



DATE: February 17, 2022

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Aimee Mueller, Associate Management Analyst/Board Secretary

SUBJECT: **Review of protocol and template for submittal of Board agenda items**

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The Rent Stabilization Board Meeting Procedures provide more detailed information on the parameters for submittal of agenda items for the Board's monthly meetings. Some additional information for completing this agenda item template is provided below. If you have any questions, please contact Aimee Mueller or Matt Brown, General Counsel, for guidance.

**Recommendation:**

*Provide a brief statement of what action you propose that the Board take – this statement should correspond as much as possible to the description of the item that appears on the Board agenda. If there is a corresponding resolution for your item, please note that in the recommendation.*

**Background and Need for Rent Stabilization Board action:**

*Provide a synopsis of the history of the subject/item, including the date of the Board's initiating action (if applicable) and subsequent action, as well as the relevant detail and the rationale for your recommendation.*

**Financial Impact:**

*If there is a cost associated with your recommendation – whether or not it is included in the Board's annual budget – please state that here. If there is no anticipated financial impact of your recommendation, please also state that in this section.*

**Name and Email Address of Contact Person:**



DATE: [Insert date of Board Meeting at which item will be heard]  
TO: Honorable Members of the Berkeley Rent Stabilization Board  
FROM: [Insert name and title]  
SUBJECT: [Title as it should appear on the Board agenda]

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**Recommendation:**

**Background and Need for Rent Stabilization Board action:**

**Financial Impact:**

**Name and Email Address of Contact Person:**