BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, July 2, 2026 – 5:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, 4th floor, Berkeley, CA 94704

Public Participation

This meeting will be conducted in a hybrid model with both in-person and remote participation, and in accordance with Government Code Section 54953 and all current state and local requirements allowing public participation in meetings of legislative bodies. Any member of the public may attend this meeting at the posted location(s). Questions regarding this matter may be addressed to DéSeana Williams, Executive Director of the Rent Board, at 510-981-7368 (981-RENT). The Committee may take action related to any subject listed on the Agenda.

To access this meeting by Zoom

Join from a PC, Mac, iPad, iPhone, or Android device. If you do not want your name to appear on the screen, use the drop-down menu and click on "Rename" to rename yourself as anonymous. To request to speak, use the "Raise Hand" icon by rolling over the bottom of the screen.

To join by phone

Dial 1-669-900-6833, enter Webinar ID: 810 0115 9820 and Passcode: 138420. To comment during the public comment part of the agenda, Press *9 and wait to be recognized by the Committee Chair.

Email comments

Email comments must be submitted to DeWilliams@berkeleyca.gov **by 3:30 p.m.** on the day of the meeting in order to be considered by the Committee and included in the public record. Format your subject line: "PUBLIC COMMENT ITEM FOR BUDGET & PERSONNEL COMMITTEE." Please observe a 150-word limit. Time limits on public comments will apply.

Decorum

All rules of procedure and decorum apply for both in-person attendees and those participating remotely. Attendees at public meetings are reminded that other attendees may be sensitive to various scents. Please help the City respect these needs.

Communications access information

All rules of procedure and decorum apply for both in-person attendees and those participating remotely. Attendees at public meetings are reminded that other attendees may be sensitive to various scents. Please help the City respect these needs.

AGENDA: BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, July 2, 2026 – 5:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, 4th floor, Berkeley, CA 94704

1. Roll Call
2. Land Acknowledgment Statement: *The Berkeley Rent Stabilization Board recognizes that the rental housing units we regulate are 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 landlords and tenants have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878 and since the Rent Stabilization Board's creation in 1980. As stewards of the laws regulating rental housing, 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.*
3. Approval of agenda
4. Public Comment
5. Approval of May 27, 2026, meeting minutes (attached to agenda)
6. **CLOSED SESSION:** Public Employee contract discussion pursuant to California Government Code Section 54957(b)(1): General Counsel
7. Discussion and Possible Action on the proposed Executive Salary Policy (see attached Staff Report) Executive Director DéSeana Williams
8. Future agenda items
9. Discussion and possible action to set the next meeting
10. Adjournment

STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368

COMMITTEE: Committee Chair Dominique Walker, Soli Alpert, Andy Kelley, Nathan Mizell

The Rent Board strives to make all documents available to the public accessible to everyone. If you are having trouble accessing any of the content in this document and need it in an alternative format or require another accommodation for the **Budget & Personnel Committee**, please contact Executive Director DéSeana Williams at dewilliams@berkeleyca.gov

CITY OF BERKELEY

BERKELEY RENT BOARD

BUDGET & PERSONNEL COMMITTEE MEETING

Wednesday, May 27, 2026 – 5:30 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, Ste. 400 (4th floor), Berkeley, CA

MINUTES TO BE APPROVED

1. Roll Call Staffer DeSeana Williams called Roll at 5:38 p.m.
   Members Present: Mizell, Alpert, Committee Chair Walker, Kelley.
   Staff Present: D. Williams, S. Cole.

2. Land Acknowledgment Statement: The Land Acknowledgment Statement was read by Commissioner Kelley.

3. Approval of agenda. Motion to approve the agenda. M/S/C (Kelley/Mizell). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.

4. Public Comment No public comment

5. Approval of February 3, 2026, meeting minutes (attached to agenda) M/S/C (Mizell/Alpert). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.

6. Discussion and Possible Action regarding Recommendation to full Board on the Adoption of a Fiscal Year (FY) 2026/27 Line-Item Budget, Staffing Model & Expenditure Level (See Attached Staff Report). Finance Director- Shamika Cole. Motion to recommend the Budget as presented. M/S/C (Alpert/Walker). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0. The Finance Director presented the proposed Budget recommendation to the Committee. The committee recommended increasing the capital reserve/set-aside to include all necessary funding for special projects in FY 27.

7. Discussion and Possible Action on the proposed Executive Salary Policy (See attached Staff Report) Executive Director- DéSeana Williams. Executive Director Williams presented the Committee with a draft policy for review and discussion. The policy will be agendized at a later meeting. NO ACTION TAKEN.

8. Future agenda items: Commissioner Alpert requested two new future agenda items.

   a. Reclassification study – New.

   b. Quarterly capacity report -New.

   c. Researching a policy or the need to have a policy regarding the ratio (difference) between fully covered and partially covered fees.

   d. An analysis of the Rent Board Staffing as it relates to continuity and attrition.

