AGENDA

4 X 4 JOINT COMMITTEE ON HOUSING
CITY COUNCIL/RENT STABILIZATION BOARD

Wednesday, February 26, 2020 – 3:00 p.m.
2180 Milvia Street, 1st Floor, Cypress Room

1. Roll Call
2. Approval of the Agenda
3. Public Comment
4. Approval of December 12, 2019 Committee Meeting Minutes
5. Reestablish Regular Meeting Time – 4th Wednesdays, 3PM (RSB Associate Planner Be Tran)
6. Possible Enhancements to the Short-Term Rental Ordinance and City’s Contract with AirBnB (CM Harrison)
7. Options for Expanded Rental Registration (RBC Simon-Weisberg, Mayor Arreguín)
8. Update on Programmatic and Staffing Changes to the Rental Housing Safety Program (Mayor Arreguín)
9. Quick Updates on Previously Discussed Items
   a. Status of B.M.C Chapter 19.50 (Elevator Ordinance) (Chair Laverde)
   b. Amendments to Relocation Ordinance (RBC Tregub)
   c. City Enforcement of AB 1482 (Mayor Arreguín)
   d. Tenant Opportunity Purchase Act (TOPA) Update (Mayor Arreguín)
10. Discussion of Possible Future Agenda Items
11. To Be Discussed at a Future Meeting
   a. Process to Establish Appropriate Charges for IT Related Services
   b. Possible ballot measures (RBC Alpert)
12. Adjournment

COMMITTEE MEMBERS:
Mayor Jesse Arreguín  Rent Board Chairperson Paola Laverde
City Council Member Cheryl Davila  Rent Board Vice-Chairperson Leah Simon-Weisberg
City Council Member Kate Harrison  Rent Board Commissioner Mari Mendonca
City Council Member Rigel Robinson  Rent Board Commissioner Igor Tregub

NOTE: Attendees at public meetings are reminded that other attendees may be sensitive to various odors, whether natural or manufactured, in products and materials. Please help the City respect these needs.
Minutes - To Be Approved

4 X 4 JOINT COMMITTEE ON HOUSING
CITY COUNCIL/RENT STABILIZATION BOARD
Thursday, December 12, 2019 – 3:00 p.m.
2001 Center Street, 2nd Floor, Law Library

1. Roll Call: RB Chair Laverde called the meeting to order at 3:06 p.m.
Present: Mayor Jesse Arreguin, CM Cheryl Davila, RB Chair Paola Laverde, RBC Soli Alpert, RBC Leah Simon-Weisberg, RBC Igor Tregub.
Staff present: Timothy Burroughs, Steven Buckley, Jim Frank, Analisa Garcia, Rosario Richie, Stefan Elgstrand, Jen Fabish, Lynn Wu, Bren Darrow, Matt Brown, Jay Kelekian, Matthew Siegel.

After Item 4, the Committee unanimously agreed to hear Item 6 before Item 5.

3. Public Comment: One speaker, Christine Schwartz.


Refer to Council the following recommendations:
   a. Amend the Relocation Ordinance to specify and broaden the parties who can trigger the Ordinance, including tenants in question.
   b. Increase the per diem reimbursement rates to current market rate and index regular increases to cost of living increases.
   c. Institute a new, or strengthen an existing, appeals body to adjudicate appeals related to the Relocation Ordinance.
   d. Maintain City involvement by establishing a revolving fund, possible with U1 funds, with which the City can pay tenants’ relocation costs and seek reimbursement from owners who will not pay tenants directly.
   e. Amend the Relocation Ordinance to consider tenants’ health conditions and chemical sensitivities, and the needs of differently abled tenants in determining whether the Ordinance is triggered.
   f. Explore how Los Angeles created and implemented their Habitability Plan to learn about best practices that could be incorporated into Berkeley’s Relocation Ordinance.
   g. Specify a City Department that will lead the administration, enforcement, and outreach efforts related to the Relocation Ordinance.
h. Explore whether a permit form can be created or existing forms can be amended to help determine if a project triggers the Relocation Ordinance at the time project permits are applied for.

i. Cross-check the Relocation Ordinance with the Demolition Ordinance to identify gaps and ensure compatibility between the two in an effort to make tenants whole.

Refer to the Rent Stabilization Board the following recommendation: Explore the ability of Rent Stabilization Program staff to administer, enforce, and conduct outreach for the Relocation Ordinance, including the cost to the City to fund these activities.

Mayor Arreguín will discuss with HHCS whether their proposed amendments (discussed at the prior meeting) can be revised to reflect these recommendations, or whether a new proposal should be presented to Council. RSB Director Jay Kelekian indicated he will schedule a preliminary meeting with HHCS, the Planning Department, the Mayor, and RSB staff to discuss the Committee’s referrals.

6. Possible Enhancements to the Short-Term Rental Ordinance and City’s Contract with AirBnB: Timothy Burroughs (Planning), Steve Buckley (Planning), and Rosario Richie (Finance) took questions from the Committee regarding the current process and status of enforcement of the STR Ordinance, particularly large properties. Chair Laverde will provide Planning staff with a list of addresses for large properties that are suspected of multiple violations of the STR Ordinance. Committee members requested current enforcement data. Timothy Burroughs will provide a comprehensive report in the spring. Since this item was added by CM Kate Harrison, who was not present, the Committee agreed to discuss possible enhancements at the next Committee meeting.

7. City Enforcement of AB 1482: Committee members discussed the importance of outreach to inform community members about the applicability of AB 1482 to units in Berkeley. Lynn Wu (RSB) confirmed that information about AB 1482 has been posted on the RSB website. Mayor Arreguín will ask the Deputy City Manager to add AB 1482 information to the City’s website and discuss the possibility of a mailing funded by U1 that could be conducted by RSB Staff or legal service providers with a contact person in a City of Berkeley Department, not the RSB.

Committee members also discussed whether local jurisdictions could enforce AB 1482 and whether the law may be amended in the future to include attorney’s fees for prevailing tenants. Mayor Arreguín will discuss what constitutes a technical fix to AB 1482 with RSB Director Jay Kelekian and then possibly reach out to Assemblymember Chiu. The Committee agreed to discuss expanded registration for rental units at the next Committee meeting.

