

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.



Please call (510) 981-4927 if you cannot access the 2nd floor Law Library

RENT STABILIZATION BOARD
BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, April 11, 2019 – 5:00 p.m.

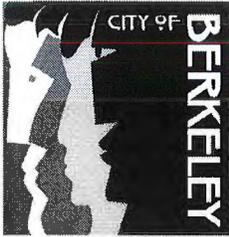
2001 Center Street, Law Library, 2nd Floor

AGENDA

1. Roll Call
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes from the March 12, 2019 Committee Meeting
5. Presentation from and Discussion with TransSIGHT, LLC Concerning their Preliminary Rent Tracking System Replacement Option Analysis Report
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
8. Fiscal Year (FY) 2019 Two-Third Year Budget Update
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
11. Deputy Director Recruitment and Hearing Examiner Eligibility List
12. Future Agenda Items and Scheduling the Next Meeting
13. 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
BUDGET & PERSONNEL COMMITTEE MEETING

Tuesday, March 12, 2019 – 5:30 p.m.

Minutes To Be Approved

1. Roll Call. 5:03 p.m.
Committee Members present: Laverde, Selawsky, Simon-Weisberg and Tregub.
Staff present: Bursell and Kelekian.
2. Approval of Agenda. M/S/C (Simon-Weisberg, Laverde 4-0-0-0) Agenda approved.
3. Public Comment. None.
4. Election of a Committee Chairperson. RSB Vice-Chairperson Simon Weisberg nominated Commissioner Tregub, and he accepted the nomination. M/S/C (Simon-Weisberg, Laverde 4-0-0-0) Elect Commissioner Tregub as Budget & Personnel Committee Chair.
5. Discussion and possible action regarding the Executive Director's leave balance. M/S/C (Simon-Weisberg, Laverde 4-0-0-0) Recommend that Board authorize buyout of 200 hours of vacation leave balance pursuant to Section 3.(f) of the contract with the Executive Director.
6. Mid-year Budget update. No action taken.
7. Discussion and possible action on budget timeline and the process for setting the registration fee and the adoption of the FY2019/20 budget. Consensus of Committee that they are content with the position that there is no need to recommend an increase to the annual registration fee.
8. Discussion and possible action regarding amending the contract with TransSight, LLC.
9. Discussion and possible action regarding amending the contract with Software AG. M/S/C (Selawsky, Laverde 4-0-0-0) Recommend Board amend contracts with TransSight, LLC and Software AG to add an additional \$100,000 for each and extend them both to June 30, 2020.
10. Future agenda items and scheduling next meeting. Next meeting scheduled for 5:30pm on March 26th, 2019.
11. Adjournment. 7:06 p.m.

