



Rent Stabilization Board

DATE: December 16, 2021

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director
By: Aimee Mueller, Associate Mgmt. Analyst/Board Secretary 

SUBJECT: Proposed 2022 Rent Stabilization Board Regular Meeting Schedule

Recommendation:

That the Board adopt Resolution 21-34 establishing the Regular Meeting Schedule for the 2022 calendar year.

Background and Need for Board Action:

The Brown Act (Gov. Code §54954 et seq.) requires a legislative body, such as the Rent Stabilization Board, to annually establish a schedule of its regular meetings, including the time and location of the meeting. The Board's longstanding policy was to hold its regular meetings on the first and third Mondays of each month in the City Council Chambers at Old City Hall. In 1996, the Board adopted Resolution 96-13 to formalize this practice. At its December 5, 2005 regular meeting, the Board adopted Resolution 05-27 revising Resolution 96-13 and re-establishing the schedule to meet monthly on the third Monday of each month.

In 2012, the Berkeley Unified School District relocated its administrative offices from the seismically-unsafe Old City Hall to the West Campus building at 1231 Addison Street. Old City Hall had remained essentially vacant ever since, unlocked and heated only for purposes of holding public meetings. In late 2018, this space was converted to a homeless shelter used during inclement weather.

Beginning December 4, 2018, the City Council relocated its meetings from Old City Hall to the New Berkeley Unified School District (BUSD) Board Room, located at 1231 Addison Street. In anticipation of the cessation of facilities services to Old City Hall, the City Council negotiated access to the BUSD Board Room for Zoning Adjustment Board (ZAB) Meetings on the second and fourth Thursdays of the month, and for Rent Board Meetings on the first and/or third Thursdays of the month. By the terms of the City Council's current contract with BUSD, no in-person meetings can take place on any other days of the week.

At the December 17, 2018 regular meeting, the Board voted to adopt Resolution 18-25 establishing the Regular Meeting Schedule and Location for the 2019 calendar year that relocated the Rent Board's regular meetings to the BUSD Board Room on the third Thursday of each month.

At its December 21, 2019 regular meeting, the Board voted to adopt Resolution 19-28 establishing a regular meeting schedule and location for regular Rent Board meetings in the 2020 calendar year which stated, “that all meetings shall begin at 7:00 p.m. unless otherwise noticed pursuant to the requirements of the Brown Act and that regular meetings scheduled for the third Thursday of each month shall only be operative during the 2020 calendar year unless the change is made permanent by subsequent future Board Resolution, or unless the Board chooses to adopt a similar annual schedule for another year by subsequent Resolution.”

There has been no subsequent resolution pertaining to the Board’s Regular Meeting Schedule.

Proposed dates for the 2022 Regular Meeting Schedule:

Staff has reviewed the City of Berkeley’s Holiday Schedule for 2022 (attached) in order to propose possible meetings dates for the Board to consider. All meetings this year fall on the designated third Thursday of the month.

January 20	April 21	July 21	October 20
February 17	May 19	August 18	November 17
March 17	June 16	September 15	December 15

Financial Impact:

Prior to the transition to virtual meetings due to the COVID-19 Shelter-in-Place Order, each Board meeting held at the BUSD Board Room cost approximately \$3,000 - \$4,000; this included room rental, live broadcasting on television and the Web, real-time closed captioning and the cost of producing several hard-copy agenda packets for the public and the Board’s archives. Since the Board began conducting Board Meetings remotely, our room rental costs have been temporarily eliminated but we incur a monthly subscription fee for Zoom.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. Resolution 21-34
2. City of Berkeley 2022 Holiday Schedule

RESOLUTION 21-34

**ESTABLISHING THE REGULAR MEETING SCHEDULE FOR THE BERKELEY
RENT STABILIZATION BOARD FOR THE 2022 CALENDAR YEAR**

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

WHEREAS, the Brown Act (Gov. Code Section 54954 et seq.) requires a legislative body, such as the Rent Stabilization Board, to annually establish a schedule of its regular meetings, including the time and location of the meeting; and

WHEREAS, beginning in 2019, the Board relocated its meetings from Old City Hall to the New Berkeley Unified School District (“BUSD”) Board Room, located at 1231 Addison Street; and

WHEREAS, beginning in 2019, the Board changed its regular meeting day to the third Thursday of each month and wishes to continue this arrangement;

WHEREAS, pursuant to Government Code Section 54953(e) and City Council Resolution 70,030-N.S., the Board shall continue to hold its monthly meetings exclusively through teleconference and Zoom videoconference until in-person public meetings are deemed safe, and thereafter, these meetings shall be conducted at the BUSD Board Room;

NOW, THEREFORE, BE IT RESOLVED that the Board will hold their regularly-scheduled meetings during the 2022 Calendar year on the following dates:

January 20	April 21	July 21	October 20
February 17	May 19	August 18	November 17
March 17	June 16	September 15	December 15

RESOLUTION 21-34

**ESTABLISHING THE REGULAR MEETING SCHEDULE FOR THE BERKELEY
RENT STABILIZATION BOARD FOR THE 2022 CALENDAR YEAR**

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BE IT FURTHER RESOLVED that all meetings shall begin at 7:00 p.m. unless otherwise noticed pursuant to the requirements of the Brown Act and that regular meetings scheduled for the third Thursday of each month shall only be operative during the 2022 calendar year unless the change is made permanent by subsequent future Board resolution, or unless the Board chooses to adopt a similar annual schedule for another year by subsequent resolution.

Dated: December 16, 2022

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

YES:

NO:

ABSTAIN:

ABSENT:

Chair, Rent Stabilization Board

Attest: _____
DéSeana Williams, Executive Director

HOLIDAYS

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HOLIDAYS • 2022

Dec 31st, 2021 (Fri)	New Year's Day (actual Jan 1st)
Jan 17th (Mon)	Martin Luther King Jr.'s Birthday
Feb 11th (Fri)	Lincoln's Birthday (actual Feb 12 th)
Feb 21st (Mon)	Washington's Birthday
May 20th (Fri)	Malcolm X's Birthday (actual May 19 th)
May 30th (Mon)	Memorial Day
June 20th (Mon)	Juneteenth (actual June 19 th)
July 4th (Mon)	Independence Day
Sept 5th (Mon)	Labor Day
Oct 10th (Mon)	Indigenous Peoples' Day
Nov 11th (Fri)	Veteran's Day
Nov 24th (Thurs)	Thanksgiving Day
Nov 25th (Fri)	Day after Thanksgiving Day
Dec 26th (Fri)	Christmas Day