8. Tenant Opportunity Purchase Act (TOPA) Update: Mayor Arreguín provided an update to the Committee about the status of TOPA. It will be submitted for a vote at the January 25, 2020 Council meeting. Timothy Burroughs (Planning) also informed the Committee that the City applied for funding from the San Francisco Foundation that would, if awarded, be used to support the implementation of TOPA for two years starting in January 2020.

9. Discussion of Possible Future Agenda Items Including:
   a. Process to Establish Appropriate Charges for IT Related Services – The Committee did not discuss whether to continue including this item on future agendas.
   b. Options for Expanded Registration

The Committee added the following items to discuss at future meetings:
1. Status of B.M.C Chapter 19.50 (Elevator Ordinance)
2. Discussing the status of local ordinances with tenant protection provisions, including staffing levels for the implementation of each.
3. Possible ballot measures.
10. **Adjournment**: The meeting adjourned at 4:29 p.m.

**COMMITTEE MEMBERS:**

- Mayor Jesse Arreguín
- City Council Member Cheryl Davila
- City Council Member Kate Harrison
- City Council Member Rigel Robinson
- Rent Board Chairperson Paola Laverde
- Rent Board Vice-Chairperson Leah Simon-Weisberg
- Rent Board Commissioner Soli Alpert
- Rent Board Commissioner Igor Tregub
Chapter 23C.22
Short-Term Rentals

23C.22.010 Purposes

The purposes of the Short-Term Rentals related regulations contained in this Chapter are:

A. To prevent long-term rental units from being replaced with Short-Term Rentals and protect affordable housing units from conversion.

B. To preserve and protect neighborhood character and livability from nuisances that are often associated with Short-Term Rentals.

C. To generate City revenue to share City infrastructure cost and other public expenditures by operation of Short-Term Rentals under established standards.

D. To provide alternative forms of lodging. (Ord. 7521-NS § 1 (part), 2017)

23C.22.020 Applicability

A. Short-Term Rentals shall be allowed in residential uses in the following zoning districts: R-1, R-1A, R-2, R-2A, R-3, R-4, R-5, R-S, R-SMU, C-DMU, C-1, C-NS, C-SA, C-T, C-W, and MU-R.

B. Short-Term Rentals shall be prohibited in below market rate (BMR) units. BMR units for Short-Term Rental purposes refer to Dwelling Units whose rents are listed as a result of deed restrictions or agreements with public agencies, and whose tenants must be income-qualified.

C. The Owner of a property containing Dwelling Units with rent capped restrictions protected by the requirements of the Rent Stabilization and Good Cause for Eviction Ordinance (the “Rent Stabilization Ordinance”), shall be prohibited from offering Short-Term Rentals of Dwelling Units in that property.

D.G. A property containing a Dwelling Unit protected by a No-Fault Eviction cannot operate Short-Term Rentals for five years from eviction unless it is a single-family home that has been vacated for purposes of Owner Occupancy in compliance with the Rent Stabilization Ordinance.

E.G. Short-Term Rentals are allowed in Accessory Buildings and in existing Accessory Dwelling Units (ADUs) unless such ADUs are or have within the last 10 (ten) years preceding the effective date of this ordinance been used for long term rentals, as defined by the requirements of the Rent Stabilization and Good Cause for
**23C.22.030 Definitions**

The definitions set forth in this Section shall govern the meaning of the following terms as used in this Chapter:

A. **Accessory Building**: A detached building containing habitable space, excluding a kitchen, which is smaller in size than the main building on the same lot, and the use of which is incidental to the primary use of the lot.

B. **Accessory Dwelling Unit**: A secondary dwelling unit that is located on a lot which is occupied by one legally established Single-Family Dwelling that conforms to the standards of Section 23C.24. An Accessory Dwelling Unit must comply with local building, housing, safety and other code requirements and provide the following features independent of the Single-Family Dwelling: 1) exterior access to Accessory Dwelling Unit; 2) living and sleeping quarters; 3) a full kitchen; and 4) a full bathroom. An Accessory Dwelling Unit also includes an efficiency unit and a manufactured home, as defined in the Health and Safety Code.

C. "Adjacent Properties" mean the Dwelling Units abutting and confronting, as well as above and below, a Dwelling Unit within which a Short-Term Rental is located.

D. "Dwelling Unit" means a building or portion of a building designed for, or occupied exclusively by, persons living as one (1) household.

E. "Host" means any Owner and is used interchangeably in this Title with Tenant Host. An Owner Host is a person who is the owner of record of residential real property, as documented by a deed or other such evidence of ownership, who offers his or her Host Residence, or a portion thereof, as a Short-Term Rental. A Tenant Host is a lessee of residential real property, as documented by a lease or other such evidence, who offers his or her Host Residence, or portion thereof, as a Short-Term Rental. For purposes of offering a Short-Term Rental, an Owner Host may not have more than one "Host Residence" in the City of Berkeley, excluding an Accessory Building or an Accessory Dwelling Unit on the same residential real property.

F. "Host Present" or "Host Presence" means the Host is living in the Host Residence during the Short-Term Rental period. In the case of a parcel comprised of a single primary unit and one or more authorized Accessory Dwelling Units and/or Accessory Buildings, the Host is considered Present if he or she is present in any Dwelling Unit on such property during the Short Term Rental period on such parcel.

G. "Hosting Platform" means a business or person that provides a marketplace through which an Owner Host may offer a Dwelling Unit dwelling unit, or portion thereof, for Short-Term Rentals. A Hosting
Platform is usually, though not necessarily, provided through an internet-based platform. It generally allows a property owner or tenant to advertise their dwelling unit to be advertised through a website provided by the Hosting Platform and provides a means for potential Short-Term Rental Transients to arrange and pay for Short-Term Rentals, whether the Short-Term Rental Transient pays rent directly to the Host or to and from which operator of the Hosting Platform derives revenue, including booking fees or advertising revenues, from providing or maintaining the marketplace.

H. "Host Residence" means a Host's principal place of residence, as defined by whether the Host carries on basic living activities at the place of residence, and whether the place of residence dwelling place and, whether such dwelling place is the Host's usual place of return. Motor vehicle registration, driver's license, voter registration or other evidence as may be required by the City shall be indicia of principal residency. A Host may have only one place of principal residency in the City, and if that principal place of residency contains more than one dwelling unit, the principal place of residency shall be only one such dwelling unit.

