lunaparra, Co-Chair
Commissioner Soli Alpert, Co-Chair
4x4 Joint Task Force Committee on Housing
2000 Center Street, Suite 400
Berkeley, CA 94704

Re: Item #7, Measure BB Registration Fee for Non-profit Affordable Housing Providers

Dear Chair Lunaparra and Chair Alpert:

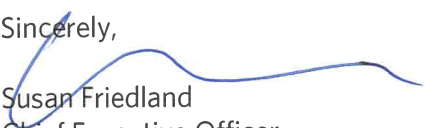
Thank you for your leadership and for your willingness to work collaboratively with the nonprofit affordable housing community to reduce the impact of Rent Board registration fees on our properties. In advance of Item #7 on the April 4x4 Committee agenda, Satellite Affordable Housing Associates would like to express our strong support for placing clean-up amendments to Measure BB on the November 2026 ballot to allow the Rent Board to administratively develop a fee-waiver program for nonprofit affordable housing providers, similar to the approach used by the City of Santa Monica.

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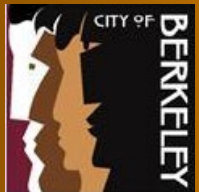
Thank you again for taking our concerns seriously and for your partnership on this issue. We look forward to continued collaboration as we work together to develop a durable fee waiver program for nonprofit affordable housing.

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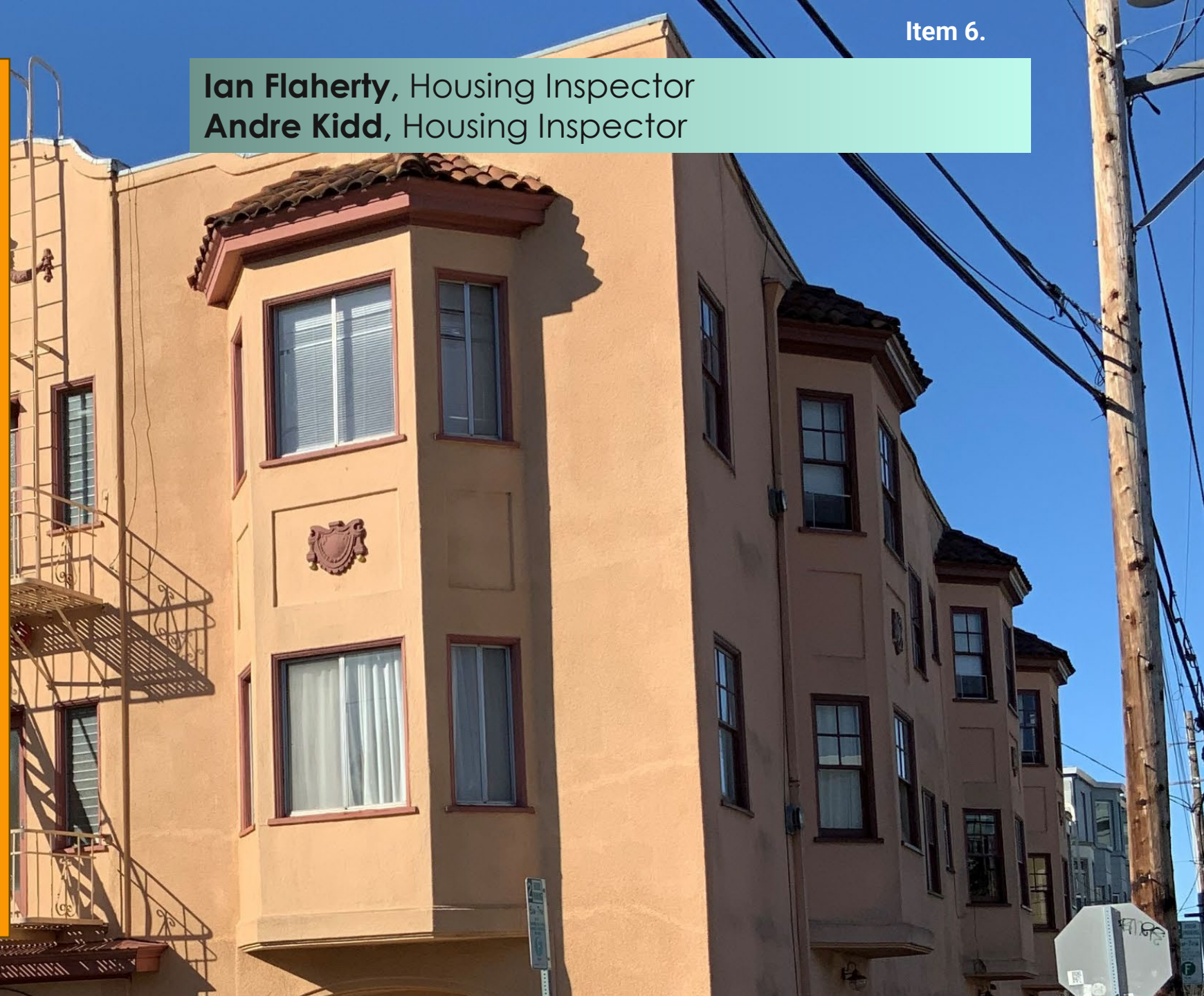

Susan Friedland
Chief Executive Officer
Satellite Affordable Housing Associates

Ian Flaherty, Housing Inspector
Andre Kidd, Housing Inspector

Rental Housing Safety Program

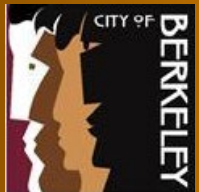


Building & Safety Division
Planning Department



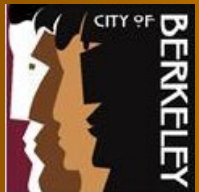
Rental Housing Safety Program

- History and Background
- Annual Self-Certification Checklist (SCC) Form
- Proactive and Complaints
- Berkeley Housing Code
- Preparing for Inspections
- Inspection Results
- Case Closure



Building & Safety Division
Planning Department

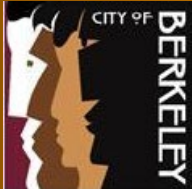
Rental Housing Safety Program



Building & Safety Division
Planning Department

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Rental Housing Safety Program



Building & Safety Division
Planning Department

**Ordinance No. 6551
Residential Rental
Housing Safety Program**

ORDINANCE NO. 6651 -N.S.