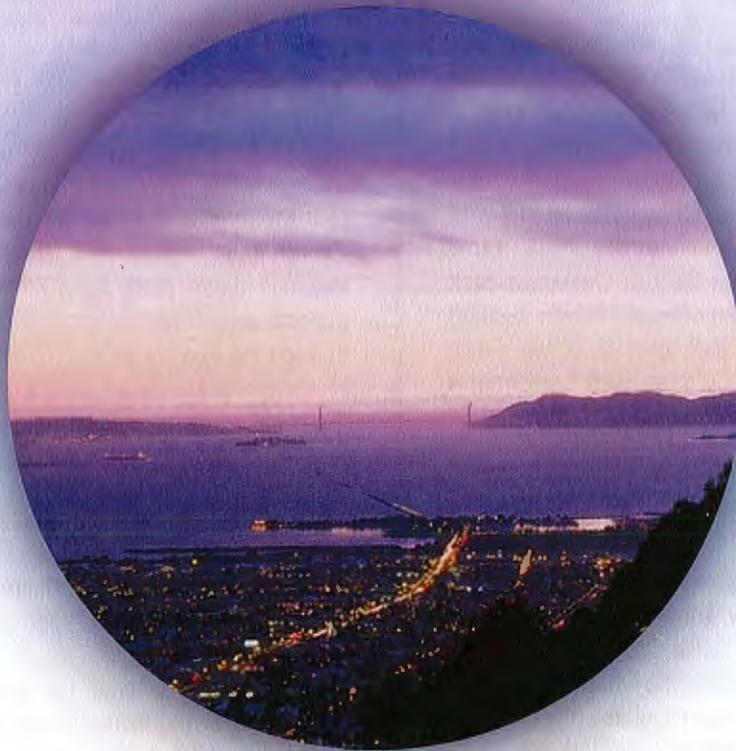


THE CITY OF BERKELEY
INVITES APPLICATIONS FOR

**DEPUTY DIRECTOR RENT
STABILIZATION PROGRAM**

\$126,249 TO \$165,916 ANNUALLY

AN EQUAL OPPORTUNITY EMPLOYER



THE COMMUNITY

The City of Berkeley covers approximately 10 square miles with a population of 112,000 residents. The population is highly educated and ethnically, economically, socially and politically diverse. Berkeley is noted for its activism and community involvement.

Sheltered by rolling hills and bordered by the San Francisco Bay, Berkeley enjoys a mild climate year-round. Acres of open space, neighborhood parks and City bike lanes offer numerous opportunities to explore the outdoors. The mild coastal climate allows the community to enjoy Berkeley's wide variety of recreational and leisure opportunities whatever the season.

Berkeley has a wealth of cultural life, and there is much to enjoy within the City's few square miles. The public marina, panoramic bay views, international shops and restaurants, arts / theater district, and the UC Berkeley campus are but a few of its attractions. Berkeley's beautiful setting, pleasant climate, and recreational and cultural activities offer a wide variety of leisure opportunities.

Berkeley is only 12 miles from the shops, restaurants and entertainment of San Francisco, and the Bay Area Rapid Transit (BART) train system and the ferry at Oakland's Jack London Square provide easy access between the two. Getting around within Berkeley is easy on foot, by taxi, or via public transportation. The City is served by three BART stations, a network of buses, and the UC Berkeley campus shuttle.

RENT STABILIZATION BOARD

In June 1980, Berkeley residents passed the City's comprehensive rent stabilization law, known as the Rent Stabilization and Eviction for Good Cause Ordinance.

(Berkeley Municipal Code Chapter 13.76.)

The Ordinance regulates most residential rents in Berkeley, provides tenants with increased protection against unwarranted evictions and is intended to maintain affordable housing and preserve community diversity.



The Rent Stabilization Board, composed of nine elected commissioners, enacts regulations, hears petition appeals and administers a program to implement the Ordinance. The Board appoints an Executive Director, who is responsible for running the Program. Rent Board staff provide information and counseling to over 10,000 landlords and tenants annually, calculate and certify individual rent ceilings, conduct administrative hearings and issue decisions on landlord and tenant rent adjustment petitions, collect registration fees, and maintain a database of registered rental units. The Board

believes that laws are most meaningful when residents know their rights and are engaged through an active program reaching out to the community. Owners of rental property covered by the Ordinance are required to register their units with the Board by filing registration statements and paying annual registration fees, which cover the program's cost.

In 1995, the California legislature enacted the Costa-Hawkins Rental Housing Act, which suspends rent control following a qualifying vacancy and reinstates it for a new tenancy.

(Civil Code section 1954.50, et seq.) For the transition period between January 1, 1996 and December 31, 1998, owners were allowed to set new rents within prescribed limits. Now, under full "vacancy decontrol," owners may set a market rent for most tenancies beginning on or after January 1, 1999. The rent charged a new tenant becomes the new rent ceiling. Owners must register new rents with the Rent Board and may increase these rents for a sitting tenant only by an annual general adjustment or an individual rent adjustment granted through the Board's petition process.

