



Rent Stabilization Board  
Office of the Executive Director

DATE: June 16, 2022

TO: Honorable Members of the Rent Stabilization Board

FROM: Honorable Members of the Budget & Personnel Committee  
By: DéSeana Williams, Executive Director

SUBJECT: Proposal to adopt Resolution 22-19 authorizing the Executive Director to increase the purchase order with ACRO Services Corp. to extend and increase the hours for existing temporary staff to assist the Registration Unit with the registration of fully-covered and Measure MM units

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**Background:**

For the first time this May, the Board will bill both fully-covered and partially covered Measure MM rental units out of the same database. The migration of over 40 years of rental history data was completed in December 2021. The data migration process created multiple data cleanup projects that required a temporary employee to take on and was completed in May of 2022.

The FY 2023 registration period will require additional staff capacity to register Measure MM units and fully-covered units in the new 3Di system and time to assist property owners with fully-covered units that are working within 3Di's system for the first time. Staff and Budget & Personnel Committee and the Board authorize the extension and hourly increase to full-time of the existing temporary employee to assist the Registration Unit with the necessary customer service and data entry work associated with registration between May 30th and August 31<sup>st</sup>, 2022.

**Financial Impact**

Staff project that the extension of time and change from part-time to a full-time temporary worker for the fiscal year (FY) 2023 registration period will not exceed an additional \$30,000. Prior to this, the Executive Director's spending authority was used to cover invoices beginning February 7<sup>th</sup> through August 31<sup>st</sup>, 2022. There are sufficient funds in the FY 2022 budget and the proposed FY 2023 budget to cover this cost.

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

DéSeana Williams, Executive Director (510) 981-7368

## RESOLUTION 22-19

### **AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE PURCHASE ORDER WITH ACRO SERVICES FOR A TEMPORARY WORKER TO PROVIDE FULL-TIME ASSISTANCE TO THE REGISTRATION UNIT DURING THE REGISTRATION PERIOD FROM MAY 30, 2022, THROUGH AUGUST 31, 2022**

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

**WHEREAS**, Measure MM, which was placed on the general election ballot by the Berkeley City Council on July 30, 2020, and subsequently passed by the voters on November 3, 2020, now requires the Board to register certain partially-covered rental units, including rented single-family homes, condominiums, and newly-constructed units; and

**WHEREAS**, on December 17, 2020, by Resolution 20-17, the Rent Stabilization Board, approved the implementation of registration for partially-exempt units due to the amendments to the Rent Stabilization Ordinance mandated by Measure MM; and

**WHEREAS**, the Registration Unit hired a temporary worker to support the unit during the fiscal year 2022 registration period; and

**WHEREAS**, registration of both Measure MM and fully covered units will take place in the same database for the first time; and

**WHEREAS**, the registration of fully covered units will take place in a new software database, and it will require additional staff time to assist clients as they learn how to use this new system; and

**WHEREAS**, the Registration Unit will need additional assistance during the registration period from May 30, 2022, through August 31, 2022; and

**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 for a total amount not to exceed \$30,000 to allow for full-time temporary support of the Registration Unit during the registration period from May 30, 2022, through August 31, 2022.

**RESOLUTION 22-19**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE PURCHASE ORDER WITH ACRO SERVICES FOR A TEMPORARY WORKER TO PROVIDE FULL-TIME ASSISTANCE TO THE REGISTRATION UNIT DURING THE REGISTRATION PERIOD FROM MAY 30, 2022, THROUGH AUGUST 31, 2022**

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Dated: June 16, 2022

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