AMENDING CHAPTER 12.48 OF THE BERKELEY MUNICIPAL CODE TO **ESTABLISH A RESIDENTIAL RENTAL HOUSING SAFETY PROGRAM** REQUIRING OWNERS TO CERTIFY THAT THEIR RESIDENTIAL RENTAL UNITS MEET HOUSING SAFETY STANDARDS ESTABLISHED BY THE CITY AND ALLOWING THE CITY TO INSPECT UNITS TO ENSURE COMPLIANCE WITH HOUSINGS SAFETY STANDARDS

Section 1 Be it ordained that Chapter 12.48 of the Berkeley Municipal Code is hereby amended to read as follows:

Sections:

- 12.48.010 Findings
- 12.48.020 Purpose
- 12.48.030 Definitions
- 12.48.040 Owner or representative to reside on premises
- 12.48.050 Residential rental housing safety certification - City inspection in lieu of self-certification - Required notice of change in tenancy to the city - Exemptions
- 12.48.060 Unlawful alteration of premises by tenant/occupant
- 12.48.070 Periodic inspection of rental dwelling unit - Requirements generally - Certificate of compliance issued when
- 12.48.080 Correction of violations required--Revocation of certificate of compliance authorized when
- 12.48.090 Housing inspection fee
- 12.48.100 Violations
- 12.48.110 Penalties

12.48.010 Findings.

- A. Berkeley has an aging rental housing stock where the majority of rental units are over 50 years old and, thus, are more likely to violate housing safety codes and endanger the health and safety of occupants and others.
- B. There is a crisis in Berkeley's rental housing market reflected in a reduced vacancy rate which increases the likelihood that tenants may not complain about unsafe conditions for fear of losing their homes.
- C. An Association of Students of the University of California (ASUC) survey conducted in 2000 indicated that many student tenants are unaware of their housing rights.
- D. A Community Economics survey conducted in 1998 revealed that approximately 75% of Berkeley tenants indicated that their buildings were in need of repairs.
- E. Berkeley has a large number of tenants who are immigrants or who have special needs which makes it more difficult for them to be aware of and enforce their rights to safe accommodations.
- F. Over the last decade there have been several tragic deaths that may have been avoided had there been a regular residential rental inspection program and a safety education program.
- G. An inspection made by a property owner in order to submit a certification pursuant to subsection 12.48.050A is a necessary service pursuant to California Civil Code section 1954(b) where the tenant/occupant has refused entry to a City inspector acting pursuant to this Chapter.

shall file a copy of his or her complaint against the property owner and a copy of the court's decision with the City.

Section 2. Copies of this Bill shall be posted for two (2) days prior to adoption in the glass case located near the walkway in front of Old City Hall, 2134 Martin Luther King Jr. Way. Within fifteen days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley, held on July 17, 2001 this Ordinance was passed to print and ordered published by posting by the following vote:

Councilmembers Armstrong, Breland, Hawley, Maio, Olds, Shirek, Spring, Worthington and Mayor Dean.

None.

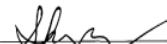
At: None.

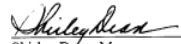
At a regular meeting of the Council of the City of Berkeley held on July 24, 2001, this Ordinance was adopted by the following vote:

Councilmembers Armstrong, Breland, Hawley, Maio, Olds, Shirek, Spring, Worthington and Mayor Dean.

None.

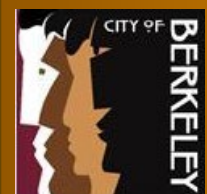
At: None.

ATTEST: 
Shirley M. Kelly, City Clerk


Shirley Dean, Mayor

Effective Date: August 23, 2001

Rental Housing Safety Program



Building & Safety Division
Planning Department

**Ordinance No. 6551
Residential Rental
Housing Safety Program**

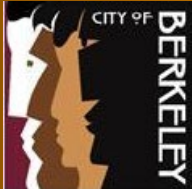


CITY OF
BERKELEY

Annual Self- Certification Checklist (SCC) Form

[illegible]

Rental Housing Safety Program



Building & Safety Division
Planning Department

Annual Self- Certification Checklist (SCC) Form



ANN

Property Address: (

Street Address:

DOOR LOCKS

Smoke alarms are instal

Hardwired smoke detec

CARBON MONOXID

Operational CO detecto

HEATING AND WAT

PG&E and owner/manag

Water heaters are instal

VENTILATION / WIN

APPLIANCES

RHSP Self-Certificatio

ELECTRICAL WIRING

PLUMBING

FIRE EXTINGUISHER

WEATHER PROTECTIO

HANDRAIL & GUARDR

INTERIOR STAIRWAY

EXTERIOR ELEVATED

WALKWAYS AND PATH

FLOORS & TRIP HAZA

ELECTRICAL PANELS

ACKNOWLEDGEMENT

Name of Certifier (Please Print):

Owner or Manager Name:

Mailing Address:

Signature:

RHSP Self-Certifi

INSTRUCTIONS:

All owners of residenti
minimum housing safe
Checklist (SCC). Plea
inclusive and that in a
are in compliance with
Berkeley Housing Coc

Complete the follow

- 1.
- 2.
- 3.
- 4.

If the tenant denied

- 1.

Owners may request t
assessed fees for viol

RHSP NOTES:

If subject to a housing
inspection. Failure to p

For additional informa

- Visit the webs
- Call (510) 981
- Email RHSP@cityofberkeley.org
- Come into the

RHSP Self-Certification Check List (SCC)

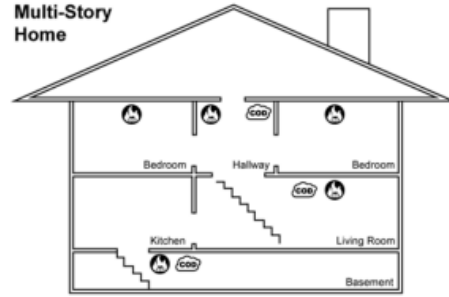
Page 4 of 4

RHSP NOTES (continued):

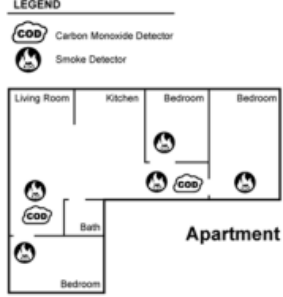
DOOR LOCKS: Double cylinder deadbolts that use a key on both sides are prohibited by ordinance on all doors.

SMOKE AND CARBON MONOXIDE DETECTORS AND ALARMS:
Smoke detectors that are replaced must have 10-year batteries and smoke alarms older than 10 years should be replaced with a 10-year battery life smoke detector. It is recommended to replace a carbon monoxide alarm upon expiration or after 10 years of service with a 10-year battery life carbon monoxide alarm.

Multi-Story Home



Apartment



ATTICS AND BASEMENTS:
Habitable attic spaces are required to have smoke alarms. Carbon monoxide detectors/alarms in habitable attic spaces are required when the building is required to have them. See Self-Certification Checklist.

HEATING:
It is recommended that all heating equipment be inspected by a licensed HVAC contractor at least every 5 years.

PLUMBING:

- Stains on walls, ceilings, and floors often indicate water damage and/or an ongoing leak(s) that needs to be repaired.
- If the flow from the tap is less than the circumference of a #2 pencil (1/4 inch), it is not sufficient and may indicate a partially clogged pipe.

FIRE EXTINGUISHER:
The date on the tag is the last inspection date and the unit is good for one year from this date.

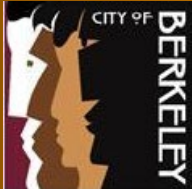
ELECTRICAL PANELS WITH FUSES:
If screw-based fuses greater than 15 amps are installed, an electrical danger may be present unless the wiring has been updated OR been evaluated by a licensed electrician and is capable of handling the current load. It is a potential fire hazard if the fuse size exceeds the limit of the associated wire size. The City strongly recommends you contact a licensed electrician if you are unsure about the proper fuses for the building or units.

FIRE EXTINGUISHER:
All standpipes and firehoses are inspected by Berkeley Fire Department. Ensure all firehoses and standpipes have a up-to-date certificates.

