



## **BUDGET & PERSONNEL COMMITTEE MEETING**

**Tuesday, December 2, 2025 – 5:30 p.m.**

**Berkeley Rent Board Conference Room B – 2000 Center Street, Ste. 400- 4th floor, Berkeley  
Minutes – *Approved***

1. Roll Call: Staffer DeSeana Williams called Roll at 5:35 p.m.  
Members Present: Mizell, Alpert, Committee Chair Walker, Kelley.  
Staff Present: D. Williams, S. Cole.
2. Land Acknowledgment Statement: The Recording of the Land Acknowledgment Statement was played.
3. Approval of agenda: M/S/C (Alpert/Mizell). Motion to approve the agenda. YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
4. Public Comment: No public comment
5. Approval of October 30, 2025, meeting minutes: M/S/C (Kelley/Mizell). Motion to approve October 30, 2025, meeting minutes. YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
6. Discussion and possible action on the Returned Check Policy Development: The Finance Director provided Committee Members with data on the status of returned checks to better inform future policy work. This item will be moved to the LIRA Committee. No Action Taken
7. Discussion and possible action to recommend a Rent Board Staffing Model Change: The Executive Director provided a report and discussed the recommendation to add an Assistant Planner to the Planning Unit. M/S/C (Mizell/Walker). Motion to Recommend the Rent Board Staffing Model Change. YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
8. Discussion on Measure BB and the Setting of Registration Fee for FY26/27: The Finance Director provided beginning discussion points for consideration regarding the Fee model. No Action Taken.
9. Future agenda items
  - ➔ Discussion regarding the practice/policy for setting salaries
  - ➔ Discussing possible incentives for different payment options, checks vs credit cards
  - ➔ Discussion on the Rent Board practice for handling Fraudulent checks and payments
10. Discussion and possible action to set the next meeting: Next meeting scheduled for January 20, 2026, at 5:30 p.m.

11. Adjournment M/S/C (Alpert/Kelley). Motion to adjourn. YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0

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

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