I. "Local Contact" means a person designated by the Host who shall be available during the term of any Short-Term Rental for the purpose of (i) responding within sixty minutes to complaints regarding the condition or operation of the dwelling unit or portion thereof used for Short-Term Rental, or the conduct of Short-Term Rental Transients; and (ii) taking appropriate remedial action on behalf of the Host, up to and including termination of the Short Term Rental, if allowed by and pursuant to the Short Term Rental agreement, to resolve such complaints.

J. "No Fault Eviction" means an eviction pursuant to the Ellis Act or Sections 13.76.130.A.9 or 10 of the Berkeley Municipal Code.

K. "Short-Term Rental" or "STR" means the use of any Dwelling Unit, authorized Accessory Dwelling Unit or Accessory Building, or portions thereof for dwelling, sleeping or lodging purposes by Short-Term Rental Transients. Short-Term Rental shall be an accessory use to a residential use and be considered neither a Tourist Hotel nor a Residential Hotel for purposes of this Title. Short Term Rentals are allowed for less than 14 consecutive days. Any rental for more than 14 consecutive days and less than 30 consecutive days is not permitted in the City of Berkeley.

L. "Short-Term Rental Transient" or "STR Transient" means any person who rents a Dwelling Unit, authorized Accessory Dwelling Unit or Accessory Building, or portion thereof, for less than 14 consecutive days. (Ord. 7521-NS § 1 (part), 2017)
M. “Transient Occupancy Tax” or “TOT” means local transient tax as set forth in Berkeley Municipal Code Section 7.36. The tax is paid by the Short-Term Rental Transient at the time payment is made for the Short-Term Rental. The TOT is then remitted to the City.

23C.22.040 Permit Required

Short Term Rentals are permitted only in the Host Residence. A Zoning Certificate for Short-Term Rental shall be required for each Host to operate a Short-Term Rental. (Ord. 7521-NS § 1 (part), 2017) A Host must provide the Uniform Resource Locator (URL) — specifically, the website address — for any and all advertisements for the STR, if applicable, on the Zoning Certificate application.

No Zoning Certificate may be issued to allow for a Short-Term Rental of 14 or more consecutive days, and no advertisement for a Short Term Rental of more than 14 consecutive days is allowed.

23C.22.050 Operating Standards and Requirements

A Short-Term Rental is allowed only if it conforms to each of the operating standards and requirements set forth in this Section.

A. Proof of Host Residency.

1. An Owner-Host of a Short-Term Rental must provide documentation of Owner Host and Host Residence status and, if applicable, Host Presence, as defined above in subdivisions C, E and B of Section 23C.22.030.

2. A Tenant-Host must provide documentation of lessee status, Host Residence and Host Presence, if applicable, as defined in subdivisions C, E, and B of Section 23C.22.030. In addition, a Tenant-Host must present written authorization allowing for a Short-Term Rental in the Host Residence from the building owner or authorized agent of the owner.

B. STR Duration and Required Residency Timeframes

1. When the Host is Present, the unit, or a portion thereof, may be rented as a Short-Term Rental for an unlimited number of days during the calendar year.

2. When the Host is not Present, the number of days that the unit can be used for Short-Term Rental purposes shall be limited to 90 days per calendar year.
C. Number of Occupants. The maximum number of Short-Term Rental Transients allowed for a Short-Term Rental unit shall be as provided for in the Berkeley Housing Code (BMC Chapter 19.40).

D. Notification.

(i) Initial, one-time notification of the establishment of a Short-Term Rental by Zoning Certificate and, if applicable, a Business license, shall be provided to the residents of all Adjacent Properties. Notification shall include Host and Local Contact information. Additional notification shall be required within a week of updated Host or Local Contact information.

(ii) In any advertisement for the STR, a Host must include the Zoning Certificate number.

E. Enforcement Fee. For the initial enforcement period, while enforcement costs are being determined, the Host shall pay an additional enforcement fee in an amount equal to 2% of the rents charged by that Host, not to exceed the cost of the regulatory program established by this Chapter over time. Such fees may be paid by the Hosting Platform on behalf of the Host. After the initial enforcement period, the Council may revise the enforcement fee by resolution.

F. Liability Insurance. Liability insurance is required of the Host, or Hosting Platform on behalf of the Host, in the amount of at least $1,000,000.

G. Documents Provided to STR Transients. Electronic or paper copies of the Community Noise Ordinance and Smoke-Free Multi-Unit Housing Ordinance must be provided to STR Transients upon booking and upon arrival.

H. Transient Occupancy Tax. ("TOT"). Either the Host or Hosting Platform must pay the transient occupancy tax (TOT). The TOT shall be collected on all Short-Term Rentals. The Host is responsible for collecting and remitting the TOT, in coordination with any Hosting Platform, if utilized, to the City. If a Hosting Platform collects payment for rentals, then both it and the Host shall have legal responsibility for collection and remittance of the TOT.

I. Housing Platform Responsibilities.

(i) Subject to applicable laws, A Hosting Platform shall disclose to the City on a regular basis each rental listing located in the City, the names of the person or persons responsible for each such listing, the address of each such listing, the length of stay for each such listing, and the price paid for each booking transaction.
(ii) A Hosting Platform shall not complete any booking transaction for any STR unless the Host has a valid Zoning Certificate at the time the Hosting Platform receives a fee the booking transaction.

(iii) A Hosting Platform shall not collect or receive a fee for a STR unless the Host has a valid Zoning Certificate at the time the Hosting Platform would otherwise be entitled to receive a fee for the booking transaction.

(v) Safe Harbor: A Hosting Platform operating exclusively on the internet, which operates in compliance with subsections (i), (ii) and (iii) above, shall be presumed to be in compliance with this Chapter.

I. Housing Code Compliance. Any building or portion thereof used for Short-Term Rentals shall comply with the requirements of the Berkeley Housing Code (BMC Chapter 19.40).

J. Payment of Additional Taxes: The Host shall pay all City taxes and fees owed, in addition to the TOT, if applicable, in a timely manner.

