BUDGET & PERSONNEL COMMITTEE MEETING

Tuesday, November 10, 2026 – 5:00 p.m.

Berkeley Rent Board Conference Room A – 2000 Center Street, 4th floor, Berkeley, CA 94704
Teleconference Location: Prudential Properties Unit 11- Potworks, St. James Parish, Nevis, KN1102

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: 880 6524 1726 and Passcode: 920609. 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 3:00 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

BERKELEY RENT BOARD

AGENDA: BUDGET & PERSONNEL COMMITTEE MEETING

Tuesday, November 10, 2026 – 5:00 p.m.
Berkeley Rent Board Conference Room A – 2000 Center Street, 4th floor, Berkeley, CA 94704
Teleconference Location: Prudential Properties Unit 11- Potworks, St. James Parish, Nevis, KN1102

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. **CLOSED SESSION:** Public Employee contract discussion pursuant to California Government Code Section 54957(b)(1):

   Title: Executive Director

4. Approval of agenda

5. Public Comment

6. Approval of July 2, 2026, meeting minutes (attached to agenda)

7. Discussion and Possible Action on the proposed Executive Salary Policy (see attached Staff Report), Executive Director DéSeana Williams

8. Discussion of Rent Board-Specific Employee Classifications and Potential Reclassification of Existing Positions

9. Discussion and recommendation to the Board authorizing the Executive Director to amend and extend the contract with Corelogic for the delivery of bulk property and assessor data for the Empty Homes Tax program increasing the total contract spending authority to a not to exceed amount of $85,000.00.

10. Discussion and recommendation to the Board authorizing the Executive Director to execute a five-year contract extension with Opportunity Space, Inc. DBA Tolemi for the BuildingBlocks software platform increasing the payable under the contract to a not to exceed amount of $344,000.00.

11. Future agenda items

12. Discussion and possible action to set the next meeting

13. Adjournment

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

BERKELEY RENT BOARD

BUDGET & PERSONNEL COMMITTEE MEETING

Thursday, July 2, 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, Executive Director DeSeana Williams called the roll at 5:36 p.m.
   Members Present: Mizell (JC remote participation), Alpert, Committee Chair Walker, Kelley.
   Staff Present: D. Williams, Matt Brown.

2. Land Acknowledgment Statement: The Land Acknowledgment Statement was played

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 May 27, 2026, meeting minutes (attached to agenda) M/S/C (Kelley/Alpert). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.

6. **CLOSED SESSION**: Public Employee contract discussion pursuant to California Government Code Section 54957(b)(1): General Counsel. Recommendation to move the General Counsel contract extension to the September Board meeting.

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 September 9, 2026, at 6:00 pm. M/S/C (Kelley/Alpert). 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 6:19 pm

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

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

BERKELEY RENT BOARD

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

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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

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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.

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BERKELEY RENT BOARD

Memorandum

DATE: November 19, 2026

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Honorable Members of the Budget & Personnel Committee

By: DéSeana Williams, Executive Director
Lief Bursell, Principal Planner

SUBJECT: Recommendation to adopt Resolution 26-XX authorizing the Executive Director to amend and extend the CoreLogic contract for delivery of bulk property ownership and assessor data supporting administration of the Empty Homes Tax and increasing total contract spending authority to an amount not to exceed $85,000 through January 31, 2032.

Recommendation

That the Board adopt the accompanying resolution authorizing the Executive Director to amend and extend the contract with CoreLogic through January 31, 2032, and increase contract spending authority by $60,000, bringing the total authorized amount under the contract to $85,000.

Background and Need for Rent Board Action

Berkeley Rent Board staff assist with the administration and implementation of the City of Berkeley's Empty Homes Tax Ordinance (BMC Chapter 7.54), which taxes property owners who keep residential units vacant for more than 182 days in a calendar year. An important component of this work is to ensure that vacant units identified by the Rent Board are accurately associated with the correct property ownership and parcel information before records are forwarded to the City's Finance Department for tax administration and enforcement.

To support this effort, the Rent Board utilizes Alameda County property ownership and assessor data compiled and provided by CoreLogic. These records include current ownership information, mailing addresses, assessor parcel numbers, and other property characteristics that help staff identify the owners responsible for potentially taxable vacant units.

The CoreLogic data is provided in bulk data files that are integrated into the Tolemi BuildingBlocks platform. CoreLogic ownership records are one of the primary datasets imported into BuildingBlocks and are essential to the platform's ability to accurately associate vacancy records with county property ownership information. BuildingBlocks allows staff to compare ownership records against vacancy information contained in the Rent Registry, as well as other datasets used in administration of the Empty Homes Tax. This integration improves data quality, resolves discrepancies between property records, and helps ensure that vacancy determinations are associated with the correct parcel and ownership information.

Existing Contract Expiration

The Board entered into a contract with CoreLogic on February 18, 2025, for the provision of ownership and property data services to support implementation of the Empty Homes Tax. Since that time, the data has become a critical component of the Board's vacancy identification, verification, and ownership research workflow.