9. Discussion and possible action to set the next meeting. Motion to set the next meeting for July 2, 2026, at 5:30 pm. M/S/C (Alpert/Walker). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.

10. Adjournment Motion to adjourn M/S/C (Walker/Kelley). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0. Meeting adjourned at 7:02 pm

STAFF CONTACT: DéSeana Williams, Executive Director (510) 981-7368
COMMITTEE: Committee Chair Dominique Walker, Soli Alpert, Andy Kelley, Nathan Mizell

Memorandum

DATE: July 2, 2026

TO: Honorable Members of the Budget and Personnel Committee

FROM: DéSeana Williams, Executive Director

SUBJECT: Recommendation to Adopt Executive Compensation Policy

---

Recommendation

Staff recommends adopting the proposed Executive Compensation Policy, which establishes a fair, transparent, and consistent framework for the review and approval of executive compensation for executive-level contracted positions within the Berkeley Rent Stabilization Board. The proposed policy provides governance guidance regarding compensation benchmarking, salary review practices, contract adjustments, and Board oversight responsibilities.

Background

[The Berkeley Rent Stabilization Board employs executive-level leadership positions pursuant to Board-approved employment agreements. These positions currently include the Executive Director and General Counsel and may include future executive-level contracted positions approved by the Board.

Historically, executive compensation determinations have been addressed through individual employment agreements and Board action on a case-by-case basis. While the Board has maintained authority over executive compensation matters, the agency has not previously adopted a formal policy establishing broader governance guidance regarding executive compensation review practices.

The proposed Executive Compensation Policy is intended to establish a more consistent and transparent framework for future executive compensation discussions while preserving the Board's full authority over executive employment agreements.

The Rent Board operates as a complex public regulatory agency responsible for administering one of California's most comprehensive rent stabilization programs. The agency oversees significant public-facing operations, legal and regulatory compliance functions, housing counseling services, finance and registration operations, hearings and petition processes, and a multi-million-dollar operating budget.

2000 Center Street, Suite 400, Berkeley, California 94704
TEL: (510) 981-7368 TDD: (510) 981-6903 FAX: (510) 809-3921
E-MAIL: rent@berkeleyca.gov INTERNET: rentboard.berkeleyca.gov

The proposed policy recognizes the importance of maintaining competitive executive compensation practices to support the recruitment and retention of highly qualified leadership capable of managing the agency's operational, legal, financial, and public service responsibilities.

Need for Committee Action

A formal executive compensation policy, instead of relying solely on historical practice, serves several practical purposes:

1. Promotes consistency in decision-making: A policy establishes a structured framework that can be applied consistently across Board terms and contract negotiations.
2. Supports transparency and governance: A formal policy provides clear guidance regarding how executive compensation considerations are evaluated and reviewed.
3. Supports recruitment and retention: Competitive and market-informed compensation practices help the agency recruit and retain qualified executive leadership.
4. Clarifies Board authority and process: The policy reinforces that executive compensation decisions remain subject to formal Board approval and Brown Act requirements.

Summary of Proposed Policy

The proposed policy includes the following primary components:

- Identification of covered executive-level contracted positions
- Establishment of an executive compensation philosophy
- Guidance regarding comparator and market-based compensation review
- Procedures related to initial salary-setting considerations
- Guidance regarding annual adjustments and contract terms
- Parameters regarding mid-term compensation adjustments
- Periodic compensation review practices
- Clarification of Board authority and governance responsibilities

The proposed policy also clarifies that it is intended as a governance and administrative guidance document and does not create contractual rights or supersede the terms of any duly executed employment agreement unless formally amended through Board action.

Mid-Term Compensation Adjustments

The proposed policy discourages mid-contract compensation renegotiations except under limited and documented circumstances, including significant expansion of executive responsibilities, material organizational restructuring, demonstrated market inequities, or exceptional operational conditions materially impacting executive duties.

Any proposed mid-term compensation adjustment would require review by the Board Chair and/or Budget & Personnel Committee, documentation supporting the basis for the adjustment, and formal approval by the full Board in compliance with applicable Brown Act requirements.

Compensation Benchmarking and Review

The proposed policy provides guidance that executive compensation review may include consideration of:

- Comparable City of Berkeley department director positions
- Comparable rent stabilization, housing, or regulatory agencies
- Comparable Bay Area public agency executive positions
- Public sector salary survey data
- Independent compensation or classification studies, if commissioned

The policy also recognizes that organizational complexity, staffing responsibility, operational demands, legal and regulatory complexity, and recruitment and retention conditions may be considered when evaluating executive compensation.

Board Authority and Governance

The proposed policy reinforces that only the Board acting as a body may approve executive compensation or amendments to executive employment agreements. Individual Board members, Board officers, or committee members may not unilaterally promise, authorize, or modify executive compensation.