K. The Host shall be responsible for listing on any rental ad the Zoning Certificate number. The Host shall also provide both the Business License number, if required pursuant to Chapter 9.04, and Zoning Certificate for the STR to the City and/or a vendor hired by the City to administer this Chapter, upon request. (Ord. 7544-NS § 1, 2017: Ord. 7521-NS § 1 (part), 2017)

**23C.22.060 Remedies**

A. Compliance with Second-Response Ordinance. The Host shall comply with the Second Response Ordinance (BMC Chapter 13.48). The Host shall be prohibited from operating Short-Term Rentals for one year upon issuance of a third violation affidavit.

B. Violation of any provision of this Chapter is punishable as set forth in Chapters 1.20 and 1.28.

C. Violation of any provision of this Chapter is hereby declared to be a public nuisance subject to abatement under Chapters 1.24, 1.26 and 23B.64.

D. In any enforcement action by the City, the prevailing party shall be entitled to recover reasonable attorneys’ fees and costs; provided that, pursuant to Government Code Section 38773.5, attorneys’ fees shall only be available in an action or proceeding in which the City has elected, at the commencement of such action or proceeding, to seek recovery of its own attorneys’ fees. In no action or proceeding shall an award of
attorneys’ fees to a prevailing party exceed the amount of reasonable attorneys’ fees incurred by the City in the action or proceeding.

E. Any resident of the City may bring a private action for injunctive or other relief to prevent or remedy a public nuisance as defined in this Chapter, or to prevent or remedy any other violation of this Chapter. No action may be brought under this subdivision unless and until the prospective plaintiff has given the City and the prospective defendant(s) at least 30 days written notice of the alleged public nuisance and the City has failed to initiate proceedings within that period, or after initiation, has failed to diligently prosecute. The prevailing party in any such action shall be entitled to recover reasonable costs and attorney’s fees.

F. Any occurrence at a Short-Term Rental unit that constitutes a substantial disturbance of the quiet enjoyment of private or public property in a significant segment of a neighborhood, such as excessive noise or traffic, obstruction of public streets by crowds or vehicles, public intoxication, the service to or consumption of alcohol by minors, fights, disturbances of the peace, litter or other similar conditions, constitutes a public nuisance.

G. It shall be a public nuisance for any STR Transient of a Short-Term Rental unit where an event is taking place to refuse access to, or interfere with access by, Fire Department or other City personnel responding to an emergency call or investigating a situation.

H. Notwithstanding any provision of Chapter 13.48 to the contrary, a public nuisance as defined in this Section shall be subject to remedies set forth in Section 23C.22.060. (Ord. 7521-NS § 1 (part), 2017)

I. A violation of this Chapter for offering and/or renting a Dwelling Unit in a property containing one or more rent-capped Dwelling Units protected by the requirements of the Rent Stabilization Ordinance may be reported to the Berkeley Rent Stabilization Board for investigation by the Board. Upon report of a violation to the Rent Stabilization Board, the Board will be required to provide a written report of the investigation within 30 days. Where a violation is found, the Rent Board will immediately provide the written report supporting its finding of a violation to the City Attorney’s office for remedial action by the City.

J. The City may issue and serve administrative subpoenas as necessary to obtain specific information regarding Short-Term Rentals located in the City, including but not limited to, the names of the persons responsible for each such listing, the address of each such listing, the length of stay for each such listing and the price paid for each stay, to determine whether the STR and related listing complies with this Chapter. Any subpoena issued pursuant to this section shall not require the production of information sooner than 30 days.
from the date of service. A person or entity that has been served with an administrative subpoena may seek judicial review during that 30 day period.
February 28, 2019

To: Honorable Members of the 4x4 Committee

From: Jenny McNulty, Resilient Buildings Program Manager, Building and Safety Division

Subject: Proposed Rental Housing Safety Program Fee Increases

SUMMARY
The Planning and Development Department will propose fee increases to the Rental Housing Safety Program (RHSP) at the May 28th City Council meeting to fund a mandatory cyclical proactive inspection program of all residential rental units in Berkeley to increase tenant safety. Staff requests that the 4x4 Committee review the increases, provide input and recommend approval to City Council.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION
Table 1 displays the current RHSP fees and those proposed for fiscal years 2020 and 2021.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Last Increase</th>
<th>Current Fee</th>
<th>Proposed Fee Increase FY20</th>
<th>Proposed Fee Increase FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Flat Fees</strong></td>
<td>2009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Unit</td>
<td></td>
<td>$26</td>
<td>$40</td>
<td>$52</td>
</tr>
<tr>
<td>Per Room</td>
<td></td>
<td>$13</td>
<td>$20</td>
<td>$26</td>
</tr>
<tr>
<td><strong>Reinspection Fees</strong></td>
<td>2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Investigation</td>
<td></td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>1st Reinspection Violation Corrected</td>
<td></td>
<td>None</td>
<td>None</td>
<td>$200</td>
</tr>
</tbody>
</table>

Table 1: Current and Proposed Fees
<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Last Change</th>
<th>% Increase of Proposed Fee</th>
<th>Median Rent Increase to June 2018*</th>
<th>Cost of Living Increase to 2018**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Flat Fee</td>
<td>2009</td>
<td>54%</td>
<td>52%</td>
<td>17%</td>
</tr>
<tr>
<td>Reinspection Fee: 1st with Violations</td>
<td>2003</td>
<td>33%</td>
<td>94%</td>
<td>36%</td>
</tr>
<tr>
<td>Reinspection Fee: 2nd Reinspection</td>
<td>2003</td>
<td>50%</td>
<td>94%</td>
<td>36%</td>
</tr>
<tr>
<td>Reinspection Fee: 3rd and Subsequent</td>
<td>2003</td>
<td>100%</td>
<td>94%</td>
<td>36%</td>
</tr>
<tr>
<td>Administrative Lien Fee</td>
<td>2007</td>
<td>100%</td>
<td>68%</td>
<td>21%</td>
</tr>
</tbody>
</table>

*For rent-controlled units only. Source: Rent Board Market Median Report “Market Medians: January 1999 through June 2018”, dated Feb 21, 2019
** Source: https://www.aier.org/cost-living-calculator
Fully funding the expanded Rental Housing Safety Program through these proposed fee increases would, for the first time in Berkeley, enable safety inspections of every rental housing unit. The increases would cover cost increases the City has borne since the last time fees were raised in 2009, and would fund additional inspectors and administrative staff as well as 50% of the new Resilient Buildings Program manager position, which is responsible for overseeing a wide range of safety improvements for Berkeley’s building stock. The increases also include the additional workload of the housing inspection unit with the creation of the Exterior Elevated Elements (E3) Inspection Program in 2015, a program adopted and implemented without additional funding, and the transfer of revenue collection responsibilities from Finance to Housing Code Enforcement in 2017.