BUILDINGS CONSTRUCTED IN 1960 OR EARLIER WITH EDISON TYPE (SCREW IN) FUSES:
For fuses having 20 amps or greater, it is recommended to obtain a certificate from a licensed electrician verifying the wiring is correct for the connected fuse and safe of handling the load.

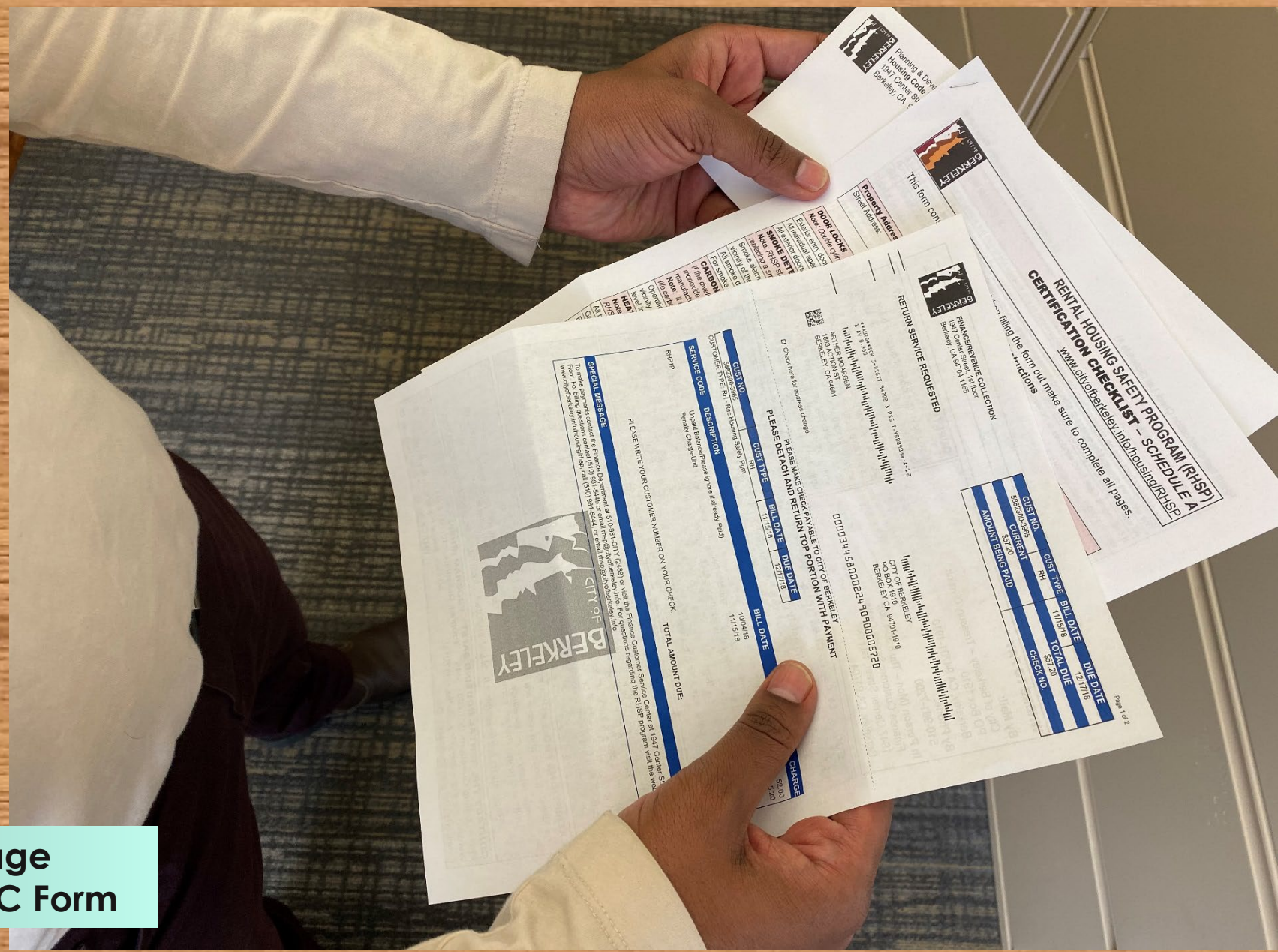
Revised July 2025

Rental Housing Safety Program

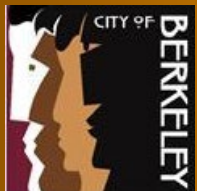


Building & Safety Division
Planning Department

Annual RHSP Invoice Package
Includes Statement and SCC Form



Rental Housing Safety Program

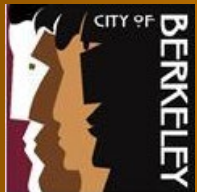


Building & Safety Division
Planning Department

CitizenServe
Public Access Portal

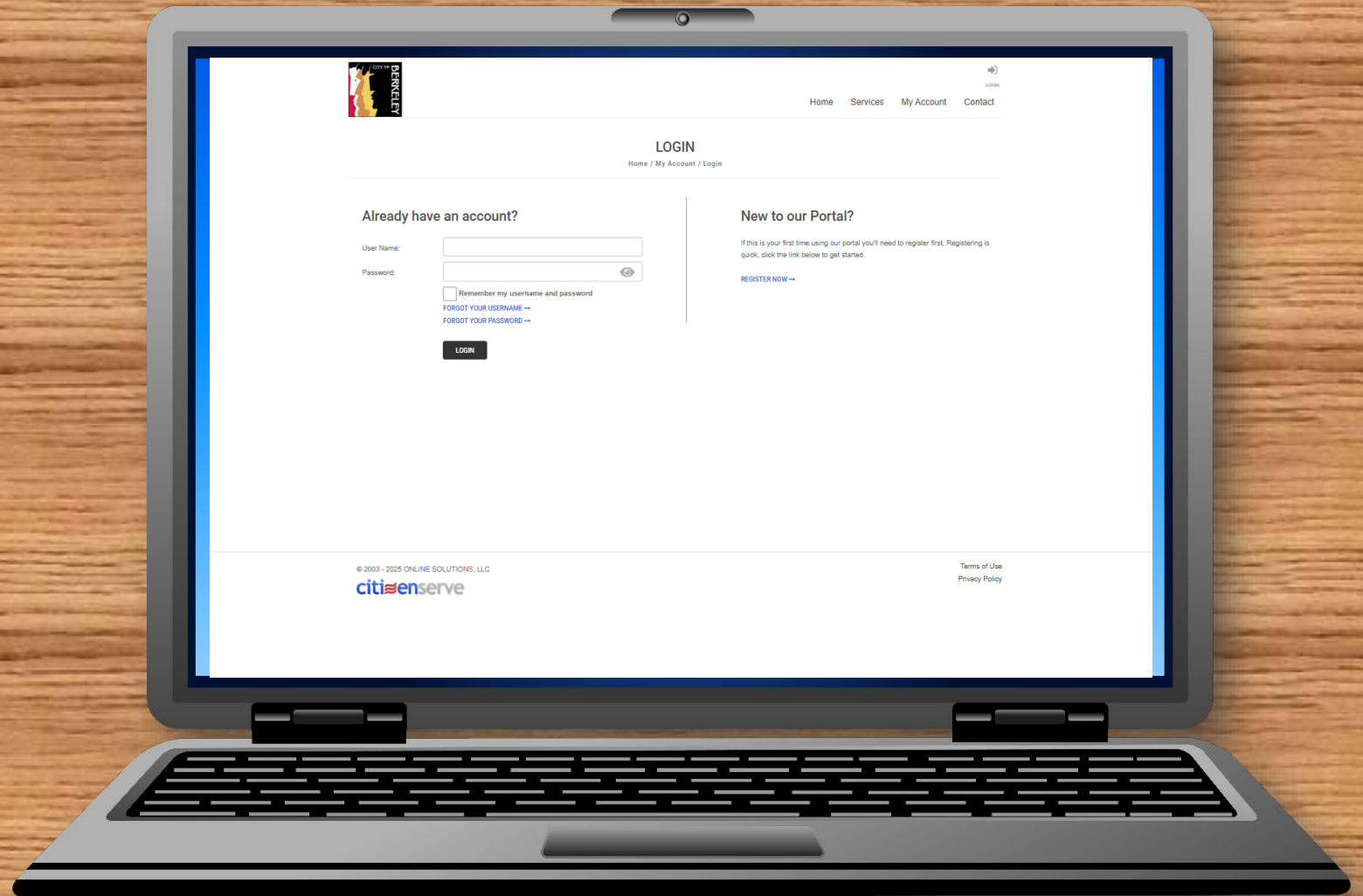


Rental Housing Safety Program

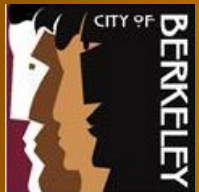


Building & Safety Division
Planning Department

**CitizenServe
Public Access Portal**



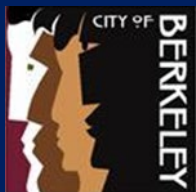
Rental Housing Safety Program



Building & Safety Division
Planning Department

- History and Background
- Annual Self-Certification Checklist (SCC) Form
- **Proactive and Complaints**
- Berkeley Housing Code