MISSION STATEMENT

The mission of the Rent Stabilization Board is to regulate residential rent increases in the City of Berkeley and to protect against unwarranted rent increases and evictions and to provide a fair return to property owners. The Board works to ensure compliance with legal obligations relating to rental housing; and to advance the housing policies of the City with regard to low and fixed income persons, minorities, students, disabled, and the aged.

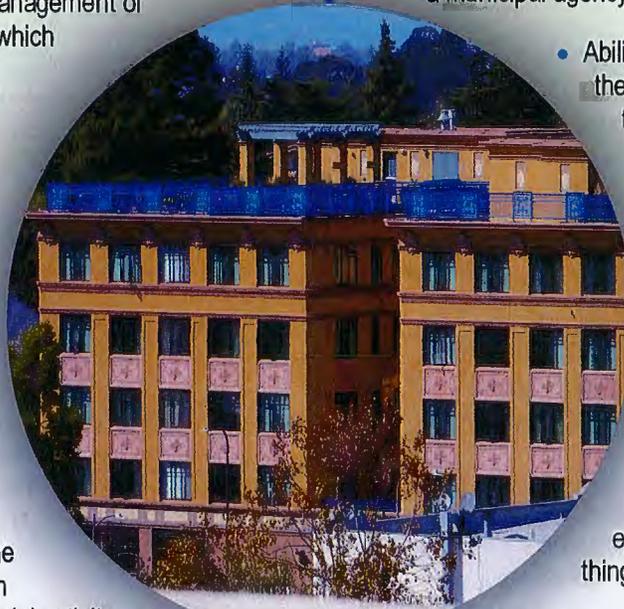
THE POSITION

The Deputy Director of the Rent Stabilization Program is an at-will position, exempt from regular career service, and serves at the pleasure of the Executive Director of the Rent Board. The Deputy Director has responsibility for participating in the planning, development, administration, and evaluation of

policies, operational and budget in collaboration with unit supervisors and staff. The Deputy Director coordinates with the Executive Director and the Rent Board on issues concerning programs and policy and may be assigned various operating or administrative program responsibilities that include the coordination of the work of the Rent Stabilization Program with other governmental entities.

Duties of the Rent Stabilization Program Deputy Director Rent may include:

- Assisting the Executive Director in the overall management of the department, including coordinating the efforts of the operating unit supervisors, developing general departmental administrative policies and procedures;
- Planning, organizing, directing, assigning, reviewing, and evaluating the work of professional and office support staff;
- Providing fiscal and operational management of assigned departmental programs which may include needs assessment, program design, development of goals and objectives, establishment of work standards, program implementation and evaluation;
- Managing, planning, coordinating and integrating departmental programs and operations with other City departments, outside agencies and concerned citizen organizations;
- Advising the Executive Director, the Rent Board and others on program implications of operational or financial activity, and preparing a variety of reports; liaising with other affected departments, project staff, and federal and /or state agencies;
- Planning and organizing complex administrative, programmatic and policy studies relating to department activities; reviewing staff work, existing policies and operating procedures for overall effectiveness and develops new service approaches;
- Providing information to the community, Executive Director, the Rent Board, and other agencies about the department's plan and programs;
- Evaluating alternative courses of action and making recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost reduction, revenue, productivity, policy or procedure modifications; prepares reports of study conclusions;



- Acting as the Rent Board's Executive Director in his or her absence and representing the Executive Director at meetings with citizen groups, boards and commissions

THE IDEAL CANDIDATE

The ideal candidate selected will possess the following attributes:

- Understanding of housing issues in general and an ability to embrace the ideals and purposes of rent stabilization and affordable housing
- Experience in developing, analyzing, and interpreting policy and legislation
- Strong understanding of the elements of administration in a municipal agency
- Ability to communicate ideas and options to the Director, Board, staff, and the public that are complete and honest assessments of reasonable alternatives
- Ability to understand and implement the highest form of service to the public
- Unwavering level of integrity and honesty and a commitment to evenhandedness
- Genuine commitment to empowering the community and making things better for people who have less .