The operating budget for the Rental Housing Safety Program in FY 2019 is $1,144,021. Funds are collected and costs expensed in the Rental Housing Safety Program Enterprise Fund 375, which is an enterprise fund established to be self-supporting. Table 3 projects costs and revenues with all the fee increases. Costs include additional personnel and non-personnel costs to increase the number of inspections. Because the RHSP proposes adding new positions in the second half of FY21, the costs and revenue for FY22 are also shown, incorporating the full annual costs of the new positions and the additional reinspection fee revenue that would be generated through increased reinspections.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Costs</th>
<th>Total Revenue (Including all Fee Increases)</th>
<th>Annual Surplus/Deficit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 (Current Budget)</td>
<td>1,144,021</td>
<td>1,175,216</td>
<td>31,195</td>
</tr>
<tr>
<td>FY20 Proposed</td>
<td>1,833,164</td>
<td>1,853,657</td>
<td>20,493</td>
</tr>
<tr>
<td>FY21 Proposed</td>
<td>2,392,482</td>
<td>2,421,261</td>
<td>28,779</td>
</tr>
<tr>
<td>FY22 Proposed</td>
<td>2,715,106</td>
<td>2,719,439</td>
<td>4,333</td>
</tr>
</tbody>
</table>

Projected revenue is broken out by fee category for the next two years in Table 4.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>FY19 Fees</th>
<th>FY20 Fees</th>
<th>FY21 Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fees</td>
<td>724,533</td>
<td>1,144,649</td>
<td>1,508,844</td>
</tr>
<tr>
<td>Reinspection Fees</td>
<td>395,520</td>
<td>658,744</td>
<td>816,864</td>
</tr>
<tr>
<td>Penalty Fees</td>
<td>49,440</td>
<td>113,863</td>
<td>117,041</td>
</tr>
</tbody>
</table>
CURRENT SITUATION AND ITS EFFECTS
The Planning Department’s Building and Safety Division is expanding the Rental Housing Safety Program with the goal of conducting proactive inspections of all rental units in the City of Berkeley on a cyclical five year basis. This expansion will ramp up over a three-year period. The expansion of the Rental Housing Safety Program is one of the City’s Strategic Plan Priority Projects, advancing our goal to create affordable housing and housing support services for our most vulnerable community members.

Current RHSP reinspection fees were established in Resolution No. 62,230-N.S., adopted on September 16, 2003, and are charged when cited violations are not corrected within 30 days. Current late payment fees were established in Resolution No. 62,990-N.S. adopted July 12, 2005. The RHSP administrative lien fee, charged when a lien is placed on the property at the end of the fiscal year for unpaid fees, was established in Resolution No. 63,773-N.S. adopted on July 10, 2007. The current annual per room and per unit flat fees were established in Resolution No. 64,455-N.S. adopted on May 19, 2009.

Fees support the enforcement of the Berkeley Housing Code (BMC 19.40) and the Rental Housing Safety Program (BMC 12.48). Fees fund housing inspections in response to tenant complaints, and randomly selected proactive inspections. Program staff are responsible for noticing, scheduling, and conducting investigations and reinspections, documenting and noticing code violations, conducting follow up inspections to confirm violations have been corrected, answering questions from landlords and tenants about code enforcement activities, and maintaining and updating a database of property owner information.

Fees also support administration of the self-certification program, known as the RHSP safety certification checklist, or Schedule A. The program sends property owners information regarding the requirements of Schedule A annually and issues citations to owners who fail to provide a copy of the completed Schedule A at the time of an inspection. Penalty fees and administrative lien fees pay for the cost of revenue collection on delinquent accounts.

Attachment 1 compares Berkeley’s proposed new fees with fees charged by other California jurisdictions with rental housing safety programs. Annual fees range from $22 - $131/unit; cities with lower fees typically do not proactively inspect all units in the jurisdiction. The cities of Richmond and San Pablo charge the higher fees of $83 and $78/unit, Santa Cruz, Los Angeles and El Cerrito charge $50, $43.42 and $41/unit, and Oakland and Hayward charge $30 and $22/unit. San Francisco’s fee schedule varies based on the number of rental units, and San Jose has a tiered system charging between $30 and $131 depending on the number of violations found. The tier dictates the frequency of inspections and the percentage of units in the building subject to proactive inspections. Higher fees are necessary to fund sufficient staffing to conduct proactive inspections on all units.

Jurisdictions vary in the way they charge reinspection fees, by individual reinspection, by hour and by parcel. Oakland, El Cerrito and San Jose charge between $206 and $242 per
inspection, while Santa Cruz, San Francisco and San Pablo charge between $123 and $158/hour. The City of Hayward is notable in the way it increases its reinspection fees to motivate compliance, from $350/parcel to $750 to $1,150 to $1,950/parcel. Higher reinspection fees for subsequent reinspections deter owners from postponing remediation work, reducing the likelihood that tenants will be exposed to potentially substandard conditions for prolonged periods of time.

Los Angeles has the largest program and has been successful at conducting proactive inspections of all units. Their reinspection fee is $201.50 for the first reinspection. Thereafter, Los Angeles takes a different form of enforcement action, which results in different kinds of owner expenses. If violations are not corrected within 30 days of the first reinspection, the owner is summoned to a General Manager’s hearing to determine the reason for non-compliance. The Hearing Officer may grant a continuance, refer the property for inclusion into the Rent Escrow Account Program (REAP), and/or refer the case to the City Attorney’s Office for criminal prosecution. The Rent Escrow Account Program (REAP) encourages owners to make repairs in a timely manner. Tenants of affected units receive a 10-50% rent reduction and the option to pay rent into the escrow account managed by the City. Owners have the option of appealing the decision to place the property in REAP. Properties accepted into REAP remain in REAP until all violations cited have been cleared, and an administrative fee of $50.00 per unit is assessed for each month the property remains in REAP.