Continued access to updated ownership and assessor records is necessary because property ownership changes frequently through sales, transfers, and other transactions. Maintaining access to this data enables staff to accurately identify the parties responsible for vacant properties and helps ensure the accuracy of the ownership and parcel information provided to the City's Finance Department.

Proposed Contract Amendment

Staff recommends that the Board authorize a five-year extension of the contract through January 31, 2032, and increase the contract's spending authority by $60,000. The additional spending authority is sufficient to cover CoreLogic's current annual subscription cost of $12,127.50 throughout the five-year extension period. Approval of this contract amendment will ensure continued access to critical ownership and property data that supports administration of the Empty Homes Tax and enhances the Board's use of the Tolemi BuildingBlocks platform.

Financial Impact

Approval of the proposed amendment will increase contract spending authority by $60,000, from $25,000 to an amount not to exceed $85,000.

This contract is funded through the City Council's General Fund allocation for administration of the Empty Homes Tax and will not impact the Rent Board Fund.

Contact Person

Lief Bursell, Principal Planner

Attachments

1. Resolution 26-XX

RESOLUTION 26-XX

AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND AND EXTEND THE CONTRACT WITH CORELOGIC FOR DELIVERY OF BULK PROPERTY OWNERSHIP AND ASSESSOR DATA SUPPORTING ADMINISTRATION OF THE EMPTY HOMES TAX AND INCREASING TOTAL CONTRACT SPENDING AUTHORITY TO AN AMOUNT NOT TO EXCEED $85,000

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

WHEREAS, the Board assists the City of Berkeley with the implementation and administration of the Empty Homes Tax Ordinance (Berkeley Municipal Code Chapter 7.54), including identifying vacant residential units that may be subject to taxation; and,

WHEREAS, accurate property ownership and assessor information is necessary to ensure that vacant residential units identified by the Board are correctly associated with the responsible property owner and the correct parcel information prior to referral to the City of Berkeley Finance Department; and,

WHEREAS, the Board's staff utilize Alameda County property ownership and assessor data compiled and provided by CoreLogic, including ownership information, mailing addresses, assessor parcel numbers, and other property characteristics used to support administration of the Empty Homes Tax; and,

WHEREAS, CoreLogic ownership and parcel records are integrated into the Tolemi BuildingBlocks platform and are among the primary datasets used to associate vacancy information contained in the Rent Registry with current ownership and parcel information; and,

WHEREAS, integration of CoreLogic data with vacancy information and other relevant datasets improves data quality, resolves discrepancies between records, and helps ensure that vacancy determinations for the Empty Homes Tax are associated with the correct owner and parcel information; and,

WHEREAS, the Board's Executive Director entered into a contract with CoreLogic on February 18, 2025, for the provision of ownership and property data services to support implementation of the Empty Homes Tax, and that contract expires on January 31, 2027; and,

WHEREAS, continued access to current ownership and assessor records is necessary because property ownership changes frequently through sales, transfers, and other transactions, and such access enables staff to accurately identify responsible parties for vacant units subject to the Empty Homes Tax and helps ensure the accuracy of the ownership and parcel information provided to the City's Finance Department.

NOW, THEREFORE BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley that the Executive Director is hereby authorized to amend and extend the contract with CoreLogic for delivery of bulk property ownership and assessor data supporting administration of the Empty Homes Tax through January 31, 2032, and to increase contract spending authority by $60,000, bringing the total authorized amount under the contract to $85,000 for services provided through January 31, 2032.

Dated: November 19, 2026

Adopted by the Rent Stabilization Board by the following vote:

YES:
NO:
ABSTAIN:
ABSENT:

_____
Soli Alpert, Chairperson
Rent Stabilization Board

Attest:_____
DéSeana Williams, Executive Director

BERKELEY RENT BOARD

Memorandum

DATE: November 19, 2026

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Honorable Members of the Budget & Personnel Committee

By: DéSeana Williams, Executive Director
Lief Bursell, Principal Planner

SUBJECT: Recommendation to adopt Resolution 26-XX authorizing the Executive Director to execute a five-year extension of the Tolemi BuildingBlocks contract supporting administration of the Empty Homes Tax and increasing total contract spending authority to an amount not to exceed $344,000 through June 30, 2032.

Recommendation

That the Board adopt a resolution authorizing the Executive Director to execute a five-year contract extension with Opportunity Space Inc., dba Tolemi, for continued hosting, support, maintenance, and enhancement of the BuildingBlocks software. The proposed contract would run from July 1, 2027, through June 30, 2032, with a Year 1 cost of $41,200 and 3% annual increases thereafter. The extension would increase the total amount payable under the contract by $219,000, resulting in a cumulative contract amount not to exceed $344,000.