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- Inspection Results
- Case Closure

Rental Housing Safety Program



Building & Safety Division
Planning Department

**PROACTIVE & COMPLAINTS
INSPECTIONS**



RFS – Tenants Request for Service

Submitted:

- Online
- Over the Phone
- In Person

Requires a tenant or their representative to be present for the initial inspection.

Tenant may refuse entry to the owners or landlords.

INSPECT on ALL AREAS



Pro-Active Inspections

Random Selection

Referred by other City of Berkeley agencies such as:

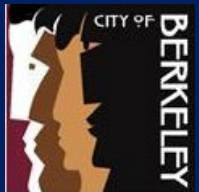
- * Fire Department
- * Police Department
- * Rent Board
- * Building & Safety
- * Mayor's Office
- * City Council Offices

Owners Request for Service

INSPECT on ALL AREAS



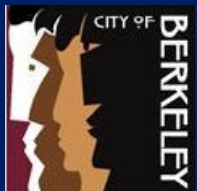
Rental Housing Safety Program



Building & Safety Division
Planning Department

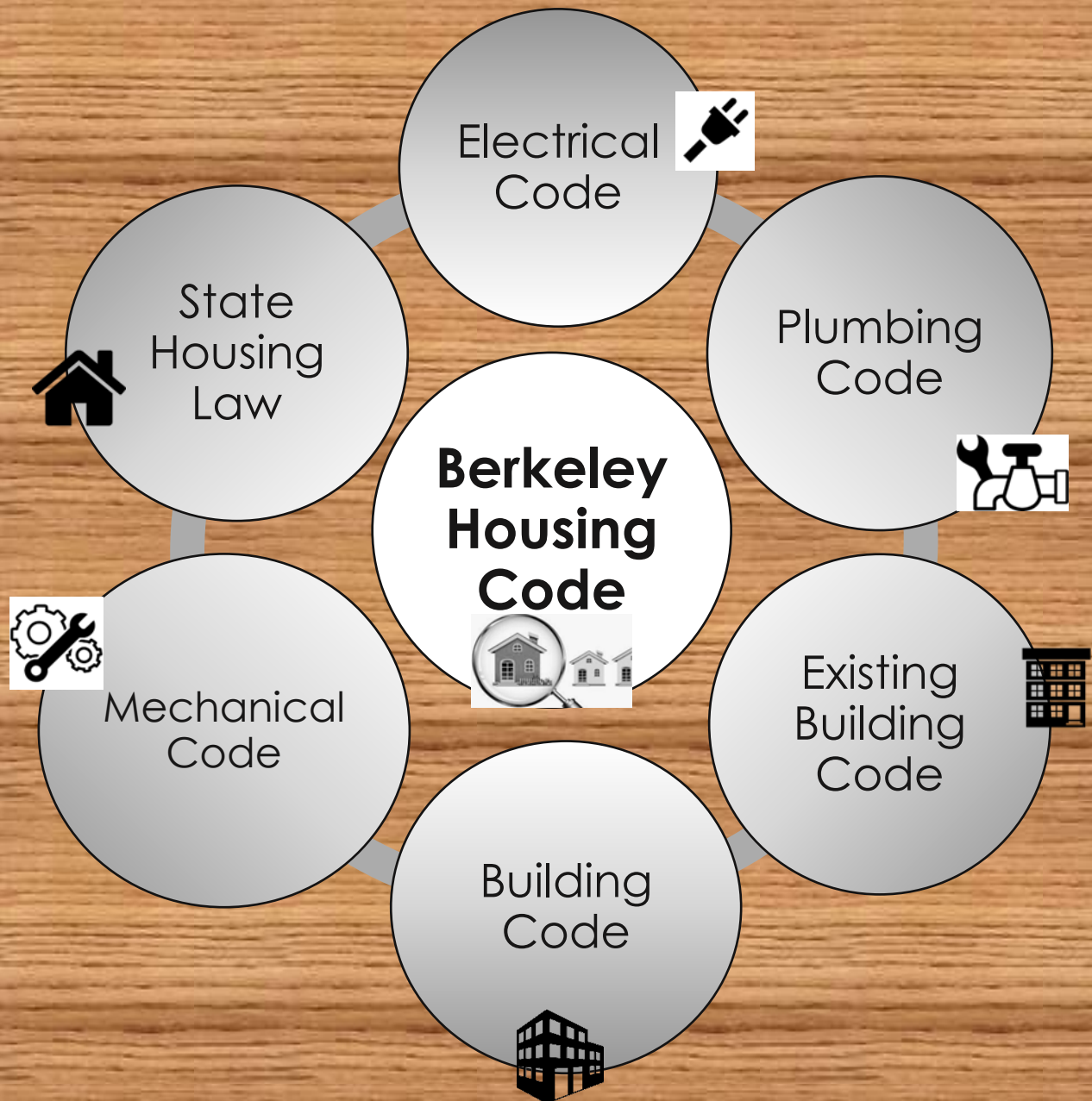
- History and Background
- Annual Self-Certification Checklist (SCC) Form
- Proactive and Complaints
- **Berkeley Housing Code**
- Preparing for Inspections
- Inspection Results
- Case Closure

