



Rent Stabilization Board

MEMORANDUM

DATE: January 18, 2024

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director
By: Aimee Mueller, Associate Management Analyst/Board Secretary

SUBJECT: Recommendation to adopt Resolution 24-02 authorizing the Executive Director to purchase furniture, fixtures and equipment for new Rent Board office space

Recommendation:

That the Board adopt attached Resolution 24-02 authorizing additional spending authority for the Executive Director to purchase furniture, fixtures and equipment needed for the Rent Board's new office space at 2000 Center Street.

Background and Need for Board Action:

The Rent Board has occupied its current office space at 2125 Milvia Street/2001 Center Street since 1996. At present, agency staff still utilize most of the same furniture that was originally purchased for this space decades ago. The only renovation and large-scale purchase of new furniture for the Rent Board's current offices occurred in 2013 as part of the complete renovation of the 1st floor – this work included installation of two ADA-compliant public counters and new workstations for all staff downstairs. The cost of the renovation was covered by the landlord at that time as part of the Board's lease renewal negotiations. Other than the subsequent replacement of furniture in a few offices needed to accommodate new occupants, there has been no large purchase of new workstations or office furniture in almost 30 years.

Following an extensive search for new office space to house the Rent Board staff and allow for anticipated growth, in June of 2023, the Board adopted Resolution 23-21 authorizing the Executive Director to execute a 10-year lease agreement for office space at 2000 Center Street in Berkeley. The future office space rent per square foot is significantly less than the price the agency currently pays; and the property owner of 2000 Center Street agreed to make substantial improvements to the space to ensure that it better suits our operational needs. Those improvements began in the third quarter of 2023 and are expected to be complete in time for staff to begin occupying the new space as of March 1, 2024.

In addition to the structural and functional aspects of the new office, the purchase of suitable furniture, fixtures and equipment is needed to optimize individual and collaborative workspaces, including spaces intended for public meetings of the elected Board and its committees.

In preparation for these purchases, staff conducted extensive research into furnishings that would integrate with our existing furniture, fixtures and equipment and enable expanded connectivity and productivity. In the process, we identified vendors who specialize in pre-owned office furniture and movers who include repurposing and/or recycling used furniture. Our intent is to utilize these vendors to the greatest extent possible as we work to ensure a smooth transition to our new space, minimize disruption to existing service delivery, and fulfill our commitment to being effective stewards of public funds.

In the process of procurement research and working with our future landlords, it has become clear that the price of virtually every product and service required for this project has increased exponentially in recent years, largely driven by higher fuel, material and labor costs stemming from the COVID-19 pandemic and the resultant consolidations of many wholesale suppliers. These factors, along with lingering supply chain deficits, required us to recalculate and anticipate greater expenditures to complete this project.

Anticipated Furniture, Fixtures and Equipment purchases by category:

Thus far, our move-related expenditures total \$118,000. Of the original amount allocated and approved by the Board for this project, \$99,000 remains. Due to the factors noted above, and unexpected construction costs not covered by our lease agreement, our anticipated purchases in some categories exceeded our initial calculations. Below is a summary of our remaining future expenditure categories.

Product/Service	Estimated Cost	Notes
Moving fees	\$20,000	
Office space modifications	\$105,000	
Data network/security system infrastructure	\$40,000	Security access system, Server room data cabling, Entry door camera system
Wireless network infrastructure/maintenance	\$15,000*	*Final cost TBD
Computer hardware & A/V equipment	\$11,000	
Office furniture & appliances	\$100,000	
Contingency for possible construction delays or temporary support needed	\$40,000	

Financial Impact:

There are sufficient funds in the 2023-2024 fiscal year (FY) budget to cover the additional spending authority in the amount of \$217,000 for the purchase of necessary office furniture, fixtures and equipment for our 2000 Center Street offices, for a total amount not to exceed \$450,000 in FY23-24.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

RESOLUTION 24-02

AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE FURNITURE, FIXTURES, AND EQUIPMENT FOR THE OFFICE SPACE AT 2000 CENTER STREET AND THE APPROVAL OF ADDITIONAL SPENDING AUTHORITY

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

WHEREAS, the lease for Rent Stabilization Program office space at 2000 Center Street begins on March 1, 2024; and

WHEREAS, the Board has expressed the desire for staff to have more office space given that there are now more employees than there were when the lease was signed for the current office space; and

WHEREAS, the Board recognizes that relocating its office to 2000 Center Street will enhance operational efficiency and provide staff the opportunity to work under improved facilities; and

WHEREAS, it is essential to acquire suitable office furniture to optimize individual and collaborative workspaces, including spaces designated for public committee and board meetings; and

WHEREAS, Board Staff will commit to making a good faith effort in utilizing cooperative agreements such as Omnia, GSA, and other reputable sources for the procurement of facilities, furniture, and equipment; and

WHEREAS, Board Staff shall prioritize cooperative agreements for furniture procurement but, in the absence of viable options, will resort to obtaining three quotes through the informal quoting process; and

WHEREAS, as part of the FY23-24 budget, the Board allocated funding in the amount of \$233,000 to prepare for possible contingencies related to the agency's office relocation; and

RESOLUTION 24-02

AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE FURNITURE, FIXTURES, AND EQUIPMENT FOR THE OFFICE SPACE AT 2000 CENTER STREET AND THE APPROVAL OF ADDITIONAL SPENDING AUTHORITY (Page 2)

WHEREAS, the Board authorizes an additional spending authority in the amount of \$217,000 to account for additional purchasing needs and to ensure a seamless transition to the new office space.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to purchase office furniture, fixtures and equipment for the new office space at 2000 Center Street for a total not to exceed amount of \$450,000 for FY23-24.

Dated: January 18, 2024

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

YES:

NO:

ABSTAIN:

ABSENT:

Leah Simon-Weisberg, Chair

Attest: _____
DéSeana Williams, Executive Director