



Housing Advisory Commission

Regular Meeting Thursday, April 3, 2025 7:00 pm	South Berkeley Senior Center 2939 Ellis Street Anna Cash, Secretary HAC@berkeleyca.gov
----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

Written communications submitted by mail or e-mail to the Housing Advisory Commission by 5:00 p.m. the day before the meeting will be distributed to the members of the Committee in advance of the meeting and retained as part of the official record.

All agenda items are for discussion and possible action.

Public comment policy: Members of the public may speak on any items on the Agenda and items not on the Agenda during the initial Public Comment period. Members of the public may also comment on any item listed on the agenda as the item is taken up. Members of the public may not speak more than once on any given item. The Chair may limit public comments to 3 minutes or less.

1. **Roll Call**
2. **Land Acknowledgement** (Attachment 1)
3. **Agenda Approval**
4. **Public Comment**
5. **Approval of March 6, 2025 Regular Meeting Minutes** (Attachment 2)
6. **Berkeley Housing Authority Status Update** – Berkeley Housing Authority
7. **Update on Council Items (Future Dates Subject to Change)**
 - a. 2025 City Council Referral Prioritization Results Using Re-Weighted Range Voting (RRV) (3/25/2025)
 - b. Adopt an Ordinance to Prohibit the Sale or Use of Pricing Algorithms to Set Rents or Manage Occupancy Levels for Residential Dwelling Units; Adding Berkeley Municipal Code Chapter 13.63 (3/25/2025)
8. **Announcements/Information Items**
 - a. Income Qualifying Stipends for Commissioner Participation (Attachment 3)
9. **Future Items**
 - a. Discussion of HAC Work Plan process (May)
10. **Adjourn**

Attachments

1. Land Acknowledgment
2. Draft March 6, 2025 Regular Meeting Minutes
3. Anna Cash, HHCS, Income Qualifying Stipends for Commissioner Participation

Communications to Berkeley boards, commissions or committees 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 a City board, commission or committee, 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 Secretary of the commission. 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 Secretary for further information.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Mark Numainville, City Clerk, (510) 981-6900.

COMMUNICATION ACCESS INFORMATION:

	To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at (510) 981-6418 (V) or (510) 981-6347 (TDD) at least three business days before the meeting date.
------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ATTACHMENT 1

Land Acknowledgement Statement

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.



Housing Advisory Commission

HOUSING ADVISORY COMMISSION DRAFT MINUTES

Regular Meeting Thursday, March 6, 2025 7:03 pm	South Berkeley Senior Center 2939 Ellis Street Anna Cash, Secretary HAC@berkeleyca.gov
----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

1. **Roll Call**

Present: Sarah Bell, Truman Braslaw (arrived 7:36pm), Karen Haycox, Debbie Potter, David Shere, Leah Simon-Weisberg, and Alfred Twu.

Absent: Sean Vaughn Scott (unexcused).

Staff Present: Rex Brown, Mary-Claire Katz, and Kat Larowe.

Commissioners in attendance: 7 of 8.

Members of the public: 3

Public Speakers: 3

2. **Land Acknowledgement**

3. **Agenda Approval**

Action: M/S/C (Potter/Twu) to approve the agenda.

Vote: Ayes: Bell, Haycox, Potter, Shere, Simon-Weisberg, and Twu. Noes: None. Abstain: None. Absent: Braslaw (arrived 7:36pm), Scott (unexcused).

4. **Public Comment**

There was one speaker during public comment.

5. **Approval of February 6, 2025 Meeting Minutes**

Action: M/S/C (Bell/Shere) to approve the February 6, 2025 Special Meeting minutes.

Vote: Ayes: Bell, Haycox, Potter, Shere, Simon-Weisberg, and Twu. Noes: None. Abstain: None. Absent: Braslaw (arrived 7:36pm), Scott (unexcused).

6. **Overview of Berkeley's Office of Diversity Equity and Inclusion**

Public Speakers: 1

7. **Discussion and Action on Options Recovery Services Application for the City of Berkeley's Community Development Block Grant (CDBG) Public Facility Improvement FY 2025 Program**

Public Speakers: 1

Action: M/S/C (Twu/Haycox) to recommend to City Manager that Options Recovery Services is awarded \$187,980 of the FY 2025 CDBG Public Facility Improvement funding.

Vote: Ayes: Bell, Braslaw, Haycox, Potter, Shere, Simon-Weisberg, and Twu. Noes: None. Abstain: None. Absent: Scott (unexcused).

8. Update on Council Items (Future Dates Subject to Change)

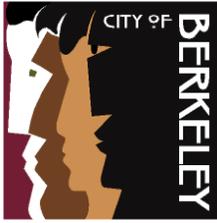
9. Announcements/Information Items

10. Future Items

11. Adjourn

Action: M/S/C (Bell/Potter) to adjourn at 9:06pm.

