



Rent Stabilization Board
Office of the Executive Director

DATE: May 6, 2021

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Honorable Members of the Budget & Personnel Committee
By: Matt Brown, Acting Executive Director **MB**

SUBJECT: Proposal to Hire Temporary Worker to Assist Registration Unit during the Registration Period (May 17 – July 17, 2021)

The Board will be billing rental units pursuant to the mandate of Measure MM (passed at the General Election in November 2020). The Registration Unit has been hard at work to ascertain the universe of rental units subject to the requirements of the law.

This year is all the more challenging given that the agency is in the process of replacing our Rent Tracking System (RTS) database. For this registration period, all of the Measure MM units will be in the new database but none of the existing rent-controlled units will be. As a result, Registration staff will have to use two separate databases to collect fees and register properties – the new database for all Measure MM rental units, and the existing RTS for the rent-controlled units.

Staff recommended to the Budget & Personnel Committee that we hire a temporary worker to assist the Registration Unit with extra customer service and data entry work associated with registration this fiscal year. The committee unanimously approved this request. The agency will hire a temporary worker from May 17 – July 17, 2021. Staff will return to the Board with further requests if more help is needed.

RESOLUTION 21-11

AUTHORIZING THE ACTING EXECUTIVE DIRECTOR TO HIRE A TEMPORARY WORKER TO ASSIST THE REGISTRATION UNIT DURING THE REGISTRATION PERIOD FROM MAY 17, 2021 THROUGH JULY 17, 2021

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 implementation of Measure MM necessitates that the Rent Board's Registration Unit, for the first time, perform two distinct registration processes on two unique database platforms that will require additional staff time to develop and maintain; and

WHEREAS, the Registration Unit will need assistance during the registration period from May 17, 2021 through July 17, 2021; 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 Acting Executive Director to execute a purchase order with ACRO Services Corporation in order to hire a temporary worker to support the Registration Unit during the registration period from May 17, 2021 through July 17, 2021.

Dated: May 6, 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