**New Staffing**

Revenue from proposed fee increases will fund additional inspectors and administrative staff to increase the number of units inspected each year. RHSP staffing would increase from 6.75 to 10 full-time employees by the end of FY20, and to 14 FTEs by the end of FY21. Proposed new staff positions are:

- **FY20**
  - 1 Office Specialist II (July 2019)
  - 2 Housing Inspectors (Dec 2019)

- **FY21**
  - 1 Accounting Office Specialist III (Sep 2020)
  - 3 Housing Inspectors, including at least 1 Assistant Housing Inspector (Jan 2021)

The current and proposed organization charts as of the end of FY21 are included as Attachment 2.

**BACKGROUND**

City Council adopted Ordinance No. 6,651-N.S., on August 23, 2001, establishing the RHSP. Initially, the RHSP was financed by inspection fees charged to rental property owners, with the balance subsidized by General Fund and CDBG grant funding. The purpose of the RHSP is to encourage a collaborative effort among property owners, tenants, and the City to improve the quality and safety of rental housing in Berkeley. The RHSP incorporates state-mandated housing code inspections conducted in response to tenant complaints and proactive inspections to identify existing or potential housing code
violations before they compromise the safety and well-being of tenants. The RHSP further requires rental property owners to annually inspect their units and certify that specific housing safety standards are being met using the City's annual self-certification safety checklist, Schedule A, as adopted in the BMC Section 12.48. Property owners must supply a copy of the completed checklist to the tenant annually.

In 2003, the City established a goal of making the program financially self-sufficient, eliminating the need for General Fund or CDBG grant funding to subsidize the program with Resolution No. 62,062-N.S.. Currently the program is completely supported by RHSP Enterprise Fund 375.

The three components of the Rental Housing Safety Program are: Reactive Inspections, Proactive Inspections, and the Exterior Elevated Elements (E3) Program.

Reactive/Complaint Inspections: Housing Code Enforcement
The reactive/complaint inspection program, also known as Housing Code Enforcement, refers to the state-mandated housing code inspections conducted in response to tenant complaints or requests made by other City Departments. Rules governing local applications and enforcement of the building standards pertaining to the maintenance, sanitation, ventilation, use, or occupancy of apartment houses, hotels, or dwellings are mandated in Title 24 of the California Code of Regulations (known as the California Building Standards Code), Title 25 Chapter 1 of the California Code of Regulations (known as State Housing Law), and the City of Berkeley’s Housing Code, BMC Section 19.40.

Upon receiving a complaint, an inspector will schedule and complete an investigation of the unit. If any code violations are identified, staff will issue a notice of required corrections and schedule a re-inspection within 30 days. Currently, if the violations have been corrected at the inspector's return visit, no inspection fees are charged. For violations that have not been corrected, the property owner is assessed a $300 re-inspection fee. Re-inspections are repeated until the correction has been completed, with another $300 fee for the second follow-up reinspection and $400 for each subsequent re-inspection. Each of those fees is proposed to be increased in FY20 and FY21, as detailed in Table 1 above.

Property owners may request extensions from RHSP, during which time they are not charged reinspection fees. Common grounds for extensions include unit vacancy, unit access denied by the tenant, if the owner has applied for a permit and corrected any violations not requiring a permit, or if the owner has a signed contract with a contractor, who is not able to start work immediately. Office reviews are scheduled to monitor owner progress on correcting violations, including when permits have been issued or time extensions have been granted to ensure the owner or property manager is progressing in a timely manner to correct the violation, and if work stops, enforcement resumes.
**Proactive Inspections**

The Proactive Inspection Program refers to inspections of randomly selected rental units, with the intent of identifying existing housing code violations before they become serious health and safety risks to tenants. This component was incorporated into the RHSP program (BMC Section 12.48), and adopted by City Council on July 24, 2002.

The Building and Safety Division’s goal going forward is to conduct proactive inspections of all of Berkeley’s approximately 29,000 rental units and 3,581 associated common areas on a 5-year cycle. For each proactive case, based on prior experience, inspectors do an average of 2.5 inspections, including the initial investigation and 1.5 subsequent reinspections.

**Inspections Numbers**

Over the last three years Housing Code Enforcement has conducted an average of 290 reactive investigations annually, as well as 1,178 re-inspections, and 345 office reviews, and closed an average of 168 cases per year. Staff have conducted an average of 189 proactive investigations annually, 366 re-inspections, and 95 office reviews, and closed an average of 123 cases annually. Based on the current caseload, including both proactive and reactive inspections, the RHSP is inspecting 1.7% of units in Berkeley annually. The anticipated increase from 1.7% to 20% of the total rental units inspected each year will require a combination of productivity improvements and new staffing.

If the RHSP achieves efficiency improvements and reaches a productivity level where each housing inspector could conduct 8-9 inspections per day, including both investigations and reinspections, a team of 10 inspectors would be required to conduct proactive inspections of each rental unit on a five year cycle. In addition, two inspectors would be needed to continue responding to tenant complaints and conducting housing code enforcement for a total of 12 inspectors. A total of 9 inspectors would be required to conduct cyclical inspections on a 7-year cycle and 8 inspectors for an 8-year cycle, while maintaining housing code enforcement activities.

As inspection volume increases and owners and property managers come to anticipate housing inspections, they may improve their property maintenance. The RHSP will develop materials to assist owners with preparing for inspections. Owners may also be motivated by the higher fees to correct violations more quickly. Then, a lower number of reinspections could be required and fewer than 12 inspectors to achieve a 5-year inspection cycle.

**Exterior Elevated Elements (E3) Inspection Program**

As adopted in the BMC, Section 601.4 on July 14, 2015 and amended on February 23, 2016, the E3 program requires inspection and certification of weather-exposed elevated elements. The requirement applies to Group R-1 and R-2 occupancies as defined in the California Building Code, which primarily consist of buildings with three or more residential units. Properties were required to be inspected by January 14, 2016.
and must be inspected every five years thereafter. The RHSP administers the program and handles code enforcement for non-compliant properties.

On December 1, 2015, the City Council voted to refer to the City Manager a package of proposals to improve and expand the Rental Housing Safety Program. This included increasing fees, prioritizing proactive inspections, enhanced enforcement of Schedule A requirements, creating a mandatory cyclical inspection program, and allowing for confidential housing code complaints.