Vote: Ayes: Bell, Braslaw, Haycox, Potter, Shere, Simon-Weisberg, and Twu. Noes: None. Abstain: None. Absent: Scott (unexcused).



Department of Health, Housing
& Community Services
Housing & Community Services

MEMORANDUM

To: Housing Advisory Commission

From: Anna Cash, Community Development Project Coordinator

Date: April 3, 2025

Subject: **Income Qualifying Stipends for Commissioner Participation**

In order to remove economic hardship barriers from public participation, the City Council authorizes payment in lieu of certain expenses to commissioners of all Council-appointed boards, commissions, committees, task forces, and joint committees who meet certain household income criteria. Committees of commissions designated by the advisory body and not by Council appointment are not eligible for reimbursement.

Commissioners must file with the secretary an Annual Declaration form (Appendix G in the Commissioner's Manual) annually prior to May 31 in order to establish or maintain eligibility. The form is attached for your reference.

Eligibility criteria for stipend and reimbursement:

- Persons eligible to receive reimbursement in lieu of expenses are those commission members whose annual family income, reported individually or as filed jointly for federal income tax purposes, is set at 50% AMI for a family of three (\$70,100).
- File the Annual Declaration form with the secretary prior to May 31 of each year.

An eligible commissioner is authorized to receive the following:

- \$113 for each official meeting attended, not exceeding four monthly meetings.
- Reimbursement for actual childcare expenses incurred while he or she attends meetings.
- Reimbursement for actual expenses paid to an attendant to provide care for a dependent elderly person while the commissioner attends meetings.
- Reimbursement for actual expenses incurred for disabled support services necessary to participate fully in commission meetings.

A Vibrant and Healthy Berkeley for All

HAC Stipends Memo
March 25, 2025
Page 2 of 2

More information on stipends can be found in the Commissioner's Manual. Please contact staff at HAC@berkeleyca.gov if you have questions or would like to apply for a stipend.



City Clerk Department

August 13, 2024

To: Commission Secretaries
From: Mark Numainville, City Clerk
Subject: Commission Low-Income Stipend Update

On March 9, 2021, the City Council adopted Resolution No. 69,739-N.S., stating that eligible members are authorized to receive \$100 for each official meeting attended, not to exceed four meetings each month, and reimbursement of actual eligible expenses incurred. The new stipend rate went into effect on July 1, 2021.

Resolution No. 69,739-N.S also stipulated that the \$100 stipend amount should be adjusted annually according to the Bay Area Consumer Price Index (CPI). In 2023, the stipend amount was adjusted to \$110. **According to the 2024 Bay Area Consumer Price Index chart, the 2024 stipend has increased to the amount of \$113.00 per meeting.**

Please share this memorandum with your commissioners and the individual in your department/division who is responsible for processing the stipend payments in ERMA.

If you have any questions, please do not hesitate to contact the City Clerk Department at (510) 981-6908 or email commission@berkeleyca.gov.

Attachments:

1. A.R. 3.20
2. Resolution No. 69,739-N.S.

cc: Finance Department

A.R. NUMBER:	Attachment 3 3.2
ORIGINAL DATE:	7/01/94
POSTING DATE:	7/1/2021
PAGE 1 OF 6 PAGES	

CITY OF BERKELEY

ADMINISTRATIVE REGULATIONS

SUBJECT: Stipend and Reimbursement in Lieu of Expenses for Members of Certain Boards, Commissions, Committees, Task Forces, and Joint Subcommittees

PURPOSE

The purpose of this Administrative Regulation is to establish procedures for reimbursing expenses to certain board, commission, committee, task force, and joint subcommittee members (including temporary appointees) who might otherwise incur an economic hardship.

POLICY

The City Council, by Resolution No. 69,739-N.S. (known as the Stipend Resolution March 9, 2021), authorizes payment in lieu of expenses to members of all Council-appointed boards, commissions, committees, task forces and joint subcommittees who meet certain household income criteria in order to remove economic hardship barriers from citizen participation. Subcommittees of commissions, which are designated by the advisory body and not by Council appointment, are not eligible for reimbursement.

An eligible member is authorized to receive:

- a) \$100 for each official meeting attended, not to exceed four (4) meetings each month;
- b) reimbursement for actual child care expenses incurred while he/she attends meetings;
- c) reimbursement for actual expenses paid to an attendant to provide care for a dependent elderly person while he/she attends meetings; and
- d) reimbursement for actual expenses incurred for disabled support services in order to participate fully in board, commission, or committee meetings.

