



Rent Stabilization Board  
Office of the Executive Director

DATE: December 4, 2023

TO: Honorable Members of the Rent Stabilization Board

FROM: DéSeana Williams, Executive Director

SUBJECT: Recommendation to adopt Resolution 23-29 authorizing the Executive Director to initiate a contract with ACRO Services Corp. not to exceed \$15,000 for one (1) temporary staff person to assist with administrative tasks related to processing eviction notices

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### **Recommendation**

That the Board adopts Resolution 23-29 authorizing the Executive Director to initiate a contract with ACRO Services Corp. not to exceed \$15,000 for one (1) temporary staff person to assist with administrative tasks related to processing eviction notices.

### **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 to August 31, 2023, and the end of the Moratorium on September 1, 2023.

Since the “transition period” from May 1, 2023 to August 31, 2023, and the end of the Moratorium on September 1, 2023, Rent Board staff have processed over 450 eviction-related notices and provided counseling services for hundreds of tenants facing eviction.

The agency anticipates a continued influx of eviction notices to be filed with the Rent Board through the first quarter of 2024. Housing Counselors will experience increased counseling sessions related to evictions, and the temporary staffing will allow for expeditious processing of eviction-related notices and other activities to support the operations of the Public Information Unit.

The temporary staffing will help to support the following tasks:

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.

Having additional temporary for two months, through February 5, 2024, will 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 two (2) months will cost the agency an additional \$15,000.

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

DéSeana Williams, Executive Director                      (510) 981-7368

**RESOLUTION 23-29**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO INITIATE A CONTRACT WITH ACRO SERVICES CORPORATION NOT TO EXCEED \$15,000 FOR A 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 to 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, has experienced 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 two months will allow the agency to process and respond to the increased volume of eviction notices in a timely manner;

**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 initiate a contract with ACRO Services Corporation for \$15,000 to allow for one full-time temporary worker to support the agency with eviction notice processing.

Dated: December 4, 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