Rental Housing Safety Program

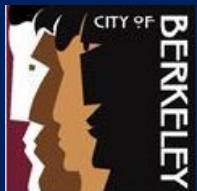


Building & Safety Division
Planning Department

Berkeley Housing Code
BMC 19.40

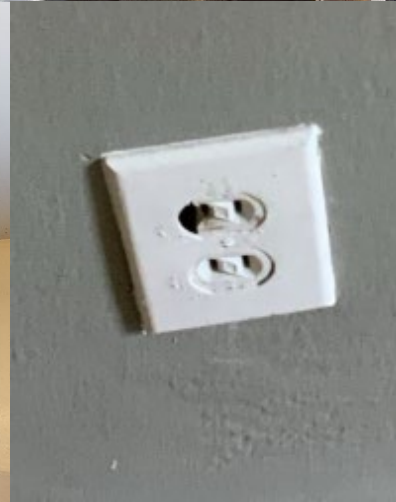


Rental Housing Safety Program



Building & Safety Division
Planning Department

INSPECTIONS:
Interior & Exterior



California Health & Safety Code 17920.3

(13) Visible mold growth, as determined by a health officer or a code enforcement officer, as defined in Section 829.5 of the Penal Code, excluding the presence of mold that is minor and found on surfaces that can accumulate moisture as part of their properly functioning and intended use.

INTERIOR ONLY



Lead-Based Paint = Health Hazards

Buildings built prior to 1978 That
has Peeling Paint with:

Children under 6 yrs old

Pregnant Woman Residing

Children tested with blood lead
level ≥ 3.5 micrograms

Adult tested with blood lead
level ≥ 5 micrograms

INTERIOR & EXTERIOR



CAHSC 17920.10 Lead Hazards = Deteriorated Lead-Based Paint

Buildings built prior to 1978 That
has Peeling Paint with Affected
area is equal to or in excess of:

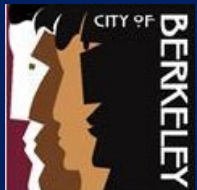
Two Square Feet in Any One
Interior Room or Space

Twenty square feet on exterior
surfaces

Ten Percent of the Surface Area
on Interior or Exterior Building
Component. Ex: Trim/Sills

Rental Housing Safety Program

- History and Background
- Annual Self-Certification Checklist (SCC) Form
- Proactive and Complaints
- Berkeley Housing Code
- **Preparing for Inspections**
- Inspection Results
- Case Closure



Building & Safety Division
Planning Department

How to Prepare for a Housing Inspection

Owners and Landlords

- Read the Notice.
- Visit your property.
- Ensure that a self- certification checklist form is completed.
- Address any deferred maintenance or damages in the common or exterior areas.
- Contact the inspector if there are any questions.

**Preparing for Inspections:
Proactive**



Rental Housing Safety Program
Building & Safety Division
Planning and Development Department

NOTICE OF INTENT TO INSPECT
Parcel Number: [REDACTED]
Case #: 25-111111

November 12, 2025

JOHN DOE
1234 CENTER ST
BERKELEY, CA 94707

Subject: **5678 MAPLE ST+ 5 Units (See page 2)**

Dear Property Owner:

The property above has been selected for an inspection to identify any violations of the Housing Code as part of the City of Berkeley's Rental Housing Safety Program (RHSP). The Program's purpose is to ensure that Berkeley's rental housing units meet the minimum standards of the Berkeley Housing Code BMC 19.40. The housing inspection has been scheduled as follows:

Inspection Date: Wednesday, December 10, 2025
Time: Between 12:30 pm - 4:00 PM
Assigned Inspector: Andre Kidd
Phone Number: 510-981-5447

WHAT TO KNOW BEFORE THE INSPECTION:

- The **Owner or representative of the owner** must provide the inspector access to all interior, exterior, and common areas of the building.
- Notify the inspector if there are security gates/doors or other special instructions to enter the property.
- The **Tenant** is recommended to be present but not required during the scheduled initial inspection.
- The owner or their representative must follow the guidelines set forth by California Civil Code 1954 regarding notice of entry.
- When proper notification has been given, consent to enter is assumed unless there is evidence to the contrary.
- If code violations are found, tenants must allow the owner access to make repairs. Repairs should be completed during normal business hours, unless the tenant and owner agree on a different time.

***You may call between 7:00 and 8:30 a.m. on the day of the inspection to receive a more specific time window. Call the main phone line at (510) 981-5444 if you are unable to reach the assigned inspector the morning of the inspection.**

How to Prepare for a Housing Inspection

Owners and Landlords

- Be aware of the other Units scheduled for inspections.
- Ask your tenant if they have any concerns and address them.
- Make repairs or be prepared to make repairs within 30 days of the inspection, to avoid incurring reinspection fees.

**Preparing for Inspections:
Proactive**

Subject Units for Inspections:

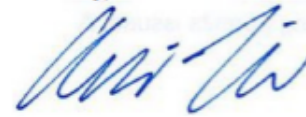
5678 MAPLE ST Unit 1
5678 MAPLE ST Unit 2
5678 MAPLE ST Unit 3
5678 MAPLE ST Unit 4
5678 MAPLE ST Unit 5

Inspection Process:

1. The inspection will include the inside of the unit, the outside of the building, and any common areas.
2. If code violations are found, the owner will receive a First Notice of Violation, with a copy sent to the tenant. The notice will list the violation(s), necessary repairs, if permits are required, and the date and time of the follow-up inspection.
3. The owner or their representative must coordinate repairs with the tenant and obtain any necessary permits.
4. If no violations are found, a Certificate of Closure will be issued within 30 days.

If you have any questions regarding this Notice, please contact the assigned inspector.

Sincerely,



Andre Kidd
Housing Inspector

CC: Tenant in 1, Tenant in 2, Tenant in 3, Tenant in 4, Tenant in 5

How to Prepare for a Housing Inspection

Tenants

- Provide a list of your concerns in your unit, in the common areas and the exterior to the landlord/owner.
- Provide landlord/contractors access to make repairs.
- Show the inspector your concerns and issues that have not been or are not being addressed by your landlord.

**Preparing for Inspections:
Proactive**



Rental Housing Safety Program
Building & Safety Division
Planning and Development Department

November 12, 2025

TENANT IN UNIT 1
5678 MAPLE ST UNIT 1
BERKELEY CA 94705

Subject: **5678 MAPLE ST+ 5 Units (See page 2)**

Dear Tenant:

Here is a copy of the letter sent to the property owner regarding the housing case at 5678 MAPLE ST COMMON.

The property above has been selected for an inspection to identify any violations of the Housing Code as part of the City of Berkeley's Rental Housing Safety Program (RHSP). The Program's purpose is to ensure that Berkeley's rental housing units meet the minimum standards of the Berkeley Housing Code BMC 19.40. The housing inspection has been scheduled as follows:

Inspection Date: Wednesday, December 10, 2025

Time: Between 12:30 pm - 4:00 PM

Assigned Inspector: Andre Kidd

Phone Number: 510-981-5447

WHAT TO KNOW BEFORE THE INSPECTION:

- The **Owner or representative of the owner** must provide the inspector access to all interior, exterior, and common areas of the building.
- Notify the inspector if there are security gates/doors or other special instructions to enter the property.
- The **Tenant** is recommended to be present but not required during the scheduled initial inspection.
- The owner or their representative must follow the guidelines set forth by California Civil Code 1954 regarding notice of entry.
- When proper notification has been given, consent to enter is assumed unless there is evidence to the contrary.
- If code violations are found, tenants must allow the owner access to make repairs. Repairs should be completed during normal business hours, unless the tenant and owner agree on a different time.