CANDIDATE PROFILE

Education

Requires graduation from a four-year college or university or equivalent with major course work in economics, political science, public policy, urban planning, urban studies, sociology, public administration, business administration, or a closely related field (a Master's degree is desirable).

Experience

Five (5) years experience involving policy and program development, administration, and budget staff management in a government agency. Two of the five years must have included the supervision of subordinate staff.

Must be willing to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the

incumbent must maintain a valid California driver's license and a satisfactory driving record. Must be able to attend evening or weekend meetings and events, as required.

COMPENSATION & BENEFITS

The City of Berkeley provides an exceptional compensation and benefits package.

SALARY: \$126,249 to \$165,917 Annually. Placement within this range is dependent upon qualifications.

RETIREMENT: CalPERS formula, either 2% @ 62 or 2.7 at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service.

The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income account (SRIP).

DEFERRED COMPENSATION: Three voluntary deferred compensation 457 plans are offered. Employees may contribute up to \$19,000 per year on a pre-tax basis.

MEDICAL PLANS: The City offers a choice of Kaiser HMO plan or Sutter Health Plus HMO plan. The City contributes up to a full family premium for the Kaiser HMO plan. Employees pay additional premium costs if they choose the Sutter Health Plus Plan. Employees who have medical coverage under another plan may choose to waive City-provided medical coverage and receive a monthly stipend.

DENTAL PLAN: The City provides group dental benefits through Delta Dental Plan of California. The City contributes up to the family coverage for the plan, which covers 90% of dental charges up to \$2,000 annually per person. Orthodontic benefits are offered at a \$2,000 lifetime maximum per person. Employees who have dental coverage plan may choose to waive City-provided dental coverage and receive a monthly stipend equal to the single-party rate.

LIFE INSURANCE: The City provides employees with a \$25,000 Life Insurance and Accidental & Death Dismemberment policy. Employees have the option to purchase additional term life insurance up to a maximum of \$300,000.

SICK LEAVE: Twelve days of paid sick leave earned annually.

VACATION: Vacation is accrued at the following annual rate: two weeks per year for the first two years; three weeks in years 3-5; four weeks in years 6-17; five weeks in years, 18-24; six weeks after 25 years.

HOLIDAYS: Thirteen regular holidays and three floating holidays annually.

ADMINISTRATIVE LEAVE: Fifty hours of administrative leave annually.

LONG TERM DISABILITY: The City provides long-term disability insurance that provides partial income replacement in the event of disability. Benefits paid at 60% of salary.

RETIREE MEDICAL COVERAGE: The City pays a portion of the medical premiums of the retiree and eligible spouse or domestic partner based on years of service. Requires at least 8 years of CalPERS service with the City and reaching age 55. The City does not participate in the Public Employee Medical & Hospital Care Act (PEMHCA) administered by CalPERS.

YMCA MEMBERSHIP: The City subsidizes the services for most employees by paying for 75% of the membership fee. Employees who choose to join pay for the remainder of the fee.

TRANSIT SUBSIDY: The City provides annual free Eco-pass for AC Transit, and an IRC 132(f) plan for transit vouchers where employees may set aside pre-tax income to pay for public transportation expenses. City contributes \$20 per month to the plan for employees using public transportation.

SELECTION PROCESS

For consideration, please complete an application on-line at www.cityofberkeley.info/jobs and attach a detailed resume and letter of interest.

Application materials will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to interview. Background checks will be conducted following those interviews.

Final Filing Date April 29, 2019

Application Review May 3, 2019

Tentative Interview Schedule Week of May 27, 2019

For additional information regarding this position, please contact Kimberly Castillo at (510) 981-6820 or e-mail at kcastillo@cityofberkeley.info