As the first step in the response, on May 5, 2016, the Planning Department submitted a report to the 4x4 Committee recommending creation of a new manager classification in the Building and Safety Division to lead the improvement and expansion of the program. In addition to supervising staff, the position would be charged with conducting a thorough assessment and ongoing evaluation of the housing inspection policies and procedures to determine how systems could be streamlined to increase productivity, performing financial planning, and researching best practices in other jurisdictions with the goal of expanding the RHSP toward a more proactive approach. Following additional presentations to the 4x4 Committee and multiple discussions and meetings with HR, this position was finally established by HR earlier in 2018 and approved by Council on September 13, 2018. On December 17, 2018, Jenny McNulty was hired as the Resilient Buildings Program Manager and immediately embarked on the task of improving and expanding the Rental Housing Safety Program.

This report represents the second step in the response, identifying changes to the fee structure to fund the establishment of a mandatory cyclical inspection program. In the fall of 2019, the Planning & Development Department will provide the third report to Council to fully address all items raised in the December 1, 2015 Council referral “Revising the Rental Housing Safety Program”, submitted by then Councilmember Arreguin. In the meantime, the team is working on a number of efforts to address improvements to the program.

To improve and expand the program, the following efforts are planned or in process:

1. Increasing fees to fund an increased number of proactive inspections;
2. Revising the single position Housing Inspector classification and replacing it with a housing inspector series consisting of Assistant Housing Inspector, Housing Inspector I, Housing Inspector II, and Senior Housing Inspector;
3. Studying best practices in other jurisdictions;
4. Replacing software used for program management and improving use of technology;
5. Evaluating workflow and making efficiency improvements;
6. Updating policies and procedures;

1 https://www.cityofberkeley.info/Clerk/City_Council/2015/12_Dec/Documents/2015-12-01_Item_28_Revising_the_Rental.aspx
7. Developing an Inspector Manual with instructions for how to conduct inspections and resolve common issues, to increase consistency among inspectors and allow for faster onboarding;
8. Rewriting the Housing Code;
9. Evaluating how to prioritize proactive inspections;
10. Developing materials for property owners to assist them with improving maintenance prior to a housing inspection to avoid reinspection fees.

ENVIRONMENTAL SUSTAINABILITY
There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION
Fee increases have been proposed to provide revenue to create a mandatory cyclical inspection program, to support increases in operating costs due to an increase in the cost of living, the addition of management of the Exterior Elevated Elements Inspection Program and revenue collection responsibilities to the Rental Housing Safety Program and to avert the need for a General Fund subsidy. Expansion of the Rental Housing Safety Program is dependent on the fee increases proposed. The increase in reinspection fees, particularly for 2nd, 3rd and subsequent reinspections are intended to increase compliance and allow inspectors to close cases sooner due to the disincentive to owners of facing higher fees. Currently, reactive inspections have an average of 4 reinspections and proactive inspections have an average of 1.5 reinspections. If owners were to comply sooner, inspectors could close cases more quickly and free up time to take on new cases.

Increases in penalty and administrative lien fees are intended to incentivize owners to pay their bills on time, to save the City the cost of collecting unpaid revenue, which is labor intensive, and to ensure cost recovery. If owners pay in a timely manner, this will free up administrative support staff to provide additional assistance with processing inspections. The proposed increase on the second late fee from 20% to 40% on accounts which are 31+ days delinquent will also provide consistency across City Departments, as the Finance Department charges 40% for business licenses which are 31+ days past due, whereas the RHSP currently only charges 20% for accounts which are 31+ days past due.

The annual fees for the RHSP have always been modest. Established in 2003 at $17/unit, they have only been increased one time in 2009 to $26/unit. As a percentage of average annual rent², the $26 fee represents 0.07% of the annual rent collected. Increasing annual fees from $26 to $40 to $52/unit will result in this percentage going up to 0.11% then 0.14%, an increase of 0.07%. In comparison, the enhanced business license tax (Measure U1) passed in 2016, increased the annual gross receipts tax on owners of five or more residential units from 1.081% to 2.88% of gross receipts, an increase of 1.8%, which equates to a $658 increase for the average rental unit, to fund creation of affordable housing. As a percentage of average rent, that increase was 25 times larger than the two

---

² Per Rent Jungle, the average monthly rent in Berkeley for 2018 was $3,051, which equates to an average annual rent of $36,610.
increases proposed for the annual RHSP fees. The Rent Board registration fee is also considerably higher at $250/unit and increased $40/unit between 2005 and 2010 and $56/unit from 2010 to 2018.

ALTERNATIVE ACTIONS CONSIDERED
Staff considered raising the annual fees higher in lieu of adding a $200 fee for the first reinspection, when all violations have been corrected. Staff considered adding a higher administrative lien fee of $500, while studying the higher fee structure for the City of Hayward, a jurisdiction of similar size, which charges $1,811/parcel as its administrative lien fee. Staff also considered limiting the subsequent reinspection fee to $600, the proposed fee for the 2nd reinspection, in lieu of adding a higher 3rd and subsequent reinspection fee of $800. Another option for funding the expansion of the RHSP would be a General Fund subsidy.

POSSIBLE FUTURE ACTION
Fee increases will be proposed at the May 28th City Council meeting. The Planning and Development Department staff anticipate meeting with the Housing Advisory Commission, Berkeley Property Owners Association, and the Rent Board.

Attachments

1: Comparison to Fees in Other Jurisdictions
2: Organizational Chart: Proposed and Current
## Attachment 1