The policy further confirms that executive compensation deliberations remain subject to applicable Brown Act requirements, including closed-session and public reporting requirements.

Financial Impact

Adoption of the policy does not, by itself, authorize any compensation adjustments or create a direct fiscal impact. Any future compensation adjustments associated with executive employment agreements would remain subject to Board approval and consideration during the annual budget process or through separate Board action.

Contact Person

DéSeana Williams, Executive Director, Dewilliams@berkeleyca.gov

Attachments

Draft Executive Compensation Policy

1. Draft Executive Compensation Policy

Attachment 1.

Berkeley Rent Stabilization Board
Executive Compensation Policy

The purpose of this Executive Compensation Policy is to establish a fair, transparent, consistent, and objective framework for the setting and review of executive compensation for executive-level contracted positions within the Berkeley Rent Stabilization Board ("Board"). This policy is intended to support recruitment and retention of highly qualified executive leadership while promoting sound governance and continuity in Board decision-making.

1. Covered Positions

This policy applies only to executive-level positions employed pursuant to individual employment agreements approved by the Board, including:

• Executive Director
• General Counsel
• Any future executive-level contracted positions approved by the Board

2. Compensation Philosophy

The Board seeks to provide executive compensation that is competitive with comparable public-sector executive positions to recruit, retain, and motivate highly qualified leadership capable of managing a complex regulatory agency serving the public interest.

In establishing executive compensation, the Board may consider:

• Agency size and complexity
• Operating budget responsibility
• Staffing responsibility and supervisory scope
• Legal and regulatory complexity
• Public-facing operational demands
• Required expertise, licensure, and experience
• Recruitment and retention considerations
• Regional labor market conditions

DRAFT

3. Compensation Benchmarking and Analysis

Prior to establishing compensation for a newly hired executive position, the Board or its designated committee should review objective comparators and market information. Such a review may include:

- Comparable City of Berkeley department director positions
- Comparable rent stabilization, housing, or regulatory agencies
- Comparable Bay Area public agency executive positions
- Public sector salary survey data
- Independent compensation or classification studies, if commissioned

The Board may also consider organizational complexity, independent authority, operational responsibilities, and agency-specific leadership demands when evaluating executive compensation.

4. Initial Salary Setting Process

Before approving compensation for a newly hired executive, the Board or Budget & Personnel Committee should:

- Review comparator and market data
- Consider internal equity and organizational structure
- Evaluate recruitment and retention conditions
- Document the rationale supporting the compensation determination
- Approve compensation in compliance with applicable Brown Act meeting laws

5. Annual Adjustments and Contract Terms

Executive employment agreements may include provisions related to annual compensation adjustments, cost-of-living adjustments (COLA), comparator-based formulas, or other objective compensation mechanisms approved by the Board.

Any compensation formula or methodology shall be clearly documented in the applicable executive employment agreement approved by the Board.

6. Mid-Term Compensation Adjustments

DRAFT

Mid-contract compensation renegotiations are discouraged and should occur only under limited and documented circumstances.

Examples of circumstances that may justify consideration of a mid-term compensation adjustment include:

• Significant expansion of executive responsibilities
• Material organizational restructuring
• Demonstrated market inequity or retention concerns
• Exceptional operational circumstances materially impacting executive duties

Any proposed mid-term compensation adjustment should include:

• Review by the Board Chair and/or Budget & Personnel Committee
• Documentation supporting the basis for the adjustment
• Approval by the full Board in compliance with applicable Brown Act meeting laws

7. Compensation Review

Executive compensation may be periodically reviewed for purposes of assessing market competitiveness, recruitment and retention considerations, organizational complexity, and internal equity.

Such reviews shall not, by themselves, authorize unilateral reductions in compensation during an active employment contract term unless otherwise expressly provided in the employment agreement.

At the time of contract renewal, the Board may consider updated market data and organizational factors in negotiating compensation terms for a subsequent agreement.

Periodic market reviews may occur at the discretion of the Board or its designated committee, but are generally recommended no more frequently than every three to five years.

8. Board Authority and Governance

Only the Board acting as a body may approve executive compensation or amendments to executive employment agreements. Individual Board members, Board officers, or committee members may not unilaterally promise, authorize, or modify executive compensation.

The Board shall conduct executive compensation deliberations in accordance with applicable laws governing the Brown Act, closed sessions, and public reporting requirements.

9. Existing Employment Agreements

Nothing in this policy shall alter, impair, or supersede the terms of any duly executed employment agreement approved by the Board unless expressly amended by mutual agreement and formal Board action.

10. Non-Binding Nature of Policy

This policy is intended to provide governance guidance and administrative consistency. It does not create contractual rights, guarantee compensation adjustments, or limit the Board's lawful authority regarding executive employment agreements.

DRAFT