***You may call between 7:00 and 8:30 a.m. on the day of the inspection to receive a more specific time window. Call the main phone line at (510) 981-5444 if you are unable to reach the assigned inspector the morning of the inspection.**

1947 Center Street, 3rd Floor, Berkeley, CA 94704 Tel: 510.981.5444 TDD: 510.981.7474

E-mail: hci@berkeleyca.gov - <https://berkeleyca.gov/>

NOTICE OF INTENT TO INSPECT

Parcel Number: [REDACTED]

Case #: 25-111111

How to Prepare for a Housing Inspection

Tenants

- Submit a Request for Service checking all concerns.
- May focus their concerns with the common or the exterior.
- Must be present for the initial inspection.
- Must provide landlords and contractors access to make repairs.
- Copy of the Notice of Intent to Inspect letter is mailed to tenant.

Preparing for Inspections: Complaints



Housing Code Inspections
Building & Safety Division
Planning and Development Department

REQUEST FOR SERVICE
Housing Inspection Request
Residential Units

Property [REDACTED] ST

Date: 09/27/2025

Reported By: [REDACTED]

Name: [REDACTED]
Address: [REDACTED] ST BERKELEY 94702
Email Address: [REDACTED]

Primary Phone: [REDACTED]
Home Phone: [REDACTED]
Cell Phone: [REDACTED]
Work Phone: [REDACTED]
Phone: [REDACTED]

Property Owner: [REDACTED]
Address: [REDACTED]
City/St/Zip: [REDACTED]

The owner will be notified of the upcoming inspection and encouraged to attend.

CONCERNS

- | | |
|---|--|
| ☒ Inoperable/Damaged Windows | ☐ Lack of/Damaged water fixtures or piping |
| ☒ Deficient/Damaged stairs, railing or decks | ☐ Lack of/Inoperable carbon monoxide alarm |
| ☐ Deficient/Damaged walls or ceiling | ☐ Lack of/Inoperable smoke detector alarm |
| ☒ Deficient/Damaged door or entry | ☐ Resident manager (16 or more units) |
| ☒ Lack of/Damaged door locks or hardware | ☒ Visible Mold or Mildew |
| ☒ Lack of/Damaged electrical fixtures or wiring | ☐ Water leaks visible from walls or ceiling |
| ☐ Lack of/Damaged gas equipment or piping | ☒ Other |
| ☒ Lack of/Damaged heating equipment | HEATER OUT FOR 2-1/2 YEARS, MICE, CRICKETS, GUTTERS, HOLE IN |

TENANTS ONLY

I certify/consent to the following:

- I am the lease holder/tenant at the address I am reporting.
- I have notified the owner/representative of the problem(s) I am reporting.

Date Owner Notified:
Notification Method:

- I will allow the owner and/or their representatives, with proper notice as governed by State law, to enter my unit to make all necessary repairs.
- I give consent for City inspectors to access my unit.

Date: 09/27/2025

How to Prepare for a Housing Inspection

Owners and Landlords

- A Notice of Intent to Inspect is mailed to the owners.
- A copy of the Request for Service is attached.
- Address all checked boxes.
- Provide 24-hour Notice posting when required.
- Hire qualified licensed individuals to repair.
- Ensure all violations are corrected.

Preparing for Inspections: Complaints



Housing Code Inspections
Building & Safety Division
Planning and Development Department

NOTICE OF INTENT TO INSPECT

Parcel Number: [REDACTED]
Case #: 25-018190

October 20, 2025

[REDACTED]
[REDACTED]
[REDACTED]
Subject: [REDACTED] ST
BERKELEY, CA

Dear Property Owner:

This office has received a Request for Service from your tenant claiming the subject property contains at least one condition in violation of the Berkeley Housing Code. A housing inspection has been scheduled as follows:

Inspection Date: Wednesday, November 5, 2025
Time: Between 9:00 am - 12:00 noon
Assigned Inspector: Sloan Fidler
Phone Number: 510-981-7454

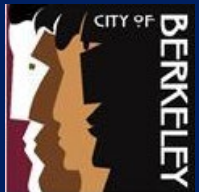
WHAT TO KNOW BEFORE THE INSPECTION:

- The inspector will arrive to conduct the scheduled inspection during the above time window.
- The **Tenant** must be present to provide the inspector access to the subject unit/room scheduled for inspection and the building's common areas.
- It is strongly recommended that the property **Owner or representative of the owner** be present for the initial inspection.
- Notify the inspector if there are security gates/doors or other special instructions to enter the property.
- The inspector will perform an inspection, to address the concerns listed on the Request for Service, and to identify any additional violations of the Housing Code.
- The owner is to provide to the inspector, the Rental Housing Safety Program Self-Certification Safety Checklist (SCC) for the unit.
- Tenants must allow the owner or the owners representative access to make repairs. Repairs should be completed during normal business hours, unless the tenant and owner agree on a time.

***You may call between 7:00 and 8:30 a.m. on the day of the inspection to receive a more specific time window. Call the main phone line at (510) 981-5444 if you are unable to reach the assigned inspector the morning of the inspection.**

1947 Center Street, 3rd Floor, Berkeley, CA 94704 Tel: 510. 981.5444 TDD: 510.981.7474
E-mail: hci@berkeleyca.gov - <https://berkeleyca.gov/>

Rental Housing Safety Program



Building & Safety Division
Planning Department

- History and Background
- Annual Self-Certification Checklist (SCC) Form
- Proactive and Complaints
- Berkeley Housing Code
- Preparing for Inspections
- **Inspection Results**
- Case Closure

Certificate of Closure



Cancelled

No Entry

Owner Occupied

No Violation
Observed

Inspection Results:
Compliance/Closure



RENTAL HOUSING SAFETY PROGRAM
Building and Safety Division
1947 Center Street, 3rd Floor
Berkeley, CA 94704

CERTIFICATE OF COMPLIANCE

Parcel Number: [REDACTED]
Case #: 25-123456

September 10, 2025

JANE DOE
2222 HELLO ST

BERKELEY CA 94704

**Subject: 8888 OCTOBER ST
BERKELEY, CA**

Dear Property Owner:

The above-referenced property was inspected/reviewed on 09/10/2025 as part of the City of Berkeley's Rental Housing Safety Program (RHSP). This resulted with:

- Certificate of Compliance: No housing code violations or deficiencies were observed. As a result, this letter serves as the requisite Certificate of Compliance under the RHSP.

If you have any questions, please contact 510-981-7454.

Sincerely,

Sloan Fidler
Housing Inspector

CC: Tenant

Violations Observed



Violation List

- Violation Location
- Violation Category
- Violation Description
- Simple Narrative
- Remedy
- BMC Section

Inspection Results: Notice of Violation

CITY OF BERKELEY
Housing Code Inspections
1947 Center Street, 3rd floor
Berkeley, CA 94704
(510) 981-5444

Violation List

Date: 09/19/2025
Case #: H19-000533
Subject: [REDACTED]

There are a total of 13 violations on this property, 0 have been cleared.

