



Rent Stabilization Board

**COMMUNICATION ACCESS INFORMATION:**

This meeting is being held in a wheelchair-accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Aimee Mueller at 981-4932 or 981-6903 (TDD) *at least three business days before* the meeting date.



Please refrain from wearing scented products to this meeting.

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

**Tuesday, June 11, 2019 – 5:30 p.m.**

**2001 Center Street, Law Library, 2nd Floor**

**AGENDA**

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of April 11, 2019 Meeting Minutes
5. Update on Changes to the Staffing Model
6. Fiscal Year (FY) 2019 ¾-Year Budget Update
7. FY 2020 Budget Discussion and Possible Action
  - a. Discussion and Recommendation of Proposed Staffing Model for FY 2020
  - b. Discussion and Recommendation of Proposed Line-Item Budget for FY 2020
8. Review and Possible Action on Annual Contracts
9. Future Agenda Items and Meeting Times
10. Adjournment

**STAFF CONTACT: Jay Kelekian, Executive Director (510) 981-7368**

**COMMITTEE:** Paola Laverde, John Selawsky, Leah Simon-Weisberg, Igor Tregub (Chair)

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Rent Stabilization Board

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

**Thursday, April 11, 2019 – 5:00 p.m.**

**2001 Center Street, Law Library, 2nd Floor**

**Minutes to Be Approved**

1. Roll Call. 5:32 p.m.  
Committee Members present: Laverde, Simon-Weisberg and Tregub.  
Committee Members absent: Selawsky.  
Staff present: Bursell and Kelekian.
2. Approval of Agenda. M/S/C (Laverde, Simon-Weisberg 3-0-0-0 ) Agenda approved
3. Public Comment. 1 public comment.
4. Approval of Minutes from the March 12, 2019 Committee Meeting. M/S/C (Laverde, Simon-Weisberg 3-0-0-1) Minutes approved.
5. Presentation from and Discussion with TransSIGHT, LLC Concerning their Preliminary Rent Tracking System Replacement Option Analysis Report. No action taken.
6. Discussion and Possible Action Regarding Issuing a Request for Proposal (RFP) for a New Integrated Database System for the Rent Stabilization Board.
7. Discussion and Possible Action Regarding Issuing a Request for Proposal (RFP) for the Scanning of Rent Stabilization Program Files.  
  
M/S/C (Simon-Weisberg, Laverde 3-0-0-1) Recommend the Rent Board approve issuing RFPs for a new integrated database system for the Rent Stabilization Board and for the scanning of Rent Stabilization Program files.
8. Fiscal Year (FY) 2019 Two-Third Year Budget Update. No action.
9. Discussion and Action Establishing the FY 2019/20 Annual Registration Fee and the FY 2019/20 Summer Rental Registration Fee for Qualifying Fraternities and Sororities
10. Discussion and Action Authorizing Pass-Through of the Registration Fee to Certain Tenants.

M/S/C (Laverde, Simon-Weisberg 3-0-0-1) Recommend the Rent Board take action to:

- Set the annual registration fee at \$250 per unit for the 2019/20 fiscal year
- Set the summer rental period registration fee at \$70 for the 2019/20 registration year, and continue current registration procedures for sororities and fraternities.
- Allow registration fee pass-through of up to \$10.00 per month to tenants where the tenancy began prior to January 1, 1999.

M/S/C (Laverde, Simon-Weisberg 3-0-0-1) Continue the pass-through reimbursement program using HUDs 50% AMI “Very Low Income” limit, including the “High Housing Cost Adjustment” for the Oakland-Fremont CA HUD Metro FMR Area but limit reimbursement to the current registration year.

11. Deputy Director Recruitment and Hearing Examiner Eligibility List. No action.
12. Future Agenda Items and Scheduling the Next Meeting. No action.
13. Adjournment. Meeting adjourned at 7:05 p.m.