



Rent Stabilization Board
Office of the Executive Director

DATE: September 23, 2021
TO: Honorable Members of the Berkeley Rent Board
FROM: Matt Brown, Acting Executive Director *MB*
SUBJECT: Recommendation to adopt Resolution 21-21 to purchase 14 laptops to support Board staff for remote work

Recommendation:

That the Board adopt Resolution 21-21, to authorize purchase of 14 laptops to assist staff with remote work. The total cost should not exceed \$30,000.

Background and Need for Rent Stabilization Board Action:

Many staff have been working remotely or partially remotely since the pandemic began in March 2020. While the most recent City policy regarding telework (Administrative Regulation 2.23 adopted on May 27, 2020) makes clear that departments are not required to provide staff with equipment to perform telework, many staff have expressed concern that their computers are not properly functioning, and that they would benefit from laptops to better carry out their duties at home. This is a very reasonable request. I have polled staff and determined that we will be able to accomplish these goals if we purchase 14 new laptops and distribute them to those that are performing remote work. Each laptop will cost a little under \$2,000. I will order them immediately if the Board adopts Resolution 21-21.

Conclusion:

Purchasing laptops to perform remote work will greatly enhance our capacity to continue to perform remote work during a time when many of our staff continue to perform many of their duties outside the office.

Name and Telephone Number of Contact Person:

Matt Brown, Acting Executive Director (510) 981-4905

Attachment:

Proposed Resolution 21-21

RESOLUTION 21-21

AUTHORIZING EXECUTIVE DIRECTOR TO PURCHASE 14 LAPTOPS FOR STAFF TO ASSIST WITH REMOTE WORK

WHEREAS, most staff have been working remotely or partially remotely since March 2020, and continue to telework; and

WHEREAS, it appears that telework will be a part of our model for the foreseeable future given the current COVID-19 pandemic; and

WHEREAS, staff have expressed that many of their computers are no longer suitable for remote work and they would greatly benefit from the agency providing them with laptops to perform their jobs; and

WHEREAS, staff has contacted the IT Department and has been informed that each laptop will cost \$1,825.07 which will make the total cost less than \$30,000; and

WHEREAS, there is sufficient money in the Board's budget to make this purchase; and

WHEREAS, while Berkeley Administrative Regulation 2.23 specifically states that the City is not responsible for providing equipment for telework, it is very reasonable for the Board to accommodate staff's request to provide adequate tools to effectively work from home;

NOW, THEREFORE BE IT RESOLVED that the City of Berkeley Rent Stabilization Board hereby authorizes the Acting Executive Director to purchase 14 laptops to be distributed to various staff performing remote work for the agency.

Dated: September 23, 2021

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Leah Simon-Weisberg, Chair
Rent Stabilization Board

Attest: _____
Matt Brown, Acting Executive Director