The remaining violations are:

1. Living Room - Window - Inoperable

The window was noted to be inoperable. To correct, repair or replace window and ensure proper operation. If replacement of the window(s) is necessary, the owner is required to obtain a building permit and a final approval from a building inspector. BMC 19.40, SEC. 504 & SEC. 601.2

2. Living Room - Window - Safety Glass - Required

The window requires to have safety/tempered glass. A manufacturer's designation specifying of safety glass is missing. To correct, replace glass to a safety/tempered glass or provide proof that the glass is safety/tempered glass. BMC 19.29, SEC. 308

3. Kitchen - Window - Lock Inoperable

The window lock is inoperable. To correct, repair or replace window locking mechanism and ensure proper operation. If replacement of the window(s) is necessary, the owner is required to obtain a building permit and a final approval from a building inspector. BMC 19.40, SEC. 504 & SEC. 601.2

4. Kitchen - Window - Security Bars - Inoperable

The window security bars' emergency release is inoperable. To correct, repair or replace window security bars' emergency release mechanism and ensure proper operation. If replacement of the window(s) bars is necessary, the owner is required to obtain a building permit and a final approval from a building inspector. BMC 19.40, SEC. 504 & SEC. 601.2

5. Kitchen - 3 Receptacles - Electrical - Receptacle - GFCI - Missing

The receptacle does not have the required ground fault circuit interrupter (GFCI) protection. To correct, replace the receptacle(s) with GFCI receptacle(s) or install GFCI protection devices and ensure proper operation. NOTE: If rough electrical work is necessary to make the repair, the owner or his/her representative is required to obtain an electrical permit and a final approval from a building inspector. BMC 19.30, SEC. 210.8 & BMC 19.40, SEC. 701.2

6. Bathroom - Window - Inoperable

The window was noted to be inoperable. To correct, repair or replace window and ensure proper operation. If replacement of the window(s) is necessary, the owner is required to obtain a building permit and a final approval from a building inspector. BMC 19.40, SEC. 504 & SEC. 601.2

7. Bathroom - Window - Lock Inoperable

The window lock is inoperable. To correct, repair or replace window locking mechanism and ensure proper operation. If replacement of the window(s) is necessary, the owner is required to obtain a building permit and a final approval from a building inspector. BMC 19.40, SEC. 504 & SEC. 601.2

Notice of Violation

Page 1

- If a violations are observed, a Notice of Violation is issued along with the violation list.
- A reinspection is scheduled.
- Reinspection fees are assessed if all the violations are not corrected.

**Inspection Results:
Notice of Violation**



HOUSING CODE INSPECTIONS
Building & Safety Division
Planning & Development Department

FIRST NOTICE OF VIOLATION
Parcel Number: [REDACTED]
Case #: 25-018020

October 21, 2025

Subject: [REDACTED]
BERKELEY, CA

Dear Property Owner:

Pursuant to the Berkeley Housing Code, BMC Chapter 19.40 the above subject building was inspected on 10/21/2025 and was determined to be in violation of the Berkeley Housing Code. Enclosed is a list of the violations identified during the inspection.

The owner of the property is responsible for repairing all identified violations. The City allows 30-days to correct all violations or obtain all required building permits. A reinspection to verify compliance with this Notice has been scheduled as follows:

Inspection Date: Wednesday, December 17, 2025
Time Window: 12:30 pm - 4:00 pm
Assigned Inspector: Andre Kidd
Phone Number: 510-981-5447

You may contact the inspector before 8:30 a.m. the day of your inspection for a narrower time window.

The owner or their representative must follow the California Civil Code 1954 regarding notice of entry. The owner or their representative is responsible to obtain consent to enter the subject unit. A re-inspection fee will be assessed if all violations are not corrected during the scheduled re-inspection or if the inspector is unable to verify correction(s) of all the violation(s) during the scheduled re-inspection.

There will be no fees assessed for this reinspection if it is verified that all violations have been corrected. However, if there are violation(s) that have not been corrected, the owner will be assessed fees in accordance with the fee schedule in the table below and subsequent inspections will be conducted every 30 days. Failure to provide access to the inspector during the scheduled re-inspections will result as the violations not verified as corrected.

Notice of Violation

Page 1

- If a violations are observed, a Notice of Violation is issued along with the violation list.
- A reinspection is scheduled.
- Reinspection fees are assessed if all the violations are not corrected.

**Inspection Results:
Notice of Violation**



HOUSING CODE INSPECTIONS
Building & Safety Division
Planning & Development Department

FIRST NOTICE OF VIOLATION
Parcel Number: [REDACTED]
Case #: 25-018020

October 21, 2025

[REDACTED]
[REDACTED]

Subject: [REDACTED]
BERKELEY, CA

Dear Property Owner:

Pursuant to the Berkeley Housing Code, BMC Chapter 19.40 the above subject building was inspected on 10/21/2025 and was determined to be in violation of the Berkeley Housing Code. Enclosed is a list of the violations identified during the inspection.

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There will be no fees assessed for this reinspection if it is verified that all violations have been corrected. However, if there are violation(s) that have not been corrected, the owner will be assessed fees in accordance with the fee schedule in the table below and subsequent inspections will be conducted every 30 days. Failure to provide access to the inspector during the scheduled re-inspections will result as the violations not verified as corrected.

Notice of Violation

Page 2

- If a violations are observed, a Notice of Violation is issued along with the violation list.
- A reinspection is scheduled.
- Reinspection fees are assessed if all the violations are not corrected.

**Inspection Results:
Notice of Violation**

You will continue to incur fees for each inspection, including the reinspection, that closes the case. The City may use any and all actions at its disposal to collect fees; including placement of a special assessment lien on your property collected with your county assessor's property taxes.

Inspection Service Fees		
Type of Inspection	Status	Amount of Fee
1 st Reinspection	All Violations Corrected	None
	All Violations Not Corrected	\$400
2nd Reinspection	Whether or not Violations are Corrected	\$600
All Other Reinspections	Whether or not Violations are Corrected	\$800
Late Payment Fee	1-30 days late	10% of fee
	31+ days late	40% of fee

Any questions concerning this Notice, please contact the inspector at 510-981-5447.

