



## **BUDGET & PERSONNEL COMMITTEE MEETING**

**Tuesday, February 3, 2026 – 5:30 p.m.**

**Berkeley Rent Board Conference Room B – 2000 Center Street, Ste. 400 (4<sup>th</sup> floor), Berkeley, CA**

### **MINUTES – APPROVED**

1. Roll Call Staffer DeSeana Williams called Roll at 5:37 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: Committee Member Alpert moved to amend the agenda by moving item 8 before item 6. Motion to approve the amended agenda. M/S/C (Alpert/Mizell). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
4. Public Comment: No public comment
5. Approval of the January 20, 2026, meeting minutes (attached to agenda) M/S/C (Mizell/Kelley). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0.
6. Discussion and possible action to recommend a Rent Board Operating Reserve Policy (Executive Director). Report attached. M/S/C (Kelley/Walker). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0. The Executive Director presented the proposed Reserve Policy to the Committee. Two recommended changes were requested by Commissioner Alpert. Motion to approve a new Rent Board Reserve Policy with recommended changes.
7. FY 26/27 Fee Model Discussion. Presentation (Finance Director): The Finance Director presented the discussion on the FY2027 Registration Fee. No Action Taken.
8. Discussion and possible action to set Fiscal Year 2027 Registration Fee. Report attached (Finance Director). Motion to approve the Fee recommendation of FY 27, all-in, plus the 20% Reserve. Commissioner Alpert motioned to bring the fee with clarification of all financial implications, further research, and the OS III. M/S/C (Mizell/Alpert). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0. The Finance Director presented additional Fee information and discussed different Fee models that included various financial considerations for the committee to assess.
9. Update of Project Data System RFP - Verbal (Executive Director): The Executive Director provided a verbal update on the RFP process for a Rent Board data and housing services system. No Action Taken.
10. Future agenda items: Commissioner Alpert requested two future agenda items, and Commissioner Kelley requested an additional future agenda item.



- a. Executive Salary Policy
  - b. Researching a policy or the need to have a policy regarding the ratio (difference) between fully covered and partially covered fees
  - c. An analysis of the Rent Board Staffing as it relates to continuity and attrition
11. Discussion and possible action to set the next meeting. The next Budget and Personnel Committee meeting is set for Tuesday, April 7, 2026 @ 5:30 pm
12. Adjournment Motion to adjourn M/S/C (Alpert/Kelley). YES: 4; NO: None; ABSTAIN: None; ABSENT: None. Motion Carried: 4-0-0-0. Meeting adjourned at 7:29 pm

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