Background and Need for Rent Board Action

The Rent Stabilization Board continues to support administration of the City of Berkeley's Empty Homes Tax (BMC 7.54), which imposes a tax on residential units left vacant more than 182 days in a calendar year. As detailed in prior Board reports, staff use Tolemi's BuildingBlocks platform to integrate and compare data across multiple systems — including the Rent Registry, RHSP inspections, and Alameda County ownership data — for the purpose of confirming information regarding properties with vacant units and identifying additional vacant units that may not be proactively reported by property owners.

Address-standardization issues, inconsistent parcel numbering formats, and cross-departmental data discrepancies have historically made comparing data from

different systems extremely difficult. BuildingBlocks has substantially improved staff's ability to locate, compare, normalize, and link these datasets. The City of Berkeley Finance Department has requested that Rent Board vacancy data be compared against Alameda County ownership and property records. BuildingBlocks has been essential for comparing and integrating county and Rent Board data and allowing staff to efficiently meet this requirement.

The Board previously authorized contracts with Tolemi to support these functions. Continued use of the BuildingBlocks platform is necessary to continue effective administration of the Empty Homes Tax program. Staff are seeking authorization in advance of the current expiration date to ensure uninterrupted service and allow sufficient time for contract execution and future budgeting.

Proposed Contract Amendment

Staff recommend a five-year extension with a Year 1 cost of $41,200, representing a 3% increase from the current rate, followed by annual increases of 3%.

Annual Costs Under Proposed Structure:

Year 1: $41,200
Year 2: $42,436
Year 3: $43,709
Year 4: $45,020
Year 5: $46,371

Five-Year Total: $218,736

Staff recommend authorizing an increase of $219,000 to the contract's spending authority to cover the cost of the five-year extension.

Financial Impact

The contract extension will be funded through the City Council's General Fund allocation for administration of the Empty Homes Tax and will not impact the Rent Board Fund**.**

Contact Person

DéSeana Williams, Executive Director - (510) 981-7368

Attachments

1. Resolution 26-XX

RESOLUTION 26-XX

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A FIVE-YEAR CONTRACT EXTENSION WITH OPPORTUNITY SPACE INC., DBA TOLEMI, FOR THE BUILDINGBLOCKS SOFTWARE PLATFORM, INCREASING THE TOTAL PAYABLE UNDER THE CONTRACT TO AN AMOUNT NOT TO EXCEED $344,000

BE IT RESOLVED BY THE RENT STABILIZATION BOARD OF THE CITY OF BERKELEY AS FOLLOWS:

WHEREAS, since Fiscal Year 2024, the Board has assisted the City of Berkeley with the implementation and administration of its Empty Homes Tax Ordinance, which was enacted by Berkeley voters in the November 2022 election; and,

WHEREAS, the Board's role is to identify vacant units that are subject to the Empty Homes Tax and review claims of exemption and vacancy exclusion; and,

WHEREAS, the Board's rent registry has historically contained over 1,200 units claimed exempt due to being vacant and not available for rent; and,

WHEREAS, while the rent registry is a valuable source of vacancy data, there is a need for additional methods to identify vacant residential units subject to the Empty Homes Tax, including analysis of data from the Rental Housing Safety Program, parcel data, Alameda County ownership records, and building permit activity; and

WHEREAS, the BuildingBlocks software platform developed by Opportunity Space Inc., dba Tolemi, is designed to connect, synthesize, and analyze data from multiple systems and formats, allowing staff to more efficiently identify and investigate residential units that may be vacant and subject to taxation; and,

WHEREAS, the Board's Executive Director entered into an initial contract with Opportunity Space Inc., dba Tolemi, in March 2024 to begin integrating relevant datasets and developing analytical tools to support administration of the Empty Homes Tax; and,

WHEREAS, on April 17, 2025, the Board adopted Resolution 25-12 authorizing a contract with Opportunity Space Inc., dba Tolemi, through June 30, 2027, in an amount not to exceed $125,000; and,

WHEREAS, the City of Berkeley Finance Department has asked the Rent Board staff to provide vacancy data that matches directly with Alameda County parcel and property ownership records; and

WHEREAS, continued use of the BuildingBlocks platform is necessary to maintain and enhance the Board's ability to identify vacant residential units and support the continued administration of the Empty Homes Tax.

NOW, THEREFORE BE IT RESOLVED by the Rent Stabilization Board that Executive Director is hereby authorized to execute a five-year extension of the contract with Opportunity Space Inc., dba Tolemi, for continued deployment, hosting, maintenance, support, and enhancement of the BuildingBlocks software platform for the purpose of identifying vacant residential units subject to the Empty Homes Tax.

BE IT FURTHER RESOLVED that the Executive Director is authorized to increase the contract authority by $219,000, resulting in a cumulative contract amount not to exceed $344,000 for services provided through June 30, 2032.

Dated: November 19, 2026

Adopted by the Rent Stabilization Board by the following vote:

YES:
NO:
ABSTAIN:
ABSENT:

_____
Soli Alpert, Chairperson
Rent Stabilization Board

Attest:_____
DéSeana Williams, Executive Director