Sincerely,



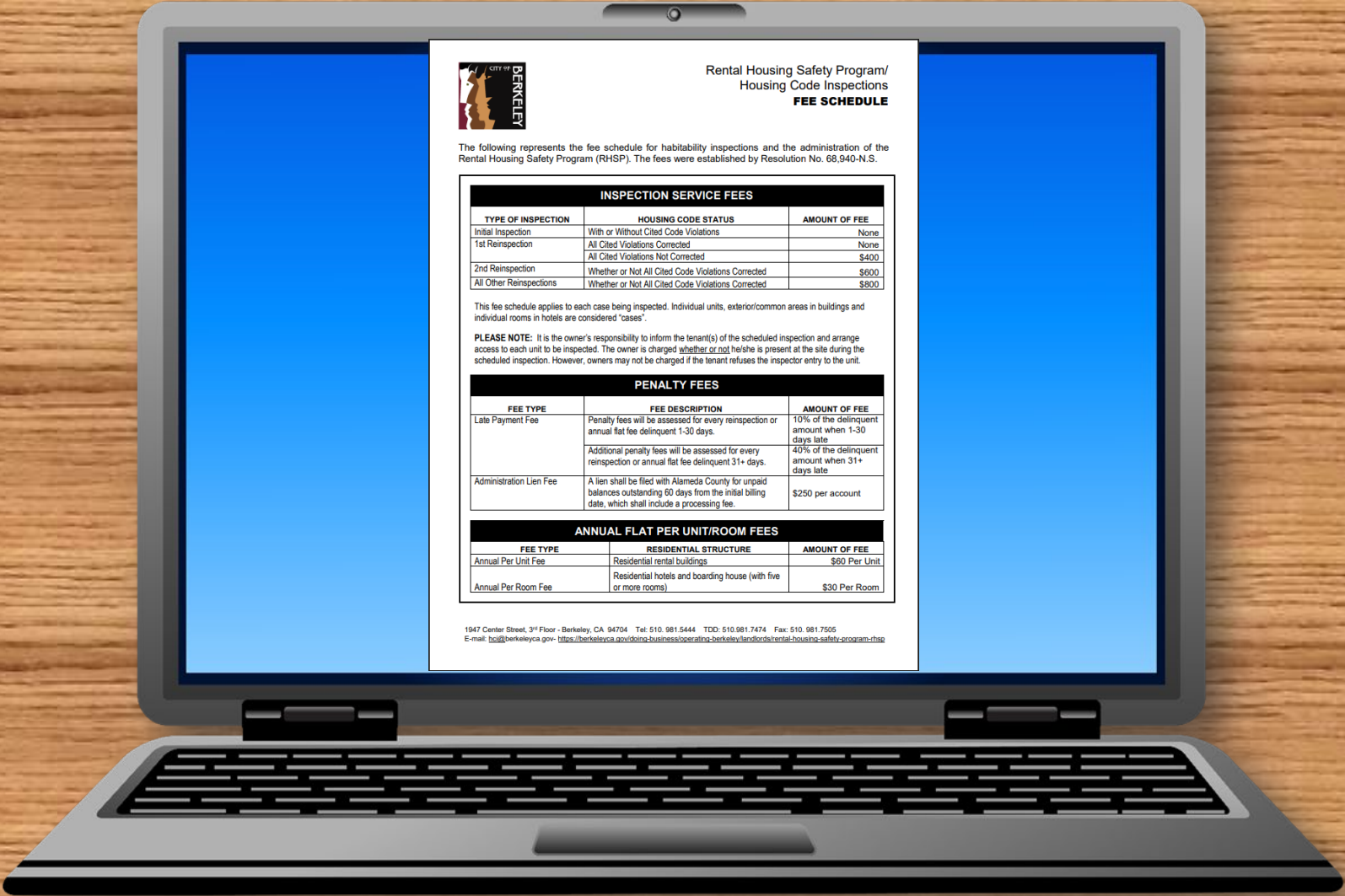
Andre Kidd
Housing Inspector

CC: TENANT

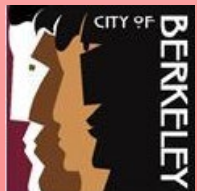
RHSP Schedule of Fees

- Available online
- Inspection Service Fees
- Penalty Fees
- Annual Fees
 - Per Unit
 - Per Room (Boarding Houses)

Inspection Results:
Schedule of Fees



Rental Housing Safety Program



Building & Safety Division
Planning Department

Inspection Results: Schedule of Fees

The following represents the fee schedule for habitability inspections and the administration of the Rental Housing Safety Program (RHSP). The fees were established by Resolution No. 68,940-N.S.

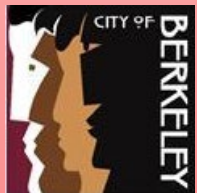
INSPECTION SERVICE FEES		
TYPE OF INSPECTION	HOUSING CODE STATUS	AMOUNT OF FEE
Initial Inspection	With or Without Cited Code Violations	None
1st Reinspection	All Cited Violations Corrected	None
	All Cited Violations Not Corrected	\$400
2nd Reinspection	Whether or Not All Cited Code Violations Corrected	\$600
All Other Reinspections	Whether or Not All Cited Code Violations Corrected	\$800

This fee schedule applies to each case being inspected. Individual units, exterior/common areas in buildings and individual rooms in hotels are considered "cases".

PLEASE NOTE: It is the owner's responsibility to inform the tenant(s) of the scheduled inspection and arrange access to each unit to be inspected. The owner is charged whether or not he/she is present at the site during the scheduled inspection. However, owners may not be charged if the tenant refuses the inspector entry to the unit.

PENALTY FEES		
FEE TYPE	FEE DESCRIPTION	AMOUNT OF FEE
Late Payment Fee	Penalty fees will be assessed for every reinspection or annual flat fee delinquent 1-30 days.	10% of the delinquent amount when 1-30 days late
	Additional penalty fees will be assessed for every reinspection or annual flat fee delinquent 31+ days.	40% of the delinquent amount when 31+ days late

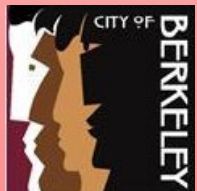
Rental Housing Safety Program



Building & Safety Division
Planning Department



Rental Housing Safety Program



Building & Safety Division
Planning Department

Questions

Angel Sindayen – Housing Inspector Supervisor

RHSP Contacts Information

Office Location: 1947 Center St. 3rd Floor

General Phone No: 510-981-5444

Billing/Invoice Phone No: 510-981-5445

Email Questions Regarding...

Complaint Cases: HCI@berkeleyca.gov

Proactive Cases: RHSP@berkeleyca.gov

Billing/Invoices: RHSPBilling@berkeleyca.gov

RHSP Website: <http://citizenserve.com/berkeley>

Questions & Comments



Memorandum

DATE: July 17, 2026
TO: Honorable Members of the 4x4 Committee on Housing
FROM: Alfred Twu, Soli Alpert
SUBJECT: Housing Inspection Scoring System

Recommendation

Explore feasibility of creating a housing inspection scoring system with searchable map and inspection score signs.

Background and Need for Action

To protect the public and encourage businesses to improve, the health department inspects and scores restaurants and makes the information available to the public.

Some cities have similar systems for rental housing. Since 2021, the city of Toronto in Canada has an online map called RentSafeTO where inspection scores are posted. Starting this year, buildings are required to post color-coded signs with inspection scores. Los Angeles launched an online Housing Violations Map in 2026.

With our large student population, many Berkeley renters sign leases without being able to visit the building in person. Some end up paying too much for housing that has many problems. Meanwhile, landlords who make the effort to maintain quality housing lack official certification that could be useful as a trusted selling point. Publicly available inspection data and scores would help renters make informed decisions and also encourage owners to maintain their buildings.

Discussion Points

Applicability: Toronto's RentSafeTO only applies to buildings with 3 or more floors and 10 or more units.

Scoring System: RentSafeTO uses a 100-point scale and three sign colors. 85-100 is green, 70-84 is yellow, under 70 is red.

Whether to integrate the scoring system into the Rent Registry or have it as a separate database that the registry can link to.

References

RentSafeTO: rentsafeto.com

Los Angeles Problem Rental Properties Map: prp.lacontroller.app

Financial Impact

Staff time to evaluate feasibility and potential cost of implementation.

Contact Person

Alfred Twu, RSBTwu@berkeleyca.gov

Attachments

None