The \$100 stipend amount shall be annually adjusted by the Bay Area Consumer Price Index.

DEFINITIONS AND REGULATIONS

An "official meeting" is defined as a duly noticed, properly agenzized, regular meeting or special meeting of the full board or commission at which a quorum of the full membership must be present in order for the meeting to be held.

For a meeting that is cancelled, claims may only be submitted if it is for an official meeting where the attendees and staff Secretary believed that the meeting would proceed as scheduled, and for which Commissioners and the Secretary actually showed up and waited a reasonable period beyond the meeting start time for the quorum to be met before canceling.

A receipt or invoice signed by the person providing such child care, elderly dependent care or disabled support services must accompany a request for reimbursement. Invoices must include date, services provided, vendor contact information, and dollar amount.

The Human Welfare and Community Action Commission provides for alternate representatives of the poor to be elected or to be appointed when a vacancy occurs. Alternate representatives of the poor shall be eligible for stipend payments when serving in place of the principal member.

The City Clerk Department is responsible for keeping this Administrative Regulation up-to-date and shall include notification of this policy with each appointment letter mailed.

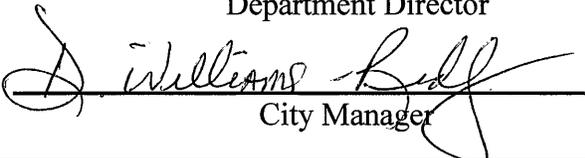
COMMISSIONER'S CRITERIA AND RESPONSIBILITIES

1. Eligibility criteria for stipend and reimbursement:
 - a) Persons eligible to receive reimbursement in lieu of expenses are those board, commission, committee, task force or joint subcommittee members whose household gross income as filed jointly for federal income tax purposes is below the Alameda County 50% AMI 3-person household (\$58,750 as of July 2021) per year.
 - b) Commissioners who are minors (under 18 years old) must have eligibility declaration forms co-signed by a parent or legal guardian attesting that the combined 3-person household income is under the Alameda County 50% AMI (\$58,750 as of July 2021) per year.
 - c) If a commissioner is paid \$600 or more in stipend payments in one calendar year, an IRS Form 1099 will be generated by the Finance Department for the commissioner's tax filing purposes.
2. To establish eligibility, Commissioners must file the Annual Declaration Form (attached) with the secretary of their board, commission, committee, task force or joint subcommittee. Commissioners must file a new declaration form annually prior to May 31st in order to maintain eligibility.
3. In order to pay a Commissioner's attendant directly, a completed IRS Form W-9 must be on file in the Finance Department's Accounts Payable Division. If an attendant, support service, or child care provider is paid \$600 or more in one calendar year, a Form 1099 will be generated by Finance. In order to be reimbursed for payments made to an attendant, support service, or child care provider, a Commissioner must be set up as a vendor by Finance - General Services.
4. Eligible members who are disabled and are seeking reimbursement for support services must also complete the support services statement portion on the Annual Declaration Form. If the member's needs change, he/she must immediately notify the secretary. Otherwise, the statement certifying the need for support services will continue to be in effect for the duration of the member's term of appointment.
5. Pursuant to Berkeley Municipal Code Section 3.66.040, low-income status for members of the Commission on Disability is not a prerequisite for reimbursement of attendant care expenses.

6. Additionally, eligible recipients requesting reimbursement for child care expenses, paid attendant services for elderly care, and support services as a disabled member for meeting participation are subject to AB 1234. State law AB 1234 requires completion of an online ethics training course within one year of the first day of service, and every two years thereafter. The ethics course is available online at no cost. Upon completion of the course, a printed and signed certificate of participation must be on file with the secretary in order to be eligible for reimbursement.

RESPONSIBILITIES OF SECRETARY

1. It is the responsibility of the secretary of each board, commission, committee, task force or joint subcommittee to submit quarterly payment forms to the Finance Department, by the 10th of each month (January, April, July, and October). Payment forms for stipends paid for attendance at meetings held pursuant to the Mental Health Services Act are filed monthly. Every submission must include the following:
 - a) A.R. 3.2 Payment Form
 - b) Invoices for support services, dependent care, and/or child care, if applicable.
 - c) Verification that each meeting for which reimbursement or stipend is claimed actually occurred.
 - d) A copy of the Annual Declaration Form
 - e) A spreadsheet showing the year-to-date payments for each commissioner.
2. The completed forms must be attached to the request for check entry in ERMA and released for review to the Finance Department by the 10th of each specific month so payment can be made. A separate request for check and supporting documentation must be submitted individually for each member.
3. The secretary shall keep copies of all Annual Declaration Forms on file and attach a copy each time a request for check is submitted to the Finance Department, and when submitting quarterly statements.
4. Each secretary will advise the board, commission, committee, task force and joint subcommittee members of this policy and respond promptly to commissioner inquiries regarding payment status. Commissioners should not contact the Finance Department or City Clerk Department for payment status.