**Comparison to Fees in Other Jurisdictions**

**With Proactive Inspections of a Portion of Units or All Units**

<table>
<thead>
<tr>
<th>City</th>
<th>Reinspection Fee</th>
</tr>
</thead>
</table>
| Berkeley Current Fee        | 1st with violations not corrected: $300 /inspection  
2nd: $300  
Subsequent: $400 |
| Berkeley Proposed Fee 2019  | 1st with violations not corrected: $400 /inspection  
2nd: $600  
3rd and subsequent: $800  
1st with violations corrected: $200 |
| Proposed New Fee 2020       |                                                                                  |
| El Cerrito                  | $241 for Single Family  
$211 for 1st unit Multi-Family / $120 for additional units |
| Hayward                     | Investigation with violations found: $350 /parcel  
1st with uncorrected violations: $350  
2nd: $750  
3rd: $1,150  
4th +: $1,950 |
| Los Angeles                 | 1st: $201.50  
Subsequent: Property placed in Rent Escrow Account Program; fee of $50/unit monthly and a 10-50% rent reduction for tenants |
| Oakland                     | $206 /inspection                                                               |
| Richmond                    | Initial Inspection Fee: $157 /unit  
Reinspection fee: $66 /unit                                                   |
<p>| Santa Cruz                  | Reinspection Fee: $123 /hour                                                   |
| San Francisco               | $158.10 /hour                                                                  |
| San Jose                    | $242 /inspection                                                               |
| San Pablo                   | $126 /hour                                                                     |</p>
<table>
<thead>
<tr>
<th>City</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley Current Fee</td>
<td>$26 /unit and $13 /room</td>
</tr>
<tr>
<td>Berkeley Proposed 2019</td>
<td>$40 /unit and $20 /room</td>
</tr>
<tr>
<td>Berkeley Proposed 2020</td>
<td>$52 /unit and $26 /room</td>
</tr>
<tr>
<td>El Cerrito</td>
<td>$41 /unit</td>
</tr>
<tr>
<td>Hayward</td>
<td>1-4 units: $88 /building</td>
</tr>
<tr>
<td></td>
<td>5+ units: $22 /unit</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>$43.32 /unit</td>
</tr>
<tr>
<td>Oakland</td>
<td>$30 /unit</td>
</tr>
<tr>
<td>Richmond</td>
<td>$83 /unit</td>
</tr>
<tr>
<td>San Francisco</td>
<td>Single/multifamily: $52 /unit</td>
</tr>
<tr>
<td></td>
<td>Apartments 3-12 units: $326/year</td>
</tr>
<tr>
<td></td>
<td>Apartments 13-30 units: $488/year</td>
</tr>
<tr>
<td></td>
<td>Apartments additional units: $55 /10 units</td>
</tr>
<tr>
<td>Santa Cruz</td>
<td>$50/unit annual registration fee + $22 /unit annual inspection fee.</td>
</tr>
<tr>
<td></td>
<td>Annual Self-Certification Fee: $22 /unit per 20% of units</td>
</tr>
<tr>
<td>San Jose</td>
<td>Tier 1 = $30 /unit</td>
</tr>
<tr>
<td></td>
<td>Tier 2 = $65 /unit</td>
</tr>
<tr>
<td></td>
<td>Tier 3 = $131 /unit</td>
</tr>
<tr>
<td>San Pablo</td>
<td>$391 /building</td>
</tr>
<tr>
<td></td>
<td>$78 /unit</td>
</tr>
<tr>
<td>City</td>
<td>Late Payment Fee</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Berkeley Current Fee</td>
<td>1-30 Days Delinquent: 10% 31+ Days Delinquent: 20%</td>
</tr>
<tr>
<td>Berkeley Proposed 2019</td>
<td>1-30 Days Delinquent: 10% 31+ Days Delinquent: 40%</td>
</tr>
<tr>
<td>El Cerrito</td>
<td>1.5%</td>
</tr>
<tr>
<td>Hayward</td>
<td>Total amount past due on invoice + $630 assessment fee + 1.7% Alameda County fee</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>Annual Fee: 100%</td>
</tr>
<tr>
<td></td>
<td>Reinspection Fee: 150% (Increases from $201.50 to $503.75)</td>
</tr>
<tr>
<td>Oakland</td>
<td>31-60 Days Delinquent: $30 + 25% /unit 60+ Days Delinquent: $30 + 50% /unit</td>
</tr>
<tr>
<td>Richmond</td>
<td>1-30 Days Delinquent: 10% 31-60 Days Delinquent: 25% 60+ Days Delinquent: 50%</td>
</tr>
<tr>
<td>San Francisco</td>
<td>Monitoring fee (on final bill): $52 /each month with violations unpaid or uncorrected</td>
</tr>
<tr>
<td>Santa Cruz</td>
<td>30%</td>
</tr>
<tr>
<td>San Jose</td>
<td>31 – 60 Days Delinquent: 25% 61 – 90 Days Delinquent 25% plus interest at a rate of 1.5% per month</td>
</tr>
<tr>
<td>San Pablo</td>
<td>Delinquent charges invoiced + $25 OR 10% amount owed (whichever is greater)</td>
</tr>
</tbody>
</table>
Planning and Development Department
Rental Housing Safety Program (RHSP) & Housing Code Enforcement (HCE)
(Existing) FY2019
(last revised 02/28/19)

Jenny McNulty
Resilient Buildings
Program Manager
(.875)
375 -.5

Housing Inspection Section

Brent Nelson
Housing Inspector Supervisor
(1.0) - 375

Frank Darling
Housing Inspector (Cert)
(1.0) - 375

Bill Pace
Housing Inspector (Cert)
(1.0) - 375

Angel Sindayen
Housing Inspector (Cert)
(1.0) - 375

Housing Inspection Program Administration

Vacant
CSS III (1.0)
375 - 0.50

Julie Coker-Slivinski
Assistant Mng. Analyst
375 - 0.75

Andre Kidd
Office Specialist III
(1.0) - 375

Note: Some positions have split funding with the Permit Service Center Fund 833 and provide additional services to the Planning Department. Only the percent supported by Fund 375 is shown on the organizational chart.

Attachment 2
Total FTEs = 6.75
Planning and Development Department
Rental Housing Safety Program (RHSP) & Housing Code Enforcement (HCE)
Proposed Future Expansion FY2021
(last revised 02/28/19)

Resilient Buildings
Program Manager
375 - .5

Housing Inspection
Section

Senior Housing Inspector
In Charge of Reactive
Inspections
(1.0) - 375

Senior Housing Inspector
In Charge of Proactive
Inspections
(1.0) - 375

Housing Inspector II
(1.0) - 375

Housing Inspector II
(1.0) - 375

Housing Inspector I
(1.0) - 375

Housing Inspector I
(1.0) - 375

Housing Inspector I
(1.0) - 375

Assistant Housing Inspector
(1.0) - 375

Housing Inspection Program
Administration

CSS III
(0.50) - 375

Assistant Mng.
Analyst
(1.0) - 375

Office Specialist III
(1.0) - 375

Accounting Office
Specialist III
(1.0) - 375

Office Specialist II
(1.0) - 375

Note: Some positions have split funding with the Permit Service Center Fund 833 and provide additional services to the Planning Department. Only the percent supported by Fund 375 is shown on the organizational chart.