



Rent Stabilization Board  
Office of the Executive Director

DATE: April 20, 2023

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director

SUBJECT: Recommendation to adopt Resolution 23-11 authorizing the Executive Director to increase the purchase order with ACRO Services Corp. by an additional amount not to exceed \$40,000 for one (1) additional temporary staff person for six (6) months to assist with administrative tasks related to the changes to the Eviction Moratorium

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### **Recommendation**

That the Board adopts Resolution 23-11 authorizing the Executive Director to increase the purchase order with ACRO Services Corp. by an additional amount not to exceed \$40,000 for one (1) additional temporary staff person to assist with administrative tasks related to the changes to the Eviction Moratorium.

### **Background:**

On March 21, 2023, the City Council adopted changes to the COVID-19 Emergency Response Ordinance, otherwise known as the Eviction Moratorium. These changes implement a “transition period” from May 1, 2023 – August 31, 2023, and the eventual end of the Moratorium on September 1, 2023.

During the “transition period,” evictions for non-payment of rent where a tenant does not provide a declaration of inability to pay due to an impact related to COVID will be allowed to proceed. Additionally, certain Owner Move-In (OMI) evictions will also be allowed to proceed. Starting September 1, 2023, all evictions will return to the criteria, process, and timelines that existed prior to the City Council’s COVID-19 Emergency Response Ordinance and Eviction Moratorium.

The agency anticipates a significant influx of eviction notices to be filed with the Rent Board starting in May 2023. Housing Counselors will experience increased counseling sessions related to these changes with tenants and landlords. This will create additional staffing needs to:

1. Receive copies of eviction notices from housing providers, upload them to our database system, and file copies in the property folders.
2. Quickly issue template response letters to tenants being served the eviction notice, informing them of their rights, counseling services, and external resources they may contact for guidance and assistance.

3. Provide documentation to parties regarding the receipt and processing dates of the eviction notice.
4. Schedule appointments for Housing Counselors for follow-up.
5. Provide administrative support for agency-wide special projects as needed.

These tasks for each eviction notice filed can take 15-30 minutes per case, and given the anticipated increased volume of eviction notices that will be filed, the agency will need additional administrative support.

Having additional temporary staff by May 2023 would create sufficient staff capacity to receive and process eviction notices and promptly issue letters to tenants informing them of their rights and resources that they may be eligible to receive to help them through the eviction process.

**Financial Impact**

Staff project that adding one (1) proposed full-time temporary worker for six (6) months will cost the agency an additional \$40,000.

**Name and Telephone Number of Contact Person:**

DéSeana Williams, Executive Director                      (510) 981-7368

**RESOLUTION 23-11**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE PURCHASE ORDER WITH ACRO SERVICES CORPORATION BY AN ADDITIONAL AMOUNT NOT TO EXCEED \$40,000 FOR ONE TEMPORARY WORKER TO PROVIDE FULL-TIME ASSISTANCE WITH ADMINISTRATIVE TASKS RELATED TO CHANGES TO THE EVICTION MORATORIUM**

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

**WHEREAS**, On March 21, 2023, the City Council adopted changes to the COVID-19 Emergency Response Ordinance that established a “Transition Period” May 1, 2023 – August 31, 2023, and an eventual end to the Eviction Moratorium on September 1, 2023; and

**WHEREAS**, the Public Information Unit, which processes eviction notices and response letters to tenants, will experience an influx of eviction notices during this period that need timely processing; and

**WHEREAS**, the current staff capacity in the Public Information Unit is not sufficient to complete the administrative tasks associated with processing eviction notices, tenant response letters, and an increased volume of appointments for Housing Counselors; and

**WHEREAS**, the hiring of temporary staff for a period not to exceed six months will allow the agency to process and respond to the increase volume of eviction notices as well as the anticipated increase in related contacts to other units anticipated to start in May 2023;

**WHEREAS**, the City of Berkeley currently utilizes ACRO Services Corporation to provide temporary personnel when needed;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Berkeley Rent Stabilization Board hereby authorizes the Executive Director to increase the purchase order with ACRO Services Corporation by an additional amount not to exceed \$40,000 to allow for one full-time temporary worker to support the agency during the Eviction Moratorium Transition Period and eventual end of the moratorium on September 1, 2023.

Dated: April 20, 2023

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

YES:

NO:

ABSTAIN:

ABSENT:

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Leah Simon-Weisberg, Chair  
Rent Stabilization Board

Attest: \_\_\_\_\_  
DéSeana Williams, Executive Director