<p>RESPONSIBLE DEPARTMENT: City Clerk</p> <p>TO BE REVISED: Every 1 year</p>	<p>Approved by:</p> <p> Department Director</p> <p> City Manager</p>
----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**ANNUAL DECLARATION FORM RESPECTING ELIGIBILITY FOR
REIMBURSEMENT OF EXPENSES AS A MEMBER OF THE**

(Board/Commission/Committee/Task Force/Joint Subcommittee)

Inasmuch as it is in the public interest to remove barriers, particularly those creating economic hardships for citizens participating on boards, commissions, committees, task forces, and joint subcommittees the City Council has determined that it is in the public interest to alleviate this hardship by authorizing payments in lieu of expenses for certain meetings and under certain conditions as indicated in Stipend Resolution No. 69,739-N.S.

I, _____ certify to the following:

- 1) That my adjusted gross income reported individually, or as part of a household joint Federal Income Tax Return, was less than the Alameda County 50% AMI 3-person household (\$58,750 as of July 2021) per year.
- 2) I will file this declaration form every year no later than May 31st with the Secretary who will forward copies to the Finance Department; and
- 3) I will notify the Secretary as soon as I am aware that my household current year income exceeds the Alameda County 50% AMI 3-person household (\$58,750 as of July 2021) per year and request that my eligibility be canceled:

Signature

Date

Signature of Parent or Legal Guardian if Member is a Minor

Date

Signature of Secretary

Date

* * *

SUPPORT SERVICES STATEMENT

I, _____, certify I am disabled and require the following support services in order to participate fully in commission meetings:

Signature

Date

A.R. 3.2 PAYMENT FORM

Name of Commission: _____

Name of Commissioner: _____

Address of Commissioner: _____

Name of Secretary: _____ Phone: _____

Quarter Covered: Year ____ Jan - Mar April - June July - Sept Oct - Dec

Date of Meeting	Payment Type*	Amount Due
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total (this qtr.)**		\$

* Stipend, Support Services, Dependent Care, or Child Care

** Attach Year-to-Date Spreadsheet to this Form

Please hold check for pick up: _____
(Commissioner's Signature)

Prepared by: _____ Date: _____
(Preparer's Signature)

Reviewed by: _____ Date: _____
(Commission Secretary Signature)

CERTIFICATION AND AUTHORIZATION FOR PAYMENT: I hereby certify that the payments for all persons whose names appear herein have been properly authorized; and that the amounts indicated as due said persons are actually due and payable. Payment is approved against the appropriation indicated under delegated authority of the City Manager.

Authorized by: _____ Date: _____
Authorized Department Signature (must be on file with AP)

COMMISSIONER STIPEND CHECKLIST

This checklist is provided to expedite the processing of commissioner stipends. The Finance Department requires that all forms are completed and information is accurately prepared and submitted before stipends can be paid. Review the checklist prior to submitting stipend requests.

For Initial Payment to a Commissioner or Service Provider:

- Set up the Commissioner as a vendor with Finance - General Services
 - * Use a W-9 form to set up the Commissioner as a vendor (available on Groupware)
- Set up the Vendor (support services, dependent care, or child care) as a vendor with Finance - General Services
 - * Use a W-9 form to set up the service provider as a vendor

Required Documentation for Every Payment Submission (compile submission in this order):

- Request for Check
 - * In both description areas of the Request for Check screen, list the type of stipend being paid and the period covered (quarterly or monthly)
 - * Provide the full account code and/or project string (consult your department budget analyst)
 - * Verify in ERMA that adequate funds are available in the account to pay the voucher
 - * Clearly document the payment amount
 - * Obtain all required signatures
- A.R. 3.2 Payment Form
 - * Complete all fields
 - * Obtain all required signatures
- Invoices for Support Service, Dependent Care, and/or Child Care Providers
 - * Must include date, services provided, vendor contact information, and dollar amount
- Attendance Verification
 - * A copy of the meeting minutes
 - * Requests for reimbursement for cancelled meetings require written representation from the Commission Secretary
- Annual Declaration Form
 - * The form is completed and signed and dated yearly by the commissioner and the Commission Secretary
 - * A copy of the form is submitted with each reimbursement voucher
- Year-to-Date Summary Spreadsheet
 - * Documents the fiscal year (year to date) expenditures of the individual commissioner
 - * Remember that payments of \$600 or more result in the issuance of a Form 1099 from the Finance Department and may have tax implications