



Rent Stabilization Board

RENT STABILIZATION BOARD

DATE: April 16, 2007

TO: Honorable Members of the Rent Stabilization Board

FROM: Budget & Personnel Committee
By: Jay Kelekian, Executive Director

SUBJECT: Recommendation to adopt a Resolution authorizing the Executive Director to increase the 2006/2007 Purchase Order with Inkworks Progressive Printing (“Inkworks”) from \$15,000 to \$30,000.

Recommendation:

That the Board adopt the attached Resolution authorizing the Executive Director to increase the 2006/2007 Fiscal Year Purchase Order with Inkworks Progressive Printing (“Inkworks”) from \$15,000 to an amount not to exceed \$30,000.

Background and Need For Rent Stabilization Board Action:

The Berkeley Charter, Section 67.5 states: “...any action providing for the expenditure of public money the amount of which exceeds an amount set by ordinance, as provided for in Section 67.5(b), shall be authorized by resolution of the Council or shall be done by contract authorized by resolution of the Council.” The amount set by ordinance for the Council is \$25,000. It has been the practice of the Board to review and approve expenditures greater than \$15,000.

The Rent Board uses Inkworks for printing and mailing its quarterly newsletter, annual apparent lawful rent ceiling letters, annual general adjustment notices, Guide to Rent Control and other outreach mailings throughout the year. The cost of these mailings is usually between \$30,000 and \$40,000 per fiscal year. Traditionally, the Board approves a purchase order in June for the following year. Because of a series of unexpected delays in projects, the annual purchase order was held last June.

The Executive Director, within his purchasing authority, approved a \$15,000 purchase order with Inkworks at the beginning of the 2006/2007 fiscal year, until such time as ongoing customer service issues could be resolved. Shortly after the commencement of the 06/07 fiscal year, the Executive Director, along with Rent Board division management staff members, met with the key managers of Inkworks to discuss better ways of communicating in order to meet all of the Rent Board’s printing needs and mailing deadlines.

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Since their meeting with Inkworks, the Executive Director and Rent Board staff is more than satisfied with their improved customer service and in meeting mailing deadlines and successfully completing all of our printing needs. Staff would like authorization to increase the purchase order to meet our printing needs for the remainder of the year.

On April 9, the Budget and Personnel Committee reviewed the Director's proposal and recommended that it be forwarded to the full Board for approval.

Financial Impact:

The Board has approved the expenditure of up to \$45,000 for printing in the Fiscal Year 2006/2007 budget. This is within that amount.

Name and Telephone Number of Contact Person:

Jay Kelekian, Executive Director
(510) 644-6128

RESOLUTION 07-

AUTHORIZING THE EXECUTIVE DIRECTOR TO INCREASE THE FISCAL YEAR 2006/2007 PURCHASE ORDER WITH INKWORKS PROGRESSIVE PRINTING (“INKWORKS”) FROM \$15,000 TO AN AMOUNT NOT TO EXCEED \$30,000

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

WHEREAS, the Board has retained in the past the services of Inkworks to print the Rent Board quarterly newsletters, Guide to Rent Control, Apparent Lawful Rent Ceiling, Annual General Adjustment notices and other outreach mailings;

WHEREAS, the cost of these mailings is usually between \$30,000 and \$40,000 annually;

WHEREAS, the Rent Board Executive Director, within his purchasing authority, approved a \$15,000 Purchase Order with Inkworks at the beginning of the 2006/2007 fiscal year;

WHEREAS, approximately \$15,000 additional money is needed to complete the Rent Board’s outreach printing jobs in the remainder of the 2006/2007 fiscal year;

WHEREAS, funds are available in the 2006/2007 fiscal year budget to cover the increased anticipated cost of printing.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Rent Stabilization Board authorizes the Executive Director to increase the purchase order with Inkworks from \$15,000 to an amount not to exceed \$30,000 in the 2006/2007 fiscal year.

Dated: April 19, 2007

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

Yes:

No:

Abstain:

Absent:

Attest: _____
Jay Kelekian, Executive Director

Chair, Rent Stabilization Board