



Office of the City Manager

PUBLIC HEARING  
May 21, 2024

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Tanya Bustamante, Interim Deputy Director, Health, Housing, and  
Community Services  
Subject: Fee Increase: Senior Center Facility Rental Security Deposit

#### RECOMMENDATION

Conduct a public hearing and upon conclusion, adopt a Resolution raising the senior center rental facility's security deposit from \$350 to \$500, a total increase of \$150.

#### FISCAL IMPACTS OF RECOMMENDATION

An increase in the security deposit fee amount is proposed due to increasing incidents of rentals resulting in damaged and/or unclean conditions, which warrant additional repair and/or cleaning. The repair and cleaning costs often exceed the amount of the current security deposit amount of \$350.

The rental security deposit is a separate check submitted by the renter when the rental of a room(s) is confirmed in a senior center facility. The security deposit is refundable, and returned to the renter, upon completion of the rental if the condition of the rented space is deemed acceptable upon completion of a post-event walk thru with a staff person.

#### CURRENT SITUATION AND ITS EFFECTS

The Berkeley senior centers in the Aging Services Division charge a series of fees pertaining to the rental of those facilities. The security deposit fee is a refundable fee required from the renter. As stated in the rental agreement, if there is no damage to the facility or grounds, no extra cleaning required, and time of use does not exceed the time indicated in the rental agreement, then the security deposit will be returned to the renter.

If there is physical damage to the building, grounds, or its furnishings or equipment, or the time spent at the event exceeded the time indicated in the rental agreement, then the deposit is retained until the cost of repair and/or replacement can be determined and deducted from the deposit.

The security deposit fee increase is in line with the City's Strategic Plan, as it advances our goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

#### BACKGROUND

The Berkeley senior centers in the Aging Services Division are available for rental to community members, community-based organizations, and to internal City departments. The security deposit fee was last amended in July 2011.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no immediate environmental effects associated with the adoption of this fee increase.

#### RATIONALE FOR RECOMMENDATION

Over the past decade, costs for cleaning, facility and/or equipment repairs or replacements have increased significantly. Facility cleaning and repairs are necessary for the daily operation of these facilities as senior centers. In addition, neighboring senior center facilities have similar security deposit fees: City of Emeryville security deposit fees vary between \$165-\$1,000 per facility rental; City of Oakland security deposit fee for senior center rentals is \$375.

#### ALTERNATIVE ACTIONS CONSIDERED

The City could continue to charge the current amount for the security deposit, at a deficit for costs of cleaning and repair services. The gap will need to be covered by the General Fund.

#### CONTACT PERSON

Tanya Bustamante, Interim Deputy Director, HHCS, 510-981-5178

#### Attachments:

- 1: Resolution
- 2: Public Hearing Notice

RESOLUTION NO. ##,###-N.S.

INCREASE OF SENIOR CENTER RENTAL FACILITY SECURITY DEPOSIT

WHEREAS, the Berkeley senior centers in the Aging Services Division are available for rental to community members, community-based organizations, and to internal City departments; and

WHEREAS, the Berkeley senior centers in the Aging Services Division charge a series of fees pertaining to the rental of those facilities; and

WHEREAS, the security deposit fee is a refundable fee required from the renter; and

WHEREAS, the security deposit fee was last amended in July 2011; and

WHEREAS, the proposed increase to the security deposit fee will be used to cover increased expenses incurred as a result of physical damage to the building, grounds, or its furnishings or equipment, or the time spent at the event exceeded the time indicated in the rental agreement.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the security deposit fee increase to \$500 shall be effective July 1, 2024.

**NOTICE OF PUBLIC HEARING  
BERKELEY CITY COUNCIL  
SECURITY DEPOSIT FEE INCREASE FOR THE RENTAL OF SENIOR  
CENTER FACILITIES**

**The public may participate in this hearing by remote video or in-person.**

Notice is hereby given by the City Council of the City of Berkeley that a public hearing will be conducted by said city council of the City of Berkeley at which time and place all persons may attend and be heard upon the following:

The Department of Health, Housing, and Community Services, Aging Services Division is proposing to increase the refundable security deposit fee, for the rental of City of Berkeley Senior Centers.

**Current Fees**

\$350.00

**Proposed Fees**

\$500.00

The hearing will be held on, May 21, 2014 at [6:00 p.m.] in the School District Board Room, located at 1231 Addison Street, Berkeley CA 94702.

For further information, please contact Tanya Bustamante at 510-981-5178.

A copy of the agenda material for this hearing will be available on the City's website at <https://berkeleyca.gov/> as of May 9, 2024. **Once posted, the agenda for this meeting will include a link for public participation using Zoom video technology, as well as any health and safety requirements for in-person attendance.**

Written comments should be mailed or delivered directly to the City Clerk, 2180 Milvia Street, Berkeley, CA 94704, or e-mailed to [council@berkeleyca.gov](mailto:council@berkeleyca.gov) in order to ensure delivery to all Councilmembers and inclusion in the agenda packet.

Communications to the Berkeley City Council are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the City Clerk. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the City Clerk at (510) 981-6900 or [clerk@cityofberkeley.info](mailto:clerk@cityofberkeley.info) for further information.

If you challenge the above in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Berkeley at, or prior to, the public hearing. Background information concerning this proposal will be available at the City Clerk

Department and posted on the City of Berkeley webpage at least 12 days prior to the public hearing.

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I hereby certify that the Notice for this Public Hearing of the Berkeley City Council was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way, as well as on the City's website, on May 9, 2024.

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Mark Numainville, City Clerk

